**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, 2015**

# OPENING COMMENTS

Heat Treat Task Group (HTTG) Chair Tom Norris made opening comments and HTTG members introduced themselves.

## Call to Order / Quorum Check

The HTTG meeting 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 |  |
| \* | Arie | Ben Dov | Israel Aerospace Industries |  |
| \* | Christopher | Borg | Gulfstream Aerospace Corporation |  |
|  | Alexandre | Bourgeois | Bombardier Inc. |  |
|  | Katie | Bradley | Lockheed Martin Corp. |  |
|  | Zeljko | Calija | UTC Aerospace (Goodrich) |  |
| \* | Craig | Clasper | Spirit AeroSystems |  |
|  | David | Cordova | Rockwell Collins, Inc. |  |
| \* | Michael | Corsino | UTC Aerospace (Hamilton Sundstrand) |  |
| \* | Martin | Day | Honeywell Aerospace |  |
| \* | Mark | Emerson | Rolls Royce |  |
|  | Ario | Estrada | Rockwell Collins, Inc. |  |
| \* | Peter | Hammarbo | GKN Aerospace Sweden AB |  |
|  | Brian | Harvey | Gulfstream Aerospace |  |
| \* | Gerald | Harvey | Triumph Group, Inc. |  |
| \* | Christina | Heiman | Cessna Aircraft Company |  |
| \* | Andy | Hopkins | BAE Systems (MAI) |  |
|  | Akiko | Inoue | Mitsubishi Heavy Industries, LTD. |  |
| \* | Karen | Kim | Sikorsky Aircraft |  |
|  | Takuya | Konno | Mitsubishi Heavy Industries, LTD. |  |
| \* | Marc-Andre | Lefebvre | Héroux-Devtek Inc. |  |
|  | Stéphane | Lesueur | SAFRAN |  |
| \* | Steven | MacKenzie | Pratt &Whitney Canada |  |
| \* | Doug | Matson | The Boeing Company |  |
| \* | Marc | Montreuil | Héroux-Devtek Inc. |  |
| \* | Tom | Norris | UTC Aerospace (Goodrich) |  |
|  | Luis | Pacheco | Embraer |  |
|  | Alberto | Perez Santa Maria | Lockheed Martin Corp. |  |
| \* | Eddy | Pham | Northrop Grumman Corporation |  |
|  | Marie | Piche | Bombardier Inc. |  |
|  | Earl | Pruett | Lockheed Martin Corp. |  |
| \* | Fabrizio | Quadrini | AgustaWestland |  |
| \* | Sunder | Rajan | Raytheon Company |  |
| \* | Alexandre | Richez | Airbus |  |
|  | Michael | Riley | UTC Aerospace (Goodrich) |  |
|  | Steve | Row | UTC Aerospace (Goodrich) |  |
|  | Sonal | Shah | Lockheed Martin Corp. |  |
| \* | Marc | Taillandier | Airbus Helicopters |  |
| \* | Jeffrey | Thyssen | GE Aviation |  |
| \* | Louis | Tremblay | Bombardier Inc. |  |
|  | Armando | Urrutia | Lockheed Martin Corp. |  |
| \* | Cyril | Vernault | SAFRAN Group |  |
|  | Michael | Whitlow | Bell Helicopter |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
| \* | Roy | Adkins | Braddock Metallurgical |  |
|  | Rachid | Arab | Asco Aerospace USA/Asco Aerospace Canada |  |
| \* | Griffith | Braddock | Braddock Metallurgical Inc. |  |
|  | Magda | Clavijo | Consultant – Self Employed |  |
|  | Tina | Corbin | Haynes International |  |
|  | Joshua | Crockett | Ellison Surface Technologies |  |
| \* | Robert | Cvetichan | Paulo Products Company |  |
| \* | Edward | Engelhard | Solar Atmospheres Inc. |  |
|  | Markus | Fuchsmann | Otto Fuchs KG |  |
|  | Chad | Funderburk | MMS Thermal Processing |  |
|  | Susan | Generalovich | Solar Atmospheres of Western PA |  |
|  | Daniel | Gomes | Shellcast Foundries Inc. |  |
|  | Rudolf | Graf | Bohler Schmiedetechnik GmbH & Co. KG |  |
|  | Rich | Gursky | Consolidated Industries |  |
|  | Rick | Kuhns | Bristol Industries |  |
| \* | John | Kunkle | Alcoa Inc. |  |
|  | Bruce | Leckey | ATI Specialty Materials |  |
| \* | Jeremy | Leetz | MMS Thermal Processing |  |
| \* | David | Mailes | Paulo American Brazing |  |
|  | Jim | Maloney | Timken |  |
|  | Sarah | Mansuetti | Rex Heat Treat |  |
|  | David | McKeagney | Timken  |  |
|  | Zack | Meissen | Alcoa |  |
|  | Ken | Nelson | Continental Heat Treating |  |
| \* | Michael | Niedzinski | Constellium France |  |
|  | Brynn-Marie | O'Neil | Ellison Surface Technologies |  |
|  | Robert | Peters | M.T.I. |  |
| \* | Brian | Reynolds | Alcoa Inc. |  |
| \* | Bill | Rogers | Alcoa-ZAO "AMR" |  |
| \* | Kevin | Seidel | Universal Stainless |  |
|  | Dariusz | Siniakowicz | Burton Ind. Inc. |  |
|  | Kamil | Siniakowicz | Burton Ind, Inc. |  |
|  | Klaus | Sommerauer | Bohler Forging |  |
|  | Chad | Struss | Alcoa Inc. |  |
|  | Terrence | Thom | Alcoa Inc. |  |
| \* | Tom | Valenti | Specialty Steel Treating |  |
|  | Kevin | VonScio | Perryman Company |  |
|  | Takamitsu | Watanabe | IHI Corporation |  |
|  | Christopher | Webb | PCC Structurals Inc. |  |
| \* | Wilfried | Weber | PFW Aerospace GmbH |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Jerry | Aston |
| Marcel  | Cuperman |
| Robert  | Hoeth |

