

# Metallic Material Manufacture Task Group Meeting Agenda

June 20-22, 2016

Novotel London West

London, United Kingdom

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| --- | --- |
| **Forging** | **Casting** |
| **Raw material** |  |
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The (COMMODITY) 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.***

Meeting Objectives:

1. Forging checklist development
2. Casting Checklist development

Monday, June 20, 2016

9:00 AM

1.0 Opening Comments

9:30 AM

2.0 History/Status

 Brief description of the history and current status of the MMM TG

10:00 AM

3.0 Rolling Action Item List (RAIL) Review

 Review the status of items currently on the RAIL

10:30 AM

4.0 Voting Membership

 Voting member status

 Voting members to be reviewed against requirements for maintaining voting membership)

11:00 AM

5.0 Checklist Development

 Review/update of NMC ballot

1:00 PM – 2:00 PM

LUNCH BREAK

2:00 PM

6.0 Sub-Group Activities

 Definitions

4:00 PM

7.0 Review feedback from Test Audits

 Review feedback including Checlist issues, job audits, audit length.

6:00 PM

ADJOURNMENT

Tuesday, June 21, 2016

8:00 am – 9:00 am

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

9:00 AM

8.0 Opening Comments

9:30 AM

9.0 Supplier Support Commite (SSC) Report out

10:00 AM

10.0 Auditor Conference

12;00 PM

11.0 E-Auditnet functionality presentation

 Presentation on the use and functionality of e-auditnet for suppliers and subscribers

1:00 PM – 2:00 PM

Lunch Break

2:00 PM

12.0 Subscriber Slashsheets

3:00 PM

13.0 Auditor recruitment update

 Review number of auditors, auditor needs etc

4:00 PM

14.0 Subscriber Mandates

 Timing of Subscriber Mandates

4:45 PM

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

Wednesday, June 22, 2016

9:00 AM

15.0 Opening Comments

 Call to Order/Verbal Quorum Check

 Introductions (Topic)

9:30 AM

16.0 Forging Next Steps

11:00 AM

17.0 Castings

1:00 PM – 2:00 PM

Lunch Break

2:00 PM

18.0 Tabled Subjects

3:00 PM

19.0 Agenda for Next Meeting

3:30 PM

20.0 New Business

4:00 PM

21.0 Review Action Items

4:45 PM

ADJOURNMENT

5:00 pm – 7:00 pm

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

Thursday, June 23, 2016

9:00 AM -11:00AM

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

Monday, June 20, 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
			+ 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
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		5. Review Agenda
		6. Acceptance of Meeting Minutes
 | Elaine BoswellJerry Aston |
| 9:30 AM | 1. History/Status
* Brief description of the history and current status of the MMM TG
 | Elaine Boswell |
| 10:00 AM | 1. Rolling Action Item List (RAIL) Review
* Review the status of items currently on the RAIL
 | Jerry Aston |
| 10:30 AM | 1. Voting Membership
* Voting member status
* Voting members to be reviewed against requirements for maintaining voting membership)
 | Jerry Aston |
| 11:00 AM | 1. Checklist Development
* Review/update of NMC ballot
 | Jerry Aston |
| 1:00 PM – 2:00 PM |  | LUNCH BREAK |  |
| 2:00 PM |  | 1. Sub-Group Activities
* Definitions
	+ Audit Handbook
 | Elaine Boswell |
| 4:00 PM | 1. Review feedback from Test Audits
* Review feedback including Checlist issues, job audits, audit length.
 | Elaine Boswell |
| 6:00 PM | ADJOURNMENT |  |

Tuesday, June 21, 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 |  |
| 9:00 AM | **OPEN** | 1. Opening Comments
* Call to Order/Verbal Quorum Check
	+ Introductions
 | Elaine Boswell |
| 9:30 AM | 1. Supplier Support Commite (SSC) Report out
 | Jonathan Gonzalez |
| 10:00 AM | 1. Auditor Conference
	* Determine and finalise Auditor Conference agenda for Oct 2016
 | Elain Boswell |
| 12;00 PM |  | 1. E-Auditnet functionality presentation
* Presentation on the use and functionality of e-auditnet for suppliers and subscribers
 | Louise Stefanakis |
| 1:00 PM – 2:00 PM |  | Lunch Break |  |
| 2:00 PM | **OPEN** | 1. Subscriber Slashsheets
	* Agree if Subscriber Slashsheets are needed
 | Elaine Boswell |
| 3:00 PM | 1. Auditor recruitment update
* Review number of auditors, auditor needs etc
 | Elaine Boswell |
| 4:00 PM | 1. Subscriber Mandates
* Timing of Subscriber Mandates
 | Elaine Boswell |
| 4:45 PM | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, June 22, 2016

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

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| --- | --- | --- | --- |
| 9:00 AM | **OPEN** | 1. Opening Comments
* Call to Order/Verbal Quorum Check
* Introductions (Topic)
 | Elaine Boswell |
| 9:30 AM | 1. Forging Next Steps
	* Go forward plan for checklist development
	* Sub-team actions
 | Elaine Boswell |
| 11:00 AM | 1. Castings
	* Feedback from subscribers on mandating Casting
	* Determine scope of Casting audits
	* Propose meeting structure to include Casting development
 | Elaine Boswell |
| 1:00 PM – 2:00 PM |  | Lunch Break |  |
| 2:00 PM | **OPEN** | 1. Tabled Subjects
 | Elaine BoswellJerry Aston |
| 3:00 PM | 1. Agenda for Next Meeting
	* Develop the agenda for the Oct 2016 meeting in Pittsburgh
 | Elaine Boswell |
| 3:30 PM | 1. New Business
 | Jerry Aston |
| 4:00 PM | 1. Review Action Items
 | Elaine Boswell |
| 4:45 PM | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, June 23, 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. |
| 9:00 AM – 11:00 AM | **OPEN** | **Nadcap Management Council Meeting** * All members are encouraged to attend this informative and important meeting
 | **Nadcap** |
| 11:00 AM | **ADJOURNMENT** |  |