PIP-II Meeting Agenda
Assuring Project Delivery: Quality Workshop – #1

Date: 5 Nov in 2020

Zoom

2:00 – 5:30pm (UK)
8:00 – 11:30am (US)

Invitees:

STFC
Kieran C, Geraint J, Peter M, Jon L, Alan W, Mark P, Shrikant P, Mitchell K, Tom J
Optional: Paul H, Peter C, additional people from WP P.4 team

FNAL
Jemila A, Tom DiG, Allan R, Jeremiah H, Saravan, Grigory E, Nikolay S, Fumio F, Genfa W, Cristian B, Ken P, Matt L, Vincent R
Optional: Arkadiy K, Luisella L, John A, Lidija K, Lia M

Outline:

Slides and other materials to be hosted on Indico, then also archived on STFC SharePoint system post-meeting.
Link: https://indico.fnal.gov/event/45909/

Scope – PIP-II High Beta 650 MHz (HB650) cryomodule quality, covering work within the scope of the PIP-II Project at UKRI-STFC, and interaction with FNAL. Section numbers align with the STFC Quality Assurance Management Plan (QAMP) section numbering, and sections not covered in this workshop are greyed out. It should be noted that not all STFC processes are fully implemented yet at this stage of the project. Lines of communication are covered in each section.

Format – Most sections would consist of one or two short presentations, then brief open discussion, chaired by speaker.

Charge – The assembled group of technical subject matter experts is charged with ensuring on-going alignment and transparency between labs, ensuring that FNAL personnel are briefed on the STFC QAMP, and understands how it interacts with their areas. This workshop is envisaged to give quality a higher profile, provide on-going assurance, and sharing of best practices. The ultimate goal of this workshop is for the group to understand their roles and responsibilities in each section of the STFC QAMP, along with an awareness of the supporting processes.

Expected outcome - Workshop report, primarily in the form of a Record of Actions and Decisions (RoAD). Increased awareness of Quality, and clarification of roles. Opportunities for improvement to be identified.

Going forward - This is intended to be start of a semi-regular series; no more than twice a year.

**PLANNING
(30 mins)**

1. Introduction – Kieran C/Jemila A (20 mins)

- Overview of Quality: Planning/Assurance/Control/Improvement
- Quality of not just the product, but also the processes
- World Quality Day – 12 November

2. Roles and responsibilities for Quality – Kieran C (5 mins)

- OBS and overview of work packages at STFC
- Points of contact on both sides

3. Deliverables – Jon L (5 mins)

4. Communication

**ASSURANCE
(60 mins)**

7. Vendor Management – Jon L, Allan N

- QA/QC vendor expectations
- Handling of supplier inspections in the time of COVID
- [Expected outcome: Identification of opportunities for improvement]

5. Training – Shrikant P, Jon L

- Focus on cavity string assembly
- [Expected outcome: proposal regarding next steps and confirmation of prerequisites]

8. Product identification and traceability

9. Document Management – Kieran C

- Document hierarchy
- FNAL access to STFC PIP-II SharePoint system
- [Expected outcome: Assurance of the system]

10. Software assurance

11. Component handling, storage and transportation

12. Transfer of ownership

Cryomodule Transport – Mitchell K, Jeremiah H

- Outcomes of the Transport Tooling FDR
- [Expected outcome: Confirming how QC forms part of the Transport Plan]

15-minute break

**CONTROL
(75 mins)**

6. Change Control – Kieran C, Allan R

- Walkthrough of process
- Thresholds, and reporting to FNAL
- [Expected outcome: Demonstration of current process and identification of opportunities for improvement]

13. Procured product acceptance

14. Manufacturing Inspection Plans – Shrikant P, Geraint J

- Travellers, hold points, witness points, etc.

- Experience from ESS
- Interface travellers at FNAL – Tom DiG
- [Expected outcome: Alignment of expectations]

15. **Non-conformance Management** – Kieran C, Geraint J, Tom DiG

- Thresholds
- Reporting to FNAL during assembly
- Reporting to STFC during SAR
- [Expected outcome: Confirmation of NCR thresholds and expectations of response]

16. Measuring and test equipment

IMPROVEMENT (30 mins)

17. **Continuous Improvement** – Jon L, Kieran C, Tom DiG

- Lessons Learned, gauging customer satisfaction
- Related activities: Technical Coordination Workshop, Design Coordination Group
- [Expected outcome: Identification of opportunities for improvement and streamlining]

18. **Technical Reviews at STFC** – Kieran C

- [Expected outcome: Assurance of alignment with FNAL]

19. Review of QAMP

20. **Closing** – Kieran C/Jemila A

- Summary of workshop
- Next steps

Close