

# Sealant Task Group Meeting Agenda

June 24-25, 2015

Fairmont The Queen Elizabeth Hotel

Montréal, Québec, Canada

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| **AC7200/1 Sealant Manufacturers** |
| **AC7202 Sealant Value Added Distributors** |
| **AC7129 Sealing of Aerospace Asemblies and Components** |

The Sealant 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.

Wednesday, June 24, 2015

8:00 am

1.0 Opening Comments

8:20 am

2.0 Review Membership Status

8:30 am

3.0 Sealant Task Group RAIL

8:45 am

4.0 Staff Report

9:05 am

5.0 SSC Report

9:20 am

6.0 2015 Auditor Confernce

9:40 am

7.0 NOP-012 Auditor Consistency

10:00 am

8.0 Revision of SLT Task Group Procedures and Forms

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

9.0 AC7200/1 and AC7202

3:00 pm

10.0 AC7129 Nadcap Audit Criteria for Sealing of Aereospace Assemblies and Components

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.

10:10 am

1.0 Opening Comments

10:15 am

10.0 AC7129 Nadcap Audit Criteria for Sealing of Aereospace Assemblies and Components (Continued)

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

10.0 AC7129 Sealant Application Audit Checklist (Continued)

2:00 pm

11.0 Latest Procedure Changes

2:30 pm

12.0 SLT Task Group Initiatives

2:45 pm

13.0 New Business

3:00 pm

14.0 Meeting Close Out

3:15 pm

1.0 OPENING COMMENTS

3:30 pm

15.0 AUDITORS

3:45 pm

16.0 AUDITS

4:00 pm

17.0 REVIEW DELEGATION STATUS

4:05 pm

18.0 SEALANT SURVEILLANCE

4:30 pm

19.0 CLOSED MEETING ISSUES

4:45 pm

20.0 MEETING CLOSE OUT

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 |  |
| 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. Opening Comments
	* 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
 | K. DeFrancoK. Purnell |
| 8:20 am | 1. Review Membership Status
	* Review Voting Membership
	* Review Voting Member Meeting Attendance and Voting Participation
 | K. DeFrancoK. Purnell |
| 8:30 am | 1. Sealant Task Group RAIL
	* Review of the SLT Task Group Roling Action Item List
 | K. DeFrancoK. Purnell |
| 8:45 am | 1. Staff Report
	* Auditor Status
	* Task Group Metrics
	* Most Common NCR’s
	* Non-Sustaining NCR’s
	* Latest Changes
	* Future Nadcap Meeting Dates and Locations
	* Staff Engineer Delegation
 | K. Purnell |
| 9:05 am | 1. SSC Report
	* Important Updates of the Supplier Support Committee
 | K. Purnell |
| 9:20 am | 1. 2015 Auditor Confernce
	* Auditor Conference 2015 Topics
	* Presenters
 | K. DeFrancoK. Purnell |
| 9:40 am | 1. NOP-012 Auditor Consistency
	* Review Progress
 | K. DeFrancoK. Purnell |
| 10:00 am | 1. Revision of SLT Task Group Procedures and Forms
	* s-frm-28 Preliminary Questionnaire for Sealant Audits
	* a-frm-04 Sealant Questionnaire for Potential Auditors
	* OP1116 Appendix SLT Guidelines for Selection of Auditors Sealants
 | K. DeFrancoK. Purnell |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. AC7200/1 and AC7202
	* Review Updated NMC Checklist Vision Spreadsheets for Revised Checklists
 | K. DeFrancoK. Purnell |
| 3:00 pm | 1. AC7129 Nadcap Audit Criteria for Sealing of Aereospace Assemblies and Components
	* 1. Review Ballot Comments
		2. Review SLT Task Group Description in the Attendees Guide
		3. Auditors and Training
		4. AC7129 NMC Checklist Vision Spreadsheet
		5. Audit Duration
 | K. DeFrancoE. WatsonK. Purnell |
| 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. |
| 10:10 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
 | K. DeFrancoK. Purnell |
| 10:15 am | 1. AC7129 Nadcap Audit Criteria for Sealing of Aereospace Assemblies and Components (Continued)
	* 1. Review Ballot Comments
		2. Review SLT Task Group Description in the Attendees Guide
		3. Auditors and Training
		4. AC7129 NMC Checklist Vision Spreadsheet
		5. Audit Duration
 | K. DeFrancoE. WatsonK. Purnell |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. AC7129 Sealant Application Audit Checklist (Continued)
	* 1. Review Ballot Comments
		2. Review SLT Task Group Description in the Attendees Guide
		3. Auditors and Training
		4. AC7129 NMC Checklist Vision Spreadsheet
		5. Audit Duration
 | K. DeFrancoK. Purnell |
| 2:00 pm | 1. Latest Procedure Changes
	* OP 1114 Nadcap Operating Procedure Task Group
	* OP 1114 Appendix SLT
 | K. Purnell |
| 2:30 pm | 1. SLT Task Group Initiatives
	* Review and Update SLT Task Group Prioities
 | K. DeFrancoK. Purnell |
| 2:45 pm | 1. New Business
	* Time Set Aside to Address any New Topics or Concerns
 | K. DeFranco |
| 3:00 pm | 1. Meeting Close Out
	* Review of Action Items Assigned During the Meeting
	* Set Next Meeting Agenda Topics
 | K. Purnell |
| 3:15 pm | **CLOSED** | 1. OPENING COMMENTS
	* 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
 | K. DeFrancoK. Purnell |
| 3:30 pm | 1. AUDITORS
	* 1. Data Analysis Review – Overall Auditor Performance
		2. OP 1117 Auditor Consistency
 | K. DeFrancoK. Purnell |
| 3:45 pm | 1. AUDITS
	* 1. Review Scheduled and Conducted Audits
		2. Discuss Problem Audits
 | K. DeFrancoK. Purnell |
| 4:00 pm | 1. REVIEW DELEGATION STATUS
	* Review the Current Delegation Oversight and Concurrence of Staff Engineer
 | K. Purnell |
| 4:05 pm | 1. SEALANT SURVEILLANCE
	* Open Discussion
 | K. DeFranco |
| 4:30 pm | 1. CLOSED MEETING ISSUES
	* Discussion of Topics that Require Confidentiality
 | K. DeFranco |
| 4:45 pm | 1. MEETING CLOSE OUT
	* Review of Actions Items Assigned During the Meeting
	* Set Next Meeting Agenda Topics
 | K. Purnell |
| 5:00 pm | ADJOURNMENT |  |