**CONFIRMED MINUTES**

**JUNE 22-25, 2015**

**MONTREAL, QUEBEC, 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.**

**MONDAY, JUNE 22 to THURSDAY, JUNE 25**

1. **OPENING COMMENTS**
	1. Call to Order / Quorum Check

The Chemical Processing Task Group (CPTG) was called to order at 8:00 a.m., 22-Jun-2015.

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 |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| \* | Hal | Abel | Raytheon Company |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries, Ltd. |  |
| \* | Malik | Boutoba | Airbus Helicopters |  |
|  | Katie | Bradley | Lockheed Martin Corporation |  |
|  | Michael | Brewer | Spirit AeroSystems Inc. |  |
| \* | Carleen | Brubaker | Airbus |  |
| \* | Mike | Coleman | The Boeing Company |  |
| \* | Katelyn | Crowley | Bell Helicopter |  |
|  | Félix | Danylo | Heroux-Devtek Inc. |  |
|  | Branden | Davis | Sikorsky Aircraft |  |
| \* | Karyn | Deming | UTC Aerospace (Goodrich) | Chairperson |
|  | Angela | Hartner | Bombardier Aerospace |  |
| \* | Gerald | Harvey | Triumph Group |  |
| \* | Stephen | Judge | Bombardier Aerospace |  |
| \* | Kazuhiro | Kajima | Mitsubishi Heavy Industries, Ltd. |  |
| \* | Martin | Kolinko | Eaton, Aerospace Group |  |
|  | Takuya | Konno | Mitsubishi Heavy Industries, Ltd. |  |
| \* | Caroline | LeClair | U. S. Air Force |  |
| \* | Marc-Andre | Lefebvre | Heroux-Devtek Inc. |  |
|  | Eric  | LeFort | Sonaca |  |
| \* | Susan | Lewis | Lockheed Martin Corp. |  |
|  | Adrien | Maffre | Airbus Helicopters |  |
| \* | Nick | Magnapera | BAE Systems Inc. |  |
| \* | Veronique | Marcel | SAFRAN Group |  |
|  | Steve | McDonough | Triumph Group |  |
|  | Frank | McManus | Lockheed Martin Corporation |  |
| \* | Marc | Montreuil | Heroux-Devtek Inc. |  |
|  | Stephen | Mota | Bombardier Aerospace |  |
|  | Andrew | Murphy Jr | The Boeing Company |  |
| \* | Jim | O'Shea | GE Aviation  |  |
|  | Luis Gustavo | Pacheco | Embraer SA |  |
| \* | Jeremy | Phillips | Cessna Aircraft Company |  |
|  | Lina | Prioletta | Bombardier Aerospace |  |
|  | Michael | Riley | UTC Aerospace (Goodrich) |  |
|  | Carl | Roche | Bell Helicopter Textron |  |
|  | Sonal | Shah | Lockheed Martin Corporation |  |
|  | Munan | Singhal | Lockheed Martin Corporation |  |
|  | Barry | Snitzer | Rolls-Royce Corporation |  |
| \* | Steven | Starr | Honeywell Aerospace |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
| \* | Zia | Usmani | BAE Systems – MAI (UK) |  |
| \* | Shawn | Vierthaler | Spirit AeroSystems Inc. |  |
| \* | Michael | Vosatka | Rockwell Collins |  |
| \* | Gene | Wallace | Triumph Group |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Mark | Airey | Robert Stuart Ltd. |  |
|  | Matthew | Akin | True Logic Company |  |
| \* | Philliph | Brockman | TechMetals, Inc. |  |
|  | Sean | Carvalho | Strite Precision Machining Limited |  |
|  | Ana | Celaya | New Hampshire Ball Bearings Inc. |  |
| \* | Stephane | Chaumeil | Galion |  |
|  | Ron | Cohen | Israel Aerospace Industries |  |
|  | Ronald | Colon | Palmetto Plating Company Inc. |  |
|  | Charles | Costello | Sun-Glo Plating Company |  |
|  | John | Cutch | Palmetto Plating Company |  |
|  | Hocine | Djellab | Anodisation Quebec |  |
|  | Stephane | Dufresne | Melocke Group |  |
|  | Paul | Frank | Palmetto Plating Co. |  |
| \* | Nathan | Gangloff | RBC Aircraft Products Inc. |  |
|  | Crystal | Honea | Palmetto Plating Co., Inc. |  |
| \* | Eric | Jacklin | F.M. Callahan & Son Inc. |  |
|  | Saeid | Khosravizadeh | Verdun Anodizing Inc. |  |
| \* | Richard | Kline | X-Ray Industries |  |
| \* | Cindy | Klingler | AAA Plating & Inspection Inc. |  |
|  | Rick | Kuhns | Bristol Industries |  |
|  | Yanick | Lavallee | RTI Claro |  |
|  | Al | Maldonado | Tech Met Inc. |  |
| \* | Rosa | Martin | Superior Plating |  |
| \* | Simone | Murphy-Fickenworth | Chrome Plus International |  |
| \* | Julie | Nguyen | Element Materials Technology |  |
| \* | Michael | Noettl | Magnetic Inspection Laboratory Inc. |  |
|  | Brynn-Marie | O'Neil | Ellison Surface Technologies |  |
|  | Marcus | Owens | Timken |  |
|  | John | Parker | Precision Plate Ltd. |  |
|  | Amanda | Pelkey | Ellison Surface Technologies |  |
|  | Scott | Peterson | BeyondRelations, LLC |  |
|  | George | Petrescu | Ultraspec Inc. |  |
|  | Hector | Pichardo | Curtiss Wright Controls Inc. Eng. Systems |  |
| \* | Dennis | Reidy | CIL Inc. |  |
| \* | Jim | Ringer | Tech Met Inc. |  |
| \* | Tammi | Schubert | Helicomb International |  |
|  | Staci | Sorgee | Palmetto Plating Company, Inc. |  |
| \* | Jerry  | Wahlin | AAA Plating & Inspection Inc. |  |
|  | Wilfried | Weber | PFW Aerospace GmbH |  |
|  | Houman | Zarkesh | Verdun Anodizing |  |
|  | Maghnia | Zenifeche | RTI Claro |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Nigel | Cook |

