



THE SOCIETY OF MOTOR MANUFACTURERS AND TRADERS LIMITED

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Q/3a/2009

**A meeting of the QUALITY PANEL was held at 10.30am on
Wednesday 2 September 2009 at SMMT Industry Forum, 2410, Regent's Court,
The Crescent, Solihull Parkway, Birmingham, B37 7YE**

MINUTES

Present

J Clark (Chairman)
H Grimhammar
A O'Connell
J Billingham
K Allen
M Lalley

Nissan Motor Manufacturing UK Ltd
General Motors Manufacturing UK Ltd
Honda of the UK Manufacturing Ltd
Tata Motors European Technical Centre
Toyota Motor Manufacturing UK Ltd
Toyota Motor Manufacturing UK Ltd

In attendance

S Elvin
M Barrett
R Brown
A David
P Hardiman
J Turner

SMMT
SMMT Industry Forum
SMMT Industry Forum
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Apologies

A Nock (Vice Chairman)
M Gibson
D Richards
J Hanson
L Watson
M Roberts
M Heenan
J Turner

GKN Autostructures Ltd
Bentley Motors Ltd
EvoBus (UK) Ltd
Jaguar Land Rover
LDV Group Limited
MG Motor UK Ltd
NGK Spark Plugs (UK) Ltd
Potenza Sportscars 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"> The IATF September meeting will discuss the possible inclusion of Tata, Hyundai and SAIC (China) as OEM members The Chrysler IATF representative has changed and the representatives for PSA and SMMT are about to change (SE to replace M Bird as SMMT representative) The IATF want to restructure their representation within ISO (possibly having a rotating head for the IATF delegation within ISO) ISO/TS 16949:2009 is now issued and on sale – no changes in requirements The auditor training modules have reopened, assessments will recommence in January and will require attendance at an office under contract conditions ('New Horizons' will be the main office provider) The new auditor pilot course was run in June SMMT IF are continuing to run training courses and are getting involved with AS9000, the aerospace TS equivalent (still checklist focussed) 	<p>RB 17 Nov</p> <p>PH 17 Nov</p>
2	Manufacturing Support	
2.1 SMMT Open Forum, 14 October	<ul style="list-style-type: none"> The draft programme (attached) was reviewed – it covers manufacturing outlook for suppliers, NAIGT status and the automotive assistance programme status Most speakers are provisionally in place but 2 further vehicle manufacturers are being sought for manufacturing outlook 	<p>SE 14 Oct</p> <p>VMs asap</p>
2.2 SMMT Manufacturing Environment plan concept	<ul style="list-style-type: none"> SE presented the concept for the SMMT Manufacturing Plan 2009 / 2010 and the associated 2009 and 2010 action plans (all attached) A sub group is being set up to clarify the scope of the manufacturing activity and to develop clear objectives, targets and measures for 2010 (now set up for 8 Oct) Specific Panel actions are to be pursued and reported on at following meetings in parallel to the evolution of the manufacturing activity Fact based report from BIS on the progress achieved by the Automotive Assistance programme required for next meeting Weakness in the approach taken by auditors of ISO 17025 standard for laboratories – look to potentially develop further training material for roll out in 2010 within the TS Auditor Development Programme system – status for next meeting 	<p>SE 8 Oct</p> <p>SE 17 Nov</p> <p>RB & PH 17 Nov</p>

	<ul style="list-style-type: none"> • Provide list of manufacturing companies who are SMMT members for next meeting • SE presented the ways SMMT are looking at bringing TS to a wider audience (attached) – whilst it was understood SMMT needs to consider actions to contribute to its sustainability it is actions 4 & 5 that are important to the UK-based industry 	MB 17 Nov
3.0 AOB	<ul style="list-style-type: none"> • The next meeting will be at 10.30 a.m. on 17 November, 2009 at Industry Forum. 	

Chairman _____

Date _____