

**Minutes of the Quality Panel meeting held at 10.30am on 7 March 2008 at
SMMT Industry Forum, 2410, Regent's Court, The Crescent,
Solihull Parkway, Birmingham B37 7YE**

Present

J Clark (Chairman)	Nissan Motor Manufacturing UK Ltd
A Nock (Vice Chairman)	GKN Autostructures Ltd
D P Smith	Dana
D Wilson	CLF Technologies Ltd
H Grimhammar	General Motor Manufacturing UK Ltd
K Allen	Toyota UK Ltd
M Bird	IATF / SMMT
P Richmond	Honda of the UK Manufacturing Ltd
T Sakamoto	BERR
S Martin	BERR

In attendance

S Elvin	SMMT
B Lawrie	SMMT
L Dunk	SMMT Industry Forum
R Brown	SMMT Industry Forum
S Kelham	SMMT

Apologies

C Oldham	Bentley
D Charlesworth	CTP Wipac
D Richards	Evobus
G Jackson	Otter Controls Ltd
J Hanson	Land Rover & Jaguar Cars Ltd
J Turner	Westfield Sportscars
K McCauley	Tata Motors European Technical Centre
M Roberts	Nanjing Automobile Corporation (UK) Ltd
P Hardiman	SMMT Industry Forum
R Mumford	General Motors UK

Agenda Items

ITEM	REPORTS / COMMENTS / ACTIONS	Resp. / Timing
Part 1	Standard Agenda	
1.1 Apologies for Absence	<ul style="list-style-type: none"> Noted 	
1.2 Minutes of the Previous Meeting	<ul style="list-style-type: none"> Approved 	
1.3 ISO/TS 16949 issues	<ul style="list-style-type: none"> RB gave an update. By the end of 2007 there were 35,200 sites showing a 26% growth overall. China, at 63% growth, was the highest. M Bird explained there is a copyright issue over the 3rd edition rules and use of ISO Casco document 17021 to be resolved with ISO. ISO will require the revision to TS 16949 to be balloted which might cause a delay. 	RB 9 May

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	<ul style="list-style-type: none"> SE gave feedback from the recent meeting of the ISO Task Group he leads which verifies and validates the next iterations of ISO 9001 & ISO 9004. ISO 9001 Amendment validation input from 242 organisations around the world shows 93% are satisfied with the changes at the current draft. It is expected the planned publication date of October will be achieved. 	
1.4 IF Training Issues	<ul style="list-style-type: none"> The Newsletter is now sent out by email to 5,000 contacts free of charge. The next Newsletter is expected w/c 10 March and will focus on the 7 wastes. New courses written with a written exam at the end of each course. Linkage with North West Automotive Alliance (NWAA) for NW region meeting. 	PH 9 May
Part 2	Sub Group Status	
2.1 Sub Group 5 – SMMT Campus review	<ul style="list-style-type: none"> A questionnaire had been sent out and the results had been circulated to Quality Panel members Overall, the response had been positive It was noted that the next Manufacturer Live event was to be held at ExCel in London on 15-16 October; it was agreed that London was not a good venue and the 2008 Campus should be held at another exhibition in the Midlands Options to be explored before finalising at 9 May meeting 	SE 9 May JC, AN, SE 9 May
Part 3	Business Environment for Japanese Supply Companies	
3.1 BERR Presentation	<ul style="list-style-type: none"> Toshiyuki Sakamoto, Senior Strategic Advisor for BERR, supported by Steve Martin of BERR, gave the attached presentation demonstrating the difficulties experienced by Japanese supply companies and 5 early actions identified Points from the ensuing discussion included utilising the SMMT's ASF (Automotive Supplier Finder), working with RDAs (Regional Development Authorities), the need to bring the Japanese Tier 2 suppliers into SMMT membership and the difficulty in gaining the interest of those Companies that will benefit most from improvement 	
Part 4	Develop New Quality Panel Strategies	
4.1 Clarify Objectives	<ul style="list-style-type: none"> The SWOT analysis from the previous meeting was reviewed The meeting 'brainstormed' potential deliverables for the Quality Panel – see Appendix 1 The next step is to group similar items and develop the specifications (why, what, how, who, where, when) 	All 9 May
Part 5		
5.1 A.O.B.	None.	

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5.2 Next Meeting	The next meeting would be held on 9 May commencing at 10.30 a.m. Julian Turner of Westfield Sportscars had kindly offered to host.	SK 9 May

Chairman _____

Date _____