### Introductions – CLOSED

Tom Norris, the HTTG Chair made opening comments and had attendees make introductions.

## Safety Information

The Safety Information was reviewed, Fire Exits in Meeting room. If there are any emergencies contact a PRI Staff person immediately.

## Review Code of Ethics and Meeting Conduct – CLOSED

The code of ethics and meeting conduct was briefed to the HTTG.

## Present the Antitrust Video – Video from PRI – CLOSED

Marcel Cuperman briefed the HTTG on the policy of PRI expressly prohibiting video or audio recording of HTTG meetings unless formal approval is received from all attendees and recorded in the HTTG meeting minutes.

The PRI antitrust video was played for the attendees. Chairman Tom Norris emphasized that when Primes review the Supplier Audits during the risk mitigation process, they be cognizant of the Antitrust Policy.

## Review Agenda – CLOSED

The HTTG reviewed the agenda for the week to highlight agenda items, including start time and stop times for each day.

## Vote for New Task Group Secretary

Bruce Brownfield has stepped down as the Secretary for the HTTG. The HT Task Group Chair Tom Norris had previously asked any Subscriber Voting Member that was interested and had their company’s approval, to submit their name prior to the meeting. Two individuals submitted their names to become HTTG Secretary.

Motion was made by Mark Emerson and seconded by Doug Matson to approve Sunder S Rajan as HTTG Secretary. Motion Passed.

# Task group tutorial – closed

Marcel Cuperman presented the HTTG Tutorial.

A microphone is available for anyone who would like to use it. Speak clearly, do not dismiss people’s opinions, emotional and off topics should be avoided.

## Review Subscriber Matrix - CLOSED

The HTTG reviewed the current Subscriber Matrix.

# REview delegation status – closed

The HTTG reviewed the t-frm-07 for delegated Staff Engineers.

Motion made by Doug Matson and seconded by Mark Emerson to continue to delegate Anne Allen. Motion passed.

Motion made by Jeff Thyssen and seconded by Mark Emerson to continue to delegate Jerry Aston. Motion passed.

Motion made by Sunder Rajan and seconded by Cyril Vernault to continue to delegate Marcel Cuperman. Motion passed.

Motion made by Cyril Vernault and seconded by Jeff Thyssen to continue to delegate Rob Hoeth. Motion passed.

# Auditor consistency - closed

## +/-4 NCRs – CLOSED

## Staff Engineers provided data on audits where there had been +/- 4 NCR swing between audits. This information is provided to allow auditors to be highlighted, allowing the HTTG to follow up with these Auditors. The HTTG will continue to collect +/- 4 data and it will be monitored by the Auditor Consistency Team (ACT) which will provide reports and recommendations back to the HTTG. Data suggested that a further review might be of value. This review was tabled until the closed meeting Thursday.

