**UNCONFIRMED MINUTES**

**MARCH 25, 2015**

**WebEx**

**These minutes are not final until confirmed by the Task Group in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Task Group and shall not be considered as such by any agency.**

**WEDNESDAY, 25 MARCH, 2015**

# OPENING COMMENTS

## Call to Order / Quorum Check – OPEN AND CLOSED

The Fluid Distribution Systems Task Group (FLU TG) was called to order at 1:00 p.m., 25-Mar-2015 by Vice Chairperson Samuel Buri.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

A quorum was established with the following representatives in attendance:

***Subscriber Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Samuel | Buri | The Boeing Company | Vice Chair |
| \* | Benjamin | Hedges | Bell Helicopter |  |
| \* | Mark | Paul | Rolls Royce |  |
| \* | Dan | Smith | GE Aviation |  |

***Other Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Kevin | Metcalf | Spencer Aerospace Mfg., LLC |  |
|  | Bill | Perea | Atlas Specialty Products |  |
|  | Tim | Rusk | B & E Mfg. Co. Inc. |  |
| \* | Mark | Scatoloni | Spencer Aerospace Manufacturing |  |
| \* | Chris | Schofield | Hydraflow |  |
|  | John | Smith | Sandvik Special Metals LLC |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Brittany | McSorley |
| Keith | Purnell |

The voting membership was reviewed.

## Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct – OPEN AND CLOSED

The Nadcap Personal Code of Ethics and Conflict of Interest was reviewed with the FLU TG in the Closed and Open meetings.

## Present the Antitrust Video – OPEN AND CLOSED

The Antitrust Video was reviewed with the FLU TG in the OPEN and CLOSED meetings.

## Review Agenda – OPEN and CLOSED

The agenda for the meeting was reviewed. Attendees were given the opportunity to identify expectations to be addressed during the meeting. No additional discussion topics were suggested.

## Review and Accept Previous Meeting Minutes – OPEN

The minutes from September 2014 were reviewed.

Motion made by S. Buri and seconded by M. Scataloni to approve the minutes from the September 2014 Nadcap meeting as written. Motion Passed Unanimously.

# REVIEW MEMBERSHIP STATUS – OPEN

Review Voting Membership

The voting membership was reviewed; Mark Scott will be removed from the membership; he has a new position and can no longer participate. J. Barnett has retired and can also be removed from the membership. K. Allen can also be removed as S. Aggarwal has replaced him.

ACTION ITEM: B. McSorley to remove M. Scott, K. Allen and J. Barnett from the Task Group membership. (Due Date: 30-Apr-2015)

Review Voting Member Meeting Attendance and Voting Participation

The voting records and meeting attendance for FLU TG Voting Members, Subscriber and Supplier, were reviewed for compliance to the requirements for maintaining membership. The requirements state that to maintain membership, a member must not be absent without approved alternate representation from three consecutive regular Nadcap Task Group meetings and the member, or approved alternate representation, shall not miss a vote on 2 consecutive letter ballots. The Task Group Chairperson is allowed to waive these requirements if other circumstances warrant retention.

All Supplier and Subscriber Voting Members have met the requirements for meeting attendance and voting on letter ballots.

The June Attendees Guide was reviewed and M. Scott, K. Allen, and J. Barnett will be removed from FLU Task Group Voting Member page.

ACTION ITEM: B. McSorley to remove M. Scott, K. Allen and J. Barnett from the Attendees Guide Fluid Distribution Systems Voting Member page. (Due Date: 30-Apr-2015)

# STAFF REPORT – OPEN

Staff Engineer, K. Purnell, presented the PRI Staff Report that included: Auditor Status, FLU TG Metrics, Most Common NCR’s, Checklist Paragraphs NCRs Were Issued Against, Non-Sustaining NCR’s, Latest Changes, Staff Delegation Metrics, Future Nadcap Meeting Dates and Locations (Attached). The major topic of discussion was audit cycle time. A suggestion to reduce Supplier cycle time was for K. Purnell to follow up with the suppliers to see if they understand the additional information he is requesting.

