**CONFIRMED MINUTES**

**JUNE 22 – 24, 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 WEDNESDAY, JUNE 24, 2015**

# OPENING COMMENTS (daily)

## Call to Order / Quorum Check

The Measurement & Inspection (M&I) Task Group (TG) 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 |  |
|  |  |  |  |  |
| \* | Ronan | Cauchy | Airbus |  |
| \* | Mark | Clark | The Boeing Company |  |
|  | Melissa | Cote | Rolls-Royce Canada |  |
|  | Benoit | Gottie | SAFRAN Group (Snecma) |  |
| \* | Norman | Gross | The Boeing Company | Vice Chairperson |
| \* | Timothy | Krumholz | Rockwell Collins |  |
| \* | Cyril | Lerebours | SAFRAN Group |  |
|  | Alberto | Perez | Lockheed Martin |  |
| \* | Graeme | Rankin | Spirit AeroSystems Inc. |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Steve | Row | UTC Aerospace (Goodrich) |  |
| \* | Andrew | Smith | Spirit AeroSystems Inc. |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
| \* | Darren | Yochum | Rolls-Royce Corporation |  |
|  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Takahito | Araki | IHI Corporation |  |
|  | Elias | Awad | ILCO Industries |  |
| \* | Owe | Carlsson | Alcoa Fastening Systems |  |
|  | Alex | Gelfand | LMI Aerospace |  |
|  | Daniel | Gomes | Shellcast Foundries Inc. |  |
|  | Manuel | Guerrero | Shellcast Foundries Inc. |  |
|  | Douglas | Key | Meyer Tool, Inc. |  |
|  | Shelly | Lawless | Meyer Tool, Inc. |  |
| \* | Lisa | Leonard | National Physical Laboratory |  |
| \* | Andrew | March | Hunting Dearborn, Inc. |  |
| \* | Tammi | Schubert | Helicomb International, Inc. |  |
|  | David | Sherrill | LMI Aerospace |  |
| \* | Gary | Thompson | Esterline Engineered Materials Darchem Engineering |  |
|  | Wolfgang | Casta | Shellcast Foundries Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| James | Bennett |
|  |  |

## Antitrust Video:

Presented to the Task Group encompassing the OPEN and CLOSED sessions.

## Norm Gross (Acting Chair for the meeting) gave the introduction presentation which included a review of the safety information, code of ethics, meeting conduct (Roberts Rules), agenda review, and the March 2015 meeting summary report.



## Approval of Previous Meeting Minutes

## Motion made by Tammi Schubert and seconded by Steve Row to approve the M&I Minutes from the March 2015 Berlin Meeting as written. Motion Passed.

# Review M&I Voting Membership - OPEN

Reviewed the M&I Voting Membership presentation.



Motion made by Tammi Schubert and seconded by Mark Clark to approve Shelly Lawless (Meyer Tool Company) as a Supplier Voting Member. Motion Passed.

ACTION ITEM: PRI Staff to modify records and circulation lists to include Shelly Lawless (Meyer Tool Company) as a supplier voting member. (Due Date: 11-Jul-2015)

There is a need for a Supplier Support Committee representative for M&I. Dave Eshleman (not present) and David Sherrill have expressed interest.

ACTION ITEM: PRI Staff to contact Dave Eshleman to discuss the SSC M&I position. (Due Date: 11-Jul-2015)

# Staff REPORT - OPEN

Jim Bennett presented the Staff Report and reviewed existing Rolling Action Item List (RAIL)



For specific details, please see the current M&I RAIL posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

Discussion ensued regarding when metrics would be used by the M&I Task Group. It was suggested that preliminary metrics be developed to show the process that will be used over the next 12 – 18 months.

ACTION ITEM: PRI STAFF to develop preliminary metrics to show the M&I Task Group for the October meeting. (Due Date: 23-Oct-2015)

# Supplier Support Committee (SSC) Information - OPEN

Jim Bennett presented the SSC introduction and current initiatives.



# M&I Newsletter - OPEN

Brief discussion on the newsletter. Any suggestions for M&I Newsletter articles to be forwarded accordingly to PRI Staff.