## Auditor Variation Data - CLOSED

## Doug Matson presented auditor consistency data, which consisted of the average NCRs for all auditors combined, and the average number of NCRs by auditor from 2009 through May 2015. The average of all NCRs has not changed significantly since 2009; however the average number of NCRs by auditor shows a significant variation in the number of NCRs written by each auditor. There was discussion that maybe auditors are prejudging the NCRs if they knew the failure threshold. This may be contributing to lower NCRs as failure limit is reached. A point was made as to whether the threshold for failure should be raised to allow more NCRs to be written. No decision was taken to increase the NCR failure threshold limit at this meeting.

There was a discussion to include combining findings and writing NCRs and this was agreed to be included in the October 2015 Auditor Conference.

ACTION ITEM: Marcel Cuperman to add Combining Findings and Writing NCRs in the October 2015 Auditor Conference Agenda. (Due Date: 31-Jul-2015)

Marcel Cuperman presented the (OP 1117) Nadcap Management Council (NMC) Auditor Consistency Standard Data Set for 2014. This presentation included average number of NCR’s per audit day by auditor, the number of NCR’s for each checklist question by auditor, and the average of increased NCR’s at the same supplier on the subsequent audits (Redline Report). All of the data presented for Auditor Consistency will be made available to the OP 1117 Auditor Consistency Team (ACT) for review and recommendations to the HTTG.

## OP 1117 – CLOSED

Cyril Vernault gave a report of the OP 1117 Sub-Team. The HTTG reviewed the OP 1117 requirements for audit observations and discussed the “red list”, the “yellow list” and the “green list”. Each list provides definitions of when auditors should be observed. The red list defines auditors that are mandatory to observe during the next year, the yellow list defines auditors that are strongly recommended be observed and the green list are suggested auditors to be observed. The OP 1117 Sub-Team identified 3 auditors on the red list and requested volunteers to observe these auditors in 2015.

# Auditor observations – closed

There were four Auditor Observation forms reviewed for observations conducted in the 2014-2015 time period. Audit 150531 was given very positive feedback by the observer which seemed at odds with another Subscriber’s observation of the same auditor. It turned out that the observer who gave very positive feedback was NOT a Task Group Member and may not be very familiar with all the issues and concerns of the HTTG.

There was an issue with an auditor observed by M. Corsino and M. Emerson, a decision about this auditor was tabled until the Thursday Closed Meeting.

ACTION ITEM: TG Chairman and Staff Engineer will meet with the subject auditor and discuss the issues. (Due Date: 1-Oct-2015)

There were additional observation audits which involved the auditors not reviewing “secondary” specifications. No actions we taken at this time.

Auditor Observation reports will be reviewed each subsequent meeting.

# laPsed accreditation – closed

There were 4 suppliers that were granted a 90 day extension by the Staff Engineers.

Motion made by Jeff Thyssen and seconded by Doug Matson to allow Zia Karim to audit the two audits in Pakistan since the current auditors cannot travel to Pakistan. Motion passed.

# subscriber voting member participation – closed

The Staff Engineers presented to the HTTG a chart showing Subscriber Voting Member (UVM) meeting attendance from June 2012 through March 2015 and HTTG ballots October 2013 to April 2015. All Subscriber members are in compliance with the requirements for voting members except for two Subscribers who did not meet the requirements for Balloting. Task Group Chair will contact the subscribers regarding there requirement to ballot.

# risk mitigation team report-out – closed

Tom Norris summarized to the Task Group the latest Risk Mitigation Team performance.

# Google chat subjects – closed

It was discussed that the Google Chat discussion items should be presented at the Task Group meetings as a standing subject. Also this information will be used when determining items to present at the October 2015 Auditor Conference. The HTTG decided to add all Heat Treat Auditors to the Google Chat forum and to send invitations to Subscribers to join the Chat if desired.

# pyrometry issue – closed

## Three Points Calibration – Jeff Thyssen and Doug Matson discussions were held and the consensus was that the specification requirements should be followed. It was agreed that no Auditor Advisory was needed on this subject.

# auditor conference – closed

Training topics were agreed for the October 2015 Auditor Conference and individuals identified to create and give the presentations.

