

UNCONFIRMED MINUTES  
OCTOBER 2, 2008  
NORFOLK WATERSIDE MARRIOTT AND MARRIOTT NORFOLK DOWNTOWN  
NORFOLK, VIRGINIA, USA

These minutes are not final until confirmed by the Task Group in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Task Group and shall not be considered as such by any agency.

**THURSDAY, OCTOBER 2, 2008 OPEN – Norfolk Waterside Marriott**

**1.0 OPENING / CHAIRPERSON COMMENTS**

1.1 Call to Order / Quorum Check

The Elastomer Seals Task Group was called to order at 8:30 a.m. An attendance list was circulated and a quorum was established with the following representatives in attendance:

**User Members Present (\* Indicates Voting Member)**

Kenneth Baker		Pratt & Whitney
Michelle Brunet		The Boeing Company
* Perry Freeman		The Boeing Company
* Mark Gage		Hamilton Sundstrand
* Jeffrey Kingsley		US Air Force Research Lab
* Manuel Koucouthakis	Chairperson	Honeywell Aerospace
Beth Miller		Honeywell Aerospace
* Raymond Norton		Moog Inc.
Brian Perkins		The Boeing Company
* Ben Shaw		Rolls-Royce

**Other Participants/Members Present (\* Indicates Voting Member)**

Chris Armellini	Defense Supply Center
Kerry Asbert	Rainer Rubber
Doug Creelman	Kapco Valtec
A. Brooks Holt	Greene Tweed
* John Hudspeth	International Seal
Bob Keller	Freundenberg-NOK
Michael Leclerc	Dupont Performance
Mike McCabe	Seal Science
Royce McDaniel	Parker Seals
Chris Oakland	Stillman Seal
Alan Schofield	Greene Tweed
David Slutz	Precix
Ron Zielinski	Poly Mod Tech Inc.

**PRI Staff Present**

Keith Purnell

1.2 Confirmation of Voting Membership.

The Task Groups Voting membership was reviewed, Michelle Brunet of The Boeing Company requested to be an Alternate User Voting Member / Reviewer & Royce McDaniel of Parker Seals requested to be a Supplier Voting Member.

A motion was made by Brian Perkins to have Michelle Brunet become an Alternate User Voting Member / Reviewer, motion was seconded by Perry Freeman and the Task Group voted unanimously in approving the motion.

A motion was made by Ben Shaw to have Royce McDaniel become a Supplier Voting Member, motion was seconded by Perry Freeman and the Task Group voted unanimously in approving the motion.

**ACTION ITEM (#76):** K. Purnell to have Michelle Brunet of the Boeing Company added to the Task Group roster as an Alternate User Voting Member / Reviewer. Due Date December 15, 2008.

**ACTION ITEM (#77):** K. Purnell to have Royce McDaniel of Parker Seals added to the Task Group roster as a Supplier Voting Member. Due Date December 15, 2008.

## 2.0 APPROVAL OF JULY MEETING MINUTES

The minutes from the July 24-25, 2008 meeting in Pittsburgh, PA were approved as written.

## 3.0 Nadcap STAFF REPORT

Staff Engineer Keith Purnell presented the PRI Staff Report and Task Group Metrics (attached).



Nadcap Staff Report  
Seals Oct 2 2008

**ACTION ITEM (#74):** K. Purnell to notify SAE of overlap of dates for AMSCE and Nadcap October 2009 meetings and request date change. Due Date November 26, 2008.

**ACTION ITEM (#68):** Notify [kpurnell@sae.org](mailto:kpurnell@sae.org) if you plan on attending the July 2009 Nadcap meeting in Istanbul, Turkey. Due Date October 31, 2008.

## 4.0 AUDITOR TRAINING 2009

2009 Elastomer Seals Auditor Training will take place in Pittsburgh, PA the week of October 19. Training will consist of 8 hours of general and 8 hours of Task Group Specific material.

Draft Auditor Training Agenda will include:

Most common NCR's

Latest changes in specification

Molding overview

Prime issues

Question and answer session

Presentations due by August 15, 2009

**ACTION ITEM (#85):** Task Group members that wish to participate in the October Auditor Training to contact [kpurnell@sae.org](mailto:kpurnell@sae.org). Due Date July 31, 2009.

**ACTION ITEM (#75):** M. Koucouthakis to investigate the possibility of a day trip to Ohio to tour a compounders facility as part of October's Auditor Training. Due Date May 31, 2009.

## 5.0 TASK GROUP SUCCESSION PLAN

Task Group Succession Plan was reviewed and is up to date.

## 6.0 INDUSTRY INTEREST FOR AN ELASTOMER SEALS PROCESS CONTROL ARP

There was discussion concerning the absence of any document that addresses elastomer seal manufacturing process control. The Task Group users and suppliers agreed that such a document is needed. The document could be an AMSCE standard, an Aerospace Recommended Practice (ARP) or an Aerospace Information Report (AIR). R. Zielinski proposed it would be easiest to create the initial document as an AIR and then evaluate how it is received by industry. Task Group agreed with this proposal. M. Koucouthakis to initiate project in AMSCE to write an Elastomer Seal Process Control AIR. Draft will be distributed to Task Group for comment. Webex will be used to resolve comments.

