**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, 2015 to Thursday, June 25, 2015**

# OPENING COMMENTS (daily) - CLOSED

## Call to Order / Quorum Check

The Electronics Task Group (ETG) 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.

Introductions

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME | Last | COMPANY NAME |  |
|  |  |  |  |  |
|  | Hal | Abel | Raytheon Company |  |
| \* | Roger | Bloomfield | UTC Aerospace (Goodrich) |  |
| \* | Bill | Cardinal | UTC Aerospace (Hamilton Sundstrand) |  |
|  | Dave | Dvorsky | Rockwell Collins |  |
|  | Carol | Jeffcoate | Honeywell Aerospace |  |
|  | Frank | McManus | Lockheed Martin Corporation |  |
| \* | Scott | Meyer | UTC Aerospace (Goodrich) | Secretary |
| \* | Junta | Okutsu | Honeywell Aerospace |  |
| \* | Richard | Rumas | Honeywell Aerospace | Chairperson |
|  | Scott | Severson | Rockwell Collins |  |
| \* | Gilbert | Shelby | Raytheon Company |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Jim | Barry | Eltek USA Inc. |  |
| \* | Cristiano | Bazzi | Somacis S.p.A. |  |
|  | Peter | Kaiser | Curtiss-Wright - Defense Solutions |  |
| \* | Jose | Lages | Meggitt Sensing Systems |  |
|  | Stephanie | Nichols | IEC Electronics Corp. |  |
| \* | Douglas | Schueller | AbelConn LLC |  |
| \* | Juan | Vasquez | Viasystems North American Operations |  |
|  |  |  |  |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Susan | Frailey |
| Julia | Markardt |
|  |  |

## Safety Information

Reviewed fire exits in meeting room

Inform Performance Review Institute (PRI) staff person of any emergencies

## Reviewed Code of Ethics (Ref: Attendees’ Guide) and meeting conduct

## Presented the Antitrust Video

## Reviewed Agenda

# SUBSCRIBER DISCUSSION – CLOSED

## Items considered sensitive / confidential

## Delegation

Reviewed delegation status of staff engineers, Julia Markardt and Susan Frailey.

Metrics for Julia Markardt were reviewed. Progress is satisfactory, but delegation is postponed until she has completed more audit review packages.

Motion made by Scott Meyer and seconded by Bill Cardinal to grant delegation for Susan Frailey. Motion passed.

## Review Subscriber Matrix

Reviewed new additions to the subscriber matrix affecting ETG. No action to take.

## Technical discussions associated with audit packages

Discussed possible extension of audit # 162962 due to facility move. Due to the possibility of additional delays, the decision was made (with the supplier) to proceed with scheduled September 2015 audit, with a 2-day process audit after the move is performed.

Reviewed NCR 6 of audit #159919 concerning certification write-up. Possible incorrect reference by auditor.

ACTION ITEM: Richard Rumas to draft email survey to determine Association Connecting Electronics Industries (IPC) certification requirements by subscriber by commodities: Printed Board (PB), Printed Board Assembly (PBA), Cable and Harness (C&H). (Due Date: 10-Jul-2015)

ACTION ITEM: PRI Staff to send out certification survey to Subscribers to determine IPC certification requirements by Subscriber, by commodities: PB, PBA, C&H. (Due Date: 31-Jul-2015)

Reviewed a question from a Supplier concerning copper purity requirement of IPC-6012 3.2.6.2. Supplier noted analysis methods are not sufficient to comply with the requirement. Task Group responded to an analysis performed on the current configuration would be sufficient and has suggested the Supplier approach the IPC-6012 committee with the issue.

## eAuditNet training for new subscriber voting members (as necessary)

No new subscriber voting members.

## OP 1117 (Observation plan – auditor metrics)

Susan Frailey gave status of ETG auditor trainees.

Reviewed observations to date. Five observations conducted so far, all to AC7120. As a new auditor, Julia Markardt will require an observation audit prior to yearend.

Susan Frailey was issued a 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 ETG Task Group. Susan Frailey has requested Scott Meyer to help generate and post the Auditor Open Communication Plan.

ACTION ITEM: Scott Meyer to complete open auditor communications plan and post to TG workspace. (Due Date: 17-Jul-2015)

# Review/REPORT/ACCEPT – OPEN

## Acceptance of Meeting Minutes

The minutes from March 2015 were amended.

Motion made by Roger Bloomfield and seconded by Jose Lages to accept the minutes as amended. Motion passed.

