

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



Reply to Attn of: QS40

September 7, 2001

TO: Distribution

FROM: QS40/Rondal C. Mize

SUBJECT: Minutes of the VPP Steering Council Meeting

The VPP Steering Council held its fourth meeting on Friday, September 7, 2001. The meeting, which began at 9:30 a.m., was held in Building 4202, conference room 336A. The roster of attendees for the meeting is attached as Enclosure 1. The agenda for the meeting is attached as Enclosure 2.

OPENING REMARKS (A. ROTH/DE01)

An agenda item for the next SHE meeting on September 17, 2001, will be a VPP Implementation Status Report. Approximately 15 minutes will be allotted for the team to present a summary status of the VPP activity.

VPP IMPLEMENTATION TEAM STATUS (K. CORNETT/FD24)

The VPPP-A National Conference was held in New Orleans, LA, August 27-30. The conference had more than 2700 attendees, with more than 100 vendors exhibiting. There were approximately 220 NASA contractor and civil service representatives in attendance. The Center was represented but attendance from the center was limited due to a shortage of travel funds and a lack of publicity about the conference. There were numerous sessions that were beneficial, and every effort should be made to assure an increased representation at future meetings such as this.

The next regional VPPP-A conference is scheduled for April 2002 in Orlando, FL. Information relative to the conference will be disseminated throughout the Center at the beginning of the new year to assure better participation from MSFC.

A list of required SHE Training Courses will be baselined soon. After the list is available, a schedule for implementing the training will be developed. The VPP Budget will be completed next week.

The VPP Implementation Team Sub-Teams will give a status report at the next Steering Council meeting. A copy of the presentation charts is included as Enclosure 3.

SELF-ASSESSMENT CHECK-LISTS (D. DAVIS/QS30)

Self-assessment for VPP STAR Certification will give managers a tool to help them to determine if they are ready for the VPP Audit. Other positive results from a self-assessment are to identify SHE problem areas and to help assure OSHA compliance. In addition, it will improve a supervisor's knowledge of his safety responsibilities.

The self-assessment will utilize two basic checklists that cover approximately 80% of the activities at the Center. Copies of the checklists are available on the SHE web page. To begin the assessment process, supervisors will complete the two basic checklists. Organizations will then develop a Corrective Action Plan and then Implement Corrective Action. Organizational representatives have been asked to get representatives from their area to help develop checklists for their organization. There are approximately 85-100 existing checklists. These can be used to develop the checklists for the organizations.

A demonstration was given to show how the SHE Supervisor's Checklist could be accessed through the MSFC homepage. The hyperlink to access the checklist will be forwarded to each of the VPP Organizational Representatives on the Steering Council for their review and comment.

ACTION:

Access the SHE Supervisor's Checklist through the MSFC homepage, review, and provide comments, via e-mail, on the content of the checklist to Dennis Davis/QS30. (VPP-0016, Council Members, Due: 09-12-01)

The checklists should be in place on the SHE web page next week. The checklists will be discussed in the VPP material to be presented at the next SHE Meeting, September 17. Following that meeting, a letter will be prepared for the Center Director to send to all supervisors emphasizing the importance of the checklists. A copy of the presentation charts is included as Enclosure 4.

OPEN ACTION LOG (COUNCIL)

The open actions assigned within the council were reviewed. Two actions, VPP-0010 and VPP-0015 were closed. One new action, noted earlier in the minutes, has been added to the open items list. A copy of the closure response is included as Enclosure 5.

OTHER

No other items for record were discussed.

NEXT VPP COUNCIL MEETING

The next meeting of the VPP Steering Council meeting has been scheduled to be held Friday, October 12. The meeting will be held in building 4202, conference room 326A and is scheduled for 9:30 –11:00 a.m. A copy of the agenda and a reminder of the meeting will be sent to the council members prior to that date.



Rondal C. Mize
Secretary
VPP Implementation Team

Enclosures

Distribution:
Team Members
Meeting Attendees

cc:
DA01/A. G. Stephenson
DD01/James W. Kennedy
QS01/Amanda Goodson

VPP STEERING COUNCIL MEETING

FRIDAY, September 7, 2001

BLDG. 4202/326A, 9:30 – 11:00 A.M.

