**CONFIRMED MINUTES**

**JUNE 22-25, 2015**

**MONTRÉAL, QUÉBEC, 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**

# OPENING COMMENTS – CLOSED/OPEN

## Call to Order / Quorum Check

The Materials Testing Laboratories (MTL) 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 |  |
|  |  |  |  |  |
|  | Shamim | Abbas | The Boeing Company |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Pietro | Bonarrigo | Bombardier Inc. |  |
|  | Alexandre | Bourgeois | Bombardier Inc. |  |
|  | Christine | Brassine | SAFRAN Group |  |
| \* | Ben | Clark | Eaton Aerospace |  |
| \* | David | Cordova | Rockwell Collins Inc. |  |
| \* | George | Coste | SAFRAN Group |  |
|  | Chris | Davison | Spirit AeroSystems Inc. |  |
| \* | Doug | Deaton | GE Aviation | Proxy for F. Lennert |
| \* | Colin | Fletcher | Bell Helicopter Textron |  |
| \* | Dan | Graves | UTC Aerospace (Goodrich) | Vice Chairperson |
|  | Jason | Jolly | Cessna Aircraft Company |  |
|  | Stéphane | Lesueur | SAFRAN Group |  |
|  | Adrien | Maffre | Airbus |  |
| \* | Muriel | Malhomme | Airbus |  |
| \* | Amanda | Rickman | Raytheon Co. | Chairperson |
|  | Antoine | Rossignol | SAFRAN Group |  |
| \* | Lindsay | Schurle | Spirit AeroSystems Inc. |  |
| \* | Barry | Ward | Rolls-Royce |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Pedro | Astola-Gonzalez | TITANIA, Ensayos y Proyectos Industriales S.L. |  |
|  | Lei | Bao | National Analysis Center - Iron & Steel |  |
| \* | Umberto | Baratta | Bytest SRL |  |
|  | Pierre | Barbaza | ECCI |  |
| \* | Corwyn | Berger | Exova Inc., Chicago Laboratory |  |
|  | Gilbert | Bonnaire | ECCI |  |
|  | Susan | Caldwell | Element Materials Technology Daleville LLC |  |
|  | Hugh | Casper | MTS Systems Corporation |  |
| \* | John | Chir | Latrobe Specialty Steel Company |  |
|  | Julien | Corato | Exova |  |
| \* | Deena | Crossmore | IMR Test Labs |  |
|  | Niall | Dodds | Exova (UK) Limited |  |
|  | Bryan | Engel | Consolidated Precision Products CPP - Syracuse |  |
| \* | Kay | Fisher | Bohler Edelstahl GmbH & Co KG |  |
|  | Dave | Fluck | Haynes International |  |
|  | Dan | Gomes | Shellcast Foundries |  |
|  | Courtney | Grimes | Sturbridge Metallurgical Services Inc. |  |
| \* | Bryan | Hall | NSL Analytical Services Inc. |  |
|  | Chris | Harwood | Exova Inc., Houston Laboratory |  |
| \* | Kevin | Hineman | ATI Flat Rolled Products |  |
| \* | Don | Huffman | Lisi Aerospace Torrance |  |
|  | Susan | Jett | Sturbridge Metallurgical Services Inc. |  |
| \* | Rick | Kuhns | Bristol Industries |  |
| \* | Zheng | Liu | National Analysis Center - Iron & Steel |  |
|  | Greg | Lobosky | Element Huntington Beach |  |
|  | Nicolas | Martin | Exova Canada Inc., Pointe-Claire |  |
| \* | Michelle | McDonald | Howmet Research Corp. |  |
|  | Roger | Ng | Oerlikon Metco (Canada) Inc. |  |
| \* | Annette | O’Connell | Haynes International Inc. |  |
|  | Owen | O’Grady | Exova (UK) Limited |  |
| \* | Bob | Olveson | Element Materials Technology |  |
|  | Andrea | Pierce | NSL Analytical Services Inc. |  |
|  | Karl | Prattes | Bohler Edelstahl GmbH & Co KG |  |
|  | Barry | Rafan | Dunkirk Speciality Steel, LLC |  |
| \* | Ben | Ransom | RTI Int’l Metals, Inc., Tradco, Inc. |  |
|  | Pascal | Roussy | Exova |  |
| \* | Peter | Scrimshire | Special Metals Wiggin Ltd - IncoTest |  |
| \* | Kevin | Seidel | Dunkirk Speciality Steel, LLC |  |
| \* | David | Serbousek | Olympic Scientific Inc. |  |
|  | Derek | Sicotte | Dirats Laboratories |  |
|  | Howard | Spader | Instron |  |
|  | Tsunao | Tezuka | IHI Corporation |  |
| \* | T. Rao | Tipirneni | Long Island Testing Labs Inc. |  |
| \* | Kevin | VonScio | Perryman Company |  |
| \* | Donna | Warner | Heartland Precision Fasteners |  |
| \* | Margaret | Willis | ATI Specialty Materials - Monroe Operations |  |
| \* | Jason | Wright | Metals Technology Inc. |  |

