**CONFIRMED MINUTES**

**SEPTEMBER 9, 2014**

**PHILADELPHIA, PA, USA**

**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, 9 SEPTEMBER, 2014**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Fluid Distribution Systems Task Group (FLU TG) was called to order at 8:30 a.m., 9-Sept-2014

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 |  |
|  |  |  |  |  |
| \* | Shweta | Aggarwal | Rolls-Royce Corporation |  |
| \* | Joe | Bebey | The Boeing Company |  |
| \* | Samuel | Buri | The Boeing Company | Vice Chair |
|  | Ron | Clements | The Boeing Company |  |
|  | Jeffrey | Detwiler | The Boeing Company |  |
|  | Robert | Hainline | The Boeing Company |  |
| \* | Benjamin | Hedges | Bell Helicopter |  |
|  | Ulrich | Muller | Airbus |  |
|  | Aaron | Nash | The Boeing Company |  |
| \* | Mark | Paul | Rolls-Royce |  |
|  | Pedro | Perez | GE Aviation |  |
|  | Brad | Perry | The Boeing Company |  |
| \* | Robert | Schreiber | The Boeing Company | Chair |
|  | Jeffrey | Schrock | Lockheed Martin |  |
| \* | Mark | Scott | The Boeing Company |  |
| \* | Dan | Smith | GE Aviation |  |
|  | Renatas | Stanislovatis | GE Aviation |  |
|  | Stacy | Weisenbeck | The Boeing Company |  |
|  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Danny | Beverley | Shur-Lok Corp. |  |
|  | John | Binford | B&E Manufacturing |  |
|  | John | Brittain | Eaton Corporation |  |
|  | Ken | Chang | AdelWiggins |  |
|  | Roger | Christianson | SAE |  |
|  | Wayne | DeWalt | Pamco |  |
|  | Ted | Goosen | Parker Hannifin |  |
|  | Dale | Gordon | Aerofit |  |
|  | Mike | Howlett | B&E Manufacturing |  |
|  | Steve | Hudlet | Jetseal |  |
|  | Steve | MacDonald | Designed Metal Connections, Inc. dba Permaswage USA |  |
|  | Andrew | Mau | Parker Hannifin |  |
|  | Mansoor | Motavvef | TA Aerospace |  |
|  | Ky | Nguyen | AdelWiggins |  |
|  | Nilesh | Patel | Shur-Lok Corp. |  |
|  | Mike | Paveglio | STS - Laconia Inc. |  |
|  | Leo | Perez | Allan Aircraft Supply Co. |  |
|  | Stuart | Savage | Titeflex Aerospace |  |
| \* | Mark | Scatoloni | Spencer Aerospace Manufacturing |  |
| \* | Chris | Schofield | Hydraflow |  |
|  | Denis | Sindezingue | Zodiac Aerospace |  |
|  | Tim | Soran | Sandvik Special Metals LLC |  |
|  | Matt | Swabb | Voss Industries Inc. |  |
|  | Graeme | Thorogood | Eaton |  |
|  | Dick | Tomsic | Voss Industries Inc. |  |
|  | Edwin | Vardayou | Esterline Technologies |  |
| \* | Philip | Wade | Smiths Tubular Systems | Proxy M. Schleck-man |
|  | Geoffrey | Zhang | Parker Hannifin |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Keith | Purnell |

The voting membership was reviewed.

## Code of Ethics/Antitrust and Meeting Conduct – OPEN and CLOSED

The Antitrust and Nadcap Personal Code of Ethics and Conflict of Interest were reviewed with the Task Group in the Closed and Open meetings.

## Review Agendas – OPEN and CLOSED

The agendas for the meeting were reviewed. Attendees were given the opportunity to identify expectations to be addressed during the week of meetings. No additional discussion topics were suggested.

## Review and Accept Previous Meeting Minutes – OPEN

The minutes from March 2014 were reviewed.

Motion made by R. Clements and seconded by P. Wade to approve the minutes from the March 2014 Nadcap meeting as written. Motion Passed Unanimously.

# AUDITS – CLOSED

## Review Scheduled and Conducted Audits

The FLU TG audit schedule for the next nine months was reviewed and Subscribers were encouraged to observe audits. Linda Novak ([lnovak@p-r-i.org](mailto:lnovak@p-r-i.org)) in the Nadcap audit scheduling department should be contacted to observe an audit. Subscriber Voting Members requested the audit schedule presented during the meeting be emailed to them. J. Schrock volunteered to observe audit 163843 scheduled for 5-8 May 2015. D. Smith volunteered to observe audit 158074 scheduled for 10-11Dec. 2014.

ACTION ITEM: K. Purnell to email the closed meeting information including the audit schedule to the FLU TG Subscriber Voting Members. (Due Date: 30-Sept-2014).

ACTION ITEM: K. Purnell to email the Fluid Audit schedule and NOP-007 Audit Observers procedure to J. Schrock and D. Smith. (Due Date: 30-Sept-2014).

ACTION ITEM: J. Schrock to email [lnovak@p-r-i.org](mailto:lnovak@p-r-i.org) and request to be an observer on audit 163843. (Due Date: 31-Oct.-2014).

