



THE SOCIETY OF MOTOR MANUFACTURERS AND TRADERS LIMITED

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Q4/2010

**A meeting of the QUALITY PANEL was held at 10.30am on
Thursday 7 October 2010 at SMMT Industry Forum, 2410, Regent's Court,
The Crescent, Solihull Parkway, Birmingham, B37 7YE**

MINUTES

Present

J Clark (Chairman)	Nissan Motor Manufacturing UK Ltd
A Nock (Vice Chairman)	GKN Autostructures Ltd
B Teall	UYT Ltd
C Oldham	Bentley Motors Ltd
D Sedgley	Roadlink International Ltd
H Hoey	Axeon Ltd
J Billingham	Tata Motors European Technical Centre Plc
K Allen	Toyota Motor Manufacturing UK Ltd
M Watson	Toyota Motor Manufacturing UK Ltd
M Heenan	NGK Spark Plugs (UK) Ltd
M Draper	Volvo Group

In attendance

S Elvin	SMMT
L Ramanauskaite	SMMT
R Brown	SMMT Industry Forum
N Kealey	SMMT Industry Forum
A David	SMMT Industry Forum

Apologies

A O'Connell	Honda of the UK Manufacturing Ltd
J Hanson	Jaguar Land Rover
M Barrett	SMMT Industry Forum
P Hardiman	SMMT Industry Forum



INVESTOR IN PEOPLE

ITEM	REPORTS / COMMENTS / ACTIONS	Resp. / Timing
1	Apologies	
	<ul style="list-style-type: none"> Noted apologies The Chairman welcomed new attendees and followed round table introductions 	
2	Minutes of the Previous Meeting	
	<ul style="list-style-type: none"> Approved 	
3	QMS newsletter review and ISO 9001 Issues	
	<ul style="list-style-type: none"> SE gave an overview on the QMS newsletter and its purpose, for the benefit of those who have newly joined the Quality Panel (QP) SE gave an update on recent developments on the ISO 9001 user survey: <ul style="list-style-type: none"> it will be launched on the third week of October (the survey is now launched) the survey will be in 11 languages and would take 30-40 min to answer the questions provisionally it would continue until January 2011 and the final report completed around March 2011 there are many interested parties in many differing countries and sectors SE is the convenor for the ISO Task Group responsible for the survey as well as the survey leader for the automotive sector there are survey leaders to coordinate the process for the different countries and sectors the information flow would circulate to automotive companies through SMMT Quality Panel (UK level), CLEPA (European level) and IATF (globally) it is extremely important for the industry to give as many responses as possible to have a robust input SE has encouraged members to pass the information (now circulated) to the contacts within their companies and to all others who could contribute - suppliers, customers etc. The URL for the survey is http://www.iso.org/tc176/sc2/ISO9000UserSurvey The attached 'SMMT ISO QMS Newsletter' and presentation 'ISO 9001' give further information The attached presentation 'ISO 9001' also gives information on the IATF's view of the proposed common structure for ISO management systems, including ISO9001. It is the IATF's intention to work within ISO to deliver a future version of ISO 9001 (should it be decided to do a revision) that will have minimal impact on ISO/TS 16949 but if that cannot be achieved the IATF will 	SE 20/1/11

	look at withdrawing from using the future version.	
4	ISO/TS 16949 Issues	
	<ul style="list-style-type: none"> RB presented on overview of ISO/TS 16949 developments and oversight activity - please see attached presentation 'SMMT_Oversight_071010' There is a need to publicise the opportunity to highlight the problems/concerns with a certificated company by informing the Oversight Office. Also by checking the suppliers certificate number on the IATF website, http://www.iatfglobaloversight.org, it can be identified if the supplier has been suspended or not 	RB 20/1/11
5	Manufacturing Issues	
	<ul style="list-style-type: none"> SE has visited 16 companies (it will continue to be an ongoing project) to gather feedback from SMMT members and non members. QP members were encouraged to arrange visits by SE to discuss the manufacturing issues SE presented the top 10 priorities identified by the companies visited and the ACS and Aftermarket Committees – see attachment 'Prioritised Manufacturing Issues' Manufacturing sub groups are to be formed to address these top 10 issues (starting with an easier one) from QP, ACS and other manufacturing related SMMT committees. ACTION: QP members are to identify to SE which of the top 10 issues they would like to be involved with as part of a manufacturing sub group 	SE 20/1/11 All 19/11/10
6	SMMT Open Forum events	
	<ul style="list-style-type: none"> The 21 September SMMT Open Forum was well attended and received. The slides are available on the SMMT website (under events) The follow on Open Forum event will be held around March/April 2011 and it is the programme will include manufacturing presentations from car manufacturers Additionally it is hoped to hold an Open Forum event dedicated to commercial vehicles, including buses, coaches, suppliers etc.) around the time of the CV show (April 12, 13, 14) in the Midlands Members were encouraged to get involved in organising the events (programme or location wise) 	SE 20/1/11 All 20/1/11
7	Any other business and next meeting	
	<ul style="list-style-type: none"> The agenda is there for QP members, therefore SE welcomed suggestions for subjects that are of interest The next meeting will be held on 20 January 2011 	

Chairman _____

Date _____