## The Rolling Action Item List (RAIL) Review

The Rolling Action Item List (RAIL) was reviewed and status updated accordingly.

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

## Audit Observations / OP1117 status

Scott Meyer presented status of auditor observations to date. Susan Frailey gave status of the three new auditor trainees.

## Status of Ballots (as applicable)

See section 11.0 and 12.0 of minutes.

## Succession Plan (as applicable)

Call made for Subscribers to consider becoming the new vice chair after the October 2015 meeting.

# Jet Printing UPDATE – OPEN

This item was deferred to the October 2015 Nadcap meeting due to Roy Garside’s absence.

# Auditor Training for Counterfeit Parts – review of PRESENTATION – OPEN

Scott Meyer presented draft training module for counterfeit part awareness.

# Defense Federal Acquisition Regulation Supplement (DFAR) Update as related to counterfeit part – open

Scott Meyer presented latest DFAR flow-down requirements with a summary of similarities and differences to AS5553 standard. This update was for Task Group awareness.

# Solder Paste Inspection Survey Results – OPEN

This item was deferred to the October 2015 Nadcap meeting due to Roy Garside’s absence.

# Auditor Testing/Screening Feasibility – OPEN

The topic of possibly using testing to pre-screen auditor candidates was discussed. Richard Rumas displayed questions from the existing Honeywell SCA tests and asked if the Task Group thought the questions were worth while pursuing to be used.

ACTION ITEM: Richard Rumas to email Laurie Strom for written permission to utilize Honeywell’s questions to screen potential ETG auditors. (Due Date: 25-Jun-2015)

ACTION ITEM: Gilbert Shelby to review PB tests, Bill Cardinal to review PBA tests, Roy Garside to review C&H questions, for use to screen auditors. Draft tests/questions to be presented at Pittsburgh meeting. (Due Date: 19-Oct-2015)

ACTION ITEM: Gilbert Shelby, Bill Cardinal, and Roy Garside to review test questions against the auditor interview questions to remove redundant questions from the table. (Due Date: 19-Oct-2015)

2.0 SUBSCRIBER DISCUSSION CONTINUED- CLOSED

The subject of First Article Inspection Reports (FAIRs) and what each auditor looked at was discussed. Also, discussed was what the expectations of each of the Task Group members to determine if the FAIR met the checklist requirement. The question itself (from AC 7120) was discussed to determine if it needed to be reworded. No decision on the question at this time.

ACTION ITEM: PRI Staff to send email to the auditors on how they answer the existence of the FAIR questions in the three checklists and be ready to discuss at auditor conference. (Due Date: 17-Jul-2015)

# Review Sub-Team Member List – OPEN

Reviewed and updated sub-team lists.

# Supplier Support Committee (SSC) Meeting Notification – OPEN

Doug Schueller highlighted SSC activities and invited all to attend the meeting Tuesday evening.

# ETG APPENDIX Ballot Comment Resolution– OPEN

All comments resolved and documented in the ballot in eAuditNet.

ACTION ITEM: PRI Staff to submit OP 1114 Appendix ETG for 14-day affirmation ballot. (Due Date: 31-Jul-2015)

ACTION ITEM: Supplier welcome package to incorporate the audit process (ETG Appendix) with demonstration hardware description and Class 3 product requirement. (Due Date: 25-Jun-2015)

# Ballot Comment Resolution for AC 7120 and AC7121 – OPEN

All comments resolved for AC7120D, AC7120/1, AC7121C, and AC7121/1. See comment resolution in eAuditnet.

ACTION ITEM: Scott Meyer to add clarification to AC7120 Handbook 4.13.C concerning requirements for certifications. (Due Date: 31-Jul-2015)

ACTION ITEM: PRI Staff to move 3.4.C from AC7120/1 to AC7120 rev D as new question 4.14.C. Also add AC7121 6.1.P (modified for PBA), 6.2.P, and 6.3.P to AC7120 rev D as new procedure questions. Add definitions for training, certification, and qualification from AC7121 to AC7120, with modifications discussed at the meeting. (Due Date: 25-Jun-2015)

ACTION ITEM: PRI Staff to submit AC7120 Rev D for 14-day affirmation ballot. (Due Date: 31-Jul-2015)

ACTION ITEM: PRI Staff to correct title and submit AC7120/1 for 14-day affirmation ballot. (Due Date: 31-Jul-2015)