# failure Analysis & vca data – closed

The Staff Engineers presented the Audit Failure Data by sector and in total. To date in 2015 there have been a total of 11 failed audits (2.5% failure rate) as of 31-May-2015 in 2014 there were a total of 22 failed audits which constitutes approximately a 3.3% failure rate. The average failure rate for the last 3 years has been approximately 4.5%.

To date in 2015 there have been 3 Verification of Corrective Action audits (VCA) performed.

The drop in the failure rate was discussed. The consensus was that Risk Mitigation efforts have significantly affected the balloting of audits that result in failure. The Chairman emphasized the fact that HTTG should be consistent in the balloting.

# stress relieve in the preliminary questionnaire – closed

This item was tabled until Thursday’s Closed Meeting.

# appeals analysis – closed

To date in 2015 there have been 2 appeals presented to the HTTG. Of those appeals submitted 2 were accepted 0 were denied and 0 was withdrawn. This is inconsistent with the appeals presented in previous years.

# STaff Engineer handbook – closed

No actions proposed.

# HT-STSTG meeting – open

See HT-STSTG minutes posted at <http://www.p-r-i.org/nadcap/nadcap-meetings/>.

Only Suppliers and Staff Engineers are allowed to participate.

Subscribers are welcome to observe.

# Opening comments – open Meeting

# March 2015 meeting minutes – open

Motion made by Gerald Harvey and seconded by Eddy Pham to accept the March 2015 meeting minutes as written. Motion Passed.

The minutes from March 2015 were approved as written.

# closed meetinG report out – open

Tom Norris gave a briefing on the discussions held during the Closed Meeting.

Tom Norris highlighted the main items discussed during the closed meeting on Monday, 22-Jun-2015. The main points of discussion during the meeting Monday were Auditor Consistency and Risk Mitigation process improvement.

# rail - open

The Rolling Action Item List (RAIL) was reviewed.

Item # 32 was closed, the AC7102/3 Low Pressure Vacuum Carburizing will submit draft proposal later in the meeting and hopefully will be balloted after the meeting pending approval.

Item # 69 was tabled. This is not available yet.

Item # 70 was closed, Marcel sent the list of Subscriber Voting Members to Doug Matson.

Item # 73 was closed, Marcel updated the Staff Engineer Handbook and it is posted.

Item # 77 was closed, Bruce Brownfield updated the Audit Review Spreadsheet to get rid of hidden data.

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

# OP 1117 auditor consistecy sub-team status update – open

Cyril Vernault gave a report of the OP 1117 Sub-Team. The HTTG reviewed the OP 1117 requirements for Audit Observations and discussed the “red list”, the “yellow list” and the “green list” Each list provides definitions of when auditors should be observed. The red list defines the auditors that are mandatory to observe during the next year, the yellow list defines auditors that are strongly recommended be observed and the green list is suggested auditors to be observed. The Sub-Team continues to discuss Auditor Consistency issues, considers requirements for additional proficiency testing questions, and is working on HTTG appendix to the auditor observation form. Cyril Vernault and Tom Norris requested Supplier Feedback on the Observation Audit Form

# HT-STSTG REport out – open

Wilfried Weber gave the HT-STSTG meeting debrief. The main part of the presentation was a draft of a “Instrument Calibration Report Form” that could be used as a standard template for all suppliers to use as is or to use as guidance to create a calibration report that meets all the HTTG criteria for calibration reports. The checklist was modified by the HT-STSTG members present during the meeting in March and will be presented to the HT-STSTG for concurrence. The HT-STSTG will also be working on instructions to complete the form. The HT-STSTG will present an update at the June 2015 meeting.

See HT-STSTG minutes for meeting details.

# NMC Metrics – open

NMC metric charts Through May 2015 were presented to the HTTG. HT is rated green for Auditor Capacity. The goal is 130% which has been met. Marcel Cuperman gave a presentation of NMC metrics in eAuditNet for the HTTG members present. Marcel demonstrated which metrics were available to review on eAuditNet and how to see the metrics from Nadcap as a whole, or see HTTG metrics as a whole or by sector. Although NMC allows 28 days for total audit cycle, the goal is to close NCRs in 21 days. This requires strong Root Cause Corrective Action (RCCA) Responses in the 1st cycle which is 21 days.