ACTION ITEM: D. Smith to email [lnovak@p-r-i.org](mailto:lnovak@p-r-i.org) and request to be an observer on audit 158074. (Due Date: 31-Oct.-2014).

## Discuss Problem Audits

FLU Audit 158740 was discussed because it is located in a geographic area which may not be safe for the auditor to travel. No FLU auditors are willing to travel to this location at this time and the supplier’s existing accreditation expires 31 Oct. 2014. The Supplier e-mailed a request for an accreditation extension and provided a copy of a self audit they performed to the Nadcap AC7112 and AC7112/6 audit checklists. K. Purnell and R. Schreiber have both reviewed the suppliers self audit.

Motion made by S. Buri and seconded by D. Smith to grant a 6 month accreditation extension to previous audit 155893, Motion Passed Unanimously.

ACTION ITEM: K. Purnell to grant a 6 month extension to Nadcap Fluid Audit 155893. (Due Date: 30-Oct -2014).

# 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. This information will be reviewed with the auditors during the October 2014 Auditor Conference so they are aware of the kind of NCR’s being written by the other FLU Auditors.

## Auditor Conference – Confidential Topics

Any Subscriber that has issues with a Qualified Manufacturer List (QML) supplier or Qualified Products List (QPL) product should notify K. Purnell so they can be discussed during October’s auditor conference.

ACTION ITEM: Subscribers to forward any information in regards to supplier product to kpurnell@p-r-i.org. (Due Date: 1-Oct-2014)

## NOP-012 Auditor Consistency

The FLU TG reviewed and updated their Auditor Consistency pilot program Milestone spreadsheet to track their progress. The second tab of spreadsheet lists actions and decisions. In order to provide annual feedback to the auditors, the evaluation form used prior to eAuditNet will be updated to include: grading scale of 1 to 6, audit observer and general supplier feedback. Annual evaluations can be face to face or by phone.

ACTION ITEM: K. Purnell to update the Auditor Consistency Milestone Spreadsheet and Audit Observation Plan. (Due Date: 16-Oct-2014)

# STAFF ENGINEER DELEGATION OVERSIGHT – 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

FLU Audit 161510 is scheduled for 9-10 Dec. 2014. Supplier notified K. Purnell that they plan to move in December 2014. The Task Group requested a conference call be set up between the Supplier, Nadcap Task Group, and PRI G3 QPG to discuss the move and a possible change to the audit date.

ACTION ITEM: K. Purnell to schedule a conference call between the Supplier of FLU Audit 161510, Nadcap FLU Task Group, and PRI G3 QPG to discuss the upcoming supplier move. (Due Date: 30-Sept-2014).

# 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 Spring 2014 Closed FLU TG Meeting:

Audits

Auditor Consistency

Staff Engineer Delegation

Closed Meeting Issues

# REVIEW MEMBERSHIP STATUS – OPEN

## Review Voting Membership

The voting membership was reviewed; membership was accurate and no changes were required.

## 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 Suppliers and all Subscriber Voting Members except E. Oman have met the requirements for meeting attendance and voting on letter ballots.

R. Schreiber will follow up with E. Oman to determine his future membership status; his current member status will be maintained pending his response.

The June Attendees Guide was reviewed and the FLU Task Group Membership was accurate.

B. Hedges of Bell Helicopter requested to become a FLU TG Subscriber Voting Member. B. Hedges has attended more than 2 FLU TG meetings.

Motion made by D. Smith and seconded by S. Buri to approve B. Hedges as a FLU TG Subscriber Voting Member. Motion Passed Unanimously.

S. Aggarwal of Rolls-Royce Plc requested to become a FLU TG Subscriber Voting Member replacing K. Allen. S. Aggarwal has attended more than 2 FLU TG meetings.

Motion made by D. Smith and seconded by S. Buri to approve S. Aggarwal as a FLU TG Subscriber Voting Member. Motion Passed Unanimously.

ACTION ITEM: R. Schreiber to follow up with E. Oman who did not meet attendance and letter ballot voting requirements. (Due Date: 31-Oct-2014)

# 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, Latest Changes, Auditor Conference, Staff Delegation Metrics, Future Nadcap Meeting Dates and Locations (Attached). Major topic of discussion was audit cycle time.



# Task Group Chairperson Report – open

The Draft Nadcap FLU Task Group Chairperson report that will be presented by K. Purnell at the October Nadcap Planning and Operations Meeting was reviewed and no changes were required. Copy of draft report is attached below.



# Draft NMC Compliance Spreadsheets – open

Templates for NMC Compliance spreadsheets were created that list each question for the AC7112 and AC7112/2 audit checklists. A sub-team consisting of P. Wade, A. Mau, S. Buri, and K. Purnell was formed to complete the compliance spreadsheets.

