

**Minutes of the Quality Panel meeting held at 10.30am on 7 December 2007 at
SMMT Industry Forum, 2410, Regent's Court, The Crescent,
Solihull Parkway, Birmingham B37 7YE**

Present

J Clark (Chairman)	Nissan Motor Manufacturing UK Ltd
H Grimhammar	General Motor Manufacturing UK Ltd
K Allen	Toyota UK Ltd
D Wilson	CLF Technologies Ltd
DP Smith	Dana Traction Technologies Europe

In attendance

S Elvin	SMMT Ltd
S Kelham	SMMT Ltd
L Dunk	SMMT Industry Forum

Apologies

A Nock (Vice Chairman)	GKN Autostructures Ltd
P Richmond	Honda of the UK Manufacturing Ltd
D Charlesworth	CTP Wipac
M Roberts	Nanjing Automobile Corporation (UK) Ltd
K McCauley	Tata Motors European Technical Centre Plc
G Jackson	Otter Controls Ltd
J Hanson	Land Rover & Jaguar Cars Ltd
C Davies	BMW
J Turner	Westfield Sportscars Ltd
R Brown	SMMT Industry Forum
P Hardiman	SMMT Industry Forum

Agenda Items

ITEM	REPORTS / COMMENTS / ACTIONS	Resp. / Timing
Part 1	Standard Agenda	
1.1 Apologies for Absence	<ul style="list-style-type: none"> Noted. LDV representation has terminated due to redundancy 	
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"> SE gave a brief update of the status of the amendment to ISO 9001 – at Draft International Standard stage, a worldwide validation activity of the draft is ongoing and verification will take place in February (both coordinated by an ISO Task Group led by SE), the Final Draft will be prepared in May and publication is expected in October 2008 	RB 7 Mar

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1.3 ISO/TS 16949 issues (contd.)	<ul style="list-style-type: none"> • The amendment to ISO 9001 is for clarification purposes and to improve the compatibility with ISO 14001, there is no change to the requirement • The latest ISO survey has been released (attached) and includes up to date data on TS • The development of the e-platform for auditor training is taking place. Auditor evaluations will still take place in person to ensure integrity • The current auditor training will stop in August 2008 & there will be a 3 months 'window' prior to the e-platform training commencing • There will be a loss of in come to SMMT as a result of switching to e-platform training • The 3rd edition rules are being restructured to be easier to read & clearer to understand. Also there will be an increase in the required number of Office Assessments & Witness Audits 	
1.4 IF Training Issues	<ul style="list-style-type: none"> • The SMMT IF newsletter had recently been forwarded to QP members by SE 	PH 7 Mar
Part 2	Sub Group Status	
2.1 Sub Group 5 – SMMT Campus review	<ul style="list-style-type: none"> • The SMMT Campus, held within 'Manufacturer Live' has been a significant success with all seminars full to capacity – plans are to be made for an event in 2008 • The Campus attracted a lot of interest from other industries, 200 companies attended and each has been sent a complimentary CD containing 4 of the 5 different seminars presented • Thanks go to K Copeland of Nissan for providing an extra seminar on day 2 at very short notice following the unavailability of GKN • The meeting reviewed the lessons learned, to be taken into account when planning next year's event (Appendix I attached) 	All 7 Mar
2.2 Sub Group 2 – Publications – Integrated Management Case Studies	<ul style="list-style-type: none"> • Insufficient Quality Panel member Companies have been able to provide their support to this project making further progress impractical. The project has therefore been terminated 	Closed
ITEM	REPORTS / COMMENTS / ACTIONS	Resp. / Timing
Part 3	Develop New Quality Panel Strategies	
3.1 Clarify Objectives	<ul style="list-style-type: none"> • The previous meeting's SWOT analysis was reviewed and ideas were captured (Appendix II, attached) • The meeting discussed how to clarify the Quality Panel's objectives (Appendix III, attached) • Close consideration was given to who the Quality Panel activity is aimed at (Appendix IV, attached) • Finally what the Quality Panel can offer & how to find out what the industry wants was considered (Appendix V, attached) 	SE 7 Mar

Part 4		
4.1 A.O.B.	<ul style="list-style-type: none"> • NMI (the national microelectronics institute representing the semi conductor industry) is keen to benchmark with automotive industries to improve their production process • J Clark agreed to pass on their details to a potentially interested organisation 	
3.2 Date of 2008 Meetings	<ul style="list-style-type: none"> • 7 March • 9 May • 4 July • 3 October • 12 December 	

Chairman

Date