

**Minutes of the Quality Panel meeting held at 10.30am on 3 October 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
K Allen	Toyota UK Ltd
H Grimhammar	General Motor Manufacturing UK Ltd
M Heenan	NGK Spark Plugs (UK) Ltd
M Bird	IATF / SMMT

**In attendance**

S Elvin	SMMT
B Lawrie	SMMT
R Brown	SMMT Industry Forum
P Hardiman	SMMT Industry Forum
R Cosier	SMMT Industry Forum
S Kelham	SMMT

**Apologies**

S Chambers	LDV Group Limited
J Hanson	Land Rover & Jaguar Cars Ltd
G Jackson	Otter Controls Ltd
K McCauley	Tata Motors European Technical Centre
R Mumford	General Motors UK
C Oldham	Bentley
D Richards	Evobus
P Richmond	Honda of the UK Manufacturing Ltd
M Roberts	Nanjing Automobile Corporation (UK) Ltd
J Turner	Westfield Sportscars
D Wilson	CLF Technologies Ltd

**Agenda Items**

ITEM	REPORTS / COMMENTS / ACTIONS	Resp. / Timing
1 Introductions	Matthew Heenan was welcomed to the Quality Panel meeting.	
2 Presentation on Biofuels	Magnus Nilsson of General Motors gave a presentation (attached) on bio and alternative fuels, via webex. Magnus can be contacted at <a href="mailto:magnus.nilsson@se.gm.com">magnus.nilsson@se.gm.com</a>	
3	<b>Standard Agenda</b>	
3.1 Apologies for Absence	<ul style="list-style-type: none"> <li>Noted</li> </ul>	
3.2 Minutes of the Previous Meeting	<ul style="list-style-type: none"> <li>Approved</li> </ul>	

3.3 ISO/TS 16949 issues	<ul style="list-style-type: none"> <li>• Total certificates at end September was 38,362 (see attachment)</li> <li>• IATF Rules for CB's 3rd edition goes on sale from 9 October with oversight roll out events</li> <li>• The process for CB loss of recognition in the event of non-compliance with rules &amp; contracts will be presented at the roll out events</li> <li>• Joint roll out event in China during December</li> <li>• Second pilot study of the e-platform for auditor assessment is scheduled for January with a launch date of 29 January</li> <li>• A new service provider for the IATF database is being sought</li> <li>• 34% of witness audits result in major non conformities with half concerned with the automotive process approach – the IATF Auditor Guide is to be published soon</li> <li>• The meeting established 3rd party certification can be available for distributors</li> </ul>	RB 12 Dec
3.4 IF Training Issues	<ul style="list-style-type: none"> <li>• The TS update seminar has been well received &amp; will be repeated on 24 November</li> <li>• A new training brochure has been prepared (attached)</li> </ul>	PH 12 Dec
<b>4. Manufacturing Sub Group</b>	<ul style="list-style-type: none"> <li>• S Elvin explained the SMMT's 'Manufacturing Environment' Project, one of the key SMMT projects for 2009. The ultimate aim is to retain current &amp; attract further investment into the UK based automotive industry. A key priority is to clearly demonstrate how SMMT is supporting the manufacturing aspects of the automotive industry and promote the Automotive Components Section &amp; the Quality Panel as the key committees for this.</li> <li>• A Nock explained the matrix of results of the data analysed by the Manufacturing Sub Group (attached).</li> <li>• Points raised in the ensuing discussion included the need to be realistic and focus on doing a few (e.g. 5) activities that can make a difference, recognising SMEs may have different priorities such as funding availability.</li> <li>• The Manufacturing Sub Group will meet before the next Quality Panel meeting to progress this.</li> <li>• <b>Quality Panel members are requested to collect manufacturing issues feedback from their companies before the 12 December meeting.</b></li> </ul>	AN 12 Dec All 12 Dec
5. DIQAF update	<ul style="list-style-type: none"> <li>• Historically if the MoD wanted to communicate about quality &amp; reliability issues to the automotive companies that did business with them it would use the SMMT Quality &amp; Reliability Panel as the 'window' to them (at that time most of the automotive companies doing work for the MoD were attending members). The current Quality Panel only has a minority of members who supply the MoD so it was not felt this was the most effective communication route.</li> <li>• Investigation into the most appropriate way of utilising the SMMT to support MoD communications to their automotive supplier companies should be sought.</li> </ul>	BL, BC, SE 12 Dec

6. Presentation on TPM	<ul style="list-style-type: none"> <li>• PH gave a presentation on TPM (Total Productive Maintenance) award scheme operated by the JIPM (Japanese Institute of Plant Maintenance), attached.</li> <li>• PH suggested a visit by the Quality Panel to award winners Tetrapak, which was agreed in principle.</li> </ul>	PH 12 Dec
7. A.O.B.	<ul style="list-style-type: none"> <li>• NPL will present an overview of what they can do for the automotive industry at the 12 December meeting.</li> <li>• AN commented that the MoD has a problem with low cost countries supplying below specification producer supported by forged documentation. The view of the Quality Panel was that a rigorous supplier selection process &amp; purchasing system should prevent this.</li> <li>• SE reminded the meeting of the ISO 9001 amendment implementation plan previously circulated. Key points include no change in requirements (only clarification) and current certificates remain valid until expiry.</li> </ul>	PH 12 Dec
<b>Next meeting</b>	The next meeting is 12 December at SMMT Industry Forum, AN to chair.	SK