

# NDT Task Group Meeting Agenda

October 19-22, 2015

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **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. Use microphones when speaking
2. Avoid sidebar conversations
3. Adher to the agenda, unless otherwise agreed by attending participants

Monday, OCTOBER 19, 2015

8:00 am

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 and first closed meeting of the week for each Task Group)

1.5 Review Agenda

8:15 am

2.0 REVIEW DELEGATION STATUS

8:25 am

3.0 TASK GROUP REGULAR BUSINESS ITEMS

9:10 am

4.0 NEW BUSINESS

9:40 am

5.0 REVIEW MEMBERSHIP STATUS

9:55 am – 10:10 am

BREAK

10:10 am

6.0 AUDITOR CONFERENCE OVERVIEW

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

7.0 Supplier Symposium (Part 1) – Overview of changes to AC7108/2 (NDT Etch Inspection)

2:00 PM – 2:15 PM

BREAK

2:15 PM

8.0 Supplier Symposium (Part 2) – Overview of changes to AC7114 due to NAS410 / EN4179 updates

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

8:00 am

1.0 OPENING COMMENTS (DAILY)

1.1 Call to Order/Verbal Quorum Check

8:05 am

9.0 OP 1117 AUDITOR CONSISTENCY

12:00 PM – 1:00 PM

LUNCH BREAK

1:00 pm

1.0 Opening Comments (Daily)

1:20 pm

10.0 PRI Report / RAIL / NMC Metrics

2:20 pm

11.0 Clarification Data Base

3:00 pm – 3:15 pm

BREAK

3:15 pm

12.0 Supplier Report & Discussion

3:45 pm

13.0 Technical Issues and Open Discussion Items

4:30 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.

10:45 am

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 am

14.0 Report Out on the Planning & Operations Meeting

11:00 am

15.0 SSC Report Out on the SSC Meeting

11:35 am

16.0 Nadcap and NDT Procedure Review

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1.1 Call to Order/Verbal Quorum Check

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

1:05 pm

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

1:45 pm

17.0 Method Sub-Team – Breakout Sessions

3:45 pm

18.0 Method Team – Report Out

5:00 pm

ADJOURNMENT

Thursday, OCTOBER 22, 2015

8:00 am

1.0 Opening Comments

1.1 Call to Order/Verbal Quorum Check

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

8:05 am

19.0 New Business

9:15 am

20.0 Ad Hoc Team Break Out

10:00 am – 10:15 am

Break

10:15 am

21.0 Ad Hoc Team Report Out

11:00 am

22.0 Develop Agenda for February 2016 Nadcap Meeting

11:15 am

23.0 RAIL & Clarification Database Review

11:45 am

24.0 Meeting Facilitation Feedback

12:00 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 | Chair / PRI Staff |
| 8:15 am | 1. REVIEW DELEGATION STATUS | PRI Staff |
| 8:25 am | 1. TASK GROUP REGULAR BUSINESS ITEMS | PRI Staff |
| 9:10 am | 1. NEW BUSINESS | PRI Staff |
| 9:40 am |  | 1. REVIEW MEMBERSHIP STATUS | PRI Staff |
| 9:55 am – 10:10 am |  | BREAK |  |
| 10:10 am |  | 1. AUDITOR CONFERENCE OVERVIEW | PRI Staff / Task Group |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **OPEN** | 1. Supplier Symposium (Part 1) – Registration Requested    * Overview of changes to AC7108/2 (NDT Etch Inspection) | Frederic Girard |
| 2:00 PM – 2:15 PM | BREAK |  |
| 2:15 PM | 1. Supplier Symposium (Part 2) – Registration Requested    * Overview of changes to AC7114 due to NAS410 / EN4179 updates | Lou Truckley |
| 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 |  |
| 8:00 am | **CLOSED** | 1. **OPENING COMMENTS (DAILY)**    * 1. Call to Order/Quorum Check  * Verify only Subscriber Members are in attendance | Chair / PRI Staff |
| 8:05 am | 1. OP 1117 AUDITOR CONSISTENCY | PRI Staff |
| 12:00 PM – 1:00 PM |  | Lunch Break |  |
| 1:00 pm | **OPEN** | **1.0 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 |
| 1:20 pm | 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 |
| 2:20 pm | 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 |
| 3:00 pm – 3:15 pm | BREAK |  |
| 3:15 pm | 1. Supplier Report & Discussion    * Supplier report out of activities and requests for NDT Task Group action if required | Gary White |
| 3:45 pm | 1. Technical Issues and Open Discussion Items    * Address and review new issues relating to the NDT industry and Nadcap | PRI Staff |
| 4:30 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. | | |
| 10:45 am | **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 am | 1. Report Out on the Planning & Operations Meeting | Dave Royce |
| 11:00 am | 1. SSC Report Out on the SSC Meeting | Gary White |
| 11:35 am | 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 |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair |
| 1:05 pm | 1. Technical Issues and Open Discussion Items - (Cont’d.)  * Address and review new issues relating to the NDT industry and Nadcap | PRI Staff |
| 1:45 pm | 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 | PRI Staff |
| 3:45 pm | 1. Method Team – Report Out | PRI Staff |
| 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/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair |
| 8:05 am | 1. New Business    * Subscriber Communications with the supply chain “Newsletters/ Symposiums”    * Review Supplier Membership Status    * Any other business | PRI Staff |
| 9:15 am | 1. Ad Hoc Team Break Out | PRI Staff |
| 10:00 am – 10:15 am |  | Break |  |
| 10:15 am | **OPEN** | 1. Ad Hoc Team Report Out | PRI Staff |
| 11:00 am | 1. Develop Agenda for February 2016 Nadcap Meeting | PRI Staff |
| 11:15 am | 1. RAIL & Clarification Database Review | PRI Staff |
| 11:45 am | 1. Meeting Facilitation Feedback | Chair |
| 12:00 pm | ADJOURNMENT | Chair |