

# Coatings Task Group Meeting Agenda

October 19-22, 2015

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| --- | --- |
| **Thermal Spray** | **Coating Evaluation** |
| **Vapor Deposition** | **Plating of Coated Parts** |
| **Diffusion Coatings** | **Heat Treating of Coated Parts** |
| **Stripping of Coated Parts** |  |

The Coatings 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. Complete AC7109/4 Rev D revision
2. Update on CI Project Glossary of Terms
3. Auditor Conference report out

Monday, OCTOBER 19, 2015

8:00 am

1.0 Opening Comments (daily)

9:00 am

2.0 Review Delegation Status

9:30 am

3.0 Task Group Resolution Items

10:00 am

4.0 Auditor Consistency

12:00 pm – 1:00 pm

LUNCH BREAK

1:05 pm

1.0 Opening Comments (daily)

1:30 pm

5.0 Review Membership Status

1:45 pm

6.0 Metrics

6.1 NMC

2:00 pm

7.0 First Time Supplier Feedback

2:15 pm

8.0 NUCAP Scope Exception Resolutions

2:30 pm

9.0 RAIL [Rolling Action Item List] Review

2:45 pm

10.0 Industry Standard Champion List

3:00 pm

11.0 NCR Analysis

4:30 pm

12.0 Annual Program Document Review

5:00 pm

ADJOURNMENT

Tuesday, OCTOBER 20, 2015

7:00 am – 8:00 am

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

8:05 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.2 Review Agenda

1.3 Expectations

8:15 am

13.0 Audit Criteria [Checklist] Revision

13.1 AC7109 Rev E Ballot Resolution

13.2 AC7109/8 Ballot Resolution

13.3 AC7109/4 Rev D

13.4 AC7109/2 Rev D

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

13.0 Audit Criteria [Checklist] Revision

13.1 AC7109 Rev E Ballot Resolution

13.2 AC7109/8 Ballot Resolution

13.3 AC7109/4 Rev D

13.4 AC7109/2 Rev D

4:45 pm

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend.

