

# Aerospace Quality Systems (AQS) Task Group Meeting Agenda

June 24 -25, 2015

Fairmont The Queen Elizabeth Hotel

Montréal, Québec, Canada

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| **AC 7004 Revision E**  **Aerospace Quality System** |

The Aerospace Quality Systems (AQS) Task Group covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Tuesday, June 23, 2015

8:00 am – 9:00 am

**Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program

5:00 pm – 7:00 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

5:00 pm – 6:00 pm

**AQS Liaison Meeting –** All Commodity Liaisons and AQS Subscriber Task Group Members are encouraged to attend.

Wednesday, June 24, 2015

08:00 am

1.0 Opening Comments (daily)

8:30 am

2.0 Review/Accept

09:00 am

3.0 AQS Task Group Tutorial (as necessary)

09:30 am

4.0 AQS RAIL Review/Update

09:45 am

5.0 Misc Reporting

10:45 am

6.0 AQS Auditor Training Update

11:00 am

7.0 AC 7004

11:30 am

8.0 MOU Discussion / Review

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

9.0 Data Collection

2:00 pm

10.0 Auditor Conference

3:30 pm

11.0 Procedure Appendix Review

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**Planning & Ops** – Task Group Chairs and Staff Engineers are required to attend.

Thursday, June 25, 2015

8:00 am – 10:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

10:15 am

1.0 Opening Commnets

10:20 am

12.0 Report out from Planning & Ops meeting

10:40 am

13.0 New Business

11:30 am

14.0 Review of Action Items and New Agenda Items

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

15.0 OPENING COMMENTS

1:15 pm

16.0 STAFF ENGINEER DELEGATION

1:30 pm

17.0 AUDIT / AUDITOR REVIEW

2:00 pm

18.0 OP 1117 AUDITOR CONSISTENCY

2:30 pm

19.0 NEW BUSINESS

3:00 pm

ADJOURNMENT

Tuesday, June 23, 2015

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| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |
| 5:00 pm – 6:00 pm |  | **AQS Liaison Meeting –** All Commodity Liaisons and AQS Subscriber Task Group Members are encouraged to attend. |  |

Wednesday, June 24, 2015

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 08:00 am | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Verbal Quorum Check         + Verify only Subscriber Members are in attendance         + Introductions      2. Safety Information:         + Review Fire Exits in Meeting Room         + Inform PRI Staff person of any emergencies      3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct      4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group) | Robin Borrelli  All Attendees |
| 8:30 am | 1. Review/Accept    * 1. Agenda      2. Minutes from previous meeting      3. Membership      4. Succession Plan (as necessary) | All Attendees |
| 09:00 am | 1. AQS Task Group Tutorial (as necessary) | Robin Borrelli |
| 09:30 am | 1. AQS RAIL Review/Update | Staff Engineer |
| 09:45 am |  | 1. Misc Reporting    * 1. SSC Report-out      2. NMC AQS Metrics      3. Audit Observations      4. Certification Bodies Notifications (including exclusions)      5. Delegation      6. Liaison Meeting | David Eishman  Staff Engineer  Staff Engineer  Staff Engineer  Staff Engineer  Robin Borrelli |
| 10:45 am |  | 1. AQS Auditor Training Update    * 1. Status of training, auditors, etc      2. Review of presentations to determine if changes are needed      3. Proceduralize scenario grading? OP 1116 AQS Appendix | Staff Engineer |
| 11:00 am |  | 1. AC 7004    * 1. Checklist - Comments/Questions/Concerns      2. Handbook review (Is any extra guidance needed where it might not be clear on the expectations of meeting checklist questions?) | All Attendees |
| 11:30 am |  | 1. MOU Discussion / Review | All Attendees |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments    * 1. Call to Order / Quorum Check         + Introductions as necessary | Robin Borrelli |
| 1:15 pm | 1. Data Collection    * 1. Top NCRs | Staff Engineer  All Attendees |
| 2:00 pm | 1. Auditor Conference    * 1. Review draft presentations      2. Working session | Scott O’Connor  All Attendees |
| 3:30 pm | 1. Procedure Appendix Review    * 1. OP 1114 Task Groups      2. OP 1116 Auditor Staffing | All Attendees |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **Planning & Ops** – Task Group Chairs and Staff Engineers are required to attend. |  |

Thursday, June 25, 2015

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. | | |
| 10:15 am | **OPEN** | 1. Opening Commnets    * 1. Call to Order/Quorum Check         + Introductions as necessary | Robin Borrelli  All Attendees |
| 10:20 am | 1. Report out from Planning & Ops meeting | Robin Borrelli |
| 10:40 am | 1. New Business | All Attendees |
| 11:30 am | 1. Review of Action Items and New Agenda Items | Scott O’Connor  All Attendees |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **CLOSED** | 1. OPENING COMMENTS    * Call to Order/Verbal Quorum Check    * Verify only Subscriber Members are in attendance | Robin Borrelli |
| 1:15 pm | 1. STAFF ENGINEER DELEGATION    * 1. Review of t-frm-07 | Staff Engineer |
| 1:30 pm | 1. AUDIT / AUDITOR REVIEW | Subscribers Only |
| 2:00 pm | 1. OP 1117 AUDITOR CONSISTENCY    * 1. Review of Observation spreadsheet      2. Disccuss any issues | Subscribers Only |
| 2:30 pm | 1. NEW BUSINESS | Subscribers Only |
| 3:00 pm | ADJOURNMENT |  |