**ACTION ITEM (#78):** M. Koucouthakis to initiate project in AMSCE to write an Elastomer Seal Process Control AIR. Due Date December 31, 2008

**ACTION ITEM (#79):** R. Keller to provide draft Guidelines on Mixing Facilities to [kpurnell@sae.org](mailto:kpurnell@sae.org) to aid in creating AIR. Due Date October 16, 2008

## 7.0 ITAR/EAR

PRI Staff presented the attached information on ITAR/EAR. Presentation describes how to locate additional export control information housed on the [www.pri-network.org](http://www.pri-network.org) website.



7.0 ITAR EAR Seals  
Oct 2 2008

## 8.0 PD2102 LATEST CHANGES

Latest changes in PD2102 include: Defined requirements for removal of a QPL listing and reinstatement to the QPL following removal. Website references were updated and references to AS7115 were changed to AC7115.

## 9.0 PRODUCTION LOT TESTING REQUIREMENTS

Production lot testing requirements of AMS 7276G, AMS 7259D & AMS-P83461 were reviewed.

## 10.0 AC7125 UPDATE

AC7125 Nadcap Audit Criteria for Elastomeric Seals Distributors was balloted to NMC on July 1, 2008, and the ballot was closed without comment. Nadcap internal forms are in the process of being updated and the release letter is being drafted.

## 11.0 SUB-TEAM ANALYSIS OF AC7115 MIXING QUESTIONS

Sub Team consisting of J. Hudspeth and R. McDaniel reviewed and revised the Audit Handbook AH7115 sections 3.2 Audit Elements, 7.0 Raw Material Ingredients and Section 8.0 Compounding. Audit handbook was used since it contains identical question to the AC7115 Checklist and also contains clarifications and instructions to the auditor. Proposed changes were reviewed with the Task Group. The Task Group agreed with the proposed changes but does not want to ballot the AC7115 checklist until the new plate seal questions are incorporated. M. Koucouthakis made a motion to incorporate the proposed AH7115 Auditor Handbook clarifications and instructions that are applicable to the existing AC7115 checklist, motion was seconded by R. Norton and approved unanimously by the Task Group.

**ACTION ITEM (#80):** K. Purnell to update existing AH7115 Audit Handbook with applicable approved changes from mixing question sub team. Due Date January 31, 2009

## 12.0 DEVELOPING QUESTIONS FOR PLATE SEALS, FABRIC REINFORCED COMPONENTS AND MOLDED SHAPES

R. McDaniel presented the attached General O Ring Manufacturing overview. The Task Group found this presentation to be very helpful and will include it as part of the 2009 Auditor Training program.



NADCAP Molding  
Briefing

B. Shaw reviewed a draft "Inspection Standard for Fabric Reinforced Elastomer Parts". This specification is to establish controls for the surface condition, manufacturing defects and inspection requirements of fabric reinforced elastomer parts. Feedback was received from several Task Group members. It was suggested to add criteria for stripe thru. B. Shaw to incorporate suggested changes and forward draft to B. Perkins, P. Freeman, M. Brunet, M. McCabe for review and feedback.



Inspection Std.  
Fabric Reinforced

**ACTION ITEM (#84):** B. Shaw to incorporate suggested changes and forward draft to B. Perkins, P. Freeman, M. Brunet, M. McCabe for review and feedback. Due Date January 23, 2009

The Task Group formed sub teams to create additional audit checklist questions.  
Sub Team for Plate Seals – M. Koucouthakis, B. Miller, C. Oakland, A. Schofield & J. Hudspeth  
Sub Team for Fabric Reinforced Components – B. Shaw, M. McCabe, B. Perkins & M. Brunet  
Sub Team for Molded Shapes – A. Schofield

**ACTION ITEM (#81):** Plate Seal Sub Team will have a conference call to develop plate seal specific audit checklist questions. Due Date January 31, 2009

**ACTION ITEM (#82):** Fabric Reinforced Component Sub Team will have a conference call to develop fabric reinforced specific audit checklist questions. Due Date January 31, 2009

**ACTION ITEM (#83):** A. Schofield to develop audit checklist questions for compression seals and other molded shapes. Due Date January 31, 2009

## 13.0 NEW BUSINESS

No new business was discussed.

## 14.0 ACTION ITEM REVIEW

Action Items are summarized in the RAIL attached to the end of these minutes.

## 15.0 AGENDA ITEMS FOR NEXT MEETING

Nadcap Staff Report, Auditor Training, Elastomer Seals Process Control AIR, Development Questions for Plate Seals, Fabric Reinforced Components and Molded Shapes, Guidelines for Mixing Facilities.

**ADJOURNMENT** – October 2, 2008- Meeting was adjourned at 4:30 p.m.

Minutes Prepared by: Keith Purnell [kpurnell@sae.org](mailto:kpurnell@sae.org)

RAIL:



Elastomer Seals RAIL  
Oct 15 2008 r1

\*\*\*\*\* For PRI Staff use only: \*\*\*\*\*

Are procedural/form changes required based on changes/actions approved during this meeting? (select one)

YES\*

NO

**\*If yes, the following information is required:**

Documents requiring revision:	Who is responsible:	Due date:
AH7115	K. Purnell	Jan. 31, 2009

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