



THE SOCIETY OF MOTOR MANUFACTURERS AND TRADERS LIMITED

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Q/4a/2009

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

AGENDA

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| 1.0 | <u>Standard Agenda Items:</u> | 10.30am – 11.00am |
| 1.1 | Apologies for Absence (SE) | |
| 1.2 | Minutes of the Previous Meeting – To Approve (All) | |
| 1.3 | ISO/TS 16949 Issues (SE for RB/PH) | |
| 2.0 | <u>Actions from previous meeting:</u> | 11.00am – 11.25am |
| 2.1 | BIS report on AAP progress (SE) | |
| 2.2 | ISO 17025 auditors approach – potential further training material (SE for RB/PH) | |
| 2.3 | List of SMMT member Manufacturing companies (MB) | |
| 3.0 | <u>Manufacturing Support:</u> | 11.25am – 12.55pm |
| 3.1 | SMMT Open Forum, 14 October (SE) | |
| 3.2 | Manufacturing Sub Group Output | |
| | 3.2.1 Key points (SE) | |
| | 3.2.2 'Sakamoto' report – actions requiring follow up (AD) | |
| | 3.2.3 NAIGT structure clarification (JK) | |
| | 3.2.4 Next steps | |
| 4.0 | <u>Any other business and next meeting (All)</u> | 12.55pm – 13.00pm |



INVESTOR IN PEOPLE