

# COMP/NMMM/NMMT Task Group Meeting Agenda

June 22-25, 2015

Fairmont The Queen Elizabeth Hotel

Montréal, Québec, Canada

The COMP/NMMM/NMMT Task Group covers the following processes:

|  |  |  |
| --- | --- | --- |
| **AC7118** | **AC7122 (P, I and R)** | **AC7124** |
| **Compression Molding** | **AC7122/1 - Mechanical Testing** | **AC7124/1 - Resin Manufacturing** |
| **Core Processing** | **AC7122/2 - Physical Testing** | **AC7124/2 - Prepreg Manufacturing** |
| **Liquid Resin Processing** | **AC7122/3 - Chemical Testing** | **AC7124/3 - Adhesives Manufacturing** |
| **Metal Bonding** | **AC7122/4 - Thermal Analysis** | **AC7124/4 - Core Manufacturing** |
| **Prepreg/Adhesive Bond/Resin Film Infusion** | **AC7122/5 - Flammability** | **AC7124/5- Fiber Manufacturing** |

***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.***

Monday, June 22, 2015

JOINt COMP/NMMM/NMMT CLOSED MEETING

8:00am

1.0 OPENING COMMENTS (daily)

8:15am

2.0 COMP/NMMM/NMMT STAFF ENGINEER DELEGATION REVIEW

8:45am

3.0 COMP/NMMM/NMMT AUDITOR PERFORMANCE REVIEW

10:15-10:30am

15 MINUTE BREAK

10:30am

4.0 AUDITOR CONSISTENCY SUB-TEAM REPORT OUT

11:30am

5.0 AC7122-I MAIN/ SATELLITE AUDIT REQUIREMENTS

12:00 – 1:00pm

LUNCH BREAK

1:00

6.0 CYTEC GLOBAL OPERATIONS IMPROVEMENT DIRECTOR PRESENTATION

1:45pm

7.0 2015 AC7122 INTERLABORATORY PROFICIENCY TEST PRELIMINARY RESULTS

2:15pm

8.0 AC7118 LIMITED SCOPE ACCREDITATION REPORT OUT

3:15-3:30pm

15 MINUTE BREAK

3:30pm

9.0 AC7124/5 PILOT AUDIT COMMENT RESOLUTION

4:15pm

10.0 NMMM FIBER MANUFACTURER ROUND ROBIN REQUIREMENTS REVIEW

5:00pm

11.0 VERIFICATION OF CORRECTIVE ACTION AUDIT REQUIREMENTS

5:30pm

12.0 OPEN DISCUSSION

6:00pm

ADJOURNMENT

Tuesday, June 23, 2015

COMP Open MEETING

8:00 am – 9:00 am

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

8:00am

1.0 Opening Comments Open Meeting

8:15am

2.0 COMP Staff Report

8:45am

3.0 COMP Supplier Support Committee (SSC) Report

9:15am

4.0 AC7118 Question 11.3.3 Handbook Clarification, Take 2

9:45-10:00am

15 MINUTE BREAK

10:00am

5.0 AMS2750/1 Update

11:30am

6.0 OP-1114 COMP/NMMM/NMMT Appendix Rev (old NTGOP Appendix)

12:00– 1:00pm

Lunch Break

1:00pm

7.0 AC7118 Rev. D Question 16b.2.4 Handbook Clarification

1:30pm

8.0 AC7118 Compliance Questions Without Follow Up Compliance Questions

2:00pm

9.0 2015 Auditors Conference Planning

3:00 – 3:15pm

15 MINUTE BREAK

3:15pm

2015 Auditors Conference Planning (continued)

4:00pm

10.0 Open Discussion

4:45pm

11.0 Meeting Close Out

5:00pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Wednesday, June 24, 2015 Joint NMMM/NMMT open Meeting

8:00am

1.0 Opening Comments Open Meeting

8:15am

2.0 Staff Report

8:45am

3.0 ASTM E1012 Annex A2 Grip Alignment Compensation Limits

9:45 – 10:00am

15 MINUTE BREAK

10:00am

4.0 AC7122-I “Fabrication Codes” to Provide Visibility to Specimen Manufacturing

11:00am

5.0 AC7122-R Fiber Manufacturer Testing Round Robin Requirements

12:00 – 1:00pm

Lunch Break

1:00pm

6.0 2015 Auditors Conference Planning (continued)

3:00 – 3:15pm

15 MINUTE BREAK

3:15pm

7.0 Open Discussion

4:15pm

8.0 Meeting Close Out

4:30pm

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.

