



THE SOCIETY OF MOTOR MANUFACTURERS AND TRADERS LIMITED

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Q/4m/2009

**A meeting of the QUALITY PANEL was held at 10.30am on
Tuesday 17 November 2009 at SMMT Industry Forum, 2410, Regent's Court,
The Crescent, Solihull Parkway, Birmingham, B37 7YE**

MINUTES

Present

H Grimhammar
J Hanson
K Allen
M Lalley

General Motors UK Ltd
Jaguar Land Rover
Toyota Motor Manufacturing UK Ltd
Toyota Motor Manufacturing UK Ltd

In attendance

S Elvin
L Ramanauskaite
M Barrett
L Dunk
A David
S Bates

SMMT
SMMT
SMMT Industry Forum
SMMT Industry Forum
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Apologies

J Clark (Chairman)
A Nock (Vice Chairman)
A O'Connell
J Billingham
J King
P Hardiman
R Brown
J Turner
M Heenan

Nissan Motor Manufacturing UK Ltd
GKN Autostructures Ltd
Honda of the UK Manufacturing Ltd
Tata Motors European Technical Centre Plc
Corus Automotive
SMMT Industry Forum
SMMT Industry Forum
SMMT Industry Forum
NGK Spark Plugs (UK) Ltd



INVESTOR IN PEOPLE

ITEM	REPORTS / COMMENTS / ACTIONS	Resp. / Timing
1	Standard Agenda	
1.1 Apologies	<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"> LD presented ISO/TS 16949 issues (presentation attached, Ref: 1) Following the request made during discussion RB has supplied valid certificates by country and by year (see attached, Ref: 2) and confirmed the following points: <ul style="list-style-type: none"> For the UK, unless the eligibility of ISO/TS 16949 is changed by the IATF, no further growth is likely Global certifications: the global total is estimated at 43,000 with the majority in the Asia Pacific region which has grown since 2005 by 43%, 51%, 53% and 54% for each successive year. 	RB Next meeting
2	Actions from previous meeting	
2.1 BIS report on AAP progress	<ul style="list-style-type: none"> A brief status report has been received from BIS (see attached, Ref: 3), outlining AAP team advance discussion with a number of companies with projects totalling 2 billion pounds in the pipeline and has to date announced 1 recent offer of support. 	
2.2 ISO 17025 auditors approach	<ul style="list-style-type: none"> A response was received from RB (see attached, Ref: 4). RB has requested HG to assist with the new training modules by supplying specific examples of weaknesses in the approach of auditors. Any complaints against specific CB's should be sent to the relevant Oversight Office. 	RB / HG Next meeting
2.3 List of SMMT member Manufacturing companies	<ul style="list-style-type: none"> There are 406 member Manufacturers: <ul style="list-style-type: none"> Manufacturers with UK Manufacturing sites: 246 Other Manufacturers (service providers, agents, distributors, exporters and others): 160. 	
3	Manufacturing Support	
3.1 SMMT Open Forum, 14 October	<ul style="list-style-type: none"> SE explained that due to circumstances out of SMMT's control the 14 October Open Forum event would have been substandard and therefore was cancelled. The SMMT will hold an NAIGT government response webinar on 26 November The SMMT will hold a webinar on a Supply Chain report produced for the SMMT on 16 December The next SMMT Open Forum event is expected to be held in February 2010 	SE Next meeting

3.2 Manufacturing Sub Group Output		
3.2.1 Key points	<ul style="list-style-type: none"> SE gave brief overview of the output of 8 October Manufacturing Panel Sub group meeting (this information distributed to QP members on 16 October) 	
3.2.2 'Sakamoto' report – actions requiring follow up	<ul style="list-style-type: none"> SB presented an update of 'Sakamoto' project (see attached, Ref: 5) The feedback on completed project will be reported to the Government by SB by the end of March 2010 There is no current plan to follow up on lessons learned. 	
3.2.3 NAIGT structure clarification	<ul style="list-style-type: none"> SE outlined the Government response to the NAIGT report including establishing the Automotive Council, Test Bed UK and Supply Chain Council (full response and press releases attached, Ref: 6, 7 and 8) The Automotive Council will hold its first meeting on 10 December QP members are to be advised of the membership of the Automotive Council and Supply Chain Council once they are known – an announcement has now been made (see attached, Ref:9) 	SE Next meeting
3.2.4 Next steps	<ul style="list-style-type: none"> MB commented that supplier efficiency could be greatly improved if vehicle manufacturers could agree to common performance measurements requirements (as was done for the common management system requirement – ISO/TS 16949) A potential issue for the Supply Chain Council is what supply performance should be measured and how (e.g. PPM) 	
4.0 AOB	<ul style="list-style-type: none"> The date of next meeting will be decided in January 2010 The main focus will be how to support the Supply Chain Council and how to ensure as many UK based automotive manufacturing companies as possible engage with it. 	JC/SE Jan 2010

Chairman _____

Date _____