* 1. Safety Information:
	+ Reviewed Fire Exits from Meeting Room.
	+ Informed attendees to contact Performance Review Institute (PRI) staff person with any emergencies.
	1. Reviewed Code of Ethics (Referenced: Attendees’ Guide) and Meeting Conduct.
	2. Presented the Antitrust Video (only at the first open and first closed meeting of the week for each Task Group).
	3. Approval of the minutes of the previous meeting.

Motion made by Jim Ringer and seconded by Mike Coleman to approve the minutes of the last meeting. Motion Passed.

* 1. Reviewed Agenda.
1. **REVIEW DELEGATION STATUS – CLOSED**

The delegation trackers, t-frm-07s, of the delegated audit report reviewers, Mike Graham, Nigel Cook, Bill Dumas, and Robert Nixon were reviewed. They all exceeded criteria for maintaining delegation and the Task Group voted to continue their delegation.

Motion made by Jim O’Shea and seconded by Shawn Vierthaler for delegated reviewers to maintain delegation. Motion Passed.

The tracker for the non-delegated reviewer John (Jack) Holman was also reviewed.

ACTION ITEM: Nigel Cook to check John (Jack) Holman’s delegation tracker to remove Subscriber audits and advise Jack accordingly. (Due Date: 15-Jul-2015)

1. **SUBSCRIBER AUDITS – CLOSED**

There are no open scope exceptions.

1. **AUDITOR CONSISTENCY (OP 1117) - CLOSED**

Nigel Cook reviewed Mike Stolze’s presentation on auditor consistency.

The Task Group is green for the 5 dashboard metrics. If you want to observe an audit then please contact Robert Nixon, rnixon@p-r-i.org, to help identify suitable audits.

1. **RISK MITIGATION (OP 1110) - CLOSED**

Mike Stolze was not present.