***PRI Staff Present***

|  |  |  |  |
| --- | --- | --- | --- |
| Rob | Hoeth |  |  |
| Jim | Lewis |  |  |
| Bob | Lizewski |  |  |
| Joe | Pinto |  |  |
| Kevin | Wetzel |  |  |

## Safety Information – CLOSED/OPEN

Fire Exits and how to vacate the building were reviewed. Attendees were requested to notify PRI Staff of any emergencies

## Review Code of Ethics and Meeting Conduct – CLOSED/OPEN

Code of Ethics, Antitrust, and meeting conduct were reviewed with the meeting rules and meeting voting protocol.

## Review Antitrust Video – CLOSED/OPEN

The Antitrust Video was presented.

## Review Agenda – CLOSED/OPEN

The agenda was reviewed and agreed upon without modification.

All presentations from the meeting are posted in [www.eAuditNet.com](http://www.eAuditNet.com) under Resources → Public Documents → Materials Testing Laboratories → Nadcap Meeting Presentations → June 2015.

## Approval of Previous Meeting Minutes – OPEN

Motion made and seconded to approve the March 2015 minutes as written. Motion Passed.

# REVIEW DELEGATION STATUS – CLOSED

The Metrics tab on the eAuditNet Dashboard and the t-frm-07s for all reviewers were presented. All current delegated reviewers (Kevin Wetzel, Rob Hoeth, Jim Lewis, and Bob Lizewski) continue to meet the requirements defined in OP 1115. After review of all comments addressed in t‑frm‑07s, there were no issues that required additional actions. All reviewers maintained their delegation status.

# auditor CONSISTENCY – CLOSED

## Present Auditor Evaluations – Dashboard (specific auditor/supplier discussion)

Auditor Evaluations and the Dashboard in eAuditNet under Metrics for auditor performance were discussed as a whole and on an individual basis.

## Present Supplier Feedback

Supplier Feedback for individual auditors was presented and discussed.

## Subscriber Audit Observation Report

Subscriber Audit Observation Reports were presented and discussed.

ACTION ITEM: Kevin Wetzel to send a list of currently scheduled audits to the MTL subscriber to determine observation availability (Due Date: 31-Jul-2015)

## Data review

General data on top NCRs per checklist was presented.

Data was collected during the last delegation period that compared the number of NCRs/day at a facility compared to the previous auditor at the same the same facility. The ± data presented appears to demonstrate the Average NCRs/day are reducing which would be the expectation for the supplier base. This will be a continuing Action Item and will be presented at the October meeting.

# risk MITIGATION – CLOSED

## Report out and discussion on lessons learned, e.g. mechanics and procedural difficulties of the process.

Concerns were discussed on how to proceed with the process when there is no Subscriber support on particular audits especially with high number of NCRs.

## Report out a summary of 2014/2015 Risk Mitigation activity.

The Risk Mitigation progress for the following audits was debriefed

Audit No. 153725 – Process completed

Audit No. 158211 – Process completed

Audit No. 155962 – Process completed

Audit No. 163134 – Process Suspended

# matters of ACCREDITATION – CLOSED

Audit number 156653 was discussed which was currently in Task Group Review with 2 NCRs identified as requesting Task Group Resolution. After discussions the Task Group agreed with the path the audit report reviewer had taken and proposed responses for the two NCRs which were entered into the NCRs during this session.

Ballot Disapproval for Audit number 157413 was discussed. An email was drafted to the person objecting to the ballot to determine a resolution of the disapproval.

Supplier number 3867 requested facility move approval without an additional audit. The Task Group decided an onsite audit was required. The scope of this audit was also decided upon during this discussion.

# REVIEW MEMBERSHIP STATUS – OPEN

## Confirm any new voting member applications

Subscriber Members:

David Cordova of Rockwell Collins was proposed as a Subscriber Voting Member.

