**CONFIRMED MINUTES**

**AUGUST 24, 2014**

**PORTLAND, OR, USA**

**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, 24 AUGUST, 2015**

# OPENING COMMENTS

## Call to Order / Verbal Quorum Check

The Fluid Distribution Systems Task Group (FLU TG) was called to order at 8:00 a.m., 24-Aug-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 |  |
|  |  |  |  |  |
| \* | Shweta | Aggarwal | Rolls-Royce Corporation |  |
| \* | Joe | Bebey | The Boeing Company |  |
|  | Chuck | Brannon | Lockheed Martin |  |
| \* | Samuel | Buri | The Boeing Company | Vice Chair |
|  | Ron | Clements | The Boeing Company |  |
|  | Robert | Hainline | The Boeing Company |  |
| \* | Benjamin | Hedges | Bell Helicopter |  |
|  | Michael | Koulev | The Boeing Company |  |
|  | Richard | Korjanski | Northrop Grumman |  |
|  | Ulrich | Muller | Airbus |  |
|  | Aaron | Nash | The Boeing Company |  |
| \* | Mark | Paul | Rolls-Royce Corporation |  |
|  | Pedro | Perez | GE Aviation |  |
| \* | Robert | Schreiber | The Boeing Company | Chair |
| \* | Dan | Smith | GE Aviation |  |
|  | Andrew | Springer | The Boeing Company St. Lewis |  |
|  | Paul | Tauzer | The Boeing Company |  |
|  | Harpreet | Virk | The Boeing Company |  |
|  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Danny | Beverley | Shur-Lok Corp. |  |
|  | Kevin | Bires | SAE |  |
|  | Clifton | Breay | Eaton |  |
|  | John | Brittain | Eaton Corporation |  |
|  | Owe | Carlson | Alcoa Fastening Systems & Rings |  |
|  | Ken | Chang | AdelWiggins |  |
|  | Roger | Christianson | SAE |  |
| \* | May | Danhash | Permaswage |  |
|  | Ted | Goosen | Parker Hannifin |  |
|  | Dale | Gordon | Aerofit |  |
|  | Mike | Howlett | B&E Manufacturing |  |
|  | Steve | Hudlet | Jetseal |  |
|  | Cynthia | Ealitz | KLX Aerospace |  |
|  | Beng | Lee | Adel Wiggins |  |
|  | Steve | MacDonald | Designed Metal Connections, Inc. dba Permaswage USA |  |
|  | Nhat | Mai | Aerofit |  |
|  | Andrew | Mau | Parker Hannifin |  |
|  | Mansoor | Motavvef | Esterline Co. |  |
|  | Shadrach | Nanney | Parker Aerospace |  |
|  | Ky | Nguyen | AdelWiggins |  |
|  | Roland | Oliveira | Jetseal Inc. |  |
|  | Mike | Paveglio | STS - Laconia Inc. |  |
|  | Bill | Perea | Atlas Specialty |  |
|  | Leo | Perez | Allan Aircraft Supply Co. |  |
|  | Kevin | Phillips | Voss |  |
|  | Christopher | Quang | Adel Wiggins |  |
|  | Tabassum | Qureshi | Esterline Corp. |  |
| \* | Mark | Scatoloni | Spencer Aerospace Manufacturing | Proxy \*M. Schleck-man |
| \* | Chris | Schofield | Hydraflow |  |
|  | Tarik | Sentissi | Titeflex Aerospace |  |
|  | Denis | Sindezingue | Zodiac Aerospace |  |
|  | John | Smith | Sandvik Special Metals LLC |  |
|  | Tim | Soran | Sandvik Special Metals LLC |  |
|  | Justin | Straley | Eaton |  |
|  | Matt | Swabb | Voss Industries Inc. |  |
|  | LT | Taylor | KLX Aerospace |  |
|  | Hans | Van der Velden | Retired |  |
| \* | Philip | Wade | Smiths Tubular Systems |  |
|  | Maurice | Womack | DLA |  |
|  | Geoffrey | Zhang | Parker Hannifin |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Keith | Purnell |

The voting membership was reviewed.

## Safety Information - OPEN and CLOSED

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

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

The Antitrust and Nadcap Personal Code of Ethics and Conflict of Interest were reviewed with the Task Group in the Closed and Open meetings.

## Present the Antitrust Video – OPEN AND CLOSED

The Antitrust Video was reviewed with the Task Group in the OPEN and CLOSED meetings.

## Review Agendas – OPEN and CLOSED

The agendas for the meeting were reviewed. Attendees were given the opportunity to identify expectations to be addressed during the week of meetings. No additional discussion topics were suggested.

## Review and Accept Previous Meeting Minutes – OPEN

The minutes from March 2015 were reviewed.

Motion made by P. Wade and seconded by S. Buri to approve the minutes from the March 2015 Nadcap meeting as written. Motion Passed Unanimously.

# AUDITS – CLOSED

## Review Scheduled and Conducted Audits

The FLU TG audit schedule for the next nine months was reviewed and Subscribers were encouraged to observe audits. To observe an audit please refer to OP1116 Audit Observer Procedure posted in eAuditNet. Audit observation will be reviewed again at the next Task Group meeting.

