**CONFIRMED MINUTES**

**JUNE 24-25, 2015**

**MONTRÉAL, QUÉBEC, CANADA**

**These minutes are not final until confirmed by the Task Group in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Task Group and shall not be considered as such by any agency.**

**WEDNESDAY, 24-JUN-2015 to THURSDAY, 25-JUN-2015**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Aerospace Quality Systems (AQS) Task Group was called to order at 8:00 a.m., 24-Jun-2015 by Robin Borrelli.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

A quorum was established with the following representatives in attendance:

***Subscriber Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Robin | Borrelli | The Boeing Company | Chairperson |
|  | Saeed | Cheema | Cessna Aircraft Company |  |
| \* | Russell | Cole | Northrop Grumman Corporation | Vice Chairperson |
| \* | Christopher | Davison | Spirit AeroSystems |  |
| \* | David | Day | GE Aviation |  |
|  | Tony | Marino | The Boeing Company |  |
| \* | Angelina | Mendoza | UTC Aerospace (Goodrich) |  |
| \* | Scott | O'Connor | Honeywell Aerospace | Secretary |
|  | Albert | Perez | Lockheed Martin Corporation |  |
| \* | David | Staten | Eaton Aerospace Group |  |

***Other Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Michael | Dudley | Aerocom Inspection Service Limited |  |
|  | David | Mailes | Paulo Products - American Brazing |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Susan | Frailey |

## Safety Information

## Reviewed Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

## Presented the Antitrust Video

# Review/Accept– open

## Review Agenda

The June 2015 agenda was reviewed and new business items were noted for discussion.

## Approval of Previous Meeting Minutes

Motion made by David Day and seconded by Angelina Mendoza to approve the March 2015 Task Group Meeting minutes as written. Motion passed.

The minutes from March 2015 Task Group Meeting in Berlin, Germany were approved as written.

## Membership Review

The membership status of the current voting members was reviewed. At this time, there are no issues or concerns with membership.

## Succession Plan

The succession plan was discussed and approved. Scott O’Connor will assume the role of Vice Chairperson and David Day will assume the role of Secretary in October 2015. Robin Borelli will remain as the Chairperson until 01-Jul-2016. After that, Scott O’Connor will assume the role of Chairperson. A new Vice Chairperson will be pursued at that time as well.

# AQS Task Group Tutorial (AS Necessary) – open

The AQS Task Group tutorial was given. No comments.

# AQS RAIL Review/Update– open

The Rolling Action Item List (RAIL) was reviewed. Open actions were reviewed and updated as necessary.

For specific details, please see the current AQS Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

# MiscELLANEOUS Reporting– open

## Supplier Support Committee (SSC) Report-Out

The SSC report was not given as there were no suppliers in the room.

## Nadcap Management Council (NMC) AQS Metrics

The NMC metrics for AQS were reviewed. All present meeting attendees were reminded of where the metrics are located in eAuditNet.

## Audit Observations

Audit observations that were completed were discussed. Details of other discussions regarding audit observations can be found in the closed session of the minutes.

## Certification Body Notifications (including Exclusions)

The chart of the number of notifications that were made regarding Certification Bodies were reviewed. No comments.

## Delegation

## Delegation metrics were reviewed for both AQS Staff Engineers, Michael Gutridge and Susan Frailey. Both Staff Engineers have been approved to maintain their delegation.

## Liaison Meeting Report-Out

Robin Borrelli reported out the topics of the AQS Liaison meeting that took place on Tuesday evening, 23-Jun-2015. The major topic discussed was the difference between non-compliance and non-conformance. It was agreed upon at the meeting that the term non-compliance is contractual, and non-conformance is more applicable to checklist content.

# AQS auditor training update– open

The number of auditors that have taken the alternate training session was given. As of June 2015, there have been seven (7) auditors that have completed this training. There are still three (3) auditors that need to enroll and complete this training. The previous training process was to send the results to the AQS Task Group members for their approval after review and allow comments from Susan Frailey. Approval of auditors who had completed training was decided by the AQS Task Group.

Motion made by David Day and seconded by Russ Cole for the AQS Task Group to delegate Susan Frailey to approve auditors that have taken the alternative AQS training. Motion Passed.

# Ac7004– open

There are no suggested changes to the current AC7004 checklist. The timeline of the upcoming revision of AS9100 was discussed. Once the final draft of AS9100 is approved, the Task Group will begin revising the AC7004 checklist and corresponding handbook. Training will be developed for the AQS auditors for the new revision of the checklist once released.

# Memorandum of Understanding (MOU) discussion– open

The draft version of the MOU with other Task Groups was reviewed, along with comments that were sent back from the first review. Verbiage was changed to accommodate the comments received. The AQS Task Group is hoping to have a final version of this MOU, ready for signatures at the October 2015 Nadcap meeting.

ACTION ITEM: Susan Frailey to send updated MOU to commodity Staff Engineers for review with their Task Group Chairs. (Due Date: 17-Jul-2015)

ACTION ITEM: Susan Frailey to have final draft of MOU printed and ready for signatures of Task Group Chairs. (Due Date: 17-Oct-2015)

# Data collection – open

The Top 11 NCRs for AQS were reviewed. No comments

# auditor conference – open

The Auditor Conference Sub-team reviewed the presentations for the Auditor Conference with those meeting attendees present. All comments made were incorporated into the presentations. All subscriber members of the Task Group are encouraged to attend the training to be given on Saturday, 17-Oct-2015.