Motion made and seconded to accept David Cordova as a Subscriber Voting Member. Subscriber meets the background requirements of OP 1114 Appendix MTL. Motion Passed. The Voting Member was confirmed by the Chairperson.

Supplier Members:

Michelle McDonald of Alcoa Howmet was proposed as a Supplier Alternate Voting Member (ASVM).

Motion made and seconded to accept Michelle McDonald as an ASVM. Motion Passed. The Voting Member was confirmed by the Chairperson.

Zheng Liu of National Analysis Center was proposed as a Supplier Voting Member.

Motion made and seconded to accept Zheng Liu as a Supplier Voting Member. Motion Passed. The Voting Member was confirmed by the Chairperson.

## Review compliance with voting requirements of present voting members

Compliance with Voting Requirements (Participation)

Voting Member responsibilities and adherence, meeting attendance, and ballot participation were reviewed.

Supplier Members not meeting Voting Membership requirements were reviewed. Ben Ransom and Jim Rossi have been contacted for the failure to meet requirements for letter ballot participation, a decision on retaining or removing privileges will be based upon responses.

# mtl nadcap – OPEN

## MTL Tutorial

An MTL Task Group Tutorial was presented. No further discussion followed.

## SSC Presentation

Presentation concerning the Supplier Support Committee (SSC) was provided. This was an effort to increase MTL Supplier attendance at the SSC meeting scheduled for 23-June-2015. For complete details of the meeting, see the SSC Minutes posted on [www.p-r-i.org](http://www.p-r-i.org).

# Activity Reports – OPEN

## Feedback from the previous meeting

A summary of the previous meeting feedback was presented. From the limited feedback provided, the MTL TG meetings appear to continue to improve.

## Review Major Activity from Previous Meeting:

Joe Pinto debriefed the Task Group on the lack of progress on the discussions with A2LA, who provide ISO/IEC 17025 accreditation, and the proposal that a Nadcap audit could be conducted simultaneously with an ISO/IEC 17025 audit, and the issues due to who would control the process. Discussions are being held with ANAB is regarding the same proposal.

Industry Standard Update:

The ASTM E01 Committee (Analytical Chemistry for Metals) is continuing to work on a Spark-AES method for nickel alloys and Titanium alloys. The expectation is that both methods will be completed in 2015. The Guide for the Production of Reference Materials has been published as E2972-15. A new practice is underway on the utilization of commercially prepared reference materials. They are also discussing changes in the certification requirements of combustion/fusion reference materials.

The ASTM E04 Committee (Metallography) has successfully balloted to change the title of E340 “Standard Test Method for Macroetching Metals and Alloys” to “Standard Practice for Macroetching Metals and Alloys”. The rationale is that there are no test requirements in E340. It is a practice for macroetching just as E407 is a practice for microetching. Also paragraph 7.3 was changed to make it clear that times and temperatures for etching are only intended as a guide.

The ASTM E08 Committee (Fatigue and Fracture) current revision activity is for E466 (load control fatigue). Some of the E08-05 subcommittee members do not feel that alignment per E1012 is adequate for high cycle fatigue (load control) testing. Proposals have included some things that it is felt that Nadcap approved labs will likely vote on negatively. Challenges to the labs doing E466 testing and claiming E1012 as their alignment proof will increase. There are currently significant differences of opinion. The fatigue round robin is about 80% complete for both E466 (load control) and E606 (strain control) using Ti 6-4, Al 6061 T6, and API 5X steel. Many Nadcap approved labs are participating, but there may be a need for more, especially for strain control testing of the aluminum and steel materials.

The ASTM E28 Committee (Mechanical test) revisions to E8 are currently underway. A main topic is to standardize terms (e.g. the difference between gauge section and reduced section). Revisions to E21 are currently underway. Addressing some problems seen in Nadcap audits (e.g. averaging extensometers, calibration frequencies, test temperature tolerances and duration, test speed after yield and final elongation and ROA) are all topics under discussion.

## Review status of checklist revisions

AC7101/1F was released (June 2014).

AC7101/2D was released (November 2014).

The AC7101/3D affirmation ballot closed (April 2015). Ballot comment resolution was to occur at this meeting

The AC7101/4F letter ballot closed (June 2015) and ballot comment resolution was to be completed at this meeting.

AC7101/5D was released (November 2014).

AC7101/6D working sessions for checklist revision will occur at this meeting.

The AC7101/7D letter ballot closed (May 2015) and ballot comment resolution is to be completed at this meeting.

AC7101/8B was balloted for obsolescence.

AC7101/11C is in Nadcap Management Council (NMC) ballot.

