

# Materials Testing Laboratories Task Group Meeting Agenda

October 19-21, 2015

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **Chemical Analysis** | **Microindentation Hardness** |
| **Mechanical Testing** | **Corrosion** |
| **Metallography (Micro and Macro)** | **Test Specimen Preparation** |
| **Hardness (Macro)** | **Differential Thermal Analysis** |
| **Fastener Testing** | **Specimen Response/Capability To Heat Treat** |

The Materials Testing Laboratories 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. Update Task Group activities
2. Continue Checklist revisions/TAG discussions
3. Auditor Consistency

Monday, OCTOBER 19, 2015

8:00 am

1.0 OPENING Comments

8:15 am

2.0 REVIEW DELEGATION STATUS

8:30 am

3.0 AUDITOR CONSISTENCY (OP1117)

10:00 am

4.0 MATTERS OF ACCREDITATION

12:00 pm – 1:00pm

LUNCH BREAK

1:05 pm

1.0 Opening Comments (daily)

1:20 pm

5.0 Review Membership

1:40 pm

6.0 MTL Nadcap

2:00 pm

7.0 Auditor Conference Reportout

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

8.0 Activity Reports

9:05 am

9.0 Checklist Revision and TAG working sessions

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

9.0 Checklist Revision and TAG working sessions

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

9.0 Checklist Revision and TAG working sessions

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

10.0 Nadcap Meeting Reports

1:25 pm

11.0 MTL Program Status

1:45 pm

12.0 Meeting Wrap Up

3:00 pm

4.0 MATTERS OF ACCREDITATION

5:00 pm

ADJOURNMENT

Monday, OCTOBER 19, 2015

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

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| 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 | TG Chair (Rickman) |
| 8:15 am | 1. REVIEW DELEGATION STATUS    * Present the status of MTL Audit Report Reviewers-Dashboard / t-frm-07 | PRI Staff (Hoeth) |
| 8:30 am | 1. AUDITOR CONSISTENCY (OP1117)    * 1. Present Auditor Evaluations – Dashboard (specific auditor/supplier discussion)      2. Present Supplier Feedback      3. Subscriber Audit Observation Report      4. Data review | Auditor Consistency Team Lead  PRI Staff (Hoeth) |
| 10:00 am | 1. MATTERS OF ACCREDITATION    * 1. Closed discussion points addressing resolutions that are considered sensitive / confidential      2. Risk Mitigation Process (OP 1107) | TG Chair (Rickman)  PRI Staff (Wetzel) |
| 12:00 pm – 1:00pm |  | 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. Acceptance of Meeting Minutes | TG Chair (Rickman) |
| 1:20 pm | 1. Review Membership Status    * 1. Confirm any new voting member applications      2. Review compliance with voting requirements of present voting members | PRI Staff (Wetzel) |
| 1:40 pm | 1. MTL Nadcap    * 1. MTL Tutorial      2. SSC Presentation | PRI Staff (Wetzel)  MTL SSC |
| 2:00 pm | 1. Auditor Conference Reportout    * 1. Time allotted for presentation of relevant topics from the Auditor Conference         + Technical presentation         + Major checklist changes and Handbook supplements presented at Auditor Conference.   Objective: ensure common understanding among all attendees. Discussion will be allowed as appropriate for the objective. | PRI Staff (Wetzel)  Auditor Conference Presenters  Audit Handoook Coordinator |
| 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. Activity Reports    * 1. Feedback from the previous meeting      2. Review major activity from previous meeting      3. Review status of checklist revisions      4. TAG activity summary      5. Ad-hoc committee reports | TG Chair (Rickman)  TAG Chairs Committee Lead | |
| 9:05 am | 1. Checklist Revision and TAG working sessions | MTL TG | |
| 12:00 pm – 1:00 pm |  | Lunch Break |  | |
| 1:05 pm | **OPEN** | 1. Checklist Revision and TAG working sessions | MTL TG | |
| 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)

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| 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. Checklist Revision and TAG working sessions | MTL TG |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. Nadcap Meeting Reports    * 1. Supplier Support Committee      2. Planning and Ops | MTL SSC  TG Chair (Rickman) |
| 1:25 pm | 1. MTL Program Status    * 1. NMC Metrics      2. Auditor Capacity | PRI Staff (Wetzel) |
| 1:45 pm |  | 1. Meeting Wrap Up    * 1. Affirm ad-hoc committees      2. Vote on Handbook revisions – ‘Confirmed Handbook Content’      3. Review/Update RAIL      4. Determine meeting objectives for next meeting      5. Compose agenda (open/closed dates and times) for next meeting | TG Chair (Rickman) |
| 3:00 pm | **CLOSED** | 1. MATTERS OF ACCREDITATION    * Closed discussion points addressing resolutions that are considered sensitive / confidential | TG Chair (Rickman) |
| 5:00 pm | ADJOURNMENT |  |