ACTION ITEM: Auditor Conference Sub-team presentations are due to Susan Frailey. (Due Date: 04-Sept-2015)

# procedure appendix review – open

OP1114 Appendix AQS (Additional Requirements for the Aerospace Quality Systems Task Group) was reviewed to ensure the formatting and information contained was correct. Several changes were made and this document will need to be balloted to the Task Group for approval.

ACTION ITEM: Susan Frailey to ballot OP1114 Appendix AQS to the Task Group. (Due Date: 17-Jul-2015)

OP1116 Appendix AQS (Guidelines for Selection of Auditors of Quality Systems) was reviewed to ensure the content was current. Several changes were made and this document will need to be balloted to the Task Group for approval.

ACTION ITEM: Susan Frailey to ballot OP1116 Appendix AQS to the Task Group. (Due Date: 07-Aug-2015)

# Report out from Planning & Operations (P&O) meeting – open

Topics presented during the Planning & Operations meeting included: the inability for the Task Group to decline the Risk Mitigation process for suppliers that do not have aerospace customers/work, the proposed update to the Observer form (t-frm-01) to add contract flow down, the creation of a NMC sub-team for audit effectiveness, the review and proposal for establishing a group (separate Task Group (TG) or within a TG) to accredit AMS2750 Pyrometry calibration service providers.

# New Business – open

## Exceptions/exclusions taken to sections of AC7004 were discussed. It was decided that there are no allowed exception/exclusions to be taken to any section of AC7004, the checklist must be audited to in its entirety. When the new revision of the checklist is being worked on, a statement will be added to the Scope section regarding this issue. This was added to a current item on the AQS RAIL for the upcoming revision of AC7004.

# Review of Action and new Agenda items – open

Action items were reviewed. One new agenda item is to be added to the October 2015 Nadcap Meeting agenda for the AQS Task Group regarding how the AQS Task Group decides on how auditors are determined to be observed.

ACTION ITEM: Susan Frailey to add line item for the topic of how the AQS Task Group decides on how auditors are determined to be observed to the October 2015 AQS Agenda. (Due Date: 17-Jul-2015)

# opening comments – closed

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting. The Anti-trust video was seen by all.

# staff engineer delegation – closed

Delegation was reviewed during the open portion of the meeting. See Section 5.5.

# AUDIT / AUDITOR REVIEW – closed

There were no audits or auditors that needed discussion.

# OP 1117 auditor consistency – closed

Susan Frailey was issued an Nonconformance Report (NCR) during the PRI Internal Audit for the lack of an Auditor Open Communication Plan, as dictated by Operating Procedure OP1117 (Auditor Consistency) for the AQS Task Group. Susan Frailey has requested for the Task Group to help generate and find a place to keep this Auditor Open Communication Plan. The Communication Plan was completed and agreed upon by the Task Group members in attendance. The Communication Plan will be stored in eAuditNet, in the AQS Forum (work area).

ACTION ITEM: Susan Frailey to post the Auditor Open Communication plan in eAuditNet. (Due Date: 25-Jun-2015)

It was suggested that t-frm-01 (Observer Feedback Form) needs to be revised to either add an N/A answer option for the technical competence section, or expand the definition of selecting N/A. The current form does not address if the overseer is technically capable or not. Currently N/A is used for those areas that were not observed.

ACTION ITEM: Susan Frailey to send suggested addition to the N/A definition on the t-frm-01 (Observer Feedback Form) to Michael Graham. (Due Date: 25-Jun-2015)

The Task Group asked Susan Frailey to communicate with the other Staff Engineers to ask if they can remind their Task Group members that when an observation audit includes an AQS audit, the Observer will have to sign up to observe both the special process and the AQS audit together.

ACTION ITEM: Susan Frailey to send an email requesting other Staff Engineers to remind their Subscribing Task Group members about signing up for a conjoined AQS audit observation if there is one available. (Due Date: 31-Jul-2015)

# NEW BUSINESS – closed

A 9100/OASIS NMC sub-team has been created with Susan Frailey as the PRI staff representation. Susan has asked the AQS Task Group for recommended actions that could be taken if a Nadcap accredited supplier’s 9100 certification is suspended, withdrawn, or expired through the OASIS database, on behalf of this sub-team. The AQS Task Group gave recommendations accordingly which Susan will bring back to the next NMC sub-team meeting for further discussion.

ADJOURNMENT – 25-Jun-2015 – Meeting was adjourned at 3:00 p.m.

Minutes Prepared by: Scott O’Connor : scott.o'connor@honeywell.com

For specific details, please see the current AQS Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

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| --- | --- | --- |
| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*  Are procedural/form changes required based on changes/actions approved during this meeting? (select one)  YES\*  NO  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
| OP 1114 Appendix AQS | Susan Frailey | 17-Jul-2015 |
| OP 1116 Appendix AQS | Susan Frailey | 07-Aug-2015 |