Monday, June 22, 2015 JOINT COMP/NMMM/NMMT CLOSED MEETING

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00am15 minutes | **CLOSED** | 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)
		5. Review Agenda
 | John Key |
| 8:15am30 minutes | 1. COMP/NMMM/NMMT STAFF ENGINEER (SE) DELEGATION REVIEW
 | John Tibma |
| 8:45am90 minutes | 1. COMP/NMMM/NMMT AUDITOR PERFORMANCE REVIEW
	* Auditor Statistics
	* Review Submitted Observation Audit Feedback forms
	* Observation Audit Statistical Review
	* Auditors Leaving Audits Early Investigation
 | John Tibma |
| 10:15-10:30am | 15 MINUTE BREAK |  |
| 10:30am60 minutes | 1. AUDITOR CONSISTENCY SUB-TEAM REPORT OUT
	* 1. Tfrm01 appendices Review/Approval
		2. Initial Auditor Training Test
		3. eQuaLearn/AQS Quality System Training Options
		4. Observation Audit Selection
 | Keith Panuska |
| 11:30am30 minutes |  | 1. AC7122-I MAIN/SATELLITE AUDIT REQUIREMENTS
	* Which “Quality System” questions can be skipped for satellites?
 | John Key |
| 12:00 – 1:00pm |  | LUNCH BREAK |  |
| 1:0045 minutes |  | 1. CYTEC GLOBAL OPERATIONS IMPROVEMENT DIRECTOR PRESENTATION
 | Scott Scheinbaum |
| 1:45pm30 minutes | **CLOSED** | 1. 2015 AC7122 INTERLABORATORY PROFICIENCY TEST PRELIMINARY RESULTS
 | Elliott Schulte |
| 2:15pm60 minutes | 1. AC7118 LIMITED SCOPE ACCREDITATION REPORT OUT
	* AC7118 RAIL Item 167
 | Elliott Schulte |
| 3:15-3:30pm | 15 MINUTE BREAK |  |
| 3:30pm45 minutes | 1. AC7124/5 PILOT AUDIT COMMENT RESOLUTION
	* Report out of resolution of auditor and observer comments from AC7124/5 Carbon Fibers pilot audit
 | Laura Benedetti |
| 4:15pm45 minutes | 1. NMMM FIBER MANUFACTURER ROUND ROBIN REQUIREMENTS REVIEW
	* NMMM RAIL Item 32- Subscriber comments
 | John Tibma |
| 5:00pm30 minutes | 1. VERIFICATION OF CORRECTIVE ACTION (VCA) AUDIT REQUIRMENTS
	* Following a VCA, the task group expressed concerns that insufficient guidance is provided to the auditors concerning the conduct and report out of the VCA
 | John Tibma |
| 5:30pm30 minutes | 1. OPEN DISCUSSION
	* This time has been set aside to discuss any new topics that are brought forward
 | Various |
| 6:00pm | ADJOURNMENT |  |

