

# NDT Task Group Meeting Agenda

June 22nd – 25th, 2015

Fairmont The Queen Elizabeth Hotel

Montréal, Québec, Canada

|  |  |
| --- | --- |
| **Penetrant** | **Eddy Current** |
| **Magnetic Particle** | **Digital Detector Array** |
| **Ultrasonic** | **Ultrasonic Rotating Components** |
| **Radiography** | **Computed Radiography** |

The NDT 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. (OBJECTIVE 1)
2. (OBJECTIVE 2)
3. (OBJECTIVE 3)

Monday, June 22, 2015

8:00am – 9:00am

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

9:00am – 10:00am

**eAuditNet Subscriber Tutorial –** An introduction and overview of eAuditNet for new Subscribers

8:00am

1.0 OPENING COMMENTS (daily)

8:15am

2.0 REVIEW DELEGATION STATUS

8:25am

3.0 TASK GROUP REGULAR BUSINESS ITEMS

9:10am

4.0 NEW BUSINESS

9:40am

5.0 REVIEW MEMBERSHIP STATUS

9:55am – 10:10am

BREAK

10:10am

6.0 OP 1117 AUDITOR CONSISTENCY

12:00pm – 1:00pm

LUNCH BREAK

1:00pm

7.0 Supplier Symposium

• Overview of changes to AC7108/2 (Supported by CP and NDT)

2:45pm – 3:00pm

BREAK

3:00pm

8.0 Supplier Symposium

• Overview of changes to AC7114 due to NAS410 / EN4179 updates

5:00pm

ADJOURNMENT

Tuesday, June 23, 2015

8:00am

1.0 Opening Comments (daily)

1.1 Call to Order/Quorum Check

8:05am

9.0 AUDITOR CONFERENCE

10:00am – 10:15am

BREAK

10:15am

9.0 AUDITOR CONFERENCE (Cont’d)

12:00pm – 1:00pm

LUNCH BREAK

**1:00pm**

1.0 Opening Comments

1:20pm

10.0 PRI Report / RAIL /NMC Metrics

2:20pm

11.0 Clarification Data Base

3:00pm – 3:15pm

BREAK

3:15pm

12.0 Supplier Report & Discussion

3:45pm

13.0 Technical Issues and Open Discussion Items

• Address and review new issues relating to the NDT industry and Nadcap

4:30pm

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

1.1 Call to Order/Verbal Quorum Check

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

8:05am

13.0 Technical Issues and Open Discussion Items - (Cont’d.)

• Address and review new issues relating to the NDT industry and Nadcap

8:50am

14.0 Method Sub-Team – Breakout Sessions

10:00am – 10:15am

BREAK

10:15am

14.0 Method Sub-Team – Breakout Sessions - (Cont’d.)

11:00am

15.0 SSC Report Out on the SSC Meeting

11:30am

16.0 Nadcap and NDT Procedure Review

12:00pm – 1:00pm

LUNCH BREAK

1:00pm

1.0 Opening Comments

1.1 Call to Order/Verbal Quorum Check

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

1:05pm

17.0 Method Team – Report Out

1:50pm

18.0 Ballot Comment Discussion

2:50pm – 3:05pm

BREAK

3:05pm

18.0 Ballot Comment Discussion – (Cont’d.)

4:30pm

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.

10:45am

1.0 Opening Comments

1.1 Call to Order/Verbal Quorum Check

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

10:50

19.0 Ad Hoc Team Break-out Session

12:00pm – 1:00pm

LUNCH BREAK

1:00pm

1.0 Opening Comments

1.1 Call to Order/Verbal Quorum Check

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

1:05pm

20.0 Report Out on the Planning & Operations Meeting

1:15pm

21.0 Ad Hoc Team Report Out

1:35pm

22.0 New Business

3:00pm – 3:15pm

BREAK

3:15pm

23.0 October 2015 Auditor Conference

4:15pm

23.0 Develop Agenda for October 2015 Nadcap Meeting

4:30pm

24.0 RAIL & Clarification Database Review

4:50pm

25.0 Meeting Facilitation Feedback

5:00pm

ADJOURNMENT

Monday, June 22, 2015

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00am – 9:00am |  | Subscriber Orientation & Tutorial – An introduction and overview of the Nadcap program | |
| 9:00am – 10:00am |  | eAuditNet Subscriber Tutorial– An introduction and overview of eAuditNet for new Subscribers | |
| 8:00am | **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 (only @ the first open and first closed meeting of the week for each Task Group)      5. Review Agenda | Chair / PRI Staff |
| 8:15am | 1. REVIEW DELEGATION STATUS | PRI Staff |
| 8:25am | 1. TASK GROUP REGULAR BUSINESS ITEMS | PRI Staff |
| 9:10am | 1. NEW BUSINESS | PRI Staff |
| 9:40am | 1. REVIEW MEMBERSHIP STATUS | PRI Staff |
| 9:55am – 10:10am | BREAK |  |
| 10:10am | 1. OP 1117 AUDITOR CONSISTENCY | PRI Staff |
| 12:00pm – 1:00pm |  | LUNCH BREAK |  |
| 1:00pm | **OPEN** | 1. Supplier Symposium  * Overview of changes to AC7108/2 (Supported by CP and NDT) | Sullivan/Royce/CP member |
| 2:45pm – 3:00pm | BREAK |  |
| 3:00pm | 1. Supplier Symposium  * Overview of changes to AC7114 due to NAS410 / EN4179 updates | Sullivan/Royce |
| 5:00pm | ADJOURNMENT |  |