# AC7102/1 –Brazing Checklist updates – open

The Brazing Sub-Team gave an update on the status of the Brazing checklist. The checklist was reviewed and motion was made to send the checklist for ballot. Also brazing accreditation is required, all of the requirements of AC7102/1 shall be completed. A historical as well as a current job audit must be done. The sub-team position and recommendations were thoroughly described by the Staff Engineer.

Motion made by Cyril Vernault and seconded by Mike Niedzinski to send this checklist to ballot. Motion passed.

# auditor advisories – open

Auditor Advisories were reviewed since the March 2015 meeting.

For a copy of these advisories go to [www.eauditnet.com](http://www.eauditnet.com) > Resources > Documents > Public Documents > Heat Treating > Auditor Advisories > 2015.

# Pyrometry guide update – open

There were no updates to the Pyrometry guide during this meeting. There was a supplier issue regarding acceptance of paper data in lieu of electronic. A finding was made on this issue. D Matson will write an audit advisory allowing acceptance of paper data.

# AC7102 rev I Baseline comments ~~–~~ open

Checklist revision was reviewed.

Motion made by Cyril Vernault and seconded by Sunder Rajan to send this checklist to ballot. The motion passed.

# ht audit handbook update – open

Audit Handbook was updated in May 2015. No further updates or questions.

# inspection delegation – open

It was mentioned by a Subscriber that a Supplier wanted to delegate verification of Pyrometry Compliance. Reference was made to the Aerospace Documents AS 9015 and ARP 9162. They include an item for the systematic delegation of inspection and delegation should include proper training of the inspection resource and taking ownership of the responsibility for compliance.

# Supplier Support Committee (SSC) report out – open

The June 2015 SSC report out was presented by Roy Adkins.

The SSC is to help suppliers navigate the Nadcap process, to find help if suppliers feel the need to escalate issues beyond the Staff Engineer. Suppliers have access to mentors if they wish to find help without asking in HTTG meetings or raising red flags, or just need help understanding Nadcap interpretation of general Nadcap requirements. SSC help is available for all commodities. SSC meetings are always held on Tuesday during the Nadcap meetings from 5:00 to 7:00pm. A point was made by Roy Adkins that if there were an open TG meeting on Monday mornings the SSC meeting would get a better turn out. However, the Staff Engineer and Chair confirmed that for the foreseeable future Monday morning meetings will be closed to TG Subscribers. PRI website has information regarding the SSC Meetings.

For more detailed information please reference minutes posted on <http://www.p-r-i.org/nadcap/nadcap-meetings/>.

# AMEC report out – open

An update was made by Bob Peters that the main tasks addressed by AMEC Committee involved Aluminum Specification and Portable Hardness Tester usage.

# failure analysis & vca data – open

The Staff Engineers presented to the HTTG the total number of audits conducted by sector from Jan 2011 until May 2015

# supplier voting member participation – open

Supplier meeting attendance data was presented to the HTTG. The data showed that the requirements of OP 1114 APP HT section 5.2.5 were being met by all the Supplier Voting Members (SVM).

# job audits tracker – open

NMC has been discussing but has not mandated a Job Audit Tracking System. A supplier mentioned that it may be of use to gather the data and have it available. The Chairman indicated that there are not enough resources to track and gather the data. It was mentioned that the concerned subscribers should make effective use of the AC7102/S checklist.

# AC7102/3 carburizing sub-team update – OPen

A review was made of the AC7102/3 Carburizing checklist questions as well as the job audit questions which were added for Vacuum Carburizing.

Motion made by Cyril Vernault and seconded by Mark Emerson to send this checklist to ballot. The motion passed.

# Open meeting tabled subjects – open

There was a discussion related to definitions that were missed in the revision of the AMS 2750. The first item concerned the definition of the terms “Offset” and “Correction” as used in the “Instrument Calibration Form” presented by Wilfried Weber. Definitions were given by Mark Emerson and Doug Matson, who also read the verbiage provided by Doug Schuler. These definitions are being worked.

# New business – open

It was confirmed by the HTTG that Wilfred Weber will be the Heat Treat NMC Representative.

# itar/export control – open

This item was not reviewed at the June 2015 meeting.

# audit preperation – open

This item was not reviewed at the June 2015 meeting.

# RCCA responses – open

This item was not reviewed at this June 2015 meeting.

