

# Sealant Task Group Meeting Agenda

February 24-25, 2016

NH Eurobuilding

Madrid, Spain

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| **AC7200/1 Sealant Manufacturers** |
| **AC7202 Sealant Value Added Distributors** |
| **AC7129 Sealing of Aerospace Assemblies and Components** |

The Sealant Task Group covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Tuesday, FEBRUARY 23, 2016

8:00 am – 9:00 am

**Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program

Wednesday, FEBRUARY 24, 2016

9:00 am

1.0 Opening Comments (daily)

9:25 am

2.0 Review Membership Status

9:45 am

3.0 Sealant Task Group RAIL

10:05 pm

4.0 Staff Report

10:30 am

5.0 SSC Report

11:00 am

6.0 Status of Assembly Task Group

11:30 am

7.0 AC7129 Move Forward Plan

12:00 pm

8.0 AC7129 Auditor Interview and Training

12:30 pm

9.0 OP 1114 Appendix SLT

1:00 pm – 2:00 pm

Lunch Break

2:05 pm

10.0 Future Changes to AC7200/1 and AC7202

3:30 am

11.0 Auditor Handbook Review

4:45 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend.

Thursday, FEBRUARY 25, 2016

9:00 am – 11:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

11:15 am

1.0 Opening Comments

11:30 am

12.0 Audit Failure Criteria

12:00 pm

13.0 2016 Auditor Conference

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

14.0 Sealant Surveillance

2:45pm

15.0 OP 1117 Auditor Consistency

3:15 pm

16.0 Sealant Task Group Initiatives

3:35 pm

17.0 New Business

3:50 pm

18.0 Meeting Close Out

4:00 pm – 4:15 pm

15 Minute Break

4:15 pm

1.0 Opening Comments (daily)

4:30 pm

19.0 AUDITORS

4:45 pm

20.0 AUDITS

5:00 pm

21.0 REVIEW DELEGATION STATUS

5:10 pm

22.0 SEALANT SURVEILLANCE

5:30 pm

23.0 CLOSED MEETING ISSUES

5:45 pm

24.0 MEETING CLOSE OUT

6:00 pm

ADJOURNMENT

Tuesday, FEBRUARY 23, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |

Wednesday, FEBRUARY 24, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Verbal Quorum Check         + Introductions      2. Safety Information:         + Review Fire Exits in Meeting Room         + Inform PRI Staff person of any emergencies      3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct      4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group) | K. DeFranco  K. Purnell |
| 9:25 am | 1. Review Membership Status    * Review Voting Membership    * Review Voting Membership Meeting Attendance and Voting Participation | K. DeFranco  K. Purnell |
| 9:45 am | 1. Sealant Task Group RAIL    * Review of the SLT Task Group Rolling Action Item List | K. DeFranco  K. Purnell |
| 10:05 pm | 1. Staff Report    * Auditor Status    * Task Group Metrics    * Most Common NCR’s    * Non-Sustaining NCR’s    * Latest Changes    * Future Nadcap Meeting Dates and Locations    * Staff Engineer Delegation | K. Purnell |
| 10:30 am | 1. SSC Report    * Important Updates of the Supplier Support Committee | K. Purnell |
| 11:00 am | 1. Status of Assembly Task Group    * Update on Activities of Assembly Task Group | K. Purnell |
| 11:30 am | 1. AC7129 Move Forward Plan    * **Mandates**    * Develop Presentation for Subscriber mandates | K. DeFranco  K. Purnell |
| 12:00 pm | 1. AC7129 Auditor Interview and Training    * Discuss Potential Audit Candidates    * Training Materials | K. DeFranco  K. Purnell |
| 12:30 pm | 1. OP 1114 Appendix SLT    * Latest Changes | K. DeFranco  K. Purnell |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:05 pm |  | 1. Future Changes to AC7200/1 and AC7202    * Review Suggested Changes    * Job Tracker Planning | K. DeFranco  K. Purnell |
| 3:30 am |  | 1. Auditor Handbook Review    * Review Auditor Handbook Changes | K. DeFranco  K. Purnell |
| 4:45 pm |  | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, FEBRUARY 25, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. | | |
| 11:15 am | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check         + Introductions | K. DeFranco  K. Purnell |
| 11:30 am | 1. Audit Failure Criteria    * Review Audit Failure Criteria, Single Year Data Compared to Multiple Years of Data    * Establish SLT Task Group Failure Criteria for 2015 | K. Purnell |
| 12:00 pm | 1. 2016 Auditor Conference    * Topics for the October 2016 Auditor Conference    * Presenters | K. DeFranco  K. Purnell |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **Open** | 1. Sealant Surveillance    * Review Charts / Open Discussion | K. DeFranco  K. Purnell |
| 2:45pm | 1. OP 1117 Auditor Consistency    * Review Progress | K. Purnell |
| 3:15 pm | 1. Sealant Task Group Initiatives    * Review and Update SLT Task Group Priorities | K. DeFranco  K. Purnell |
| 3:35 pm | 1. New Business    * Time Set Aside to Address and New Topics or Concerns | K. DeFranco  K. Purnell |
| 3:50 pm | 1. Meeting Close Out    * Review of Action Items Assigned During the Meeting    * Set Next Meeting Agenda Topics | K. DeFranco  K. Purnell |
| 4:00 pm – 4:15 pm |  | 15 Minute Break |  |
| 4:15 pm | **CLOSED** | 1. Opening Comments (daily)    * 1. Call to Order/Verbal Quorum Check         + Verify only Subscriber Members are in attendance         + Introductions      2. Safety Information:         + Review Fire Exits in Meeting Room         + Inform PRI Staff person of any emergencies      3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct         + Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group) | K. DeFranco  K. Purnell |
| 4:30 pm | 1. AUDITORS    * Data Analysis Review – Overall Auditor Performance    * OP 1117 Auditor Consistency | K. Purnell |
| 4:45 pm | 1. AUDITS    * Review Scheduled and Conducted Audits    * Discuss Problem Audits    * Audit Gaming | K. DeFranco  K. Purnell |
| 5:00 pm | 1. REVIEW DELEGATION STATUS    * Review the Current Delegation Oversight and Concurrence of Staff Engineer | K. Purnell |
| 5:10 pm | 1. SEALANT SURVEILLANCE    * Review Charts    * Open Discussion | K. DeFranco  K. Purnell |
| 5:30 pm | 1. CLOSED MEETING ISSUES    * Discussion of Topics that Require Confidentiality | K. DeFranco  K. Purnell |
| 5:45 pm | 1. MEETING CLOSE OUT    * Review of Action Items Assigned During the Meeting    * Set Next Meeting Agenda Topics | K. DeFranco  K. Purnell |
| 6:00 pm | ADJOURNMENT |  |