

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



FEB 12 1998

Reply to Attn of: DA01

TO: Distribution

FROM: DA01/Carolyn S. Grinner

SUBJECT: Minutes of the MSFC Quality Council Meeting

The MSFC Quality Council (MQC) met on Friday, January 30, 1998. The meeting which began at 2:00 P.M., was held in building 4200, conference room P1 10. The roster of attendees for the meeting is attached as Enclosure 1. The agenda for the meeting is included as Enclosure 2.

The ISO 9000 Management Representative called the meeting to order and noted for the record that the required MQC members were present. The Center Director, Deputy Director, Associate Director, Associate Director-Technical, Director of S&E, and the Director of S&MA must be present for all MQC meetings.

ACTIONS FROM THE LAST MQC MEETING (R. SCHWINGHAMER/DA01)

The first order of business was to dispose of the actions from the last meeting in November 1997. There were four actions taken at that meeting. The first open action was to make the NQA Audit follow-up visits schedule information available throughout the Center (MQC-0005). That information has been sent to all organizations and posters have been posted throughout the Center announcing the upcoming audit February 25-27 to close the action. The fourth open action was to schedule a MSFC Quality Council meeting sometime near the end of January 1998 to review the Center status in preparation for the February NQA Audit (MQC-0008). This meeting closes that action.

The second open action was to schedule a special meeting to consolidate the eight, more or less, separate corrective action systems currently in place at the Center (MQC-0006). The MSFC Corrective Action System Procedure, MSFC-P14.1, was reviewed, revised and ready for approval on January 30, 1998. The revision was an attempt to consolidate **all systems into one, identify any new systems, and eliminate any duplicate or unnecessary systems.** Comments were gathered from throughout the Center with the announced understanding that one system would apply to all. There are still some

improvements to be made to the procedure, but a big step has been taken in the consolidation process. The action is considered to be closed with the understanding that updated information will be implemented as it is made available. A copy of the presentation charts are included as Enclosure 3.

The third open action was to address documenting Task Agreement (TA) Requirements at a future ISO 9000 Implementation Team Status Meeting (MQC-0007). This issue was worked within the Implementation Team. The Centerwide Work Instruction (CWI), P03.1 -CO 1 Preparation of Internal Task Agreements, was baselined November 13, 1997. The CWI Transition Document, P03.1-C01 Revision A, is targeted for release by February 13, 1998. The revision narrows application to work within the scope of the MQM, "grandfathers" existing TA processes and working arrangements, applies to all tasks approved to commence/continue in FY99 and later, and applies to "new work" tasks approved per MPG 7100.3 after February 13, 1998. A copy of the presentation chart is included as Enclosure 4.

The Manager of the Flight Projects Office presented, for discussion by the MQC, a MSFC policy statement regarding internal Task Agreements for the upcoming ISO-9000 audit. A copy of the statement is included as Enclosure 5. The statement is similar to the one which was developed by the Implementation Team.

After discussion, it was decided that the issues in Revision A of the CW-P03.1-C01 would be combined with the description of the Internal Task Agreements (TAs) which was proposed by the Manager of the Flight Projects Office into a single statement. The policy statement would be included in the MQC meeting minutes. However, due to the complexity of the issue and the necessity to involve several different disciplines in the solution of the action, the MQC minutes will be distributed and the combined policy statement regarding Internal Task Agreements will be released at a later date.

ACTION:

Combine the issues noted in Revision A of CWI-P03.1-C01 with the MSFC Policy Statement Regarding Internal Task Agreements (TAs) proposed by the Manager of the Flight Projects Office into a single statement regarding TAs. (MQC-0009, T. Dollman/LA10, D. Harris/EP01; Due: 02-04-98)

MANAGEMENT REPRESENTATIVE UPDATE (R. SCHWINGHAMER/DA01)

The weakest areas requiring increased emphasis before the February 25-27 NQA Audit were noted for the group and discussed individually. The six areas for increased emphasis are:

- Corrective Action Program
- NQA Pre-Assessment Findings from October 21, 1997
- Training
- Projects Plans, Quality Plans & CM Plans

- Metrology System
- Internal Audit Findings

Corrective Action Program

In their final audit, JSC received a major finding relative to their Corrective Action Program. After a review of the findings in the JSC audit, similar weaknesses were identified for MSFC. The MSP has been revised to resolve identified problems and special training courses have been scheduled for the first week of February to address this issue.