There was a general discussion. Some concerns were expressed regarding the time taken to review audits and other work commitments. Veronique/Malic reviewed an audit with 23 Non-conformance Reports (NCRs), they have already spent two days on it and many NCRs are still open. Various people who have reviewed audits feel there is a general lack of understanding of root cause by the suppliers. It is typically taking 30 minutes to 60 minutes per NCR.

If you have ideas on how to improve the navigation menus and screen content, e.g. have the supplier discussion thread visible in risk mitigation team review, then please let Nigel Cook, ncook@p-r-i.org, know.

1. **RESOLUTION BY TASK GROUP ISSUES – CLOSED**

**(Nigel Cook) Audit 164779:** Auditor raised an Observation NCR because the Supplier used a sub-contract laboratory for periodic testing and although that laboratory had an ISO17025 accreditation the scope of the accreditation only included calibration, it did not include testing. An email was sent to the Subscriber Members and they responded saying that a scope of just calibration is not acceptable to meet the intent of AC7108 para 3.5.2.

Motion made by Susan Lewis and seconded by Zia Usmani that a sub-contract laboratory used for solution analysis and/or periodic testing that is approved to ISO17025 must have “testing” in the scope of accreditation. Motion Passed.

ACTION ITEM: Nigel Cook to amend the Chemical Processing (CP) Audit Handbook and AC7108 (1.2 and 3.5.2) to clarify that the ISO17025 accreditation must include the scope of “testing”. (Due Date: 20-Oct-2015)

ACTION ITEM: Nigel Cook to issue an auditor advisory to clarify that the ISO17025 accreditation for sub-contract testing must include the scope of “testing”; a scope of just calibration is not acceptable. (Due Date: 31-Jul-2015)

**(Mike Graham) Audit 163950 NCR#7:** Requirements AC7108 Rev G paragraph B5.3 is the salt spray test performed in accordance with specification requirements? When questioned and observed, the operator is placing both collection funnels in the chamber in the far corners of the chamber on 2 corners. Paragraph 10.2 and figure 1 of ASTM B117 says to position the collectors one nearest to the nozzle and other furthest away from any nozzle [a near and a far as per figure 1] since this could affect salt spray results -this finding could be elevated.

The audit reviewer raised it to a major NCR because they considered it a violation of the technical requirements of the test specification. The supplier has contested this and the reviewer is asking the Task Group for their interpretation. The Task Group reviewed ASTM B117.

Motion made by Mike Coleman and seconded by Gene Wallace that the arrangement of collectors defined in the NCR does not meet specification requirements and is therefore a major NCR. Motion Passed.

**(Nigel Cook) Audit 164828**: Auditor raised an Observation NCR because the batch number of the Alodine touch-up pen was not traceable to the parts to which it was applied. One of the pens used in the audit had passed its expiry date. There is no specific requirement in AC7108 for traceability; the only requirement is in AC7108/1 for paint. If the pen is considered a small process tank then the checklist does require traceability to the tank, however there is nothing in AC7108 section 5.15, brush plating that requires batch traceability. It was felt that the present question in the checklist regarding control of materials for shelf life was sufficient.

Motion made by Susan Lewis and seconded by Jeremy Phillips to leave the checklist AC7108 as it is for traceability. Motion Passed.

**(Mike Graham) Audit 156695:** Audit was closed with 12 months merit because there were specification violations and the supplier had not received confirmation of no impact from the design authorities prior to closure of the audit. The audit was closed on 1st December 2014 and in May 2015 the Supplier emailed Mike Graham with information that the design authority had provided confirmation of no impact. Mike advised the supplier that the 10 day appeal period in OP 1113 (previously NOP-001) had passed and there was nothing that could be done. The Supplier asked for it to be discussed at the Task Group. The Task Group stated they are required to work to the Operating Procedure requirements and the merit has to remain as awarded at the time of audit closure, subject to the appeal process.

Motion made by Jim O’Shea and seconded by Gene Wallace that the Supplier raise this issue through the Supplier Support Committee (SSC) to Nadcap Management Council (NMC). Motion Passed.