 

Also reviewed was a document transition presentation that describes how the new operating procedures were developed and will be implemented. The next Nadcap meeting will be in Montreal, Canada on, 22-26-Jun-2015.

# Audit failure criteria – open

Review Audit Failure Criteria, Single Year Data Compared to Multiple Years of Data

Audit failure criteria from one (1) year, 2014, and two (2) years, 2013 and 2014 combined, were reviewed. The reason for reviewing multiple years of data is the limited number of audits performed by the FLU TG. NOP-011 paragraph 3.2.1.5 states “New Task Groups are requested to define their failure criteria (Mode B) once a statistically valid number of audits (e.g. 32 audits) have been conducted or at the second anniversary of their checklist publication”. It required two (2) years of FLU audit data to exceed 32 audits.

Establish FLU TG Failure Criteria for 2015.

The FLU TG reviewed and discussed the above failure data. Failure Criteria from combining two years of data was the same as the FLU TG existing failure criteria.

Motion made by M. Paul and seconded by M. Scataloni to maintain the existing failure criteria for initial and reaccreditation audits. Motion Passed Unanimously.

ACTION ITEM: K. Purnell to notify M. Graham of the FLU Task Groups failure criteria for 2015. (DUE DATE: 6‑Apr‑2015)

# 2015 AUDITOR CONFERENCE – OPEN

The FLU TG Auditor Conference will be on Friday, 16-Oct-2015 from 8:00 am – 5:00 pm. Topics will include:

Most Common NCRs and Auditor Consistency

Periodic Testing Requirements

Dry Film Lube AC7108/1

Question and Answer Session

eAuditNet

Adding Audit Handbook Clarifications to Audit Checklists

R. Schreiber and K. Purnell will be leading the auditor conference discussions.

# NOP-012 AUDITOR CONSISTENCY – OPEN

The FLU TG reviewed their Auditor Consistency progress. The Latest Draft of NOP-012 was reviewed and there are appendices with examples of an Auditor Observation Plan, a System for Prioritizing Auditors that need Observation, and an Annual Report Template. There is also an example of a Task Group specific Observer Feedback From.

# NEW BUSINESS – OPEN

It was reported that purchasing agents are having difficulty finding suppliers with a specific procurement specification audit scope on the Nadcap QML. K. Purnell demonstrated how to use the QML Refine Search Based on Scope function. Many of the attendees were not aware of this functionality and requested, either by WebEx or at the next meeting, a presentation be given on the QML advanced search functions. It was also suggested a how to use note be added to the Refine Search Based on Scope because scopes of interest may be on checklists that are now inactive.

ACTION ITEM: K. Purnell to make arrangements for an eAuditNet presentation on using the Refine Search Based on Scope function. (DUE DATE: 31‑May-2015)

ACTION ITEM: K. Purnell to request an eAuditNet enhancement for adding a note that explains how to use the Refine Search Based on Scope function. (DUE DATE: 31‑May-2015)

# MEETING CLOSE OUT – OPEN

All action items were reviewed and due dates established. For specific details, please see the current FLU Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

Agenda Topics for September 2015 Open FLU TG Meeting will include:

* Membership Review
* Staff Report
* Nadcap Procedure Update
* G3 QPG Status Report
* Supplier Meeting Report
* 2015 Auditor Conference
* NMC Checklist Vision
* Auditor Consistency
* New Business

# AUDITS – CLOSED

Review Scheduled and Conducted Audits

The FLU TG audit schedule for the next seven months was reviewed and Subscribers were encouraged to observe audits. To observe an audit, log into eAuditNet and under Subscriber Applications, click on Audit Manager. Type in the Supplier’s name and click on Search Audits. Click on the audit number of the ”Scheduled” audit and click on the Request Observation button. If there is no Request Observation button, check the audit status; if it is initiated an observation cannot be requested until an audit date has been established.