NQA Pre-Assessment Findings from October 21, 1997

In the NQA Pre-Assessment Audit at MSFC, 26 NCRs were written. Subsequently, 10 more were written by the Implementation Team to cover items of a generic nature which were considered "at risk". Of the 36 NCRs, 14 are closed, 19 follow-ups are in process, and 3 are not due for completion. Seven past due NCRs and the Office or Laboratory responsible were noted for the group.

Training

In the area of Training, the Individual Development Plan (IDP) is still not ready for implementation. All employees will be "grandfathered" into their positions as of September 1, 1997. Employees in new positions since then will have a simple one-page transition paper to cover the new responsibility. Supervisors must initiate/list job specific training and/or On-the-Job-Training (OJT) for post September 1, 1997, employee changes.

Projects Plans, Quality Plans, & Configuration Management Plans

All in-scope Projects will be required to have Project and Quality Plans, per MSFC-P02.1, and a Configuration Management Plan, per MSFC-P04.2. To avoid a major finding, the Center must show evidence of substantial compliance to these requirements. A listing of all the in-scope projects will be sent to all Project Managers and Laboratory Directors for them to identify those with Project, Quality, and Configuration Management Plans.

ACTION:

Send a list of the In-scope Projects to all the Project Managers and Laboratory Directors for them to identify those with Project, Quality, and Configuration Management Plans.

(MQC-0010, R. Schwinghamer/DA01, Due: 02-04-97)

Metrology

In the area of metrology, a necessity for improvement was discovered at the Center. Training courses were held in Morris Auditorium the week of January 19 to address this issue. Significant improvement has been accomplished.

Internal Audit Status

During the first Internal Audits, 269 findings were documented. Of that number, 74 are still open. From the second round of Internal Audits, about 130 findings were recorded. The majority of those are still in work. Critical findings were recorded in the areas of Corrective Action, Metrology, and Configuration Management. Prior to the NQA audit in February, the majority of the 74 open NCRs from the first round of Internal Audits must be closed.

ISO SERENDIPITY (R. SCHWINGHAMER/DA01)

The ISO documents such as Project, Quality, and CM Plans will be useful for transition to full cost accounting. The internal auditor effort is providing excellent “cross fertilization” within the Center. The Metrology/Calibration activity has uncovered a significant number of needed calibrations. The electronic documentation system developed for ISO 9000 Implementation is functioning flawlessly. Other Centers are seeking to emulate our system.

The Implementation Team has proposed two “tiger teams” to help in the areas of metrology and corrective action. The teams are not auditors but will be there to help with critical elements, hopefully to find any deficiencies ~~before NQA does~~, a t h i r d tiger team will be set up after the Project Managers and Laboratory Directors respond to the “Projects In-scope” survey noted earlier (MQC-0010).

SUMMARY (R. SCHWINGHAMER/DA01)

At the working level, as we near the scheduled audit date, the pace will quicken and the pressures of meeting the deadline will increase. Everyone should make an extra effort to be a little more patient and considerate of their fellow employees. On balance, we are moving well and recovering some of the momentum lost during the holidays. Emphasis should be placed on closing the outstanding NCRs and attending the upcoming training sessions. We have a good chance of passing the audit in February. Anyone needing help should contact their Organization Representative or any Implementation Team Member. All organizational support has been appreciated. A copy of the list of MSFC ISO Organizational Representatives was distributed to the group and is included with the minutes as Enclosure 6.

A copy of the presentation charts is included as Enclosure 7.