**(Mike Graham) Audit 164390:** Are the attached “certifications” acceptable to the Task Group as evidence of compliance with MIL-PRF-23377. The issue is that there is no signed statement that the material complies with the MIL-SPEC.  It can be inferred, but the language at the bottom of the 2nd paragraph of the Certificate of Analysis provides a disclaimer that “no representations or warranties expressed or implied are made”. Raytheon does get a CofC that it complies to the specification. Sherwin Williams is an approved supplier of MIL-PRF-23377 and are listed on the QPL. The MIL-PRF-23377 specification requires the paint to be supplied as a kit and evidence that the batch of the kit conforms to requirements (3.4 and 6.3.1)

Things to consider:

* What did the Purchase Order (PO) from the Nadcap accredited Supplier to Sherwin Williams ask for?
* There should be a CofC stating compliance for a specific batch.

**Self-Audit**: Mike Graham has asked for our views, on behalf of NMC, regarding the need for the supplier to conduct a self-audit and submit it to the Auditor 30 days prior to the Nadcap audit. Some concerns were expressed if it was to be done electronically:

* How long will the audit be available for the supplier since they may do the audit in bits, e.g. anodize audit in January, Electroplating in February, etc.
* The CPTG does not require every process to be audited every year so how would this be covered, would each self-audit contain the ability to do every process but the completion check would not be required.

Motion made by Jim O’Shea and seconded by Susan Lewis to retain this requirement in our checklist. Motion Passed.

**(Mike Graham) Audit 163015 NCR3:** I’m reviewing the following NCR and the supplier is requesting resolution by TG. Would you be able to pull together a few subscribers before or after the meeting today or tomorrow to address this? This is the only NCR remaining open in this audit and I would prefer not to have the audit wait another 7 days for Task Group review. The auditor identifies a concern that the coating was damaged. The supplier contends that they are compliant with the requirements and there is no need to notify the design authority.

Motion made by Mike Coleman and seconded by David Neal that the supplier is compliant to the requirements and that the NCR should be voided. Motion Passed.

1. **VOTING MEMBER APPROVAL & COMPLIANCE WITH VOTING REQUIREMENTS – OPEN**

The following requests for voting membership were received:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **First Name** | **Surname** | **Company** | **Voting Member Type** | **Meetings Attended(Month/Year)** |
| Ms. | Carleen | Brubaker | Airbus | Subscriber Voting Member (UVM) | Mar-2015 | Jun-2015 |
| Mr. | Stephen | Judge | Bombardier Aerospace | (UVM) | Mar-2015 | Jun-2015 |
| Ms. | Caroline  | LeClair | U. S. Air Force (Hill AFB) | (UVM) | Oct-2014 | Jun-2015 |
| Mr. | Nathan | Gangloff | RBC Aircraft Products Inc. | Supplier Voting Member (SVM) | Oct-2013 | Oct-2014 |
| Mr. | Brian | Zentis | LORD Corporation | Alternate Supplier Voting Member (ALT/SVM) | Oct-2013 | Oct-2014 |
| Mr. | Kazuhiro | Kajima | Mitsubishi Heavy Industries, Ltd. | Alternate Subscriber Voting Member (ALT/UVM) | Mar-2015 | Jun-2015 |
| Mr. | Augusto | Albolino | Alenia Aermacchi Spa | (SVM) | Oct-2014 | Mar-2015 |

Motion made by Susan Lewis and seconded by Michael Vosaka to approve the above voting members. Motion Passed.

ACTION ITEM: Nigel Cook to arrange for eAuditNet to be updated for the new voting members. (Due Date: 15-Jul-2015)

Review of compliance to voting requirements.

ACTION ITEM: Nigel and Karyn to contact the people who have not met requirements to determine if there are extenuating circumstances and act accordingly. (Due Date: 31-Jul-2015)

# NEW SUPPLIER ORIENTATION – OPEN

Eric Jacklin reviewed the presentation on the Supplier Mentoring Program.

# Contract Flowdown – Open

Mike Coleman gave a review of Boeing’s Contract Flowdown requirements.