Discuss Problem Audits

FLU Audit 158740 was discussed because it is located in a geographic area where auditors are concerned about traveling. No FLU auditors are willing to travel to this location at this time, and the Supplier’s existing accreditation expires 30-Apr-2015. The Supplier emailed a request for an accreditation extension; if an additional 6 month extension is provided, the Supplier’s accreditation will expire on 31-Oct-2015 and will end up being a 24 month accreditation.

Motion made by S. Buri and seconded by B. Hedges to grant an additional 6 month accreditation extension to previous audit 155893, Motion Passed Unanimously.

ACTION ITEM: K. Purnell to grant an additional 6 month extension to Nadcap Fluid Audit 155893. (Due Date: 24-Apr -2015).

Fluid Audit 154989 requested a 6 month accreditation extension because the company move has been delayed. New accreditation expiration date will be 31-Oct-2015.

Motion made by S. Buri and seconded by B. Hedges to grant a 6 month accreditation extension to audit 154989, Motion Passed Unanimously.

ACTION ITEM: K. Purnell to grant a 6 month extension to Nadcap Fluid Audit 154989. (Due Date: 24-Apr-2015).

# AUDITORS - CLOSED

Data Analysis Review – Overall Auditor Performance

Auditor performance was reviewed and included the most common checklist paragraphs referenced in NCRs traceable to the Auditors that wrote the NCRs, Audit Oversight Feedback, and Average and Total NCRs per day written by the Auditors. This information is used for evaluating Auditor Consistency. Auditor Metrics were evaluated and no auditors required observation because of performance. At this time only R. Jenkins needs to be observed because he is a new auditor. He will be assigned to audit 157699 because observers are already scheduled for this audit. The Fluids Task Group Auditor Consistency milestone plan was reviewed and updated.

ACTION ITEM: K. Purnell to have R. Jenkins assigned to audit 157699. (Due Date: 17-Apr-2015)

Auditor Conference – Confidential Topics

No Auditor Conference – Confidential Topics were discussed.

NOP-012 Auditor Consistency

The FLU TG reviewed the revised Draft NOP-012. K. Purnell is to create a list of activities required by NOP-012 to assure the FLU TG is compliant with all the requirements.

ACTION ITEM: K. Purnell to create a list of activities required by NOP-012 to assure the FLU TG is compliant with all the requirements. (Due Date: 29-May-2015)

# Review DELEGATION status – CLOSED

The FLU TG reviewed the Delegation Tracking Form for K. Purnell. Staff Engineer K. Purnell met the minimum criteria of having at least 10% of findings reviewed by the Task Group Subscribers with at least a 90% concurrence rate. Staff Engineer maintains delegated status. K. Purnell requested more audit oversight because to maintain a green status on the FLU Task Group dashboard, a minimum of 20% oversight is required.

# SUPPLIER CHANGE NOTIFICATION - CLOSED

No new change notices were reviewed.

# CLOSED MEETING ISSUES – CLOSED

No additional closed meeting issues were discussed.

# MEETING CLOSE OUT – CLOSED

All action items were reviewed and due dates established. For specific details, please see the current FLU Rolling Action Item List (RAIL) posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

Agenda Topics for September 2015 Closed FLU TG Meeting will include:

* Auditors
* Audits
* Review Delegation Status
* Supplier Change Notification

ADJOURNMENT – 25-Mar-2015 –Meeting was adjourned at 3:30 p.m.

Minutes Prepared by: Keith Purnell, [kpurnell@p-r-i.org](mailto:kpurnell@p-r-i.org)

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| --- | --- | --- |
| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*  Are procedural/form changes required based on changes/actions approved during this meeting? (select one)  YES\*  NO  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
| NOP-011 |  |  |
|  |  |  |