# New Business - OPEN

A request was made from Lisa Leonard to continue the ongoing discussions relating to Measurement Systems Analysis (MSA). It was agreed to discuss this subject later in the week in agenda item 18.0. - Any new business items.

# M&I Checklist Review - OPEN

Reviewed comments from the AC7130/2 (Laser Trackers) and AC7130/3 (Articulating Arm) checklist ballots. (see file below)



During the Task Group Ballot comments, there was a question asked relating to working envelopes for verification checks of Coordinate Measurement System (CMS) equipment. As the answer was not known, an action item has been issued to subscribers.

ACTION ITEM: SUBSCRIBERS to clarify if there is a requirement to verify the working envelope when performing verification checks on CMS equipment. If so, then a change to the checklist may be proposed at a later date. (Due Date: 31-Jul-2015)

A question was asked relating to the audit handbook. It was emphasized that the handbook is just that, a handbook and not a requirements document. It is a compilation of general information, clarifications, and auditor notes relating to the Nadcap M&I program. As the document was not a requirements document, PRI Staff did not believe that a ballot was necessary for the document. It was asked if PRI Staff would obtain clarification from other commodity groups, such as Chemical Processing, if the document is sent for balloting (note the purpose of the CP audit handbook is a little different to the M&I audit handbook).

ACTION ITEM: PRI STAFF to investigate if any policy exists regarding audit handbooks. For example, do the handbooks need to be balloted? (Due Date: 31-Jul-2015)

ACTION ITEM: PRI STAFF to provide the Task Group a copy of the latest version of the M&I audit handbook. (Due Date: 31-Jul-2015)

Motion made by Steve Row and seconded by Timothy Krumholz that all ballot comment resolutions addressed for AC7130/2 are editorial and not technical in nature. Motion Passed.

Motion made by Steve Row and seconded by Graeme Rankin to agree the resolutions to the ballot comment for AC7130/2 (MSALTAA – Ballot Comment Spreadsheet 22JUN2015). Motion Passed.

Motion made by Steve Row and seconded by Timothy Krumholz that all ballot comment resolutions addressed for AC7130/3 are editorial and not technical in nature. Motion Passed.

Motion made by Mark Clark and seconded by Steve Row to agree the resolutions to the ballot comment for AC7130/3 (MSALTAA – Ballot Comment Spreadsheet 22JUN2015). Motion Passed.

ACTION ITEM: PRI STAFF to issue 14 day affirmation ballot for AC7130/2 & /3 to NMC (Due Date: 01-Jul-2015)

# M&I Checklist Review - OPEN

Note this was a repeat agenda item to 7.0. Please refer to ballot comment spreadsheet attached in agenda item 7.

Regarding AC7130/0 ballot, a question was brought up regarding Software and Programs.

Motion made by Steve Row and seconded by Darren Yochum to modify section 10.9 (Software and Programs) of the AC7130/0 to clarify the intent of this section. Wording as follows added to the Compliance Assessment Guidance “NA only applies when:

Programmable software is not used

or

All programmable software being used is addressed in another Nadcap M&I Slash Sheet as part of this accreditation audit”. Motion Passed. PRI Staff modified the checklist from the ballot during the meeting. No additional action needed.

Motion made by Graeme Rankin and seconded by Steve Row to agree the resolutions to the ballot comment for AC7130/0 (MSALTAA – Ballot Comment Spreadsheet 22JUN2015). Motion Passed.

Motion made by Lisa Leonard and seconded by Drew Smith to send the revised balloted version of AC7130/0 to the M&I Task Group for affirmation ballot (as the changes were technical in nature and not editorial). Motion Passed.

ACTION ITEM: PRI STAFF to review changes to AC7130/0 and ensure that duplicate questions have been modified as part of the ballot comments. (Due Date: 01-Jul-2015)

ACTION ITEM: PRI STAFF to issue 14 day affirmation ballot for AC7130/0 to the M&I Task Group (Due Date: 01-Jul-2015)

# SUBSCRIBER COMMITMENTS TO MANDATE – CLOSED

The subscribers reviewed the summary table of the mandate status for all subscribers involved with some modifications. One significant mandate is expected over the next three – four weeks, with others to follow throughout the year. Due to the sensitivity of this information, the summary table and other presentations will not be distributed as an open document.

