

# NMSE Task Group Meeting Agenda

June 22-25, 2015

Fairmont The Queen Elizabeth Hotel

Montréal, Québec, Canada

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| **Electro-Chemical Grinding** | **Electro-Chemical Machining** |
| **Laser Cutting, Drilling and Part Marking** | **Electrical Discharge Machining** |
| **Spark Erosion Grinding** | **Computerized Peening** |
| **Flapper Peening** | **Manual Peening** |
| **Peen Forming** | **Automated Peening** |

The NMSE 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. Finalize Plans for October 2015 Auditor Conference
2. Revise Waterjet Machining Checklist based on feedback provided since the March 2015 Meeting
3. Revise NM Checklists to clarify when “NA” applies to various questions
4. Address auditor consistency action plan- including oversight of auditor base and Task Group specific initial training requirements for new auditors

Monday, June 22, 2015

8:00 am

1.0 Opening Comments (daily)

8:30 am

2.0 Review RAIL

9:00 am

3.0 Review NM Membership Status

9:30 am

4.0 Working Session

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

4.0 Working Session-Continued

3:00 pm

5.0 Precision ECM

4:00 pm

6.0 New NM Business

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

8:00 am

1.0 Opening Comments (daily)

8:15 am

7.0 COMBINED METRICS

10:45 am

8.0 REVIEW OF NMSE SUPPLIER COMMENTS

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

9.0 OP 1117 (Previously NOP-012)

AUDITOR CONSISTENCY TEAM ACTIVITY/WORKING SESSION

3:00 pm

10.0 UPDATES

3:45 pm

11.0 AUDITOR CONFERENCE

 Finalize Agenda, Assign Teams and Due Dates

4:30 pm

12.0 NEW BUSINESS

 Any new items may be raised

4:45 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Wednesday, June 24, 2015

8:00am

1.0 Opening Comments

8:15 am

13.0 RAIL

9:00 am

14.0 Review NM Membership Status

9:30 am

15.0 Working Session

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

16.0 Working Session-Continued

3:00 pm

17.0 New Business

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

1.0 Opening Comments (daily)

1.1 Call to Order/Verbal Quorum Check

10:30 am

18.0 Meeting Reports

11:00 am

19.0 New Business:

11:30 am

20.0 October 2015 Meeting Planning

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

21.0 Joint Meeting with CP Team (@ NMSE Meeting Room)

2:00 pm

22.0 Action Item Review:

3:00 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 | **OPEN****NM** | 1. Opening Comments (daily)
	* 1. Call to Order/Verbal Quorum Check
		2. Introductions
		3. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		4. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		5. Present the Antitrust Video (@ the first open and first closed meeting of the week for each Task Group)
		6. **Review Agenda for Nonconventional Machining (NM)**
 | Paul Woolley/Scott Nelson |
| 8:30 am | 1. Review RAIL
	* Brief Task Group on current status of “Open” Nonconventional Machining action items
 | Scott Nelson |
| 9:00 am | 1. Review NM Membership Status
	* 1. Review compliance with requirements to maintain voting status
		2. Present New Members
 | Scott Nelson |
| 9:30 am  | 1. Working Session
	* 1. NM Checklist Review
			+ Add “NA” Justifications for /5 and /6 (Paul)
			+ Update Waterjet Machining based on TG Feedback on the current draft (Nouman)
		2. NM Handbook Review- Standardized Coupons (Alex)
 | Paul WoolleyNouman UsmaniAlex Pohoata |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **OPEN****NM** | 1. Working Session-Continued
 | Paul WoolleyNouman UsmaniAlex Pohoata |
| 3:00 pm | 1. Precision ECM
 | Nouman Usmani |
| 4:00 pm | 1. New NM Business
	* Any new items may be raised
 | Paul Woolley |
| 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 |  |
| 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 (@ the first open and first closed meeting of the week for each Task Group)
	1. Review Agenda
 | Paul Woolley |
| 8:15 am | 1. COMBINED METRICS
	* Review NM and SE Metrics (Use consistent numbering for auditors that support both commodities)
 | Scott Nelson |
| 10:45 am | 1. REVIEW OF NMSE SUPPLIER COMMENTS
	* Comments from the auditor evaluation in eAuditNet will be reviewed to identify any required actions
	* Address any supplier issues/concerns
 | Scott Nelson |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **CLOSED** | 1. OP 1117 (Previously NOP-012)

AUDITOR CONSISTENCY TEAM ACTIVITY/WORKING SESSION* + Review of Task Group Observation Audits during this period
	+ Finalize Standardized Task Group Specific Training required of all new auditors
	+ Finalize Methods for providing feedback and communicating with auditors
	+ Finalize Milestone Plan for 2015
 | Scott Nelson |
| 3:00 pm | 1. UPDATES
* Feedback from auditors (any items)
* OP 1110 (Previously NOP-011) Risk Mitigation Process/Update. Discuss audits processed, participation, lessons learned.
* SE Supplier Issues
 | Paul Woolley |
| 3:45 pm | 1. AUDITOR CONFERENCE
* Finalize Agenda, Assign Teams and Due Dates
 | Scott Nelson |
| 4:30 pm | 1. NEW BUSINESS
* Any new items may be raised
 | Paul Woolley |
| 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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| 8:00am  | **OPEN****SE** | 1. Opening Comments
	* 1. Call to Order/Verbal Quorum Check
		2. Introductions
		3. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		4. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		5. Present the Antitrust Video (@ the first open and first closed meeting of the week for each Task Group)
	* **Review Agenda for Surface Enhancement (SE)**
 | Paul Woolley |
| 8:15 am | 1. RAIL
	* Brief Task Group on current status of “Open” Surface Enhancement action items including “job tracker” for both SE and NM, NTGOP001 Appendix NM and SE.
 | Scott Nelson |
| 9:00 am | 1. Review NM Membership Status
	* 1. Review Status
		2. Present New Members
 | Scott Nelson |
| 9:30 am | 1. Working Session
	* Verify Updates made after March 2015 Meeting
	* SE Handbook Update
 | Paul Woolley |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN****SE** | 1. Working Session-Continued
	* See above
 | Paul Woolley |
| 3:00 pm | 1. New Business
	* Any new item may be raised
 | Paul Woolley |
| 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 |  | 1. Opening Comments (daily)
	* 1. Call to Order/Verbal Quorum Check
			+ Introductions
 | Paul Woolley |
| 10:30 am | **OPEN** | 1. Meeting Reports
	* Nadcap Management Council
	* Planning and Ops
	* Supplier Support
 | Paul Woolley/George Fry |
| 11:00 am | 1. New Business:
	* Any new item may be raised
 | Paul Woolley |
| 11:30 am | 1. October 2015 Meeting Planning

Develop October 2015 Meeting Agenda to include the following:* + agenda item to determine if there is a higher rate of Major NCRs being issued. (Following instructions to auditors in the October 2014 Meeting.)
	+ agenda item to review feedback for the previous year due to increase of ECM audit time
	+ agenda item to review auditor feedback on Job Tracker form
 | Paul Woolley |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Joint Meeting with CP Team (@ NMSE Meeting Room)
	* Address Team Recommendations to preclude subsequent surface finishing treatments that would damage the shot peened surface.
 | Will Calvert/Paul Woolley |
| 2:00 pm | 1. Action Item Review:
	* Verify action items developed during this week’s meeting
 | Paul Wooley |
| 3:00 pm | ADJOURNMENT |  |