

**Minutes of the Quality Panel meeting held at 10.30am on 4 July 2008 at
SMMT Industry Forum, 2410, Regent's Court, The Crescent,
Solihull Parkway, Birmingham B37 7YE**

Present

A Nock (Vice Chairman)	GKN Autostructures Ltd
K Allen	Toyota UK Ltd
H Grimhammar	General Motor Manufacturing UK Ltd
P Richmond	Honda of the UK Manufacturing Ltd
D Wilson	CLF Technologies Ltd
M Bird	IATF / SMMT

In attendance

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

Apologies

J Clark (Chairman)	Nissan Motor Manufacturing UK Ltd
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
M Roberts	Nanjing Automobile Corporation (UK) Ltd
D Richards	Evobus
J Turner	Westfield Sportscars

Agenda Items

ITEM	REPORTS / COMMENTS / ACTIONS	Resp. / Timing
Part 1	Standard Agenda	
1.1 Apologies for Absence	<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"> 3rd edition rules are almost complete & the content agreed – waiting the copyright from ISO. Timing is still 1 October. The de-recognition process for CBs & the associated trigger will be issued / rolled out to CBs at the same time as the rules are issued. There will be a list of the reasons for de-recognition which will be published, e.g. non-compliance, customer complaints, etc. There is a meeting with IATF members in Germany plus senior management of SGS, BMW, VW in July. 	RB 3 Oct

ITEM	REPORTS / COMMENTS / ACTIONS	Resp. / Timing
1.4 IF Training Issues	<ul style="list-style-type: none"> • An updated catalogue of training courses is being issued (an email copy will be sent later). • 70% is still on site, 30% at open venues. • The IF website front page being redesigned. • IF has been appointed as an Assessor Agency for the Japanese Institute of Planned Maintenance (JIPM). It will commence next year. It uses an 8 pillar approach to TPM. Happy for us to be both consultants and assessors (different personnel). Five day course, five days activity with Ensign in Sunderland and then passed an examination. Volvo in Ghent, Belgium are the only company to have been awarded the World Class award. This process usually takes around ten years. Easier process takes two to three years. Tetrapak Universal have made it global policy to go for the award. France, India, Taiwan, Thailand and Korean plus Japan have assessment companies. • PH to circulate 8-pillar thinking and other papers. PH to do 15-minutes presentation at next QP meeting (3 Oct). 	PH 3 Oct
Part 2	SMMT Manufacturing Panel Model	
2. Proposal for SMMT Manufacturing Panel Model	<ul style="list-style-type: none"> • The model, prepared by the 'Panel Sub Group' & circulated with the agenda, was explained by AN, supported by KA & SE. • SE explained P Everitt's view that the model appeared complex and he was looking to find a way to get Automotive Manufacturing Companies together, find out what they think the key issues are & what they think about them. • After considerable discussion (including inconclusive debate on the name of the Panel) it was agreed that the model is useful and can be just for use by the Panel • P Everitt's view is effectively the same as the left hand box of the model i.e. find out what the 'Customer Requirements' are. • A number of potential sources of key issues were identified, as follows: <ul style="list-style-type: none"> - SMMT Committees / Department Heads - Quality Panel Companies to discuss internally - Accelerate - Industry Forum - RDAs - BERR (Sakamoto report, NAIGT, Manufacturing Strategy) - Ask attendees at the forthcoming 'Components of Success' event (see item 4) • Actions: <ul style="list-style-type: none"> • Quality Panel members to ask within their own Companies what they view as the key issues • PH to find the key views of IF client companies • SE, BL & SK to follow up finding the key views from the other above identified sources • The Panel Sub Group to meet in September to analyse the results from the above actions 	All 1 Sept PH, 1 Sept SE, BL, SK 1 Sept AN, KA, JC, PR, SE Sept (tbd)

Part 3	BERR Manufacturing Strategy	
3. BERR Manufacturing Strategy	<ul style="list-style-type: none"> • AN to circulate the presentation. 	AN 1 Sept
Part 4	Membership Activities	
4. SMMT Membership Activities	<ul style="list-style-type: none"> • BL explained the 'Components of Success' to be held on 23 July at the Motor Show – an opportunity to air views & network • Advantage West Midlands, North West & Wales are keen to support regional events • A questionnaire will be prepared for the 'Components of Success Event' in support of item 2. 	SE/SK 16 July
Part 5	ISO/DIS 9004 Validation	
5. ISO/DIS 9004 Validation	<ul style="list-style-type: none"> • Contact SE to participate, PR volunteered & RB expressed interest. 	All 1 Sept
Part 6	SMMT Website	
6. 'Process Management & TS2 support' site map	<ul style="list-style-type: none"> • Change the heading to 'Process Management' • Simplify the site map diagram • Include the Global Oversight link as well as the SMMT Oversight link 	SE 3 Oct
Part 7	Any Other Business	
	None.	
Next meetings	The dates of meetings for 2008 were agreed. They are 3 October and 12 December. The meetings will be held at SMMT Industry Forum in Birmingham.	SK