



QMS Core

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A Personal Thank You

Being responsible for the implementation of our Quality Management System, I would like to personally thank all the many contributors, who made time to help our progress.

Just to mention a few: the members of the QMS implementation panel and its core group, the members of our different task groups, all contributors to the group manuals and the Calibration and Inspection Index.

Looking forward to next year, I would ask you to keep up the good work! The faster we progress with our implementation, the earlier we will reap the benefits.

by Rolf Keitel

Group Manual Thanks

It was a rush toward the end but all the requested group manuals were released before the Board of Management meeting on November 27.

I would like to thank all the document controllers, authors, reviewers, and approvers, who worked hard to achieve this. The Director was pleased to be able to report this accomplishment to the Board.

QMS implementation will continue to be an important part of our activities. To quote the Director: "TRIUMF also has a mid-license review coming up in March 2010* and progress on QMS will be a key feature of the public hearing. TRIUMF's nuclear physics future relies on actinide targets both for the new electron linac (e-linac) and with protons. The Group Manuals are one of several important steps needed to satisfy the CNSC that we are functioning efficiently and safely." Not only do the group manuals satisfy several requirements of our regulator, but they also represent a significant step forward in capturing how TRIUMF operates and excels. Having these references in black and white (sometimes colour) will really make a difference going forward. Thank you! *by Ken Buckley*

*News from the CNSC

TRIUMF just learned that the Mid-Licence Hearing (MLH) in Ottawa will be postponed to September of 2010.

The next inspection of our Quality Management System will probably take place next May and will be a critical input to the MLH. We will keep you posted. *by Rolf Keitel*

Out with the Old

Soon it will be the New Year and it is always great if you can start the year with a clean desk. If you are like me, you have too many papers around.

Well, good news. You get to throw out one particular document. If you still have a bound copy of the TRIUMF Quality Assurance Manual and the TRIUMF Standard Operating Procedures you should dispose of it since it is obsolete. The current QA Manual and TSOPs can be found on Docushare as described below. *by Ken Buckley*



QMS Leader Barry Davids shreds his old Quality Manual with disconcerting glee.



Finding the good stuff in Docushare

Docushare is getting populated with lots of good content but some people are struggling to find things.

This article is intended to help you find what you need (a suitable objective for a holiday edition of QT, eh?). I want you to take this article, sit down at a web browser, and follow along. If you do that, maybe I can get rid of that last \$20 I tried to give away back in issue 1.

Anyone within the TRIUMF domain can access Docushare with a web browser by pointing it to documents.triumf.ca, alternatively you can navigate to Docushare from the My TRIUMF link on the Administration page of the main website.

Once on Docushare you will see that it is divided into three types of content; QMS, non-QMS content in a separate collection, and tools for using Docushare. While the file structure of the QMS content matches the ISO document types, we do not intend for you to browse to what you are looking for but rather want to encourage you to **search**. As an example, the folder *Procedures – Released*, under *Controlled Documents – Released*, contains all work procedures, whether they are procedures to be used by the Detector Facility, the Beamlines group, or anyone else. We have not provided group, facility, or location specific sub-folders. The best way to find what you need is to search for it. This may sound odd at first, but consider how you use the Internet: we often resort to using Google or another search engine to generate the fastest route to the information we need. We have provided many pre-defined searches, or what Docushare calls *Saved Queries*. There are several saved queries on the main Docushare page and there is even a query that returns *All Saved Queries*.

You do not have to have a saved query to search for Docushare content. In the upper right corner of all Docushare pages is a search bar. It is important to note that the search function is location specific and searches only the present location and below unless the option to search the entire site is explicitly set. Also important to note is that Docushare may only display a subset of the search results. The default search will only return a maximum of 100 results unless explicitly set by using the Advanced search page which is accessible by clicking on Advanced to the right of the search bar. On the Advanced search page you can also limit what fields are searched such as the owners field, keywords field, or even types of content such as pdf files. The default behaviour is to return all content that contains your search term even if it is in the body of the document.

A Docushare account is not needed to access unrestricted content such as released policies, procedures, or records, however one is needed to add content. (QMS documents will only be added by Document Controllers.) If you are logged in to your Docushare account you have some additional tools available to you. One of these is the page called My Docushare. This page gives you a place to organize the information you want to access most readily. You can add saved queries or documents to your Personal folder, mark documents anywhere on Docushare to appear in your Favorites window (or what we Canadians would call your Favourites window), and see the main page, all in one view.

To make any content on Docushare appear in your Favorites window just click on the small star appearing in the right most column under the heading Actions. If the star is not visible, click on the small triangle to see more Actions. By creating a query and saving it in your Personal collection, you will be able to access the content most useful to you. To learn how to create a saved query enter "saved query" in the search bar.

Now let's see how good your searching is. I have placed a pdf file with the keyword "prize" on Docushare. Use the advanced search to find that file and follow the instructions to try and win \$20.00. *by Ken Buckley*

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