CLOSING REMARKS - MQC CHAIR (C. GRINER/DA01)

It is important that the Management Team be aware of exactly where the Center is with regards to ISO 9000 Implementation prior to the audit. To assure this, a special meeting of the MQC will be called sometime the week before the scheduled audit in February.

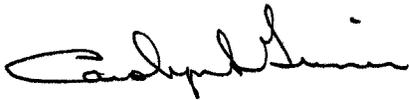
ACTION:

Schedule a MSFC Quality Council meeting during the week of February 16 to assure that the Management Team is aware of exactly where the Center is with regards to ISO 9000 Implementation prior to the NQA final audit.

(MQC-0011, R. Schwinghamer/DA01, Due: 02-11-98)

The action items documented during the were reviewed. A copy of the open actions log is included with the minutes as Enclosure 8.

No other items for record were discussed at the meeting.



Carolyn S. Griner
Acting Chairman
MSFC Quality Council

cc:

MQC Members

ISO 9000 Implementation Team Members

Other Meeting Attendees

ISO 9000 MSFC QUALITY COUNCIL MEETING

January 30, 1998, Building 4200, Conference Room P110

2:00 -3:30 P.M.

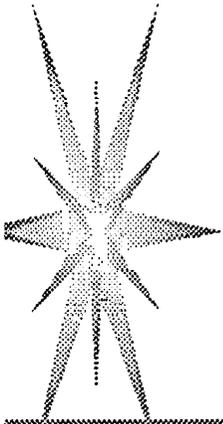
MEETING ATTENDEES (Noted in BOLD Print)

<u>NAME</u>	<u>ORGANIZATION</u>		<u>PHONE</u>	<u>FAX</u>
Charles Arcilesi	JA01	(ALT)	544-0450	544-5590
Rick Bachtel*	RA01		544-7210	544-9614
Brenda Bailey	EL32	(ALT)	544-1889	544-7292
David Bates*	BC01		544-0052	544-3635
Steve Beale*	GPO1		544-0257	544-3214
Jack Beasley	CR10	(ALT)	544-0630	544-8470
Gerald Bishop	EE52	MESA	544-23 11	544-5 177
Jim Blanche	EB13	(MEM)	544-3707	544-0900
Van Blankenship	EP94	(ALT)	544-1 188	544-5533
Byron Butler	GP20	(MEM)	544-0253	544-4400
Linda Carpenter	CN21	AFGE	544-8236	544-5867
Mary Chamblee	RSSC	(MEM)	544-1342	544-4470
Sheila Cloud*	AA01		544-0120	544-5893
David Cockrell	MG01	(ALT)	544-1279	544-5848
Chris Crumbly	JA91	(ALT)	544-1583	544-5590
Wes Darbro	ES93	MESA	544-7742	544-2559
Charles Denniston	ED25	(MEM)	544-7248	544-8838
Tom Dollman	LA10	(MEM)	544-6568	544-8500
Jim Ellis	SA01		544-9721	544-2450
Lee Foster	ED3 1	(ALT)	544-1589	544-5874
Tim Garner	HE1	(MEM)	544-5292	544-4470
Carolyn Griner**	DD01		544-1914	544-7580
Amanda Harris**	CR01		544-2353	544-2053
David Harris	EP01	(MEM)	544-0057	544-3960
Michael Haynes	AB35	(MEM)	544-7933	544-8890
Brent Heard	HE1	(MEM)	544-6025	544-8615
Roslin Hicks	ES92	(MEM)	544-7795	544-7128
Patsy Hoffman	GP24	(ALT)	544-7040	544-9080
John Howell	BC01	(MEM)	544-5219	544-5867
Gary Johnson	PS03	(ALT)	544-0636	544-586 1
Joel Kearns*	MG01		544-5506	544-8369
Ed Kiessling	CR10	(MEM)	544-7421	544-2053
Arthur S. Kirkindall	MG01	(MEM)	544-7233	544-5892
Richard Lamb	EH52	(ALT)	544- 1037	544-4307
Roy Malone	CR50	(MEM)	544-0506	544-9190
Dick Marmann*	JA01		544-1883	544-5590
Jolene Martin	SA71	(ALT)	544-8540	544-5799
LaVerta McGlathery	CM21	(ALT)	544-7560	544-4809
Gary McGriff	EL33	(MEM)	544-9097	544-7292

