

**Minutes of the Quality Panel meeting held at 10.30am on 24 March 2009  
at SMMT Industry Forum, 2410, Regent's Court, The Crescent,  
Solihull Parkway, Birmingham B37 7YE**

**Present**

J Clark (Chairman)	Nissan Motor Manufacturing UK Ltd
K Allen	Toyota UK Ltd
M Lalley	Toyota UK Ltd
J Hanson	Jaguar Land Rover

**In attendance**

S Elvin	SMMT
R Brown	SMMT Industry Forum
S Kelham	SMMT
M Barrett (part time)	SMMT Industry Forum

**Apologies**

A Nock (Vice Chairman)	GKN Autostructures Ltd
H Grimhammar	General Motor Manufacturing UK Ltd
S Chambers	LDV Group Limited
J Billingham	Tata Motors European Technical Centre
M Gibson	Bentley
D Richards	Evobus
M Godfrey	Honda of the UK Manufacturing Ltd
M Roberts	Nanjing Automobile Corporation (UK) Ltd
J Turner	Westfield Sportscars
M Heenan	NGK Spark Plugs (UK) Ltd
P Hardiman	SMMT Industry Forum

**Agenda Items**

<b>ITEM</b>	<b>REPORTS / COMMENTS / ACTIONS</b>	<b>Resp. / Timing</b>
<b>1</b>	<b>Standard Agenda</b>	
1.1 Apologies	<ul style="list-style-type: none"> <li>Noted</li> </ul>	
1.2 Minutes of the Previous Meeting	<ul style="list-style-type: none"> <li>Approved</li> </ul>	
1.3 ISO/TS 16949 issues	<ul style="list-style-type: none"> <li>There has been a 12% growth in the number of certificates issued between 2007 and 2008, Asia Pacific is the key growth area.</li> <li>One impact of the recession is a number of requests to extend the time window for audits.</li> <li>An expected recession impact is the 'downsizing' of some organisations resulting in a reduction in audit man days and SMMT income.</li> <li>The next version of ISO/TS 16949, incorporating the amendment to ISO 9001, is expected to be available the end of May.</li> <li>The laminated, spiral bound, IATF Auditor Guide for ISO/TS 16949 will be on sale from SMMT from 1 May.</li> </ul>	RB Next meeting

	<ul style="list-style-type: none"> <li>The next IATF meeting takes place in USA during the last week in April.</li> </ul>	
<b>2</b>	<b>Manufacturing Support</b>	
2.1 Manufacturing Sub Group proposal  2.2 Manufacturing Environment Project  2.3 SMMT Open Forum, 28 January	<ul style="list-style-type: none"> <li>S Elvin gave an overview of the papers, issued with the agenda, concerning the Manufacturing Sub Group proposal, the Manufacturing Environment Project and the SMMT Open Forum held on 28 January.</li> </ul>	
2.4 SMMT Open Forum, 2 June	<ul style="list-style-type: none"> <li>A discussion took place exploring suggestions for this event including: <ul style="list-style-type: none"> <li>How to manage the current situation and be in good shape for the future</li> <li>Focus on the suppliers' needs</li> <li>What OEMs can do to help suppliers</li> <li>How to secure the supply base in the UK through exploitation of geographical advantages</li> <li>Separate sessions for specific sectors such as SMEs, Commercial Vehicles etc.</li> <li>The current situation can provide a constructive environment to introduce improvements i.e. significant changes could be more readily accepted</li> <li>Invite speakers from Tier 1 / Tier 2 suppliers (these inputs were used as the start point for developing the 2 June programme, currently at the second draft stage)</li> </ul> </li> <li>J Hanson kindly offered JLR Castle Bromwich or the Heritage Centre as venues to host the Open Forum (this was followed up afterwards and unfortunately the facilities could not be available on a date that met SMMT's requirements but it is hoped to use Castle Bromwich for a future event)</li> </ul>	SE Next meeting
2.5 Reshaping the Quality Panel to support Manufacturing	<ul style="list-style-type: none"> <li>Following on from the review of the direction papers (items 2.1, 2.2, 2.3) the meeting agreed 'The Quality Panel should open up its scope and evolve into the Manufacturing Panel' for the needs of the automotive manufacturing industry.</li> <li>The 'Manufacturing Panel' will need representatives from additional functions such as manufacturing engineering, supply chain management and production.</li> <li>The meeting believed Quality management Systems, which have long been at the heart of the Quality Panel agenda, should become the agenda for the sub group currently known as SG6 with the opportunity to elevate any issues to the 'Manufacturing Panel' as required.</li> <li>The need to establish the appropriate relationship with the Automotive Components Section (ACS) committee was discussed. Following the meeting, J Clark and S Elvin agreed with D Northey, chairman of ACS, to make a presentation on this at the 23 April ACS meeting. Following the 23<sup>rd</sup> ACS meeting it should be</li> </ul>	JC, SE 23 April

	possible to clarify the scope of the 'Manufacturing Panel' and it's interface/relationship with the ACS	
3.1 A.O.B.	<ul style="list-style-type: none"> <li>M Barrett fed back that the National Supply Chain programme had been extremely successful and it is likely that BERR will revive it in the future as a non sectoral supply chain programme. Also the NAIGT has an ACS member participating (K Smith).</li> </ul>	
3.2 Next meeting	This will be set after the ACS presentation and initial planning for the 2 June Open Forum	SK