

# ELECTRONICS Task Group Meeting Agenda

February 22 - 26, 2016

NH Eurobuilding

Madrid, Spain

|  |  |
| --- | --- |
| **AC7119 Printed Boards** | **AC7120 Circuit Card Assemblies** |
| **AC7119/2 Flexible & Rigid-Flexible Printed Boards** | **AC7120/1 Circuit Card Assemblies Personnel Qualifications** |
| **AC7119/3 High Density Interconnect Printed Boards** | **AC7121 Cable & Harness Assemblies** |
|  | **AC7121/1 Cable & Harness Asssemblies Personnel Qualifications** |

The ELECTRONICS Task Group (ETG) 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.***

Monday, FEBRUARY 22, 2016

9:00 am

1.0 OPENING COMMENTS (DAILY)

9:30 am

2.0 REVIEW DELEGATION STATUS

9:45 am

3.0 SUBSCRIBER DISCUSSION

11:30 am

4.0 FAILURE CRITERIA REVIEW

12:15 am

5.0 AUDITOR CONSISTENCY AND OBSERVATIONS

1:00 pm – 2:00 pm

LUNCH BREAK

2:00 pm

1.0 Opening Comments (daily)

2:20 pm

6.0 Review and/or Accept

3:15 pm

7.0 Smart Checklist

4:15 pm

8.0 Long term Parts Storage

4:45 pm

9.0 Status of Cleaning & Coating IPC Committee

5:30 pm

10.0 ETG Strategy Roadmap Discussion

6:00 pm

ADJOURNMENT

Tuesday, FEBRUARY 23, 2016

8:00 am – 9:00 am

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

9:00 am

3.0 SUBSCRIBER DISCUSSION CONT.

10:15 am

1.0 Opening Comments & Introductions

10:20 am

11.0 Supplier Support Committee (SSC) Meeting Notification

10:30 am

12.0 Review Sub-Team Listing

10:45 am

13.0 Working Sessions (part 1)

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

13.0 Working Sessions (part 1 - cont.)

3:45 pm

13.0 Working Sessions (part 1 - cont.)

4:30 pm

ADJOURNMENT

5:00 pm – 6:30 pm

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

Wednesday, FEBRUARY 24, 2016

9:00 am

1.0 Opening Comments & Introductions

9:05 am

14.0 Create Presentations

9:30 am

15.0 Auditor/Subscriber/Supplier Feedback on Checklists and Quality and PRI output on NCR’s

10:00 am

16.0 AC7119/2 bfrm comment resolution

11:30 am

13.0 Working Sessions (part 2)

1:00pm – 2:00 pm

Lunch Break

2:00 pm

13.0 Working Sessions (part 2- cont.)

4:00 pm

13.0 Working Sessions (part 2 - cont)

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Thursday, FEBRUARY 25, 2016

9:00 am – 11:00 am

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

11:15 am

1.0 Open Comments

11:20 am

17.0 Various Report Outs

12:30 pm

18.0 Future Working Session Topics

1:00pm – 2:00 pm

Lunch Break

2:00 pm

19.0 AC 7121 bfm comment resolution

3:45 pm

20.0 New Business

5:00 pm

21.0 Meeting Closure Items

6:00 pm

ADJOURNMENT

Monday, FEBRUARY 22, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 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
 | Roy Garside |
| 9:30 am | 1. REVIEW DELEGATION STATUS
 | Staff Engineers |
| 9:45 am | 1. SUBSCRIBER DISCUSSION
	* 1. Technical discussions associated with audit packages
		2. Auditor Candidate Test Questions
		3. eAuditNet training for new Subscriber voting members (as necessary) (Topic Description)
 | Subscribers Only |
| 11:30 am | 1. FAILURE CRITERIA REVIEW
 | Subscribers Only |
| 12:15 am |  | 1. AUDITOR CONSISTENCY AND OBSERVATIONS
	* OP 1117 Auditor Consistency
	* OP 1118 Audit Observers
	* Auditor Data
 | Scott Meyer |
| 1:00 pm – 2:00 pm |  | LUNCH BREAK |  |
| 2:00 pm | **OPEN** | **1.0 Opening Comments (daily)** 1.1 Call to Order/Quorum Check* + - * Introductions

