

## QUALITY PANEL

### CONFIDENTIAL

Minutes of the meeting held on **Thursday 20 January 2011** at 10.30am  
at SMMT Industry Forum, 2410, Regent's Court,  
The Crescent, Solihull Parkway, Birmingham, B37 7YE

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### MINUTES

#### PRESENT

John Clark (Chairman)	Nissan Motor Manufacturing UK Ltd
Adam Nock (Vice Chairman)	GKN Autostructures Ltd
Clare Oldham	Bentley Motors Ltd
David Sedgley	Roadlink International Ltd
Harry Hoey	Axeon Ltd
James Billingham	Tata Motors European Technical Centre Plc
Martin Watson	Toyota Motor Manufacturing UK Ltd
Matthew Heenan	NGK Spark Plugs (UK) Ltd
Mike Draper	Volvo Group
Stephen Crawford	Vauxhall Motors UK Ltd

#### APOLOGIES FOR ABSENCE

Anne O'Connell	Honda of the UK Manufacturing Ltd
Bernard Teall	UYT Ltd
Gareth Jones	Ebm-papst Automotive and Drives (UK) Ltd
John Hanson	Jaguar Land Rover
Jonathan Smith	Prelok
Mark Roberts	MG Motor UK Ltd
Niall Kealey	SMMT Industry Forum

#### IN ATTENDANCE

Steve Elvin	SMMT
Premila Glover	SMMT
Loreta Ramanauskaite	SMMT
Rob Brown	SMMT Industry Forum
Arthur David	SMMT Industry Forum

#### 1: WELCOME AND APOLOGIES FOR ABSENCE

- Noted
- apologies
  - welcome to Stephen Crawford who attended the meeting for the first time

#### 2: MINUTES OF THE PREVIOUS MEETING

Approved that the Minutes of the last meeting which was held on 7 October 2010 were a correct record

#### 3: ISO 9001 ISSUES

- Noted
- ISO/TC176/SC2 met in December 2010. Key topics included long term strategic planning and user survey
  - An overview of the ISO/TC176/SC2 long term strategic planning status was given by SE – see Att. 1. Note, the user survey report, due end of May 2011, will be a key input.
  - The ISO 9001 user survey has been extended and will remain open until 28 February 2011. The December status of the user survey activity was given by SE – see Att. 2.
    - SE encouraged members to participate in the survey and forward the information onto their business contacts to have sufficient amount of responses – see Att.3.

**ACTION:** To promote the survey to contacts

#### 4: ISO/TS 16949 ISSUES

Noted

- The current status of the UK Oversight activity was given by RB – see Att. 4.
  - global growth – 7%
  - Thailand come into top 10 instead of Mexico
  - UK in the 16<sup>th</sup> position
- The IATF Certification Body Global conference will take place in February 2011 for the first time.
- The IATF meet twice a year, the next meeting is in the UK in March, where Paul Everitt will meet with the members

#### 5: MANUFACTURING ISSUES

Noted

- SE is encouraging the involvement of all relevant SMMT Committees. Automotive Component Section (ACS) is actively involved
- The top 10 manufacturing issues' status was given by SE – see Att. 5.
- An overview of the proposed SMMT Skills Strategy for 2011 was given by SE, feedback from members is welcomed – see Att. 6. Since the meeting, SMMT Policy personnel would like to know from Quality Panel members specific examples of key skills issues and what to ask the Government for.
- Exploratory manufacturing sub group meetings with volunteers from SMMT members will be held for the following issues:
  - Benchmarking (formal and informal)
  - The advantages of UK sourcing
  - Accessing UK manufacturing technology knowledge
- SE encouraged members to get involved in the manufacturing sub groups

**ACTION 1:** Quality Panel members to feedback specific examples of key skills issues and what to ask the Government for

**ACTION 2:** SE to arrange exploratory manufacturing sub group meetings for the 3 issues identified above

#### 6: SMMT OPEN FORUM EVENTS

Noted

Two further SMMT Open Forum events are planned for March:

- 'Vehicle Manufacturers' Views' on 15 March – see Att. 7.
- Event for CVs, Buses & Coaches, suppliers on 30 March – see Att. 8.

#### 7: ANY OTHER BUSINESS AND NEXT MEETING

Noted

that General Motors are doing activities to encourage 11-13 year olds to get interested in engineering

Agreed

to hold the next meeting on 7 July 2011 at Industry Forum, Birmingham

**ACTION:** To share company experiences in promoting interest in automotive careers and apprenticeships at the next Quality Panel meeting

**Note:** subsequent to the meeting a new edition of the SMMT ISO QMS newsletter has been issued – see Att. 9.

#### Contact:

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