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Date: January 30, 2018
To: Timothy I. Meyer, COO
From: Martha Michels *MM*
Re: QAM Chapters 12070 and 12080

The chapters referenced above were updated as detailed below and sent for labwide review:

12070 – Graded Approach Procedure:
Changes include:

- A refinement of roles and responsibilities, and addition of 3.4 Fermilab Risk Officers;
- Clarification of definitions, program description, and procedure sections;
- Removal of approval requirement;
- Updates to References section.

12080 – Fermilab ESH&Q Self-Assessment and Inspection Program:

- Removed reference to iTrack item type “Finding.” This term is identical to a “Non-conformity” and is no longer used in iTrack.
- Added new requirement for Assessors – take Internal Assessor Training.
- Added self-assessment criteria for management system owners.
Added requirements for Effectiveness Reviews by responsible parties.

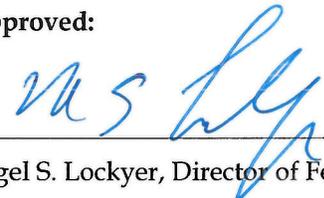
All comments received during the review period have been addressed by Subject Matter Experts and the updated chapter is ready for approval and release.

The chapters have been sent to you and Lisa Vega electronically. If a paper copy is required, you may either print one out or contact Lisa and she will provide one to you.

After Directorate approval, please return this approval page to T.J. Sarlina at MS119 for posting.

Recommended for Approval:


 _____ 01/30/2018
 Timothy I. Meyer, COO Date

Approved:

 _____ 2/2/18
 Nigel S. Lockyer, Director of Fermilab Date