MEETING ATTENDANCE:

Center Operations Directorate

<input checked="" type="checkbox"/> Jim Carter	AD01	544-6630
<input checked="" type="checkbox"/> Cathy Miller	AD21	544-5187
<input type="checkbox"/> Linda Carptenter	AD40	544-8236

Customer & Employee Relations Directorate

<input type="checkbox"/> Susan Cloud	CD01	544-5377
<input type="checkbox"/> Pat Schultz	CD20	544-7559
<input checked="" type="checkbox"/> Judy Werner	CD01	544-1776

Director's Office

<input checked="" type="checkbox"/> Axel Roth	DE01	544-0451
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Engineering Directorate

<input checked="" type="checkbox"/> Nelson Parker	ED01	544-1001
<input type="checkbox"/> Sonya Hutchinson	ED42	544-3312

Flight Projects Directorate

<input checked="" type="checkbox"/> Keith Cornett	FD24	544-4321
<input type="checkbox"/> Murray Castleman	FD11	544-0168
<input checked="" type="checkbox"/> Jackie Steadman	FD10	544-1940

Office of Chief Counsel

<input checked="" type="checkbox"/> Audrey D. Robinson	LS01	544-0026
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Space Shuttle Projects Office

<input type="checkbox"/> Jody Singer	MP01	544-0612
<input checked="" type="checkbox"/> Darlene Garner	MP71	544-0123

Safety and Mission Assurance Office

<input checked="" type="checkbox"/> Dennis Davis	QS10	544-8628
<input checked="" type="checkbox"/> Jim Ellis	QS01	544-0721

Enclosure 1

<input type="checkbox"/> Judy Milburn	QS30	544-4802
<input checked="" type="checkbox"/> Ron Mize	QS01	544-2485
 <u>Office of Chief Financial Officer</u>		
<input type="checkbox"/> Frank Mayhall	RS01	544-7266
 <u>Procurement Office</u>		
<input checked="" type="checkbox"/> Byron Butler	PS01	544-0253
<input checked="" type="checkbox"/> Jerry Williams	PS10	544-0295
<input type="checkbox"/> Joseph D . Hobson	PS01	544-0375
 <u>Science Directorate</u>		
<input checked="" type="checkbox"/> Tom Fleming	SD01	544-3962
 <u>Space Transportation Directorate</u>		
<input checked="" type="checkbox"/> Alberto Duarte	TD01	544-2944
 <u>Second Generation RLV Program Office</u>		
<input checked="" type="checkbox"/> Charlie Chesser	UP01	544-0107
 <u>Systems Management Office</u>		
<input type="checkbox"/> Joe Hamaker	VS10	544-0602
<input checked="" type="checkbox"/> Steve Newton	VS10	544-9010
 <u>MESA</u>		
<input type="checkbox"/> Wes Darbro	SD22	544-742
 <u>AFGE</u>		
<input type="checkbox"/> Alice Sams	PS50	544-0374
 <u>Contractors</u>		
<input type="checkbox"/> Dave Burks	Cortez III	544-1985
<input checked="" type="checkbox"/> Teresa Durette	HEI	544-4416
<input type="checkbox"/> Donnie George	USA-ES&H	971-3102
<input type="checkbox"/> Rhonda Mann	USA-ES&H	971-3128
<input checked="" type="checkbox"/> Phil Robbins	CSC/MSAT	544-6098

**VPP STEERING COUNCIL MEETING
FRIDAY, SEPTEMBER 7, 2001
BUILDING 4202, CONFERENCE ROOM 326A, 9:30 – 11:00 A.M.**

MEETING AGENDA

- 1) OPENING REMARKS (A. ROTH/DE01)**

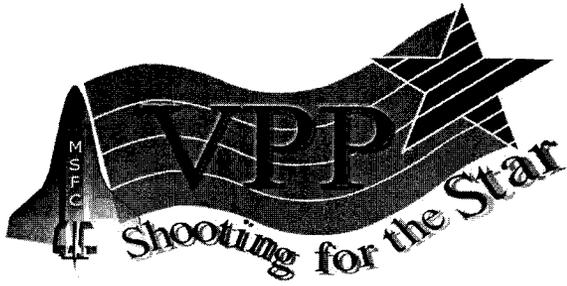
- 2) VPP IMPLEMENTATION TEAM STATUS
(K. CORNETT/FD24/P. ROBBINS/CSC)**

- 3) SELF-ASSESSMENT CHECK-LISTS
(J. CARTER/AD01, J. ELLIS/QS01)**

- 4) OPEN ACTION LOG (COUNCIL)**

- 5) NEXT MEETING:**

**DATE: October 12, 2001
TIME: 9:30 – 11:00 a.m.
BUILDING: 4202/326A**



VPP Implementation Status

9/7/01

FD20/Keith Cornett

1

Enclosure 3

VPPP-A National Conference

- Attended August 27-30
 - Keith Cornett, Jim Ellis, Cathy Miller, Phil Robbins, and Pat Schultz
 - Over 2700 in attendance
 - Lots of Vendors (100+)
 - Made some good contacts