1. **NADCAP MANAGEMENT COUNCIL (nmc) Metrics & Auditor Capacity – open**

Nigel Cook reviewed the NMC metrics, auditor capacity and International Traffic in Arms Regulations (ITAR) balance charts.

# cp/ Non-Destructive Testing (ndt) ac7108/2 proposal – OPEN

Nigel Cook gave an update on the status of the CP/NDT Sub team for Pre-Penetrant Etch (PPE) and Etch Inspection.

The AC7108/2 Rev E checklist that was approved has not been issued because a number of the new questions were later identified as being in violation of PD 1100 (NOP-002) requirements for checklist criteria. AC7108/2 Rev F has now been balloted to the Task Group to remove those questions and there is a meeting on Tuesday evening to resolve the comments.

There has also been discussion between CP and NDT staff members and it has been agreed to work towards including the etch checklists within either a CP audit or an NDT audit – in the present system the etch checklist was entered as a CP audit even though it was done in conjunction with an NDT audit.

Plan of implementation:

* Approve the Memorandum of Agreement (MoU) based on the new system.
* Complete the ballot of AC7108/2 Rev F.
* Retrain the auditors at the October Nadcap Meeting
* Cross training of CP and NDT Audit Reviewers.
* Amend the Preliminary Questionnaires (PQs) for CP and NDT to include the new scope structure.
* Implement the new system 01-Jan-2016.

Motion made by Steve Starr and seconded by Hal Abel to approve the draft MoU as written and implement for audits starting 01-Jan-2016. Motion Passed.

ACTION ITEM: A sub team of Steve Starr, Mike Noettl, Jeremy Phillips, Dave Neal and Nigel Cook was appointed to develop training modules on etch processing, solution control and etch rate testing that will be used for both New Auditor and Audit Reviewer training for delivery by January 2016. (Due Date: 20-Oct-2015)

1. **Checklist stategic plan - OPEN**

Steps required:

Update checklists to be consistent with AC7108 Rev G (were written when AC7108 was at Ref F)

Ballot checklists to NMC

Create electronic versions and test them

Roll out January 2016

# AUDITOR CONFERENCE – open

The Team Leads reviewed the selected topics for the auditor conference.

