



#### QMS Core

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## A Long Hiatus

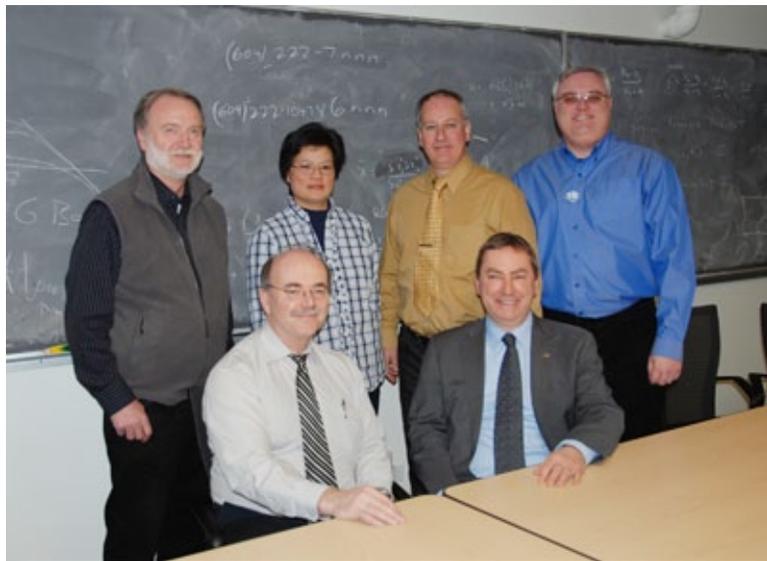
Summer was busy, both here at work, and at play. Quality Times did not intend to take such a long break but the rhythm was slowed and it took some time to squeeze our small publication back into the routine.

I know you have been anxiously checking your mail box, looking for that next chance to win \$20. Now we are back and ready to update you on the state of the QMS implementation so I hope you learn something from this issue and stay tuned for more to come. *by Ken Buckley*

## Inspection Report Received

You have put a lot of effort into preparing for, and following up from, the inspection of our quality management system this year.

QT articles have covered the preparation, the immediate feedback during the visit, and now, the formal report received from the CNSC. We would like to inform you that your efforts were noticed by the CNSC inspectors and our project officer, Mr. Abdul Alwani, who noted *"..good progress has been made in the resolution of the remaining Directives and Action Notices. CNSC staff is pleased to note that a number of Directives and Action Notices are near completion presently"*. The full report is available on Docushare as Document-21707 (search with that phrase).



TRIUMF staff with CNSC Inspection Team - Rolf Keitel, Kuen Sia, Éric Desgagné, Phil Jones (back row), Lawrence Colligan, and Nigel Lockyer

Are we done? No, we are not, but the inspection confirmed that we are on the correct course to achieve a system that is in complete compliance with our license conditions. The inspection closed 2 of the 14 Directives and Action Notices. Further, the inspection report confirms that if we continue to implement the plan presented to the inspectors during their visit, we will be able to close the remaining items.

The inspectors were pleased to see that we've taken some of the specifics out of our TRIUMF Standard Operating Procedures (TSOPs) and moved them to Group Manuals. These manuals are the next big item to complete and many of you have made good progress on them. Thank you for your hard work and commitment to improvement. They also reported that our Glossary of Terms is "a good step forward". If you haven't seen the glossary use the *Quality Management System Resources* link on the Docushare homepage to find it.

Another area that the inspection team identified as requiring improvement is the design control process. The QMS Panel has a task force (led by Remy Dawson)



CNSC staff is pleased to note that a number of *Directives and Action Notices* are near completion.

that will be providing guidance on writing design specifications and performing design reviews. Stay tuned for more information in the near future.

We also need to continue our efforts to improve document control, nonconformity resolution, calibration of measurement instruments, and procurement. We are continuing to perform beneficial assessments of groups to assist in making these improvements but don't wait to get in touch with a QMS Leader today to find out what you could be doing! We will be posting a schedule of all QMS activities in the MOB hallway beside the Commitments list. You can follow the status of these activities on the schedule. *by Phil Jones*

## Calibration and Inspection Index

One of the directives from the CNSC audit in 2006 states: "TRIUMF shall establish and implement a process to ensure that the accuracy of monitoring and measuring equipment and devices are systematically maintained".

In CNSC terms, a "directive" is rather serious, as it means that TRIUMF's Quality Management System does not meet licensing requirements.

In response to the directive, we drafted a "Calibration and Inspection Index" on the Engineering Wiki in order to collect information. This spring the index was moved to a database with a web-based user interface in the hope to make it more useful and manageable. E-mail notification about upcoming due dates will be added in the near future.

The index can be found at <https://isac.triumf.ca/calib/calib.pl>

The safety group and the radiation protection group were very helpful with testing this implementation. Over the last few months we saw an encouraging level of activity, with groups populating the index. It is now providing a site-wide view of the state of our calibrations and inspections.

More work is required to ensure that the index is complete. Already we list more than 300 device calibrations and device/process inspections each – quite a feat! My thanks to everybody who provides input to the system and keeps it up-to-date. This is another step forward in improving our Quality Management System.

*by Rolf Keitel*

## More on Group Manuals

As Phil mentioned above lots of effort is being put into the completion of Group Manuals. Those required to produce a group manual have been contacted and informed of the dates for completion.

Drafts were due on Docushare October 19<sup>th</sup> while completed, approved (that means signed), ready for release manuals must be given to Document Controllers by November 20<sup>th</sup>. The Director wishes to report at the November 27<sup>th</sup> Board of Management meeting that all group manuals are complete. *by Ken Buckley*

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