Darlene McQuay	BR20	AFGE(ALT) 544-O 123	544-5867
Alex McCool*	SA01	544-0718	544-2432
Ron Mize	CR20	(MEM) 544-2485	544-8101
Don Miller	CR10	(ALT) 544-8361	544-4857
Hank Miller	EE11	(MEM) 544-9279	544-583 1
Jan Monk	EE6 1	(ALT) 544-7 110	544-4103
Bill Mordan	E002	(ALT) 544-20 11	544-5685
Marc Osborne	TA11	(ALT) 544-2300	544-5858
Greg Parrish	EL62	(MEM) 544-3835	544-8029
John Pea	SA7 1	(MEM) 544-8437	544-5799
Randy Reed	RSSC	(MEM) 544-6056	544-4470
Terry Roberts	EB13	(ALT) 544-37 17	544-0900
Axel Roth*	PA01	544-0451	544-7580
Mike Rudolphi	EE11	(ALT) 544-803 1	544-583 1
Sid Saucier**	DE01	544-0171	544-7920
R. J. Schwinghamer**	DA01	544-1001	544-7580
Jerry L. Seemann	LA10	(ALT) 544-6580	544-8500
Pat Shultz	co20	(MEM) 544-7559	544-4809
Dennis Smith	RA01	(MEM) 544-9119	544-4103
Sid Smith	HE1	(MEM) 544-5930	544-4470
Mike Sosebee	GP20B	(ALT) 544-04 15	544-4400
Jeff Spencer	EE24	(MEM) 544-7498	544-7713
Jackie S teadman	JA01	(MEM) 544-1940	544-5590
William Taylor**	EA01	(MEM) 544-6614	544-5896
Don Thurman	PD01	(MEM) 544-1908	544-586 1
Annette Tingle	CN31S	(MEM) 544-4522	544-8610
Caroline Wang	AI31	(ALT) 544-3887	544-6030
Danny Walker	BC01	(ALT) 544-0100	544-5867
G. R. Wallace	EL01	544-4359	544-4131
Tereasa Washington*	coo1	544-749 1	544-6420
Richard Wegrich	EH43	(MEM) 544-2626	544-5786
Walt Whitacre	EP61	(ALT) 544-0047	544-3960
Fred Wills	ES92	(ALT) 544-2527	544-7 128
Fred Woj talik*	TA01	544-0647	544-5858
Warren Woods	E046	(MEM) 544-2275	544-5685
Greg Wright	TA21	(ALT) 544-0935	544-5858
R. G. Zagrodzky	EL02	(MEM) 544-3293	544-0242

* MSFC QUALITY COUNCIL MEMBER

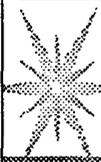
** MQC MEMBER REQUIRED TO ATTEND THE COUNCIL MEETING



Marshall Quality Council Meeting

Agenda for 01/30/98

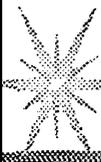
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- Opening Remarks - Ms. Griner
 - Last MQC Action: Items
 - ◆ Task Agreement Requirements - Tom Dollman
 - ◆ Consolidation of Corrective Action systems - Don Miller
 - MSFC ISO Status - Bob Schwinghamer
 - Council Discussion and Recommendations
 - New Actions



Corrective Action Program

- Initial documentaion review approx two years ago identified 10 Corrective Action systems
 - ◆ Some large and some small
 - ◆ Some followed/used, some not
- MSFC P14.1 "Corrective Action" was reviewed and ready for approval this morning

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Corrective Action Program (con't)

- Results of Revision:
 - ◆ Tried to identify any new systems
 - + Attempted to consolidate all systems into one. Several systems eliminated.
 - ◆ Gaithered inputs/comments to whole Center with the understanding that one system will apply to all
 - ◆ Today we realized there still are some improvemnts that can be made