Tuesday, June 23, 2015

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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/Quorum Check         + Verify only Subscriber Members are in attendance | Chair / PRI Staff |
| 8:05am | 1. AUDITOR CONFERENCE | NDT Task Group |
| 10:00am – 10:15am | BREAK | |
| 10:15am | 1. AUDITOR CONFERENCE (Cont’d) | NDT Task Group |
| 12:00pm – 1:00pm |  | Lunch Break |  |
| **1:00pm** | **OPEN** | 1. Opening Comments    1. Call to Order/Verbal Quorum Check    2. Safety Information:  * Review Fire Exits in Meeting Room * Inform PRI Staff person of any emergencies   1. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct   2. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)   3. Review Agenda   4. Acceptance of Meeting Minutes | Chair / PRI Staff |
| 1:20pm | 1. **PRI Report / RAIL / NMC Metrics**  * The administration of the Nadcap program * Review of the Rolling Action Item List (RAIL); including reviewing RAIL items closed since the last meeting * Review the health of the Nadcap program through Nadcap Management Council (NMC) metrics | PRI Staff |
| 2:20pm | 1. **Clarification Data Base**  * Database contains clarifications associated with the NDT Checklists brought forward by Suppliers / User Subscribers. Resolution of clarifications may result in potential changes to the checklist. The status of the database is discussed. | Andy Bakewell |
| 3:00pm – 3:15pm | BREAK | |
| 3:15pm | 1. Supplier Report & Discussion  * Supplier report out of activities and requests for NDT Task Group action if required | Gary White |
| 3:45pm | 1. Technical Issues and Open Discussion Items  * Address and review new issues relating to the NDT industry and Nadcap | PRI Staff |
| 4:30pm | 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)

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00am | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair |
| 8:05am | 1. Technical Issues and Open Discussion Items - (Cont’d.)    * Address and review new issues relating to the NDT industry and Nadcap | PRI Staff |
| 8:50am | 1. Method Sub-Team – Breakout Sessions  * Review the methodology of the check list change system * Method Sub-Teams to address and review accordingly new issues relating to the NDT checklists * Discuss the change to the process. | PRI Staff |
| 10:00am – 10:15am | BREAK | |
| 10:15am | 1. Method Sub-Team – Breakout Sessions - (Cont’d.)  * Method Sub-Teams to address and review accordingly new issues relating to the NDT checklists * Discuss the change to the process. | PRI Staff |
| 11:00am | 1. SSC Report Out on the SSC Meeting | Gary White |
| 11:30am |  | 1. Nadcap and NDT Procedure Review  * Key Nadcap procedure changes are summarized since the last Task Group meeting * Discuss revisions to procedures pertinent to the Nadcap NDT Task Group | PRI Staff |
| 12:00pm – 1:00pm |  | Lunch Break |  |
| 1:00pm | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair |
| 1:05pm | 1. Method Team – Report Out | PRI Staff |
| 1:50pm | 1. Ballot Comment Discussion | PRI Staff |
| 2:50pm – 3:05pm | BREAK | |
| 3:05pm | 1. Ballot Comment Discussion – (Cont’d.) | PRI Staff |
| 4:30pm | 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)

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. | | |
| 10:45am | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair |
| 10:50 | 1. Ad Hoc Team Break-out Session | PRI Staff |
| 12:00pm – 1:00pm |  | Lunch Break |  |
| 1:00pm | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair |
| 1:05pm | 1. Report Out on the Planning & Operations Meeting | Chair |
| 1:15pm | 1. Ad Hoc Team Report Out | PRI Staff |
| 1:35pm | 1. New Business  * Subscriber Communications with the supply chain “Newsletters/ Symposiums” * Review Supplier Membership Status * Any other business | PRI Staff |
| 3:00pm – 3:15pm | BREAK | |
| 3:15pm | 1. October 2015 Auditor Conference | PRI Staff |
| 4:15pm | 1. Develop Agenda for October 2015 Nadcap Meeting | PRI Staff |
| 4:30pm | 1. RAIL & Clarification Database Review | PRI Staff |
| 4:50pm | 1. Meeting Facilitation Feedback | PRI Staff |
| 5:00pm | ADJOURNMENT |  |