ACTION ITEM: PRI Staff to submit AC7121 Rev C for NMC approval. Due Date: (7-Aug-2015)

ACTION ITEM: PRI Staff to submit AC7121/1 for NMC approval. Due Date: (7-Aug-2015)

ACTION ITEM: Scott Meyer to add training slash sheets to the auditor conference agenda. (Due Date: 25-Jun-2015

# Working Sessions and report-outs- OPEN

## AC7119 slash sheets

Gilbert Shelby presented the progress of the AC7119 working group. The AC7119 sub-team initiate a /4 training checklist. Sub-team recommends to retire AC7119/1 as contents are covered in the core AC7119. Sub-team completed a rough draft of updated AC7119/2 and will meet to complete prior to Pittsburgh. The AC7119/3 is on a path to retirement, which is dependent on IPC-6012D. It will be incorporated into AC7119 as a hole-filling section.

ACTION ITEM: PRI Staff to schedule AC7119 sub-team Webex for 14 July, 11 August, and 15 September. (Due Date: 7-Jul-2015)

## AC7119/4 for high speed RF – see 13.1 for update.

## AC7120 Handbook

Scott Meyer presented the status on the AC7120 handbook. The handbook has been edited for continuity of formatting, improved question guidance, and updated some standards references.

ACTION ITEM: Scott Meyer to submit the completed handbook to PRI for publishing in eAuditNet. (Due Date: 17-Jul-2015)

ACTION ITEM: PRI Staff to remove existing AC7120C Handbook from eAuditnet due to compatibility problems. (Due Date: 30-Jun-2015)

## AC7120 Slash Sheet

Richard Rumas reported on the status of the AC7120 slash sheets. Comments from an earlier Task Group review were reviewed and changes added to the b-frm. Major changes are deferred until the next revision (revision E). Goal is to maintain four audit days for a full scope audit.

ACTION ITEM: Richard Rumas to send notes out to the AC7120 working group and those individuals that commented. (Due Date: 25-Jun-2015)

ACTION ITEM: Scott Meyer to arrange with Chemical Processing (CP) Task Group (Karyn Deming) to discuss CP issues at the October 2015 Nadcap meeting with breaking out the checklist by technology. (Due Date: 31-Jul-2015)

ACTION ITEM: AC7120 sub-team to review J-STD-001 requirements (shall statements) for any requirements not covered by checklist. (Due Date: 22-Feb-2016)

## New Supplier Welcome Package

Doug Schueller reported on the status of the New Supplier Welcome package. With many suppliers not fully preparing for an initial audit, the Task Group decided to create a ‘Welcome Package’. The package is a presentation containing helpful information on audit preparation and where information can be found. See more discussion in Section 18.0 for actions.

ACTION ITEM: Doug Schueller to send package to PRI for distribution. (Due Date: 25-Jun-2015)

# Various Report Outs – OPEN

## Aerospace Quality Systems (AQS) Liaison

Gilbert Shelby gave status from the Tuesday AQS Liaison Meeting. The major topic discussed was the difference between non-compliance and non-conformance. Guidance was non-compliance is contractual; non-conformance is more applicable to checklist content.

## SSC

Doug Schueller gave the status of the Tuesday night SSC meeting. Topics discussed were: auditor and staff engineer consistency, possibility of a Nadcap Management Council (NMC) forum for technical matters, recognition for supplier excellence in the program, and how can the SSC service the suppliers which do not attend the conferences.

## Planning & Operations

Richard Rumas summarized the Planning & Operations Meeting. Topics presented were the inability for the task group to decline Risk Mitigation, proposed update to the observer form to add contract flow down, observer report, adding a sub-team for audit effectiveness, establishing a group (separate TG or within a TG) to accredit AMS2750 pyrometry suppliers.

ACTION ITEM: Susan Frailey to schedule smart checklist discussion with Jon Steffey for Pittsburgh meeting. (Due Date: 25-Jun-2015)

## IPC

Scott Meyer presented the latest status of applicable IPC standards.

# Surface Energy Sub Team Report Out – OPEN

Jose Lages presented an update of printed circuit board assemblies (PCBA) cleanliness requirements.