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Enclosure 3



Task Agreements (TA's within MSFC) CWI: P03.1-C01 "Preparation of Internal Task Agreements"

- Background (CWI baselined 1 1/1 3197)
 - Step 1: Approval of work package through PMC (via MPG 7100.3)
 - Excludes tasks for non-project-office efforts @ {<5FTE/FY, <\$1 M runout cost}
 - MSFC Form 4305 (sole mechanism) requirements:
 - **UPNs, POCs**, Content, Deliverables (what, when, by whom), Milestones
 - Resources by FY (Work Years, \$) - Database implementation
 - Replaces MSFC Form 512 and "Customer Agreement Form"

- CWI Transition (Revision A - target **2/13/98**)
 - Change OPR
 - Narrows application to ". ..work within scope of MQM"
 - "Grandfathers" existing TA processes & working arrangements
 - Continue those tasks (per Performing Org. mgmt.) underway prior to **2/13**
 - Applies to all tasks approved to commence/continue in **FY99 (& later)**
 - Applies to "new work" tasks (approved per MPG 7100.3 after **2/13**)

Enclosure 4

**MSFC POLICY STATEMENT REGARDING INTERNAL TASK
AGREEMENTS (TA'S) FOR THE UPCOMING ISO-9000 AUDIT IN
FEBRUARY 1998**

THE MSFC PROCESS UTILIZED IN THE PREPARATION OF INTERNAL TASK AGREEMENTS IS DOCUMENTED IN MSFC-PO3.1 -CO1 BASELINE, DATED NOVEMBER 21, 1997. THE MSFC WORKFORCE REVIEW WAS INITIATED IN JANUARY 1998, AND IS SCHEDULED TO BE COMPLETED IN EARLY APRIL 1998; HENCE, WE DO NOT HAVE COMPLETED QUALITY RECORDS IN PLACE TO SUPPORT THE UPCOMING AUDIT IN FEBRUARY 1998. IT SHOULD BE MADE CLEAR TO THE AUDITORS THAT WE HAVE A SOUND PROCESS (MSFC-P03.1-C01); HOWEVER, WE WON'T HAVE RECORDS OF COMPLIANCE UNTIL APRIL 1998.

Enclosure 5



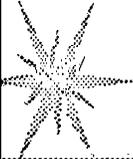
MSFC ISO ORGANIZATION REPRESENTATIVE

Listed in order by Organization

Name	Prime/Alt	Org Code	Phone
Michael Haynes	Prime	AB35	4-7933
Caroline Wang	Alt	AI31	4-8892
John Howell	Prime	BC01	4-5219
Danny Walker	Alt	BC01	4-0100
Pat Schultz	Prime	CM21	4-7559
LaVerta McGlathery	Alt	CM21	4-7460
Annette Tingle	Prime	CN4 1	4-4522
Ed Kiessling	Prime	CR01	4-7421
Jack Beasley	Alt	CR10	4-0630
Don Miller	Alt	CR10	4-8361
Frank L. Hepburn (Web Site)	Alt	CR10	4-1806
Jim Blanche	Prime	EB13	4-3707
Terry Roberts	Alt	EB13	4-3717
Charles Denniston	Prime	ED25	4-7248
Lee Foster	Alt	ED31	4-1589
Jeff Spencer	Prime	EE24	4-7498
Hank Miller	Prime	EE11	4-9279
Mike Rudolphi	Alt	EE11	4-8031
Richard Wegrich	Prime	EH44	4-2626
Richard Lamb	Alt	EH52	4-1037
Bob Zagrodzky	Prime	EL02	4-3293