Additional discussions continued regarding the supplier base commonality between all the subscribers. While it is appreciated that some of the subscribers had already provided a copy of their supplier listings over 18 months ago, it was agreed that more up to date supplier lists should be submitted by all subscribers to PRI.

ACTION ITEM: Subscribers to provide supplier listings to allow PRI to assess the commonality across the supplier base with Subscribers. (Due Date: 17-Jul-2015)

ACTION ITEM: PRI Staff to develop a chart that shows the number of suppliers that are approved for M&I by multiple Subscribers. (Due Date: 31-Jul-2015)

# GENERAL BUSINESS ITEMS – CLOSED

No additional topics brought to the group.

# Initial Auditor training – CLOSED

Briefly discussed the status of where all the named candidates are within the system.

Discussed the upcoming Coordinate Metrology Society Conference (CMSC) occurring in July, where some of the auditor candidates will be attending training provided by Boeing.

The use of video techniques were also discussed to help support training.

Discussion ensued relating to training in general. What options are there for auditors and suppliers on the requirements and expectations of the M&I Task Group and checklists? It was suggested that any initial training developed for the auditors could be used for the supplier base.

Motion made by Mark Clark and seconded by Graeme Rankin for the M&I Task Group to develop training for auditors with a secondary audience of suppliers. Motion passed.

Other discussions are contained in the open session.

# Initial Auditor training – CLOSED

Repeat of 11.0

# AUDITOR CONFERENCE 2015 – CLOSED

Do the Subscribers wish to host an M&I specific training during the auditor conference? Three scenarios were considered

1. Conduct training in October 2015.
2. Conduct training Jan – Mar 2016, instead of October 2015
3. Conduct training in October 2016 and not include October 2015

The advantages and disadvantages were reviewed for each of the options identified above.

Motion made by Mark Clark and seconded by Darren Yochum to postpone M&I Auditor Training scheduled for October 2015 and hold a separate training session on site hosted by a subscriber, early 2016. Motion failed.

Motion made by Steve Row and seconded by Timothy Krumholz to hold M&I Auditor Training at the October 2015 Auditor Conference. Motion passed.

There were various discussions and ideas, therefore it was proposed to continue this topic in the open session.

# NEW BUSINESS – CLOSED

Brief discussion on any new technologies that were originally identified when M&I was first introduced. Should any new technologies be considered? Jim Bennett reminded the group that unless mandates were to be a considering factor, the subscribers should continue to strive towards mandating the current and balloted checklists.

# Update on Subscribers Commitment to Mandate - OPEN

Subscribers provided an update on the status of mandates for M&I. Some data from the closed sessions was shared, however not recorded formally due to the information sensitivity.

The subscribers shared the need to provide PRI with the supplier listings to determine the commonality with suppliers and subscribers. Providing the information was not sensitive indicating subscriber or supplier names, any of the charts would be shared.

One major Subscriber is looking to notify the supplier base of their intent to mandate over the next three to four weeks. A proposed roll out schedule was discussed. It is believed that over the coming months, others will join in the mandates.

# Additional Business Items Following CLOSED Session - OPEN

Auditor Conference (including initial training of auditors) and mandates have been placed into the respective open agenda items. No other additional business items noted.

# Auditor Conference 2015 - OPEN

The auditor conference for 2015 was discussed further following the initial discussions from the subscribers.

A question was asked regarding supplier participation. As with last year, Jim Bennett indicated that the Supplier Voting Members would be invited to attend the conference to assist in the support of the training.

Agenda topics were discussed. It was agreed that the main focus will be on the checklists, with input from the auditors. Simon Gough Rundle, Norm Gross, Randy Becker and Steve Row will provide support.