## TAG (Technical Advisory Group) activity summary

Kay Fisher provided the TAG /1 report out on two questions brought to the group that will need to be discussed (see section 10.0 for discussion and resolution):

* How current do the tables and matrices, that are required to be added to the checklists during the audit, need to be that are provided to the auditor?
* Is it acceptable for splitting results even if they are compliant?

Dan Graves provided the TAG /6 report out on one question regarding interpretation of ASTM B117, 7.1.1 “parallel to the principle direction of flow of fog, based upon the dominant surface being tested”. Resolution is in the Handbook Supplement.

Don Huffman provided the TAG /11 report out on 5 topics brought to the group and addressed in the Handbook supplement:

* Torque frequency
* List of specifications in checklist is not all inclusive
* 13.4.1 - Conflict between ASTM and NASM. ASTM is the correct requirement.
* 12.5.1.3, 12.5.2.2, 13.4.1, and 14.3.12 will provide °C conversions from °F
* When will labs be able to be audited to new checklist

The TAG Rosters were reviewed and updated. Rosters are posted on [www.eAuditNet.com](http://www.eAuditNet.com) under Resources → Public Documents → Materials Testing Laboratories

## Ad-hoc committee reports

The Audit Grading team will have AC7101/1, AC7101/2, AC7101/4, and AC7101/5 data available to present at the October 2015 meeting with recommendations to the Task Group.

Audit Report Reviewer Guidelines were provided. It appears that not all members were included in the email discussions. The email string will be updated and a report out and proposal will be provided at the next meeting.

## MTL vision

The MTL Vision was reviewed to ensure the vision still meets the Task Group’s expectation. No additions were identified.

# breakout sessions – open

## AC7101/6 Ballot Comment Resolution

## AC7101/7 Ballot Comment Resolution

See section 14 for details on individual breakout sessions conducted during this meeting.

# task group issues – OPEN

A TAG//1 issue was raised where a subject was agreed to by the team and after a Staff Engineer started a side bar conversation, members changed their votes without all being involved in those communications.

HB Guidance for the TAG process was proposed to be added to A.1.3 of the Handbook:

“The staff engineer is not a formal member of the TAG and does not hold a vote. The staff engineer is encouraged to contribute to the technical discussion during the discussion phase.”

To be added to “TAG by email” section of the Handbook:

* “All TAG members, the lead staff engineer and the TG chair are to be copied on all communications, and discussions.
* The first round of emails should be without a vote to allow comments and encourage discussion.
* A conclusion of acceptable verbiage will be reached or, if after two rounds of TAG discussion the group is not moving toward consensus, the TAG chair is to initiate a teleconference or ask the TG chair to put the issue on the agenda for the next Nadcap meeting.”

A voice vote was called to accept the Handbook Guidance. Guidance was accepted.

ACTION ITEM: Kevin Wetzel to send TAG roster to TAG Chairs. (Due Date: 31-Jul-2015)

ACTION ITEM: Derek Sicotte to add to the Handbook in A.1.3 of the Handbook. “The staff engineer is not a formal member of the TAG and does not hold a vote. The staff engineer is encouraged to contribute to the technical discussion during the discussion phase.” (Due Date: 31-Jul-2015)

ACTION ITEM: Derek Sicotte to add to the Handbook in “TAG by email” section of the Handbook. “-All TAG members, the staff engineer, and the TG chair are to be copied on all communications, and discussions. -The first round of emails should be without a vote to allow comments and encourage discussion. -A conclusion of acceptable verbiage will be reached or, if after two rounds of TAG discussion the group is not moving toward consensus, the TAG chair is to initiate a teleconference or ask the TG chair to put the issue on the agenda for the next Nadcap meeting.” (Due Date: 31-Jul-2015)

Rick Kuhns volunteered to be the SSC representative this meeting.

The TAG enquiry form was presented. This form will be used to capture suggestions between checklist revisions for future improvements as well as another form to be used to capture and track enquiries. The two will be combined into one Excel document with separate tabs.

ACTION ITEM: Kevin Wetzel to distribute the TAG Enquiry / Suggestion form to the TAG chairs. (Due Date: 31-Jul-2015)

TAG/1 has two inquiries that need to be resolved at the meeting.

The first is “There is no definition or guidance on the timeliness of the information in these summaries. I assume that most labs (like we do) prepare these ahead of the audit, and a discrepancy can occur if changes occur immediately prior to or during the audit. How current must the summaries be? Currently the only guidance in the main body of the handbook (3.1.2/3.2.2/3.2.4) is that Auditors should ask for the Summaries 21 days ahead of the audit.”