ACTION ITEM: Jose Lages to prepare an email for the Task Group (PRI to send out) to request cleanliness requirements and any data validating the requirement. In addition, it will be requested if surface energy is used. (Due Date: 31-Jul-2015)

ACTION ITEM: Richard Rumas to investigate possibility of IPC funding to validate a cleanliness standard. (Due Date: 2-Oct-2015)

ACTION ITEM: Julia Markardt to query the MedAccred TG concerning cleanliness testing. Due (Date: 31-Jul-2015)

# Repackaging Sub Team Report Out – OPEN

Jose Lages gave a presentation on the reballing process of ball grid arrays (BGA). Summary of reliability and quality was given. Follow-on activity to propose new questions for AC7120 section 11.

ACTION ITEM: Jose Lages (with PRI) to arrange September WebEx to begin work on new questions. (Due Date: 31-Jul-2015)

# Future Working Session Topics – discussion – OPEN

Suggested topics are: AC7120 slash sheets, AC7119 slash sheets, AC7121 handbook and next revision, MSA.

# New Business – OPEN

Richard Rumas presented Scott Meyer with an award for participation in 20 ETG meetings.

Gilbert Shelby gave status on the AC7119F Handbook with comment resolution. One comment to be addressed by adding a pointer in the handbooks to the supplier advisory folder.

ACTION ITEM: Julia Markardt to send MedAccred handbooks to Richard Rumas and Scott Meyer. (Due Date: 19-Oct-2015)

ACTION ITEM: Gilbert Shelby to add comment resolutions to AC7119F Handbook and send to PRI. (Due Date: 25-Jun-2015)

Hal Abel presented a summary of the Henkel re-branding effort. This will affect Henkel-provided conformal coating material, underfills, and SMT adhesives.

ACTION ITEM: Task Group members to review Henkel presentation (CP October 2014 folder) concerning re-branding for effect on products. (Due Date: 19-Oct-2015)

Agenda was set for the October 2015 auditor conference.

ACTION ITEM: Scott Meyer to work with PRI to establish WebEx to review auditor conference presentations. (Due Date: 7-Aug-2015)

ACTION ITEM: Richard Rumas to email all TG Subscribing members to attend the auditor conference. (Due Date: 31-Jul-2015)

Doug Schueller presented the completed supplier welcome package from the working session. Feedback was incorporated. The Task Group is to determine method(s) to get the presentation to prospective suppliers.

ACTION ITEM: Julia Markardt to query if suppliers are required to submit self-audits into eAuditNet. (Due Date: 18-Oct-2015)

ACTION ITEM: PRI Staff to work with Jon Steffey on how to get the welcome package presentation to initial electronics suppliers automatically. (Due Date: 31-Jul-2015)

ACTION ITEM: PRI Staff to place new supplier welcome presentation in Audit Information Folder on eAuditNet, the SSC accreditation – ETG tab on the PRI website (<http://p-r-i.org/nadcap/accreditation/>). (Due Date: 31-Jul-2015)

ACTION ITEM: PRI Staff to email new supplier welcome presentation to all ETG suppliers waiting for initial audits. (Due Date: 31-Jul-2015)

Scott Meyer presented a comparison of AC7120C ESD requirements to the ESDA S20.20 certification requirements.

ACTION ITEM: Scott Meyer and Richard Rumas to compare ESDA S20.20 certifications vs accredited AC7120 suppliers and to review for any findings against ESD. (Due Date: 19-Oct-2015)

# Meeting Closure Items – OPEN

## Review Priority List

List reviewed and updated as required. Repackaging and Jet Printing added.

## Review Membership

Membership reviewed and no changes made. Those members in jeopardy of losing voting rights will be emailed by PRI.

## Review Sub team list

Sub team list reviewed and updated as required. Auditor interview test sub team added.

ACTION ITEM: Roger Bloomfield to draft email explaining how the auditor question table is constructed. (Due Date: 3-Jul-2015)

ACTION ITEM: PRI Staff to send the auditor question table to Task Group for review. (Due Date: 7-Aug-2015)

## RAIL Review

RAIL reviewed and updated to reflect actions closed during the meeting.

## Set Agenda for Next Meeting

Draft agenda prepared by the Task Group.

ADJOURNMENT – 25-JUN-2015 – Meeting was adjourned at 5:15 p.m.

Minutes Prepared by: Scott Meyer [scott.meyer@goodrich.com](mailto:scott.meyer@goodrich.com)

RAIL: For specific details, please see the current ETG Rolling Action Item List posted at

[www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

|  |  |  |
| --- | --- | --- |
| \*\*\*\*\* 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 ETG | PRI Staff | 31-Jul-2015 |
| AC 7120 | PRI Staff | 31-Jul-2015 |
| AC 7120/1 | PRI Staff | 31-Jul-2015 |