|  |  |
| --- | --- |
| **Training Topics** | **Team Members** |
| **SATURDAY** |  |
| NCR Issues: Voided NCRs, NCR Grouping, NCR Clarity & Classification. What is systemic, repeat NCRs, Main & Satellite Audit NCRs | **Robert Nixon**An eAuditNet report on voided NCRs and auditor evaluation comments will be run mid-September to identify common issues and a presentation will then be developed. |
| Job Tracker: Editing an existing tracker, Adding ITAR Jobs, Job Selection. Formatting and Colors. | **Nigel Cook**Over the years we have been using the job tracker there has been inconsistency in the way it has been completed and the rules on entering export controlled jobs has changed. Based on this and the time needed to edit old trackers to the new requirements PRI Staff took the decision to start using a new tracker and an auditor advisory was issued on 1st June.The first audit using the new tracker will also include a copy of completed old tracker. Audit Reviewers have been instructed to diligently enforce the new guidelines for completing the tracker and mark down the auditor evaluation where it has not been correctly completed.In September a report will be run in eAuditNet to identify common issues and a presentation completed based on the findings. |
| ITAR/ Export Administration Regulations (EAR): General Refresher, Auditor Comments against checklist paragraphs, NCR Writing for ITAR issues. | **Robert Nixon**Nothing to present at the moment |
| Auditor Advisories: Review of advisories issued since the last conference | **Nigel Cook**Nothing to present now, this will just be a review of the auditor advisories issued since the previous auditor conference. |
| Auditor Consistency: Review of issues from the previous year and. How to do a job audit (check LMS Training). | **Mike Stolze/ Robert Nixon** |
| Auditor Feedback on the Audit Process & Checklist Clarity:  General discussion forum. Send out email beforehand to get feedback on discussion items. | **Nigel Cook**Nothing to present, this is an open discussion item. |
| AC7108 Section 5.4 and 5.5: How deep do you go into AMS2750 requirements, especially ones that are not in AC7108. | **Nigel Cook**Nothing to present at the moment, this will review the sections/questions in 5.4 and 5.5 and what is required for compliance. |
| **SUNDAY** |  |
| Salt Spray Testing  | **Lead/Staff Engineer (SE) -** **Veronique Marcel/Nigel Cook**Malik Boutoba, Zia Usmani, Stephan Chaumeil.   |
| Painting  | **Lead/SE -** **Phillip Nash, Nigel Cook**Mike Coleman, Steve Judge, Mike Noettl |
| Sol Gel Bonding  | **Lead/SE -** **Mike Coleman, Robert Nixon**Rick Wire (Boeing) to provide presentation or movie will be provided. Gene Wallace could provide a power point for backup. |
| Metallurgy : reasons different alloys and heat treat tempers are used | **Lead/SE -** **Zia Usmani, Nigel Cook**Marc Montreuil, Steve StarrThe sub-team meeting had to be re-arranged at short notice and only a couple of sub-team members could make the new time. An outline of the contents was put together by those present |
| Identification of Peened hardware  | **Lead/SE -** **KT Quadar**, **Nigel Cook**Nothing done on this yet. |
| Contract Flowdown  | **Lead/SE - Mike Coleman/Robert Nixon**This is the presentation that Mike Coleman is giving at this Task Group meeting. |
| Ti-Cad Plating  | **Lead/SE** - **Mike Coleman/Robert Nixon**Mike to contact Boeing (Louis Tran) representative for this presentation Overview plus anything critical that would enhance the understanding. |
| IVD  | **Lead/SE -** **Hal Abel, Robert Nixon**Jerry Wahlin Hal has to run everything past his legal department but should have something by mid-July. |
| CP/NDT Checklist Changes | **Lead/SE -** **Nigel Cook/Mike Gutridge – Joint CP/NDT Training**.This will review the training that was presented last year but updated to address the amended the certification requirements. |
| NMC Audit Effectiveness Sub Team | More detail to be provided but they want an hour in each TG Training session. |

1. **Approval of the auditor handbook and audit review guidelines – OPEN**

Nigel Cook gave a review of the changes to the Auditor Handbook.

Motion made by Tammi Schubert and seconded by Susan Lewis to approve the changes. Motion Passed.

ACTION ITEM: Nigel Cook to issue the amended Audit Handbook. (Due Date: 15-Jul-2015)

Nigel Cook gave a review of the changes to the Audit Review Guidelines for approval.

Motion made by Zia Usmani and seconded by Susan Lewis to approve the changes. Motion Passed.

ACTION ITEM: Nigel Cook to issue the amended Audit Review Guidelines. (Due Date: 15-Jul-2015)

# AUDITOR CONSISTENCY (OP 1117) - open

Nigel Cook reviewed Mike Stolze’s presentation on auditor consistency.

Calibration/Control of thickness standards (AC7108 App. B Section B16): Are they required to be re-calibrated of just disposed of if visually damaged. There are many types of thickness standards so controls may be different.

ACTION ITEM: A sub-team of Mike Coleman (Lead), Carleen Brubaker, Stephen Judge, Charlie Costello and Nigel Cook to draft a proposal for inclusion in the Audit Handbook and AC7108 App B section B16 regarding calibration of various types of thickness standards. (Due Date: 20-Oct-2015)

Job Audit requirements for internal and self-audits (AC7108 para 2.1 and AC7108 para 3.11). Mike Stolze was looking into this but no feedback at present. Sub-Team: Tammy Schubert, Dennis Reidy, Simone Murphy-Fickenworth.

ACTION ITEM: A sub-team of Mike Stolze (Lead), Tammy Schubert, Dennis Reidy, Simone Murphy- Fickenworth and Nigel Cook to draft a proposal for inclusion in the Audit Handbook and AC7108 2.1.1 and section 3.11 regarding job audit requirements for internal and self-audits. (Due Date: 20-Oct-2015)

1. **review of op 1114 appendix cp – OPEN**

Nigel Cook gave of review of the proposed changes to OP 1114 Appendix CP. A concern was raised over lowering the minimum job audits per audit from four to one; however, the Task Group did not oppose the change.