Proposed guidance is: “All summaries should be current when provided to the auditor as requested prior to the audit. Any changes in the organization that would pertain to the summaries (additional document revision issue, change in person’s position, additional PT completed, etc.) should be recorded according to the organization’s documented records systems and brought to the attention of the MTL auditor verbally. These changes should be incorporated in the next update of the summary according to the organization’s process for keeping the summaries up to date.”

A voice vote was called to accept the Handbook Guidance. Guidance was accepted.

ACTION ITEM: Derek Sicotte to add to the Handbook “All summaries should be current when provided to the auditor as requested prior to the audit. Any changes in the organization that would pertain to the summaries (additional document revision issue, change in person’s position, additional PT completed, etc.) should be recorded according to the organization’s documented records systems and brought to the attention of the MTL auditor verbally. These changes should be incorporated in the next update of the summary according to the organization’s process for keeping the summaries up to date.” (Due Date: 31-Jul-2015)

Item 2: “The laboratory has a customer that is asking them to separate test results. All tests are conforming, but the customer would like the grain flow on a separate report now. The original report has grain flow, macrostructure, ETT, RTT, and stress rupture. All test material came from the same ring that was sent to the lab and again all testing was conforming. Can these results be separated and the grain flow reported on a new report?”

Motion: Add guidance as follows (vote separately on each point):

“The intent of this AC is to ensure labs do not separate conforming and non-conforming results from the same lot/job onto different certificates of test/test reports. Note that subscriber specifications may contain additional requirements, e.g. GE S-400.”

Motion by Kay Fisher to accept the proposed guidance. Motion seconded by Doug Deaton. Motion Passed.

ACTION ITEM: Derek Sicotte to add to the Handbook “The intent of this AC is to ensure labs do not separate conforming and non-conforming results from the same lot/job onto different certificates of test/test reports. Note that subscriber specifications may contain additional requirements, e.g. GE S-400.” (Due Date: 31-Jul-2015)

“The Task Group considers it good lab practice to include results from all tests on one purchase order on a single test report/certificate of test.”

Motion by Kay Fisher to accept the proposed guidance. Motion seconded by Doug Deaton. Motion Failed.

“If requested on the customer purchase order, it may be permissible for test results to be provided on separate reports/certificates by type, e.g. grain size on one certificate and tensile on a second certificate. Note that some subscriber specifications may preclude this. Note that traceability to lot/heat number/PO number etc. must be ensured on each certificate of test/test report. Note that this DOES NOT allow non-conforming and conforming results to be reported on separate test reports/certificates of test.”

Motion by Kay Fisher to accept the proposed guidance. Motion seconded by Donna Warner. Motion Failed.

Motion by Bryan Hall for inclusion in AC7101/1 (recommend right after existing 2.5): “During the chemistry test process observations, the lab is to use a chemistry PT sample for the Observation of Test (AGS PTP sample if the lab is a participant). The auditor is to compare the results of the test to the most recent PT report to ensure reasonable correlation of results. Was this completed observed test meeting Class 1 or Class 2 criteria (within the acceptable population for the PT report)?” Motion seconded by Muriel Malhomme. Motion Failed.

# pt discussion – OPEN

Muriel Malhomme presented on Internal Round Robins (IRR), Statistical Process Control (SPC), and Gage Readability and Reproducibility (Gage R&R) which will be adopted in the Handbook after a one month review cycle.



ACTION ITEM: Kevin Wetzel to add to the Handbook the Process for IRR – SPC and Gage R&R presentation. (Due Date: 31-Jul-2015)

# auditor consistency – OPEN

Bryan Hall presented on Auditor Consistency for Jennifer McKeegan.



Bryan Hall announced his resignation from NSL and departure from Nadcap.

Amanda recognized the efforts Bryan has provided throughout the years and thanked him.

# auditor conference – OPEN

The agenda for the Auditor Conference was discussed and the following topics were proposed.

Kevin VonScio proposed training for the following.

* ASTM E01/NIST
* Production and use of In-House reference material – an overview of E2972
* Traceability of assigned values – what it means and who can do it
* Value uncertainty
* Intended uses of NIST SRMs and the role of private sector reference materials
* Validation of Test Methods – an overview of E2857

ACTION ITEM: Kevin Wetzel to send top NCRs for each checklist to TAG leads. (Due Date: 17-Jul-2015)

TAG/1 general topics for auditor practice will be on the following:

* Expectations when question stated ‘per customer requirement’
* Expectation for ‘procedures are used’
* Expectations of a ‘detailed procedure’

The goal is to have the initial draft done in September. Team members are Kay Fisher, Derek Sicotte, Greg Lobosky, Muriel Malhomme, Andrea Pierce, and Donna Warner. Derek Sicotte is to present.