ACTION ITEM: Simon Gough Rundle, Norm Gross, Randy Becker and Steve Row to support development of the 2015 Auditor Conference. (Due Date: 18-Oct-2015)

ACTION ITEM: PRI Staff to email Supplier Voting Members to ask if they wish to be involved in the training process for auditors. (Due Date: 06-Jul-2015)

ACTION ITEM: PRI Staff to email the M&I auditors to understand any specific areas that they would like to know more about in regard to the M&I checklists. This will support the Auditor Conference 2015 schedule for M&I. (Due Date: 06-Jul-2015)

# Additional New Business - OPEN

Measurement Systems Analysis (MSA) was brought up for further discussion. While the Task Group is in favor of developing a new checklist or merge with an existing checklist (AC7130/0) for MSA, it is agreed that until MSA is mandated by the subscribers, the Task Group is not in a position to include certain checklist questions, unless taken from an Industry Standard or customer specification. There is a new standard released by SAE for ‘Measurement Systems Analysis Requirements for the Aero Engine Supply Chain’ – AS13003. It is believed that two engine manufacturers will be implementing these requirements into their customer flow down and an Air-Framer already appears to require MSA. There was a comment made regarding the restricted number of suppliers involved in the development of such an Industry Standard.

Further discussion ensued with the applicability of AC7130/0 to incorporate additional requirements from the MSA standard. It was agreed to be a topic of discussion at the October meeting.

ACTION ITEM: PRI Staff to add MSA to the M&I Task Group meeting agenda for the October meeting. (Due Date: 10-Jul-2015)

It was suggested that Simon Gough Rundle provide training to the Task Group (in general) on AS13003, so everyone involved in checklist development and approval are aware of the expectations.

ACTION ITEM: Simon Gough Rundle to develop training on AS13003 for the October Task Group Meeting. (Due Date: 19-Oct-2015)

ACTION ITEM: PRI Staff to add AS13003 training to the M&I Task Group meeting agenda for the October meeting. (Due Date: 10-Jul-2015)

AC7130/5 Airflow Checklist – Some proposed changes were brought up by Doug Keys. These were added to the Document Change Spreadsheet for discussion at the October Task Group meeting.

# Rolling Action Item List (RAIL) Review - OPEN

Reviewed existing RAIL items for potential closure. For specific details, please see the current M&I RAIL posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

RAIL items identified from this meeting were verified.

# Develop Agenda for Oct 2015 - OPEN

Motion made by Graeme Rankin and seconded by Steve Row to have a four day meeting for the Pittsburgh M&I Task Group Meeting in October. Motion passed.

The task group felt that based on the impending mandates that a half day agenda item be dedicated to address any frequently asked questions, explanations on mandates, checklists, etc. It would be similar in nature to the supplier symposium held last year.

ACTION ITEM: PRI Staff to issue email to request for volunteers to support supplier training during the October Task Group meeting agenda item. (Due Date: 10-Jul-2015)

To help with the mandate and training in general, a question was asked whether the equipment manufacturers should be invited to the meeting, to understand the requirements and expectations of the checklist. Especially when suppliers being audited may need specific information from the equipment manufacturers. Task group must ensure that all equipment manufacturers are made aware and not a select group.

ACTION ITEM: Subscribers to provide a list of M&I equipment manufacturers, with consideration, for inviting to the Task Group Meeting in October. M&I Leadership team will further review and determine if additional action needs to be taken. (Due Date: 7-Aug-2015)

Agenda items – ½ day closed, ½ day PRI related, 1 and ½ days for proposed checklist changes, ½ day for supplier training, ½ day for others.

# Meeting Facilitation Feedback - OPEN

No concerns expressed to the group. Generally satisfied.

Motion made by Steve Row and seconded by Darren Yochum to adjourn meeting. Motion Passed.

ADJOURNMENT – 24-Jun-2015 – Meeting was adjourned at 4:30 p.m.

Minutes Prepared by: James E Bennett [jbennett@p-r-i.org](file:///C:\Users\cmartin\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\X9M5OA7B\jbennett@p-r-i.org)

|  |  |  |
| --- | --- | --- |
| \*\*\*\*\* 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: |
|  |  |  |
|  |  |  |