ACTION ITEM: K. Purnell to forward the NMC Compliance spreadsheets and checklists to sub team members. (DUE DATE: 30‑Sept‑2014)

ACTION ITEM: K. Purnell to set up a conference call with sub-team members to complete the NMC Compliance spreadsheets. (DUE DATE: 14‑Nov‑2014)

# G-3 – QPG STATUS REPORT – OPEN

R. Hainline presented the status update of the latest projects and changes the PRI G-3 QPG is working on. (See attached)



Topics of particular interest included:

* Project and Advisory Status
* Standards with QPL Requirements and No Listings
* Timely Reporting of Periodic Test Results
* Future revision of PD2101 to add Periodic Test Submittal due date

There was discussion on the amount of time it takes to approve a PRI QPL product qualification submittal package. Reviewers are sometimes having difficulty navigating through all the submitted material. Some submittal packages are organized better than others. A Qualification Test Summary page was previously developed for AS18280 and AS1339 but has never been used. Using these summary pages would make it easier for the reviewers to locate the test results and speed up the review process. Adding a test plan matrix to the end of standards that have QPL requirements was also considered. M. Paul offered to develop a hose Qualification Test Summary page.

AS/EN9133 is the document that describes requirements for administering a QPL program. The FLU Task Group requested to be included in the ballot of AS9133. It was suggested to add the supplier drawing number and production control document number as a PD2101 qualification requirement. It was also suggested to clarify in a standard and PD2101 that value added hose assembly distributors are required to perform sampling tests. PD2101 is posted in eAuditNet under Resources, Public Documents, QPL Programs, PD2101 G-3 Fluid Distribution Systems. Proposed changes to PD2101 can be e-mailed to [wgrubbs@p-r-i.org](mailto:wgrubbs@p-r-i.org) .

The PRI-QPL does not sort the way purchasing agents would like. Purchasing agents would like to be able to sort by part number. This information will be forwarded to W. Grubbs so it can be included as a topic of discussion on a future G3 QPG conference call.

There has been some confusion as to when the periodic test submittals are due to PRI. Current process is a yearly e-mail sent from PRI containing the due date. The G3 QPG decided in their closed meeting to add the periodic test submittal due date to the next revision of PD2101 which is posted in eAuditNet and accessible to Suppliers.

ACTION ITEM: K. Purnell to e-mail R. Hainline & W. Grubbs copies of the Qualification Test Summary page for AS18280 and AS1339. (DUE DATE: 30‑Sept‑2014)

ACTION ITEM: M. Paul to draft a hose Qualification Test Summary page and e-mail to W. Grubbs and R. Hainline (DUE DATE: 30‑Sept‑2014)

# SUPPLIER MEETING REPORT – OPEN

* M. Scatoloni reported on the topics discussed during the SAE G-3 PRI-Supplier Group meeting. Topics included: Suppliers and Subscribers are having difficulty using the new eAuditNet QPL project submittal and review process. Suppliers and Subscribers requested some type of user guide be created to aid them in using the new system. The eAuditNet “QPL User Guide” is posted in eAuditNet under Resources / Documents / Public Documents / QPL Programs / “QPL User Guide – Supplier”. There is also a “QPG & QPMC Member QPL Process in eAuditNet” and it is posted in eAuditNet under Resources / Documents / Public Documents / QPL Programs / “QPG & QPMC Member QPL Process in eAuditNet Instructions”. Some suggestions on ways to improve the new system were discussed. Suppliers and Subscribers were requested to e-mail their suggested improvements to [scatoloni@SpencerAero.com](mailto:scatoloni@SpencerAero.com) and M. Scatoloni will compile the suggestions and forward them to W. Grubbs for consideration.
* Nadcap FLU Preliminary Questionnaire sfrm14 has been revised and is now available on eAuditNet. AS5272 was not added to the form as requested because it is a Dry Film Lube product and not an application process. Application of AS5272 is to be in accordance with AS5528. K. Purnell will request Chemical Processing (CP) TG add AS5528 to the accreditation scope of AC7108/1.

ACTION ITEM: Suppliers and Subscribers to e-mail suggested improvements to eAuditNet QPL submittal and review process to scatoloni@SpencerAero.com (Due Date: 26-Sept-2014)

ACTION ITEM: M. Scatoloni to compile the suggested improvements to eAuditNet QPL submittal and review process and forward them to W. Grubbs (Due Date: 3-Oct-2014)

ACTION ITEM: K. Purnell to request that CPTG add AS5528 to the accreditation scope of AC7108/1. (Due Date: 31-Oct-2014)

# AUDITOR CONFERENCE – OPEN

The October 2014 Auditor Conference Topics were discussed and 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

FLU Specific Auditor Conference will be on Friday 17-OCT-2014 from 8:00 am – 5:00 pm.

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

# NEW BUSINESS – OPEN

No new business was discussed.

# MEETING CLOSE OUT – OPEN

The Rolling Action Item List (RAIL) was reviewed.

For specific details, please see the current FLU TG RAIL posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

Agenda Topics for March 2015 OPEN FLU TG Meeting:

Membership Status

Staff Report

G-3 QPG Status Report

Auditor Conference NMC Compliance Spreadsheet

New Business

ADJOURNMENT – 9-Sept-2014 –Meeting was adjourned at 11:00 a.m.

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

|  |  |  |
| --- | --- | --- |
| \*\*\*\*\* 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: |
| s-frm-14 | K. Purnell | 28 Feb 2015 |
|  |  |  |