ACTION ITEM: Kay Fisher to send email asking for input on the 3 topics 1. Expectations when question stated ‘per customer requirement’ 2. Expectation for ‘procedures are used’ and 3. Expectations of a ‘detailed procedure’ (Due Date: 2-Jul-2015)

TAG/2 Topics are:

* Figure 1 expectations
* Differences from Rev C to Rev D
* Supplement review

ACTION ITEM: Kevin Wetzel to send request to the MTL auditors requesting which AC criteria is creating issues of understanding for all new revisions as well as IRR/PT. (Due Date: 17-Jul-2015)

TAG/3 Topics are:

* Alignment
* Tensile Testing
* Thermocouple usage and stability
* Calibration of timers

TAG/4, TAG/5, and TAG/11 are to provide an update for the October auditor conference for the recent checklist revisions.

ACTION ITEM: Don Huffman and Donna Warner to create a presentation and distribute to the TAG/11 prior to presentation at the conference. (Due Date: 30-Sep-2015)

TAG IRR/PT are to provide a presentation.

# breakout sessions – OPEN

## Checklist revision working session for AC7101/9

Break out working session groups were formed as follows:

AC7101/3, AC7101/4, AC7101/7 Ballot comment resolution and Handbook Guidance development;

AC7101/6 and AC7101/9 Checklist revision to prepare for ballot;

AC7101/6 PD 1100 compliance analysis.

# nadcap meeting reports – OPEN

## Supplier Support Committee

SSC report out was not provided as the SSC Representative was not present.

## Planning and Ops

Amanda Rickman reported on the Planning & Ops meeting. Specific Task Groups provided summaries of their health and issues. The Risk Mitigation process was a common issue among most Task Groups and the proposed direction on upcoming procedural considerations was discussed. Also reported on was the closure of MTL vision compliance issue and discussions on a New Auditor Training Checklist.

# mtl program status – OPEN

## NMC Metrics

Kevin Wetzel presented a review of the health of the MTL Task Group via the Dashboard in eAuditNet. The NMC metrics were reviewed by the Task Group. No action was required.

## Auditor Capacity

Kevin Wetzel presented a review of Auditor Capacity. Capacity can support the current audit requirements but without enough excess capacity. MTL is always looking for additional Auditor candidates.

# meeting wrap up – OPEN

## Affirm ad-hoc committees

The following sustaining ad-hoc Committees were affirmed:

* Auditor Consistency
* MTL Audit Report Reviewer Expectations
* Audit Grading

The following new ad-hoc Committee was affirmed:

* Auditor Conference (Lead: Kay Fisher; Participants: Derek Sicotte, Greg Lobosky, Muriel Malhomme, Andrea Pierce, Donna Warner)

## Vote on Handbook revisions – ‘Confirmed Handbook Content’

Handbook additions were reviewed and accepted in sections 10.0 and 11.0

## Review/Update RAIL

The Action Items from this meeting were presented and reviewed; Action Items 17 and 18 were closed.

## Determine meeting objectives for next meeting

The following was agreed upon as objectives for the October 2015 meeting:

* Ballot Comment Resolution for AC7101/6 and AC7101/9
* AC7101/1 Checklist revision (Inclusion of PT plus other minor updates)
* Auditor Consistency
* Topics from Auditor Conference other than TAG updates
* NIST/ASTM E01

## Compose agenda (open/closed dates and times) for next meeting

The following was agreed upon as the agenda for the October 2015 meeting:

* Auditor Conference Sunday
* Three Day agenda (Monday through Wednesday)
* Monday morning and last hour of Wednesday to be Closed
* Breakout Rooms requested for all day Tuesday and Wednesday morning

A request was made for a volunteer for the Outsourced Pyrometry Provider Feasibility Team. Doug Deaton volunteered.

Motion made by Amanda Rickman to adjourn the meeting. Motion seconded Muriel Malhomme. Motion Passed.

ADJOURNMENT – 25-Jun-2015 – Meeting was adjourned at 1:30 p.m.

Minutes Prepared by: Rob Hoeth, rhoeth@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: |
|  |  |  |
|  |  |  |