

# Metallic Material Manufacture Task Group Meeting Agenda

June 22-24, 2015

Fairmont The Queen Elizabeth Hotel

Montréal, Québec, Canada

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| **Forging** | **Casting** |
| **Raw Material** |  |

The Metallic Material Manufacture 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. Checklist Developement
2. Auditor Hiring and Selection
3. Create Task Group Documentation

Monday, June 22, 2015

8:00am

1.0 Opening Comments (daily)

1.1 Call to Order/Verbal Quorum Check

1.2 Safety Information:

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.4 Present the Antitrust Video (only @ the first open meeting of the week for each Task Group)

1.5 Review Agenda

1.6 Acceptance of Previous Meeting Minutes

8:30am

2.0 History/Status

9:00am

3.0 Rolling Action Item List (RAIL) Review

10:00am

4.0 Voting Membership/Succesion Planning

4.1 Voting Member Status

4.2 Selection of Vice Chair

4.3 Approval of new Voting members

11:00am

5.0 Checklist Development

12:00pm – 1:00pm

LUNCH BREAK

1:00pm

5.0 Checklist Development

5:00pm

ADJOURNMENT

Tuesday, June 23, 2015

8:00 am – 9:00 am

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

8:00am

1.0 OPENING COMMENTS (DAILY)

1.1 CALL TO ORDER/VERBAL QUORUM CHECK

8:15am

6.0 SUBSCRIBER TOPICS

9:00am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

9:15am

7.0 Sub-Group Activities Debrief

7.1 Definitions

7.2 Audit Handbook

7.3 OP 1114 Appendix MMM

12:00pm – 1:00pm

Lunch Break

1:00pm

8.0 Auditor Hiring and Auditor Selection

8.1 Auditor Interview questions

8.2 Auditor Interview process

8.3 Requried Auditor Qualifications

2:30pm

5.0 Checklist Development

4:45pm

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

8:15am

9.0 Audit Process Development

11:00am

10.0 Future Plans

12:00p, – 1:00pm

Lunch Break

1:00pm

11.0 Forging Next Steps

11.1 Go forward plan for checklist development and auditing

11.2 Determine test audits

11.3 Sub-teams

2:30pm

12.0 New Business

3:30pm

13.0 Agenda for Next Meeting

4:00pm

14.0 Review New Action Items

4:20pm

15.0 Closing Comments

4:45pm

ADJOURNMENT

5:00 pm – 7:00 pm

Planning & Ops – Task Group Chairs and Staff Engineers are required to attend.

Monday, June 22, 2015

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

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| 8:00am | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Verbal 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 meeting of the week for each Task Group)      5. Review Agenda      6. Acceptance of Previous Meeting Minutes | Elaine Boswell  Jerry Aston  Jim Lewis |
| 8:30am | 1. History/Status    * Brief description of the history and current status of the MMM TG | Elaine Boswell |
| 9:00am | 1. Rolling Action Item List (RAIL) Review    * Review the status of items currently on the RAIL | Jerry Aston  Jim Lewis |
| 10:00am | 1. Voting Membership/Succesion Planning    * 1. Voting Member Status         + Voting members to be reviewed against requirements for maintaining voting membership      2. Selection of Vice Chair      3. Approval of new Voting members | Elaine Boswell |
| 11:00am | 1. Checklist Development    * Work to complete AC7140 Forging checklist    * Resolve ballot comments    * Section 11 – re-structuring    * Section 12 review un-necessary duplication    * Appendix A – propose removing from checklist and adding to handbook    * Length of Audit – number and type of Job audits | Elaine Boswell |
| 12:00pm – 1:00pm |  | LUNCH BREAK |  |
| 1:00pm | **OPEN** | 1. Checklist Development    * Work to complete AC7140 Forging checklist    * Resolve ballot comments    * Section 11 – re-structuring    * Section 12 review un-necessary duplication    * Appendix A – propose removing from checklist and adding to handbook    * Length of Audit – number and type of Job audits | Elaine Boswell |
| 5:00pm | 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 |  |
| 8:00am | **CLOSED** | 1. Opening Comments (daily)    * 1. Call to Order/Verbal Quorum Check         + Verify only Subscriber Members are in attendance         + Introductions | Elaine Boswell |
| 8:15am | 1. Subscriber Topics    * Mandates    * Other Issues | Elaine Boswell |
| 9:00am | **OPEN** | 1. Opening Comments    1. Call to Order/Quorum Check | Elaine Boswell |
| 9:15am | 1. Sub-Group Activities Debrief    * 1. Definitions      2. Audit Handbook      3. OP 1114 Appendix MMM | Elaine Boswell |
| 12:00pm – 1:00pm |  | Lunch Break |  |
| 1:00pm | **OPEN** | 1. Auditor Hiring and Auditor Selection    * 1. Auditor Interview questions      2. Auditor Interview process      3. Requried Auditor Qualifications         + To include drafting OP 1116, Appendix MMM | Elaine Boswell |
| 2:30pm | 1. Checklist Development    * Work to complete AC7140 Forging checklist    * Resolve ballot comments    * Section 11 – re-structuring    * Section 12 review un-necessary duplication    * Appendix A – propose removing from checklist and adding to handbook    * Length of Audit – number and type of Job audits | Elaine Boswell |
| 4:45pm | 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** | 1. Opening Comments    1. Call to order/Quorum Check | Elaine Boswell |
| 8:15am | 1. Audit Process Development    * Determine number of job audits required in total and per forging type    * Determine audit length | Elaine Boswell |
| 11:00am | 1. Future Plans    * Next process to address (Castings, Raw Materials, Additional Forging Slash Sheet)    * Future Task Group makeup | Elaine Boswell |
| 12:00p, – 1:00pm |  | Lunch Break |  |
| 1:00pm | **OPEN** | 1. Forging Next Steps    * 1. Go forward plan for checklist development and auditing      2. Determine test audits      3. Sub-teams | Elaine Boswell |
| 2:30pm | 1. New Business | Elaine Boswell  Jerry Aston  Jim Lewis |
| 3:30pm | 1. Agenda for Next Meeting    * Develop the agenda for the October 2015 meeting in Pittsburgh, PA, USA | Elaine Boswell |
| 4:00pm | 1. Review New Action Items    * Assign responsibility and due dates | Jerry Aston  Jim Lewis |
| 4:20pm | 1. Closing Comments | Elaine Boswell |
| 4:45pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **Planning & Ops** – Task Group Chairs and Staff Engineers are required to attend. |  |