Brenda Bailey	Alt	EL32	4-1889
Warren Woods	Prime	EO46	4-2275
Bill Mordan	Alt	EO02	4-2011
David Harris	Prime	EP01	4-0057
Van Blankenship	Alt	EP01	4-1188
Roslin Hicks	Prime	ES92	4-7795
Fred Wills	Alt	ES92	42527
Bryon Butler	Prime	GP20	4-0368
Patsy Hoffman	Alt	GP24	4-7040
Mike Sosebee	Alt	GP20B	4-0415
Chris Crumbley	Prime	JA01	4-1583
Jackie Steadman	Alt	JA01	4-1940
Tom Dollman	Prime	LA10	4-6568
Jerry Seemann	Alt	LA10	4-6580
Sandy Kirkindall	Prime	MG23	4-7233
David Cockrell	Alt	MG21	4-1279
Don Thurman	Prime	PD01	4-1908
Gary Johnson	Alt	PS03	4-0636
Dennis Smith	Prime	RA01	4-9119
Jan Monk/EE for RA	Alt	RA	4-7110
John Pea	Prime	SA71	4-8437
Jolene Martin	Alt	SA71	4-8540
Mark Osborne	Prime	TA11	4-2300
Greg Wright	Alt	TA21	4-0935

This copy was updated on : 11/25/97 at 8:41 AM
Call Don Miller at 4-8361 to make any corrections or changes

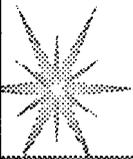


Marshall Quality Council

1/30/98

Robert Schwinghamer

MSFC ISO 9000 Management Representative



Update Since Last Meeting

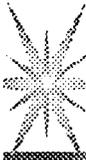
- Increased emphasis on known weaknesses necessary before Feb 25, 26 & 27
- Emphasis Areas
 - ◆ Corrective Action Program
 - ◆ NQA Pre-Assessment Findings from Oct 21, 1997
 - ◆ Training
 - ◆ Projects Plans, Quality Plans & CM Plans
 - ◆ Metrology System
 - ◆ Internal Audit Findings

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Enclosure 7¹

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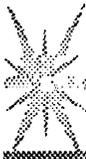


Corrective Action Program

Lessons learned from JSC final audit

- They received a Major Finding in Corrective Action
- Their complete audit focussed on their Corrective Action Program
- After review of JSC's findings:
 - + identified we had similar weaknesses
 - + we revised MSP 14.1 to resolve problems identified
 - ◆ training scheduled for next week in Morris Auditorium
 - ◆ separate sessions designed specifically for technical employees and professional/administrative/clerical personnel

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NQA Pre-Assessment Findings on 1012 1/97

- 26 NCRs were issued by NQA as a result of the Pre-Assessment Audit
- Subsequently we wrote 10 more NCRs to cover items of a generic nature which we considered at risk

N C R s	S t a t u s
14	Closed
7	0 ne or more follow -ups conducted but corrective actions are not yet complete
12	Follow -ups in process
3	Corn pletion date not due

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1/30/98

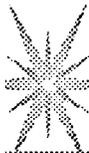


NQA Pre-Assessment NCRs Past Due

- ED01 - Procedure not released for verification of test software (#5)
- CR01 - No objective evidence of verbal customer complaints input into Corrective Action system (#7)
- EL01 - P04.1 needs tailoring requirements clarified (#13-1)
- GPO1 - Purchasing Documents lacked drawing revisions (#23)
- GPO1 - Incomplete supplier corrective action (#21)
- GPO1 - BOA Past Performance Database was not available (#25)
- DA01 - Memo on Forms Control has not been sent (#16-1)

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1/30/98

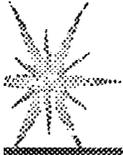


Training

- IDP not yet ready for implementation
- MSFC P 18.1 (Training) grandfathers all employees as of 9/1/97 - employees in new position since then have simple 1 page transition paper to cover the new responsibility
 - ◆ Supervisor must initiate/list job specific training and/or OJT for post 9/1/97 employee changes

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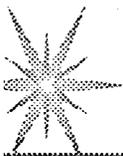
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Projects

- All In-scope Projects require the following:
 - ◆ Project Plans per MSFC-P02.1
 - ◆ Quality Plans per MSFC-P02.1
 - ◆ CM Plans per MSFC-P04.2
- There are similar requirements for full-cost accounting as well
- We must show evidence of substantial compliance to avoid a major finding