VPPP-A National Conference

- STAR Consultants
 - Company developed a process to evaluate readiness of sites for VPP STAR certification
 - Has used this process for 175+ companies
 - Talked to one of his clients at the conference
 - We would like to bring this company in for independent assessment
 - Plan to include cost in VPP budget

VPPP-A National Conference

- Advanced Maintenance Systems
 - Company developed a software which could be used to track and issue alerts regarding
 - Personnel SHE training
 - Uses Oracle DBMS
 - Will meet with us here at MSFC next week

VPPP-A National Conference

- Code QS/Jim Lloyd at conference
 - Explained NASA VPP push
 - Approximately 220 NASA contractor and civil service in attendance
 - 5 from MSFC.....

VPPP-A National Conference

- Lots of enthusiasm present at the conference
 - MSFC must support these activities better with regard to attendance
 - Unions officials
 - “Blue- collar” employees
 - Management

Upcoming Milestones

- Baseline a list of required SHE training courses
 - Schedule developed soon there after
- VPP Budget will be completed next week

VPP Self-Assessment Plan

Dennis Davis

September 7, 2001

Enclosure 4

Self-Assessment Purpose

- Give Managers Tool for Determining if They are Ready for VPP Audit
- Identify SH&E Problem Areas
- Improve Supervisors' Knowledge of Safety Responsibilities
- Help assure OSHA Compliance
- Drive Improved Safety Program

Assessment Checklist

- Two Basic Checklist
 - SHE Program
 - General/Office Safety
- Eighty + Specific Hazard Checklist
 - Confined Space
 - Lockout/Tagout
 - PPE
 - Ladders
 - Chemical Laboratories
 - Etc.
- Simple YES/NO Questions
 - Answer in body of question
 - A “NO” answer indicated deficiency
 - Button provided to request help on any question

Assessment Process

- Part I
 - Supervisors Complete the 2 Basic Checklist (9/17-10/8)
 - Printable Copies Available on SHE Page
 - Data Entry Point in SSWP
 - Organizations Develop Corrective Action Plan (10/15-11/5)
 - Summary and Detailed Reports available via SSWP
 - Organizations Implement Corrective Action (10/15 –1/8)
- Part II
 - Supervisors Identify Applicable Specific-Hazard Checklist
 - Supervisors/Employees Complete Applicable Specific-Hazard Checklists (As Available 9/17 – 12/15)
 - Printable Copies Available on SHE Page
 - Data Entry Point in IHOP (Available 10/1/01)
 - Organizations Correct or Develop Corrective Action Plans as Required (9/17 – 1/1)
- Organizations Commit to ^{Enclosure 4} Readiness For Mock-Audit **1/14**

Manager Summary Report

Number of “NO” Answers

Question	Org. 1	Org 2	Org 3	Org 4	Total
% Completed	60	30	90	95	75%
1. Safety Meetings	10	5	30	2	47
2. Safety Visits	0	0	2	1	3
3. Employee Participation	15	0	40	35	95
etc					

Enclosure 4

Implementation Status

- 2 Basic Checklist in Final Review – Should be on SHE Web Page Early Next Week
- List of Known Specific-Hazard Checklist to be Posted Next Week with Link to Checklist as Completed
- 10 Specific-Hazard Checklist in Final Review – Should be on SHE Web Page Next Week
- SSWP Modifications In Work – ECD 9/15
- IHOP Data System In Work – ECD 10/1
- Letter from Art Stephenson to Supervisors Being Prepared for Distribution next Week
- Official Rollout at SHE Central Committee Meeting 9/17

LAST UPDATE: 09-07-01

**VPP STEERING COUNCIL
OPEN ACTIONS LOG**

- VPP-0012 (O) Review the different, possible scenarios for performing a mentor
07-12-01 assessment at MSFC and make a recommendation as to the time
and cost required to do the mentor assessment.
(J. Carter/AD01, J. Ellis/QS01, Due: 01-15-02)
- VPP-0016 (O) Access the SHE Supervisor's Checklist through the MSFC
09-06-01 homepage, review, and provide comments, via e-mail, on the
content of the checklist to Dennis Davis/QS30.
(Council Members, Due: 09-12-01)