Tuesday, June 23, 2015 COMP OPEN MEETING

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 8:00am15 minutes | **OPEN** | 1. Opening Comments Open Meeting
	* 1. Call to Order
		2. Quorum Check
		3. Introductions
		4. Routing of Attendance List
		5. Safety Information
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		6. Acceptance of Meeting Minutes
		7. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		8. Present the Antitrust Video
		9. Review the Agenda
 | John Key |
| 8:15am30 minutes | 1. COMP Staff Report
	* Recent Activities
	* Auditor Status
	* Audit Statistical Summary
	* Future Meeting Information
 | John Tibma |
| 8:45am30 minutes | 1. COMP Supplier Support Committee (SSC) Report
	* Update from the Supplier Support Committee
 | Vitorio Stana |
| 9:15am30 minutes | 1. AC7118 Question 11.3.3 Handbook Clarification, Take 2
	* Clarification concerning when “batch” stamp offs are acceptable
 | Sally Spindor |
| 9:45-10:00am | 15 MINUTE BREAK |  |
| 10:00am90 minutes | 1. AMS2750/1 Update
	* Subscriber SME/Spec owners response to pass through validation issue
	* Document format (slash sheet or stand alone) Review
 | Ian Jenner |
| 11:30am30 minutes | 1. OP-1114 COMP/NMMM/NMMT Appendix Revision (old NTGOP Appendix)
	* Revision to proceduralize the current hybrid nature of the task group
 | John Tibma |
| 12:00– 1:00pm |  | Lunch Break |  |
| 1:00pm30 minutes | **OPEN** | 1. AC7118 Rev. D Question 16b.2.4 Handbook Clarification
	* COMP RAIL Item 154 – Metal Bond In-Process Verfication Expectations
 | John Key |
| 1:30pm30 minutes | 1. AC7118 Compliance Questions Without Follow Up Compliance Questions
	* COMP RAIL Item 158 – Auditor Ballot Comments Follow Up
 | Angelina Mendoza |
| 2:00pm60 minutes | 1. 2015 Auditors Conference Planning
	* What topics need to covered?
	* Topic Assignments
 | John Tibma |
| 3:00 – 3:15pm | 15 MINUTE BREAK |  |
| 3:15pm45 minutes | 2015 Auditors Conference Planning (continued) | John Tibma |
| 4:00pm45 minutes | 1. Open Discussion
	* This time has been set aside to discuss any new topics that are brought forward
 | Various |
| 4:45pm15 minutes | 1. Meeting Close Out
 | John Key |
| 5:00pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, June 24, 2015 Joint NMMM/NMMT open Meeting

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

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| --- | --- | --- | --- |
| 8:00am15 minutes | **OPEN** | 1. **Opening Comments Open Meeting**
	* 1. Call to Order
		2. Quorum Check
		3. Introductions
		4. Routing of Attendance List
		5. Safety Information
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		6. Acceptance of Meeting Minutes
		7. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		8. Present the Antitrust Video
		9. Review the Agenda
 | John Key |
| 8:15am30 minutes | 1. Staff Report
	* Recent Activities
	* Auditor Status
	* Audit Statistical Summary
	* Future Meeting Information
 | John Tibma |
| 8:45am60 minutes | 1. ASTM E1012 Annex A2 Grip Alignment Compensation Limits
	* NMMT RAIL Item 71 Report Out
 | Natalia Becerra |
| 9:45 – 10:00am | 15 MINUTE BREAK |  |
| 10:00am60 minutes | 1. AC7122-I “Fabrication Codes” to Provide Visibility to Specimen Manufacturing
	* NMMT RAIL Item 72 Report Out
 | Elliott Schulte |
| 11:00am60 minutes |  | 1. AC7122-R Fiber Manufacturer Testing Round Robin Requirements
	* Discussion of Subscriber Comments to Requirements Proposed in Berlin
 | John Tibma |
| 12:00 – 1:00pm |  | Lunch Break |  |
| 1:00pm2 hours | **OPEN** | 1. 2015 Auditors Conference Planning (continued)
	* What topics need to covered?
	* Topic Assignments
 | John Tibma |
| 3:00 – 3:15pm | 15 MINUTE BREAK |  |
| 3:15pm60 minutes | 1. Open Discussion
	* This time has been set aside to discuss any new topics that are brought forward
 | Various |
| 4:15pm15 minutes | 1. Meeting Close Out
 | John Key |
| 4:30pm | 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. |