ACTION ITEM: Nigel Cook to ballot the amended OP 1114 App CP. (Due Date: 31-Jul-2015)

# NMC summary report

Karyn Deming reviewed the CP, Planning & Operations (P&O) and NMC reports with the Task Group.

# REPORT OUTS – OPEN

**Nadcap Management Council (NMC):** Karyn Deming gave a report out from the NMC meeting.

NMC are creating a requirement for all Suppliers to complete a self-audit on eAuditNet 30 days prior to their Nadcap audit.

**Supplier Support Committee (SSC):** Eric Jacklin gave a report out from the Supplier Support Committee (SSC) meeting.

**Aerospace Quality System (AQS):** Mike Coleman gave a report out regarding his role as the AQS representative. The AQS group is considering whether to carry out a review of Commodity checklists for compliance to PD 1100.

**Planning and Operations (P&O) Closed:** Karyn Deming gave a report out on the Planning and Operations and closed meeting.

* **Pyrometry:** Task Groups to select a representative (Measurement & Inspection (M&I), Materials Testing Laboratory (MTL), Heat Treat (HT), Composites (COMP),Coatings (CT) and CP) to join a sub team which will be chartered with determining if accreditation of subcontractors who perform outsourced pyrometry should be addressed within Nadcap (and if so, where it should be addressed). There were some concerns expressed:
	+ Would it be mandated via the checklist (violates PD 1100)
	+ The impact for all the processors if the pyrometry lab fails the audit or has a major NCR.
	+ If a Supplier has the “shorter” audit because they use the approved pyrometry lab and that lab then fails what will happen to the length of the Supplier’s audit.
	+ If anybody has further comments please contact Tammi Schubert.
	+ Tammi Schubert volunteered to represent the CPTG. Mike Coleman volunteered to act as the alternate.

Motion made by Susan Lewis and seconded by Jim Ringer to have Tammi Schubert represent the CPTG. Motion Passed.

* + What portion of the pyrometry questionnaire would/would not be applicable to the Supplier.
	+ What about pyrometry labs that have multiple sites.
	+ What is the size of problem for CP (what percentage of CP audits have issues on this)
	+ The use of an “approved” pyrometry lab should ensure the pyrometry reports are correct and reduce the level of expertise required for a supplier.
	+ Agenda item for October meeting (Tammi Schubert)
* **Audit Effectiveness:** NMC have concerns regarding Nadcap Audit Effectiveness and require the issue to be discussed at Sunday Commodity Training sessions and a questionnaire completed and returned. An NMC representative will be available during the auditor conference for this presentation to provide context. Does the TG already have some of these issues addressed in their audit practices (job tracker, spec list, etc.)
* **Risk Mitigation:** Does the Task Group want to nominate a Subscriber Voting Member to participate in a team to review the Risk Mitigation process. Name to be given to Mike Graham. Mark Montreuil is already on that team.

**Chemical Processing - Supplier Action Team (CP-SAT):** Mike Noettl gave a report out from the CP-SAT meeting.

* **Supplier Training Session:** The CP-SAT requested agreement from the Task Group to the concept of a Staff Engineer leading a training session in the CP-SAT meetings since they felt it would improve attendance. The Task Group agreed to this.
* **SSC Representative:** Dave Michaud is no longer able to make meetings and has stood down as the SSC Representative for CP. The CP-SAT would like to nominate Eric Jacklin as the designated SSC representative and Tammi Schubert as the alternate representative should Eric not be able to attend; and ask for ratification from the Task Group Chairperson and CP Lead Staff Engineer. This was agreed by the Task Group Chairperson and CP Lead Staff Engineer.

ACTION ITEM: Nigel Cook to forward the names of the new SSC Representative and alternate to Connie Hess. (Due Date: 15-Jul-2015)

* **NMC Alternate:** The CP-SAT would like to request the Task Group approach NMC and request an alternate Task Group member be permitted should the nominated representative not be available. They also felt that the NMC Representative, Jim Cummings, should be permitted to nominate their alternate. It was noted that the Task Group NMC representative is a voting member. Authorization for an alternate voting representative must be acceptable to the NMC. The Task Group agreed to this.

