



TERMS OF REFERENCE FOR THE DEFENCE INDUSTRIES QUALITY FORUM

Introduction

1. The Defence Industries Quality Forum (DIQF) has been set up to facilitate consultation between the Ministry of Defence (MoD) and major Defence Industry Trade Associations; to encourage and enable the feedback, dissemination and innovation of good QA practice; to address all issues pertaining to the quality, and assurance, of products and services delivered to the customer.

Objectives

2. The DIQF will:
- (a) Monitor the implementation and effectiveness of extant MoD QA policies.
 - (b) Identify Areas For Improvement to extant MoD QA policy.
 - (c) Identify gaps in MoD QA policy and generate new policies, if/when needed.
 - (d) Identify, advise on, and influence initiatives emerging from within the defence environment that may impact the QA function.
 - (e) Harmonise MoD QA policy with initiatives emerging from within the defence environment.
 - (f) Monitor defence strategic planning, assess the impact on the QA function and ensure a proactive response.
 - (g) Enable members to raise and resolve issues/concerns with any aspect of QA within the defence environment.

Membership

4. Forum membership shall be selected to ensure broad representation from the defence environment QA function and specialisation. Membership shall comprise representatives from the MoD, major Defence Industry Trade Associations and UKAS Accredited 3rd Party Certification Bodies.



5. Each Defence Trade Association member will be permitted to nominate up to 3 Suppliers from its association, to participate as full members of the DIQF.
6. Specific responsibilities incumbent on all DIQF members are attached at Annex A.

Chair

7. DIQF shall be a joint chaired forum. The responsibility for chairing the forum shall alternate between the MoD Director of the Defence Quality Assurance Group(Policy) cell and an Industry co-chair elected by DIQF Industry representatives.

Meeting Periodicity and Location

8. The forum will be convened on a quarterly basis but may, in exceptional circumstances be convened at the request of either Co-chair. Meetings will alternate between MoD and Industry premises.

Quorum

9. A DIQF meeting is deemed to be a quorate when one-joint Chair, a secretary, three MoD and three Industry Trade Association representatives are in attendance.

Communication

10. The MOD shall provide secretarial support to all DIQF meetings irrespective of location.
11. The Secretary shall issue a Calling Notice for the meeting, including the agenda and all associated documentation, by email to all members 10 working days prior to the meeting date.
12. Members inputs, issues or topics for discussion at the meeting will be communicated to the Secretary at least 15 working days before the meeting.
13. The Secretary shall distribute all outputs from the meeting, including meeting minutes, by email to all members within 5 working days of endorsement by the Chair.

14. All communication, with the exception of documentation pertaining to meetings, shall be issued by the Secretary under cover of a 'DIQF Discussion Paper'. Members shall respond to requests for information within the timescale detailed on the respective 'DIQF Discussion Paper'. As a minimum a Nil response is required against all 'DIQF Discussion Papers' .

15. The Secretary shall retain a copy of all DIQF communication material e.g. Agenda, meeting minutes, working group minutes, within the relevant MoD registered file.

Working Groups

16. When deemed necessary by either Co-Chair a working group, with agreed Terms of Reference, deliverables and milestones, may be formed to address a specific issue.

Authority

17. The forum is convened under the authority of the Technical Enabling Services Engineering & Safety 2 (TES E&S2) Group Leader as support to discharging the responsibilities of the MoD Quality Assurance Authority¹.

[Signed on Original]

Mr I Mc Kay
DIQF Co-Chair (Industry)
31 Mar 06

[Signed on Original]

Mr K Thomas
DIQF Co-Chair(MoD)
31 Mar 06

¹ DQAA(Pol)/25/20/1 Dated 04 Mar 03



Annex A - DIQF - MEMBERS RESPONSIBILITIES

PURPOSE

A1. To ensure that the operation of the Defence Industries Quality Forum (DIQF) is both effective and efficient in addressing all issues pertaining to the quality, and assurance, of products delivered to the customer.

A2. To define responsibilities incumbent on DIQF members and ensure that the interests of both the MoD and Defence Industries are effectively represented at the DIQF.

RESPONSIBILITIES

A3 The following responsibilities are incumbent on all DIQF members:

- a. To ensure appropriate representation at all DIQF meetings.
- b. To ensure that the views of their membership are adequately reflected at each meeting.
- c. To ensure that their members are:
 - Made aware of forthcoming meetings of the DIQF.
 - Asked for their inputs prior to each meeting
 - Given the output e.g. minutes of each meeting.
- d. To ensure that all papers emanating from the DIQF are circulated to their membership for comment within 5 working days and that a consolidated response of their members views is made to the Secretary of the DIQF. Members should ensure that as a minimum a "Nil Response" is made.
- e. To take an active part in any Working Group initiated by the DIQF if they, or their members have a particular interest in the topic.

Note: DIQF members may nominate one or more of their customers to participate in Working Groups.

- g. To nominate a suitable replacement if they can no longer act as a member of the DIQF.
- h. To arrange for representation through the use of a deputy where this is appropriate.