

QUALITY PANEL

Q/3a/2011

**A meeting of the QUALITY PANEL will be held at 10.30am on
 Thursday 7 July 2011 at SMMT Industry Forum, 2410, Regent's Court,
 The Crescent, Solihull Parkway, Birmingham, B37 7YE**

AGENDA

	Time Estimate	Finish
1. Welcome and apologies for absence (<i>Chairman / SE</i>)	5 mins	10.35
2. Minutes of the previous meeting (<i>Chairman</i>) (<i>Previously circulated Q4/2010</i>) <ul style="list-style-type: none"> • To approve the minutes of the meeting held on 20 January 2011 	5 mins	10.40
3. ISO 9001 Issues (<i>Steve Elvin</i>) Including: <ul style="list-style-type: none"> • Feedback from ISO 9001 User Survey status 	10 mins	10.50
4. ISO/TS 16949 Issues (<i>Rob Brown</i>) Including: <ul style="list-style-type: none"> • Oversight activity report 	20 mins	11.10
5. Manufacturing Issues (<i>Steve Elvin</i>) Including: <ul style="list-style-type: none"> • Top 10 issues follow up • Working closely with the Automotive Components Section 	15 mins	11.25
6. SMMT Open Forum Events (<i>Steve Elvin</i>) Including: <ul style="list-style-type: none"> • Feedback from 15 March and 30 March events • Planning for 20 September event 	20 mins	11.45
7. VDA 6.3 Training (<i>Nial Kealey</i>)	10 mins	11.55
8. Automotive Careers and Apprenticeships: 8.1 Career Matching Tool for Engineering Apprenticeships (<i>Simon Draycott, MENDAS</i>) 8.2 SMMT Skills Agenda (<i>Josh Harris or Alex Robinson</i>) 8.3 Quality Panel members sharing their Company experiences of promoting interest in automotive careers and apprenticeships (<i>Quality Panel members</i>)	30 mins 10 mins 45 mins	1.20
9. Any other business and next meeting (<i>Chairman</i>) Including: <ul style="list-style-type: none"> • Agreeing the date of the next meeting 	10 mins	1.30

Contact:

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