ACTION ITEM: Nigel Cook to forward the request to NMC to allow alternates for the NMC Task Group Supplier Representatives. (Due Date: 15-Jul-2015)

* AMS2700: The latest revision of AMS 2700, Rev E, requires ASTM D1193 Type IV water to be used for immersion testing and copper sulfate testing. This standard of water requires a number of tests and its call out is not consistent with other specifications that allow water of ≤5µS. Views were also expressed that distilled water is not an acceptable test water because it can lead to false failures.

ACTION ITEM: A sub-team of Hal Abel (Lead), Steve Starr, Mike Noettl and Charles Costello to investigate the type of water called out by AMS 2700 Rev E for immersion and copper sulfate testing and whether distilled water can lead to incorrect test failures. (Due Date: 20-Oct-2015)

1. **review of auditor interview exam and interview process – OPEN**

Karyn Deming gave an overview of issues and concerns with the present method of interviewing auditor candidates. There is concern that the interview exam has become widely available.

Motion made by Hal Abel and seconded by Mike Noettl to leave the process as is but allow the interviewers to ask questions “outside the box” if they are concerned that the person has access to the exam. Motion Passed.

# review of changes to the audit scope document, s-frm-09

The changes made to s-frm-09 were reviewed. The changes do not affect the duration of audits.

Motion made by Steve Starr and seconded by Susan Lewis to accept the changes as written. Motion Passed.

ACTION ITEM: Nigel Cook to issue the new CP scope document. (Due Date: 31-Jul-2015)

1. **any other business – OPEN**

**(Robert Nixon) MIL-DTL-5541:** What is the correct approach to addressing the requirement of Mil-C/DTL-5541 for running test pieces with hardware? The presumption is that “with” indicates parts and hardware processing simultaneously.

Agreement could not be reached on a single interpretation of the specification. Per previous guidance, the Supplier is therefore required to get agreement from their customer(s) if they do not process test panels with an actual production run.

**(Karyn Deming) Audit 161118:** Recommend the Task Group review Appendix B14. The supplier uses a "field calibration" conductivity meter, which does not require the use of reference standards between annual calibrations. ASTM D1125 requires the use of known standard solutions for calibration; this field check is not to a traceable standard and is therefore not a calibration.

Motion made by Mike Coleman and seconded by Shawn Vertheiler that the field check is not to a traceable standard and is therefore not a calibration. Motion Passed.

ACTION ITEM: Nigel Cook to amend the Audit Handbook for AC7108 section B14, to clarify that the field check is not to a traceable standard and is therefore not a calibration. (20-Oct-2015)

**AMS2700:** Motion made by Stephane Chaumeil and seconded by Mike Noettl to issue an open Auditor Advisory to raise the issue regarding the requirement in AMS2700 to use ASTM 1193 type IV water for immersion testing and copper sulfate testing. The Task Group was opposed to this.

# meeting feedback and develop the agenda for the next task group meeting

Recent meetings have finished early on various days, could we not fill this time with sub-team/breakout activities.

Could have a bank of Any Other Business (AOB) that can be used to fill the time.

Should the closed meeting be at the end.

NMC and SSC typically have meetings on Mondays so not the best option to make Monday open.

Auditor conference feedback to be in the open meeting at the Pittsburgh meeting.

Closed to stay a full day at Pittsburgh

ADJOURNMENT – 25-JUN-2015 – Meeting was adjourned at 2:30 p.m.

Minutes Prepared by: Nigel Cook ncook@p-r-i.org

 Joyce Benkart jbenkart@p-r-i.org

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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\* [x]  NO [ ] \*If yes, the following information is required: |
| **Documents requiring revision:** | **Who is responsible:** | **Due date:** |
| Audit Handbook | Nigel Cook | 20-Oct-2015 |
| OP 1114 App CP | Nigel Cook | 31-Jul-2015 |
| sfrm09 | Nigel Cook | 31-Jul-2015 |
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