**CONFIRMED MINUTES**

**JUNE 24, 2015**

**MONTREAL, QUEBEC, CANADA**

**These minutes are not final until confirmed by the Management Council in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Council and shall not be considered as such by any agency.**

**WEDNESDAY, JUNE 24, 2015**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Steering Meeting was called to order at 8:00 a.m., 24-Jun-2015.

It was noted that only NMC Voting Members were in attendance during the meeting with the exception of the invited guests listed in section 1.2.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Latch | Anguelov | SAFRAN Group |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Nicolas | Barthelemy | Airbus Helicopters |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce | Vice Chairperson |
| \* | Craig | Bowden | BAE Systems – MAI |  |
|  | Katie | Bradley | Lockheed Martin Corp. |  |
| \* | David | Cianfrini | BAE Systems |  |
| \* | Russell | Cole | Northrop Grumman Corp. |  |
| \* | Jim | Diamond | USAF |  |
| \* | Harold | Finch | Spirit AeroSystems |  |
| \* | Hidekazu | Furugori | Mitsubishi Aircraft Corporation |  |
| \* | Martha | Hogan-Battisti | The Boeing Company |  |
|  | Wendy | Jiang | COMAC |  |
| \* | Jason | Jolly | Cessna Aircraft Company |  |
| \* | Masahiro | Kawamoto | Mitsubishi Heavy Industries |  |
| \* | Karen | Kim | Sikorsky Aircraft |  |
| \* | Kevin | Knox | Rockwell Collins |  |
| \* | Ralph | Kropp | MTU Aero Engines |  |
| \* | Jeff | Lott | The Boeing Company | Chairperson |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | Mariot | Triumph Group, Inc. |  |
| \* | Jean-Philippe | Mathevet | SAFRAN Group |  |
| \* | Steve | McGinn | Honeywell Aerospace |  |
| \* | Robin | McGuckin | Bombardier Aerospace |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Marc | Montreuil | Héroux-Devtek |  |
| \* | Michael | Murray | Beechcraft |  |
| \* | Jeremy | Phillips | Cessna Aircraft Company |  |
| \* | Scott | Porterfield | Triumph Group, Inc. |  |
| \* | Fabrizio | Quadrini | AgustaWestland |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
| \* | Brad | Richwine | Raytheon Co. |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
|  | Uri | Shternberg | CAAI |  |
| \* | David | Soong | Pratt & Whitney |  |
|  | Stan | Trull | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Corwyn | Berger | Exova, Inc. |  |
| \* | Tom | Newton | Aircraft X-Ray Laboratories, Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Mike | Graham |
| Connie | Hess |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Shannon | McMeans |
| Kellie | O’Connor |
| Joe | Pinto |
| Glenn | Shultz |
| Jon | Steffey |

## Invited Guests of Chairperson were introduced and acknowledged by the NMC Chairperson.

* Uri Shternberg
* Stan Trull
* Katie Bradley
* Wendy Jiang

## Code of Ethics, Anti-Trust & Conflict of Interest

Jeff Lott reviewed the Code of Ethics, Anti-Trust and Conflict of Interest policy, and the video was viewed by the group.

## Approval of Previous Meeting Minutes

Motion made by Richard Blyth and seconded by Jason Jolly to accept the minutes. Motion passed and the March 2015 NMC Steering meeting minutes were approved as written.

# NMC Membership

One new Subscriber Voting Member (UVM) was confirmed by Jeff Lott:

* Yijun (Wendy) Jiang, COMAC

# ROLLING ACTION ITEM LIST (RAIL)

The NMC Steering RAIL was reviewed. Item #NMC-27 was closed.

# COMMITtee status reports

## Metrics



Richard Blyth reviewed the Metrics Committee activities. Currently all metrics are green. After the monthly review conducted by the Committee Chair and PRI staff over the last four months, there have been no issues or adverse trends. They will continue to monitor, and if no issues, will then recommend an annual review. Effectiveness surveys have been sent to all stakeholder groups and key points from the results were reviewed. A team was formed to develop some actions from the output. Additionally, a training will be developed for October on functionality in eAuditNet. For more details, please see the attached presentation.