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1/30/98



Metrology

- Metrology is the bed-rock basis of credibility in all our testing operations
- Significant necessity for improvement discovered
- Involved five categories of diagnostics, leaving some opportunity for users to do own calibration

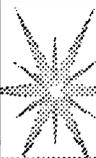
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Metrology (con't)

- Required each organization to identify the sole responsibility for interfacing with Cal Lab
- Training courses in Morris Auditorium week of 19th January were well attended
- Significant improvement accomplished

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1/30/98



Internal Audit Status

First Internal Audits

- 269 findings - 74 still open

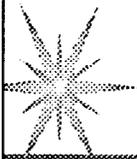
Second Internal Audits

- About 130 - majority still in work
- Corrective Action, Metrology and Configuration Management exposed us critical

Conclusions

- Must close the majority of the 74 opens from 1st internal audit by February the 25th
- NQA would not expect the same for the second round of audits

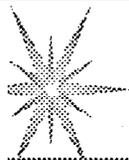
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ISO Serendipity

- ISO documents such as Project Plans, Quality Plans and Configuration Management Plans useful for transition to full cost accounting
- Internal auditor effort providing excellent cross-fertilization within the Center
- Metrology/Calibration activity uncovered significant numbers of needed calibrations

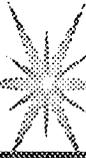
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ISO Serendipity (con't)

- Electronic documentation system functioning flawlessly - other Centers emulation our system
- ISO working well using the existing organizations

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1/30/98



“Help” Tiger Teams

- Not auditors, but here to help employees with their critical elements - find it before NQA has to find it
- Three (3) element tiger teams will cover:
 - ◆ Corrective Action
 - ◆ Metrology
 - ◆ Project paperwork or documentation

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1/30/98



Tiger Teams

Team Makeup

Metrology

4.11 Week of Feb 16
 Roy Malone Team Lead
 Marcie Kennedy
 Don Miller
 Michael Haynes
 Warren Wood

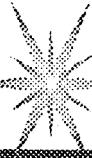
Corrective Action

4.14 Week of Feb 16
 Jeff Spencer Team Lead
 Sonya Hutchinson
 Greg Parrish
 Mary Chamblee
 Sam Clonts

Project Paperwork or documentation

4.2/4.4 Week of Feb 9
 Rex Geveden Team Lead
 Clark Darty
 Bob Zagrodzky
 Chris Crumbly

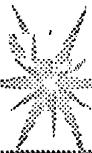
14
1/30/98



Summary

- At working level, need to cut each other a little more slack - as pace quickens, tempers shorten
- On balance, we are moving well - lost some momentum over holidays but getting back up to speed
- Please help us to close out the NCRs
- Encourage attendance at the training sessions

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1/30/98



Summary (con't)

- Good chance to make it in February
- If anybody needs help, contact your Org Rep, call me, or any implementation team member (listing attached)
- Thanks for your organizational support to ISO

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1/30/98

**ISO 9000 MANAGEMENT COUNCIL
ACTIONS LOG**

[OPEN ACTIONS ONLY]

- MQC-0009 (0) Combine the issues noted in Revision A of CWI-P03.1-C01 with
01-30-98 the MSFC Policy Statement Regarding Internal Task Agreements
 (TAs) proposed by the Manager of the Flight Projects Office into a
 single statement regarding TAs.
 (T. Dollman/LA10, D. Harris/EP01/; Due: 02-04-98)
- MQC-0010 (0) Send a list of the In-scope Projects to all the Project Managers and
01-30-98 Laboratory Directors for them to identify those with Project,
 Quality, and Configuration Management Plans.
 (R. Schwingamer/DA01, Due: 02-04-97)
- MQC-0011 (0) Schedule a MSFC Quality Council meeting during the week of
01-30-98 February 16 to assure that the Management Team is aware of
 exactly where the Center is with regards to ISO 9000
 Implementation prior to the NQA final audit.
 (R. Schwingamer/DA0 1, Due: 02- 1 1-98)