 1.2 Safety Information:* + - * Review Fire Exits in Meeting Room
			* Inform PRI Staff person of any emergencies

 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) | Roy Garside |
| 2:20 pm | 1. Review and/or Accept
	* 1. Review Agenda
		2. Acceptance of Previous Meeting Minutes
		3. Membership Status
		4. Sucession Plan (as applicable)
		5. Status of Ballots (as applicable)
		6. Audit Observations Status (OP 1118)
		7. RAIL
 | All Attendees |
| 3:15 pm | 1. Smart Checklist
 | All Attendees |
| 4:15 pm | 1. Long term Parts Storage
 | Jeremy Needs |
| 4:45 pm | 1. Status of Cleaning & Coating IPC Committee
 | Doug Schueller & Jose Lages |
| 5:30 pm | 1. ETG Strategy Roadmap Discussion
 | Roy Garside |
| 6:00 pm | ADJOURNMENT |  |

Tuesday, FEBRUARY 23, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 9:00 am | **CLOSED** |  **3.0 SUBSCRIBER DISCUSSION CONTINUED** 3.4 Review Subscriber Matrix (as necessary) 3.5 Key Subscriber Requirements Matrix | Subscribers Only |
| 10:15 am | **OPEN** | **1.0 Opening Comments & Introductions** | Roy Garside |
| 10:20 am | 1. Supplier Support Committee (SSC) Meeting Notification
 | Doug Schueller |
| 10:30 am | 1. Review Sub-Team Listing
 | All Attendees |
| 10:45 am | 1. Working Sessions (part 1)
	* 1. Repackaging
		2. AC 7119/3
		3. AC 7120 slash sheets (includes auditor input)
		4. AC 7121 Handbook
 | All Attendees |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | **13.0 Working Sessions (part 1 - continued)** 13.1 Repackaging 13.2 AC 7119/3 13.3 AC 7120 slash sheets (includes auditor input)  13.4 AC 7121 Handbook | All Attendees |
| 3:45 pm | **13.0 Working Sessions Report out** | Sub-Team Leads |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, FEBRUARY 24, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **OPEN** | **1.0 Opening Comments & Introductions**  | Roy Garside |
| 9:05 am | 1. Create Presentations
	* 1. NMC TG report out
		2. P&O report out (as required)
 | All Attendees |
| 9:30 am | 1. Auditor/Subscriber/Supplier Feedback on Checklists and Quality and PRI output on NCR’s
 | Roy Garside |
| 10:00 am | 1. AC7119/2 bfrm comment resolution
 | Gilbert Shelby  |
| 11:30 am | **13.0 Working Sessions (part 2)** 13.5. AC 7119 compare to IPC 6012 rev D 13.6 AC 7120 compare to J-STD-001 rev F 13.7 AC 7121 Handbook (continued) | All Attendees |
| 1:00pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | **13.0 Working Sessions (part 2 - continued)** 13.5 AC 7119 compare to IPC 6012 rev D 13.6 AC 7120 compare to J-STD-001 rev F 13.7 AC 7121 Handbook (continued) | All Attendees |
| 4:00 pm | **13.0 Working Sessions Report Out (part 2)**  | Sub-Team Leads |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, FEBRUARY 25, 2016

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

|  |  |
| --- | --- |
| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 11:15 am | **OPEN** | **1.0 Open Comments**  | Roy Garside |
| 11:20 am | 1. Various Report Outs
	* 1. AQS Liaison
		2. SSC
		3. Planning & Ops
		4. IPC
 | Gilbert ShelbyDoug SchuellerRoy GarsideScott Meyer |
| 12:30 pm | 1. Future Working Session Topics
 | All Attendees |
| 1:00pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. AC 7121 bfm comment resolution
 | Scott Meyer  |
| 3:45 pm | 1. New Business
 | All Attendees |
| 5:00 pm | 1. Meeting Closure Items
	* 1. Review Priority List
		2. Review Membership
		3. Review Sub team list
		4. RAIL Review
		5. Set Agenda for Next Meeting
 | All Attendees |
| 6:00 pm | ADJOURNMENT |  |