## Ethics & Appeals



Jeff Lott reported that no meeting was held in Montreal, however interim meetings are being held as necessary. There will be a face-to-face meeting in Pittsburgh. The Export Control Sub-Team did meet this week and received an update on export control reform and its impact on the industry from PRI outside counsel. There likely won’t be an immediate impact, however eventually it will impact Nadcap as a non-US citizen may be able to audit what would previously have been classified as ITAR once the change is made. For more details, please see the attached presentation.

## Globalization & Strategy



Jeff Lott reviewed the major discussion points from the Committee meeting, which included an update from the 9100 Sub-Team, in which the OIN Number is now a required field in eAuditNet. In addition, the Committee received two proposals for new potential Task Groups: Aerospace Assemblies and Outsourced Pyrometry Calibration Providers. For more details, please see the attached presentation.

## Oversight



Frank Mariot reported that the 2015 Oversight Audit is currently on plan and the team will meet later today. Additionally, a team lead was identified for the 2016 team, which is Brad Richwine. The Committee reviewed the Audit Observer summary. There will be a one-hour training on Audit Effectiveness for the auditors in October 2015. Mark Rechtsteiner reported on the activities from the Audit Effectiveness sub-team, as well as potential next steps. The NMC agreed to the suggested go-forward plan for the sub-team. For more details, please see the attached presentations.

## Standardization



Steve McGinn reported that the Risk Mitigation sub-team will be revising their proposal for the October 2015 meeting. The Committee agreed to a proposed revision of i-frm-38 and OP 1101, which will help ensure that changes to Task Group Operating Procedures will not conflict with higher level documents. A sub-team was formed regarding the development of a standard requirement for Self Audits to be submitted to the auditor 30 days prior to the audit. For more details, please see the attached presentation.

## Subscriber Accreditation



Pascal Blondet gave an update on the new NMC Subscriber Accreditation Committee (SAC), formerly the NUCAP Management Council. During the meeting in Montreal, the SAC approved a proposal which would require Subscriber Audits (with the exception of Option B Headquarter audits) be reviewed by Task Group Voting Members. The group also approved a proposal to incorporate guidance for Subscriber Audits into the General Auditor Handbook. For more details, please see the attached presentation.

# SAE AERO COUNCIL report-out



Jim Lewis gave an update on the SAE Aero Council Meeting. At the next meeting, he will brief the Council on recent Nadcap activities. At the last meeting, they evaluated the entire standards process to see if there are ways to make it more efficient. There was also an update on the Counterfeit Avoidance Accreditation Program (CAAP). For more details, please see the attached presentation.

# Board of directors’ feedback



Scott Klavon reported that the PRI Board of Directors will be meeting this week in Montreal, and gave some information on the Customer Support Plan they have recommended. The Board is looking at what Nadcap can do to add value to Nadcap Subscribers and Suppliers. The Subscriber plan involved finding out who the decision-makers are at their respective companies, and for NMC Members to provide details on the benefits of Nadcap for their company. For the Suppliers, multiple activities are planned, including the development of a technical newsletter, which would be specifically related to key issues such as improving audit preparation or top nonconformances, as well as scheduling technical symposiums in key regions. For more details, please see the attached presentation.

# eAuditNet enhancements



Jon Steffey gave a brief update on the latest eAuditNet enhancements. For more details, please see the attached presentation.

# COMPANY ADMIN TOOLS



Jon Steffey gave a tutorial on the available Company Admin tools within eAuditNet, and how to utilize them. For more details, please see the attached presentation.

# NMC SUBSCRIBER VERIFICATION AD-HOC COMMITTEE

Scott Klavon gave some background on the Subscriber Verification Ad-Hoc Committee, which reviews new Subscriber applications to ensure they meet the requirements per the definition of Subscriber. This Committee will be meeting in Montreal to address questions around potential Subscriber applications from those who are newly entering the industry and may not yet meet the current definition of Subscriber.

# Supplier support committee (SSC)



Tom Newton gave an update on the SSC activities taking place in Montreal. For more details, please see the attached presentation.

# other issues / new business

No new issues were identified.

ADJOURNMENT – 24-Jun-2015 – Meeting was adjourned at 9:45 a.m.

Minutes Prepared by: Kellie O’Connor, [koconnor@p-r-i.org](mailto:koconnor@p-r-i.org)

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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\*  NO  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |
|  |  |  |