# Open meeting Question & Answer session – open

## Supplier had a question as to whether it is possible to have two staff engineers review the audits. The answer was that it is not unless it is an emergency.

## A point was made by supplier that NCRs were not being written clearly citing the requirements which were being violated.

## Another supplier brought up the point that they were being audited by Nadcap and also Subscribers. This was a great burden on their resources. Several Subscribers indicated that they are moving more and more towards flowing down their requirements through Nadcap. It was not clear whether Subscriber audits will reduce soon.

# audit allocation – closed

Audit allocations were made up through 31-Oct-2015. All audits had at least two reviewers assigned during the meeting.

# NEW BUSINESS - CLOSED

## NMC is formed a Sub-Team to review accreditation of suppliers who do not have any work for subscribers. The Chairman encouraged Task Group Members to participate as members of this Sub-Team.

## Pyrometry Accreditation for External Service Providers

There was a presentation made to NMC indicating that 9 out of 10 Heat Treat audit findings are Pyrometry related. Although actual HTTG data from all 5000+ NCRs issued in 2012 shows this ratio to be just under 3 out of 10.

The NMC is forming a Sub-Team to review the viability of the creation of a new task group that will address Pyrometry Calibration Providers. NMC has requested volunteers from the HTTG. The HTTG volunteers are: Gerald Harvey, Jeff Thyssen, Mark Emerson, Martin Day, Doug Matson and Cyril Vernault.

# closed meeting tabled subjects – closed

## +/-4 NCRs – CLOSED

Data from Monday’s +/- 4 discussion was further reviewed with the result that Chairman and Staff with meet with an auditor to discuss his performance.

ACTION ITEM: TG Chairman and Staff Engineer will meet with the subject auditor and discuss his findings. (Due Date: 1-Oct-2015)

## NCRs Having the Data Cable Connecting the Electronic Data Acquisition System Not Being Calibrated

The NCRs should be voided. The above item needs an Audit Advisory and will be drafted by Doug Matson.

ACTION ITEM: Doug Matson to draft an Auditor Advisory for the Electronic Data Acquisition System not being calibrated. (Due Date: 1-Oct-2015)

## A supplier had a critical piece of equipment burned down and could not obtain data to address a NCR. A decision was made to extend this audit. However the supplier needs to provide the written RCCA Response even if he is not able to provide the objective evidence (due to equipment not available).

## Audit Observation Form - Closed

## The HTTG discussed the observation form and decided that HT specific questions should be added to the HT appendix to the observation form. The essay format versus number format was discussed. M. Emerson and M. Corsino will review and include provision for comments in each section.

## Auditor Proficiency Assessments - Closed

## No action at this meeting.

## Stress Relief in Preliminary Questionnaire

 Put in s-frm-05 without specifying material.

# new business – closed

## Hydrogen Analysis Marked N/A in Titanium Heat Treat Supplier Audit

## Reference Specification AMS 2801 on audit 160649 the Auditor marked N/A and this was not picked up by Staff Engineer.

## Do all auditors write Majors?

Cyril Vernault pointed out that in another commodity an auditor did not write any majors.

Action Item: Tom Norris took action to check data and verify that all auditors write major NCRs. (Due Date: 1-Oct-2015)

# Task Group Confirmation of Positions

The following positions in the Task Group were confirmed:

Sunder S Rajan: HTTG Secretary

Christina M Heiman: Subscriber Alternate Voting Member

Linnie Hook: Subscriber Voting Member

Marc Montreuil: Alternate Subscriber Voting Member

Wilfried Webber: NMC Representative

Allison Tackett: Alternate Supplier Voting Member

# new rail review – closed

The RAIL was reviewed during the closed meeting. There were several actions added to the RAIL. See the RAIL on www.eAuditNet.com Resources/Public Documents/Heat Treating for details.

# finalize OCTOBER 2015 agenda – closed

The agenda for the October 2015 Nadcap meeting was discussed.

It was agreed that the Staff Engineers would create the agenda and forward to the HTTG for approval/modification.

ADJOURNMENT – 25-Jun-2015 – Meeting was adjourned at 1:50 p.m.

Minutes Prepared by Sunder Rajan, Raytheon - **Sunder\_S\_Rajan@raytheon.com**

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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: |
| s-frm-05 | Marcel Cuperman | 1-Oct-2015 |
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