

# Materials Testing Laboratories Task Group Meeting Agenda

June 22-25, 2015

Fairmont The Queen Elizabeth Hotel

Montréal, Québec, Canada

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| **Chemical Analysis** | **Microindentation Hardness** |
| **Mechanical Testing** | **Corrosion** |
| **Metallography (Micro and Macro)** | **Test Specimen Preparation** |
| **Hardness (Macro)** | **Differential Thermal Analysis** |
| **Fastener Testing** | **Specimen Response/Capability To**  **Heat Treat** |

The Materials Testing Laboratories 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.***

Meeting Objectives:

1. Update TG activities
2. Continue Checklist revisions / TAG discussions
3. Small group sessions on MTL Vision
4. Auditor Conference

Monday, June 22, 2015

8:00 am

1.0 OPENING COMMENTS (daily)

8:15 am

2.0 REVIEW DELEGATION STATUS

8:30 am

3.0 AUDITOR CONSISTENCY (NOP-012)

10:0am

4.0 RISK MITIGATION (NOP-011)

11:00 am

5.0 MATTERS OF ACCREDITATION

12:00 pm – 1:00pm

LUNCH BREAK

1:05 pm

1.0 Opening Comments (daily)

1:20 pm

6.0 Review Membership Status

1:40 pm

7.0 MTL Nadcap

2:00 pm

8.0 Activity Reports

5:00 pm

ADJOURNMENT

Tuesday, June 23, 2015

8:00 am – 9:00 am

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

9:05 am

9.0 Breakout Sessions

11:00 am

10.0 Task Group Issues

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

9.0 Breakout Sessions

3:30 pm

11.0 PT Discussion

4:45 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Wednesday, June 24, 2015

8:00 am

12.0 Auditor Consistency

9:30 am

13.0 Auditor Conference

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

13.0 Auditor Conference

2:15 pm

14.0 Breakout Sessions

4:45 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

15.0 Nadcap Meeting Reports

10:45 am

16.0 MTL Program Status

11:00 am

17.0 Meeting Wrap Up

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

5.0 MATTERS OF ACCREDITATION

5:00 pm

ADJOURNMENT

Monday, June 22, 2015

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

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| 8:00 am | **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 | TG Chair (Rickman) |
| 8:15 am | 1. REVIEW DELEGATION STATUS    * Present the status of MTL Audit Report Reviewers-Dashboard / t-frm-07 | PRI Staff (Hoeth) |
| 8:30 am | 1. AUDITOR CONSISTENCY (NOP-012)    * 1. Present Auditor Evaluations – Dashboard (specific auditor/supplier discussion)      2. Present Supplier Feedback      3. Subscriber Audit Observation Report      4. Data review | Auditor Consistency Team Lead  PRI Staff (Hoeth) |
| 10:0am | 1. RISK MITIGATION (NOP-011)    * 1. Report out and discussion on lessons learned, e.g. mechanics and procedural difficulties of the process.      2. Report out a summary of 2014/2015 Risk Mitigation activity. | PRI Staff (Wetzel) |
| 11:00 am | 1. MATTERS OF ACCREDITATION    * Closed discussion points addressing resolutions that are considered sensitive / confidential | TG Chair (Rickman) |
| 12:00 pm – 1:00pm |  | LUNCH BREAK |  |
| 1:05 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check         + 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      6. Acceptance of Meeting Minutes | TG Chair (Rickman) |
| 1:20 pm | 1. Review Membership Status    * 1. Confirm any new voting member applications      2. Review compliance with voting requirements of present voting members | PRI Staff (Wetzel) |
| 1:40 pm | 1. MTL Nadcap    * 1. MTL Tutorial      2. SSC Presentation | PRI Staff (Wetzel)  MTL SSC |
| 2:00 pm | 1. Activity Reports    * 1. Feedback from the previous meeting      2. Review major activity from previous meeting      3. Review status of checklist revisions      4. TAG activity summary      5. Ad-hoc committee reports      6. MTL vision | TG Chair (Rickman) |
| 5:00 pm | ADJOURNMENT |  |

Tuesday, June 23, 2015

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

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| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 9:05 am | **OPEN** | 1. Breakout Sessions    * 1. AC7101/6 Ballot Comment Resolution      2. AC7101/7 Ballot Comment Resolution | Breakout session leaders, various |
| 11:00 am | 1. Task Group Issues    * This time has been set aside to discuss any new topics that are brought forward | TG Chair (Rickman)  PRI Staff (Wetzel) |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. Breakout Sessions    * 1. AC7101/6 Ballot Comment Resolution      2. AC7101/7 Ballot Comment Resolution | Breakout session leaders, various |
| 3:30 pm | 1. PT Discussion    * Report out of between meeting activity | IRR/PT TAG-  Malhomme |
| 4:45 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, June 24, 2015

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

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| 8:00 am | **OPEN** | 1. Auditor Consistency    * Auditor Consistency Team Report Out. | Auditor Consistency Team Lead |
| 9:30 am | 1. Auditor Conference    * Identify Agenda, Subjects and Teams    * Working session for 2015 Auditor Conference Team | Auditor Conference Team Lead  PRI Staff (Wetzel) |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. Auditor Conference    * Identify Agenda, Subjects and Teams    * Working session for 2015 Auditor Conference Team | Auditor Conference Team Lead  PRI Staff (Wetzel) |
| 2:15 pm | 1. Breakout Sessions    * 1. Checklist revision working session for AC7101/9  * Review AC7102/8 Heat Treating Pyrometry | Breakout session leaders, various  PRI Staff (Hoeth) |
| 4:45 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. Nadcap Meeting Reports    * 1. Supplier Support Committee      2. Planning and Ops | MTL SSC  TG Chair (Rickman) |
| 10:45 am | 1. MTL Program Status    * 1. NMC Metrics      2. Auditor Capacity | PRI Staff (Wetzel) |
| 11:00 am | 1. Meeting Wrap Up    * 1. Affirm ad-hoc committees      2. Vote on Handbook revisions – ‘Confirmed Handbook Content’      3. Review/Update RAIL      4. Determine meeting objectives for next meeting      5. Compose agenda (open/closed dates and times) for next meeting | TG Chair (Rickman) |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **CLOSED** | 1. MATTERS OF ACCREDITATION    * Closed discussion points addressing resolutions that are considered sensitive / confidential | TG Chair (Rickman) |
| 5:00 pm | ADJOURNMENT |  |