Wednesday, OCTOBER 21, 2015

8:00 am – 10:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

10:05 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.5 Review Agenda

1.6 Expectations

10:15 am

13.0 Audit Criteria [Checklist] Revision

13.1 AC7109 Rev E Ballot Resolution

13.2 AC7109/8 Ballot Resolution

13.3 AC7109/4 Rev D

13.4 AC7109/2 Rev D

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

13.0 Audit Criteria [Checklist] Revision

13.1 AC7109 Rev E Ballot Resolution

13.2 AC7109/8 Ballot Resolution

13.3 AC7109/4 Rev D

13.4 AC7109/2 Rev D

3:00 pm

14.0 Continuous Improvement Initiative

14.1 Glossary of Terms Update

14.2 Review Project List

14.3 Develop New Project Charter

4:30 pm

15.0 Auditor Conference Report

5:00 pm

ADJOURNMENT

Thursday, OCTOBER 22, 2015

8:00 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.5 Review Agenda

1.6 Expectations

8:15 am

16.0 OP 1110 and Risk Mitigation Process

9:15 am

17.0 NMC Outsourced Pyrometry Sub-Team Report Out

9:45 am

18.0 NMC Auditees without Nadcap Customers Sub-Team Report Out

10:15 am

19.0 SSC Report

10:45 am

20.0 NMC, AQS, and Planning & Ops Reports

11:15 am

21.0 New Business

11:45 am

22.0 Meeting Conclusion

22.1 Review Expectations

22.2 Agenda Items for Next Meeting

22.3 Review New Action Items

22.4 Meeting Feedback

12:00 pm

ADJOURNMENT

Monday, OCTOBER 19, 2015

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am | **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
		6. Expectations
 | Udo SchuelkeJustin Rausch |
| 9:00 am | 1. Review Delegation Status
	* Jim Lewis, Bob Lizewski, and Justin Rausch
 | Justin Rausch |
| 9:30 am | 1. Task Group Resolution Items
 | Justin Rausch |
| 10:00 am | 1. Auditor Consistency
	* 1. Auditor Consistency
		2. Review Observation Plan
			+ Review Auditor Consistency Data
			+ Standard Data
			+ Supplier Feedback
			+ Auditor Evaluations and Trends
			+ Observer Feedback [t-frm-01]
			+ Summarize actions taken
		3. Review Dashboard Metrics
 | Justin Rausch |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:05 pm | **OPEN** | 1. Opening Comments (daily)
	* 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. Expectations
		7. Acceptance of Meeting Minutes
 | Udo SchuelkeJustin Rausch |
| 1:30 pm | 1. Review Membership Status
	* 1. Current Voting Member participation [meeting and ballots]
		2. New Voting Members
		3. Succession Plan
 | Udo Schuelke |
| 1:45 pm | 1. Metrics
	* 1. NMC
 | Justin Rausch |
| 2:00 pm | 1. First Time Supplier Feedback
	* Opportunity for first time suppliers to provide feedback on the Nadcap audit process. This is part of the CTTG Continuous Improvement Initiative.
 | Udo Schuelke |
| 2:15 pm | 1. NUCAP Scope Exception Resolutions
 | Justin Rausch |
| 2:30 pm | 1. RAIL [Rolling Action Item List] Review
 | Justin Rausch |
| 2:45 pm | 1. Industry Standard Champion List
	* Review Watch List
	* Update on ISO 6508 Changes
 | Dan LovelessJan Wigren |
| 3:00 pm | 1. NCR Analysis
	* 1. Top 10 NCRs for 2014/2015
		2. NCR Paragraph Reference by Auditor Report for 2014/2015
 | Justin Rausch |
| 4:30 pm | 1. Annual Program Document Review
	* OP 1114 CT Appendix, OP 116 CT Appendix, s-frm-10, s-frm-16, MOUs
 | Justin Rausch |
| 5:00 pm | ADJOURNMENT |  |

Tuesday, OCTOBER 20, 2015

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

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| --- | --- | --- | --- |
| 7:00 am – 8:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 8:05 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 8:15 am | 1.
2. Audit Criteria [Checklist] Revision
	* 1. AC7109 Rev E Ballot Resolution
		2. AC7109/8 Ballot Resolution
		3. AC7109/4 Rev D
		4. AC7109/2 Rev D
 | Justin Rausch |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. Audit Criteria [Checklist] Revision
	* 1. AC7109 Rev E Ballot Resolution
		2. AC7109/8 Ballot Resolution
		3. AC7109/4 Rev D
		4. AC7109/2 Rev D
 | Justin Rausch |
| 4:45 pm | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Wednesday, OCTOBER 21, 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. |
| 10:05 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 10:15 am | 1. Audit Criteria [Checklist] Revision
	* 1. AC7109 Rev E Ballot Resolution
		2. AC7109/8 Ballot Resolution
		3. AC7109/4 Rev D
		4. AC7109/2 Rev D
 | Justin Rausch |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. Audit Criteria [Checklist] Revision
	* 1. AC7109 Rev E Ballot Resolution
		2. AC7109/8 Ballot Resolution
		3. AC7109/4 Rev D
		4. AC7109/2 Rev D
 | Justin Rausch |
| 3:00 pm | 1. Continuous Improvement Initiative
	* 1. Glossary of Terms Update
		2. Review Project List
		3. Develop New Project Charter
 | Justin Rausch |
| 4:30 pm | 1. Auditor Conference Report
	* Discuss activities, outcomes and actions from the October Auditor Conference
 | Justin Rausch |
| 5:00 pm | ADJOURNMENT |  |

Thursday, OCTOBER 22, 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. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 8:15 am | 1. OP 1110 and Risk Mitigation Process
	* Discussion on the Status of OP 1110 and Risk Mitigation Process Update
 | Justin Rausch |
| 9:15 am | 1. NMC Outsourced Pyrometry Sub-Team Report Out
	* Review of NMC sub-team addressing Nadcap accreditation for outsourced pyrometry calibration providers
 | Joel Mohnacky |
| 9:45 am | 1. NMC Auditees without Nadcap Customers Sub-Team Report Out
	* Review of NMC sub-team examining Auditees with no Nadcap Subscriber support
 | Udo Schuelke |
| 10:15 am | 1. SSC Report
	* Review of SSC Mission, Leadership, and Activities
 | Dale Harmon |
| 10:45 am | 1. NMC, AQS, and Planning & Ops Reports
	* Meeting Week Report Outs
 | Vern TalmadgeJoel MohnackyUdo Schuelke |
| 11:15 am | 1. New Business
 | Justin Rausch |
| 11:45 am | 1. Meeting Conclusion
	* 1. Review Expectations
		2. Agenda Items for Next Meeting
		3. Review New Action Items
		4. Meeting Feedback
 | Udo SchuelkeJustin RauschDale Harmon |
| 12:00 pm | ADJOURNMENT |  |