

# Materials Testing Laboratories Task Group Meeting Agenda

June 20-23, 2016

Novotel London West

London, United Kingdom

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| **Chemical Analysis** | **Microindentation Hardness** |
| **Mechanical Testing** | **Corrosion** |
| **Metallography (Micro and Macro)** | **Test Specimen Preparation** |
| **Hardness (Macro)** | **Specimen Response/Capability To****Heat Treat** |
| **Fastener Testing** |  |

The Materials Testing Laboratories 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. Update Task Group activities
2. Continue Checklist revisions / TAG discussions
3. Audit Effectiveness
4. Auditor Consistency

Monday, June 20, 2016

9:00 am

1.0 OPENING COMMENTS (DAILY)

1.1 CALL TO ORDER/VERBAL QUORUM CHECK

1.2 SAFETY INFORMATION:

1.3 REVIEW CODE OF ETHICS (REF: ATTENDEES’ GUIDE) AND MEETING CONDUCT

1.4 PRESENT THE ANTITRUST VIDEO

1.5 REVIEW AGENDA

9:30 AM

2.0 REVIEW DELEGATION STATUS

10:30 AM

3.0 MATTERS OF ACCREDITATION

1:00 PM – 2:00PM

LUNCH BREAK

2:00 PM

4.0 AUDITOR CONSISTENCY (OP 1117)

4.1 MTL AUDITOR CONSISTENCY WORK INSTRUCTIONS

4.2 PRESENT AUDITOR EVALUATIONS – DASHBOARD (SPECIFIC AUDITOR/SUPPLIER DISCUSSION)

4.3 PRESENT SUPPLIER FEEDBACK

4.4 SUBSCRIBER AUDIT OBSERVATION REPORT

4.5 DATA REVIEW

4:30 PM

5.0 AUDITOR CONFERENCE

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

1.0 Opening Comments (daily)

1.1 Call to Order/Quorum Check

1.2 Safety Information:

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.4 Present the Antitrust Video

1.5 Review Agenda

1.6 Acceptance of Meeting Minutes

9:20 am

6.0 Review Membership Status

6.1 Confirm any new voting member applications

6.2 Review compliance with voting requirements of present voting members

9:45 am

7.0 MTL Nadcap

7.1 MTL Tutorial

7.2 SSC Presentation

10:25 am

8.0 Activity Reports

8.1 Feedback from the previous meeting

8.2 Review major activity from previous meeting

8.3 Review status of checklist revisions

8.4 TAG activity summary

8.5 Ad-hoc committee reports

1:00pm – 2:00pm

Lunch Break

2:00pm

9.0 Audit Effectiveness

3:45 pm

10.0 Auditor Conference

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

11.0 Task Group Issues

10:30 am

12.0 Breakout sessions

12.1 Checklist revision Sub-Team

12.2 TAG Sub-Teams

1:00pm – 2:00pm

Lunch Break

2:00pm

12.0 Breakout sessions

12.1 Checklist revision Sub-Team

12.2 TAG Sub-Teams

4:45pm

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 – 11:00 am

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

11:00 am

13.0 Nadcap Meeting Reports

13.1 Supplier Support Committee

13.2 Planning and Ops

11:30 am

14.0 MTL Program Status

14.1 NMC Metrics

14.2 Auditor Capacity

11:50 am

15.0 Meeting Wrap Up

15.1 Affirm ad-hoc committees

15.2 Vote on Handbook revisions – ‘Confirmed Handbook Content’

15.3 Review/Update RAIL

15.4 Detemine meeting objectives for next meeting

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

1:00pm – 2:00pm

Lunch Break

2:00pm

3.0 MATTERS OF ACCREDITATION

4:00pm

ADJOURNMENT

Monday, June 20, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **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
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		5. Review Agenda
 | TG Chair |
| 9:30 am | 1. REVIEW DELEGATION STATUS
	* Present the status of MTL Audit Report Reviewers-Dashboard / t-frm-07
 | PRI Staff |
| 10:30 am | 1. MATTERS OF ACCREDITATION
	* Closed discussion points addressing resolutions that are considered sensitive / confidential
	* Risk Mitigation OP 1110
 | TG Chair |
| 1:00 pm – 2:00pm |  | LUNCH BREAK |  |
| 2:00 pm | **CLOSED** | 1. AUDITOR CONSISTENCY (OP 1117)
	* 1. MTL Auditor Consistency Work Instructions
		2. Present Auditor Evaluations – Dashboard (specific auditor/supplier discussion)
		3. Present Supplier Feedback
		4. Subscriber Audit Observation Report
		5. Data review
 | Auditor Consistency Team Lead |
| 4:30 pm | 1. AUDITOR CONFERENCE
 | PRI Staff |
| 6:00 pm | ADJOURNMENT |  |

Tuesday, June 21, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 9:00 am | **OPEN** | 1. Opening Comments (daily)
	* 1. Call to Order/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)
		5. Review Agenda
		6. Acceptance of Meeting Minutes
 | TG Chair |
| 9:20 am | 1. Review Membership Status
	* 1. Confirm any new voting member applications
		2. Review compliance with voting requirements of present voting members
 | PRI Staff |
| 9:45 am | 1. MTL Nadcap
	* 1. MTL Tutorial
		2. SSC Presentation
 | PRI StaffSSC Rep. |
| 10:25 am |  | 1. Activity Reports
	* 1. Feedback from the previous meeting
		2. Review major activity from previous meeting
		3. Review status of checklist revisions
		4. TAG activity summary
		5. Ad-hoc committee reports
 | TG Chair TAG ChairsCommittee Lead |
| 1:00pm – 2:00pm |  | Lunch Break |  |
| 2:00pm | **OPEN** | 1. Audit Effectiveness
 | TG Chair PRI Staff |
| 3:45 pm | 1. Auditor Conference
 | PRI Staff |
| 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 |  | 1. Task Group Issues
	* Time set aside for New Task Group Business
 | TG Chair PRI Staff |
| 10:30 am | **OPEN** | 1. Breakout sessions
	* Time to be used by
		1. Checklist revision Sub-Team
		2. TAG Sub-Teams
 | Breakout session leaders, various |
| 1:00pm – 2:00pm |  | Lunch Break |  |
| 2:00pm | **OPEN** | 1. Breakout sessions
	* Time to be used by
		1. Checklist revision Sub-Team
		2. TAG Sub-Teams
 | Breakout session leaders, various |
| 4:45pm | 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)

|  |  |
| --- | --- |
| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 11:00 am | **OPEN** | 1. Nadcap Meeting Reports
	* 1. Supplier Support Committee
		2. Planning and Ops
 | SSC Rep.TG Chair |
| 11:30 am | 1. MTL Program Status
	* 1. NMC Metrics
		2. Auditor Capacity
 | PRI Staff |
| 11:50 am | 1. Meeting Wrap Up
	* 1. Affirm ad-hoc committees
		2. Vote on Handbook revisions – ‘Confirmed Handbook Content’
		3. Review/Update RAIL
		4. Detemine meeting objectives for next meeting
		5. Compose agenda (open/closed dates and times) for next meeting
 | TG Chair |
| 1:00pm – 2:00pm |  | Lunch Break |  |
| 2:00pm | **CLOSED** | 1. MATTERS OF ACCREDITATION
	* Closed discussion points addressing resolutions that are considered sensitive / confidential
 | TG Chair |
| 4:00pm | ADJOURNMENT |  |