ACTION ITEM: K. Purnell to see if another auditor is available to perform audit 162041. (Due Date: 1-Sept-2015)

## Discuss Problem Audits

FLU Audit 161510 moved to a new address and will be audited 14-15 Sept 2015. Existing accreditation will expires 31 Oct 2015. No accreditation extension is required at this time.

# AUDITORS - CLOSED

## Data Analysis Review – Overall Auditor Performance

Auditor performance was reviewed and included the most common checklist paragraphs referenced in NCRs traceable to the Auditors that wrote the NCRs, audit oversight, supplier and Staff Engineer feedback, and average and total NCRs per day written by the Auditors. This information is used for evaluating auditor consistency. This information will be reviewed with the auditors during the October 2015 Auditor Conference so they are aware of the kind of NCR’s being written by the other FLU Auditors.

Audits 163843 and 157699 were observed by the Task Group. Staff Engineer to follow up with one auditor concerning observer feedback comments.

## Auditor Conference – Confidential Topics

Any Subscriber that has issues with a Qualified Manufacturer List (QML) supplier or Qualified Products List (QPL) product should notify K. Purnell so they can be discussed during October’s auditor conference.

## OP 1117 Auditor Consistency

The FLU TG reviewed and updated their Auditor Consistency program Milestone spreadsheet to track their progress. The second tab of spreadsheet lists actions and decisions. In order to provide annual feedback to the auditors, the evaluation form used prior to eAuditNet will be updated to include: grading scale of 1 to 6, audit observer and general supplier feedback. Annual evaluations can be face to face or by phone.

# STAFF ENGINEER DELEGATION OVERSIGHT – CLOSED

The FLU TG reviewed the Delegation Tracking Form for K. Purnell. Staff Engineer K. Purnell met the minimum criteria of having at least 10% of findings reviewed by the Task Group Subscribers with at least a 90% concurrence rate. Staff Engineer maintains delegated status. K. Purnell requested more audit oversight because to maintain a green status on the FLU Task Group dashboard a minimum of 20% oversight is required.

# SUPPLIER CHANGE NOTIFICATION - CLOSED

FLU Audit 164421 is scheduled for 1-2 Dec. 2015. Supplier had changed locations and the move is complete. Task Group determined this move will be treated the same as their previous move and no change to the audit date is required. The Supplier is working with the QPG on submitting test data. Three other tfrm11 were reviewed and no actions were required.

# CLOSED MEETING ISSUES – CLOSED

Task Group succession was discussed. This will be the last meeting for Robert Schreiber as Chairperson. Next meeting Samuel Buri will be the Fluids Task Group Chairperson. The Vice Chairperson position will be vacant starting March 2016 and a suitable candidate needs to be identified.

# MEETING CLOSE OUT – CLOSED

All action items were reviewed and due dates established. For specific details, please see the current FLU Rolling Action Item List (RAIL) posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

Agenda Topics for Spring 2016 Closed FLU TG Meeting:

Audits

Auditor Consistency

Staff Engineer Delegation

Closed Meeting Issues

# REVIEW MEMBERSHIP STATUS – OPEN

## Review Voting Membership

The voting membership was reviewed; membership was accurate and no changes were required.

## Review Voting Member Meeting Attendance and Voting Participation

The voting records and meeting attendance for FLU TG Voting Members, Subscriber and Supplier, were reviewed for compliance to the requirements for maintaining membership. The requirements state that to maintain membership, a member must not be absent without approved alternate representation from three consecutive regular Nadcap Task Group meetings and the member, or approved alternate representation, shall not miss a vote on 2 consecutive letter ballots. The Task Group Chairperson is allowed to waive these requirements if other circumstances warrant retention.

All Suppliers and all Subscriber Voting Members met the requirements for meeting attendance and voting on letter ballots.

The June Attendees Guide was reviewed and the FLU Task Group Membership was accurate.

May Danhash of PCC Fluids Fittings Group requested to become a FLU TG Supplier Voting Member. M. Danhash has attended more than 2 FLU TG meetings.

Motion made by D. Smith and seconded by S. Buri to approve M. Danhash as a FLU TG Supplier Voting Member. Motion Passed Unanimously.

ACTION ITEM: K. Purnell to update the FLU TG Voting Membership. (Due Date: 30-OSept-2015)

# STAFF REPORT – OPEN

Staff Engineer, K. Purnell, presented the PRI Staff Report that included: Auditor Status, FLU TG Metrics, Most Common NCR’s, Checklist Paragraphs NCRs Were Issued Against, Latest Changes, Auditor Conference, Staff Delegation Metrics, Auditor Capacity, Online QML Search Functions, Fire Test Audit Criteria and Future Nadcap Meeting Dates and Locations (Attached). Major topic of discussion included audit cycle time, how auditor capacity is calculated, QML search functions and possible enhancements to include an active accreditation and legacy accreditation search functions. There was also discussion on how to increase the number of Subscriber Task Group members.



ACTION ITEM: K. Purnell to verify how auditor capacity is calculated and report back to the FLU TG. (Due Date: 16-Nov-2015)

ACTION ITEM: K. Purnell to request an eAuditNet enhancement for an active accreditation scope search and a legacy scope search. (Due Date: 30-Sept-2015)

ACTION ITEM: K. Purnell to request the eAuditNet Subscriber User Guide be updated to include QML and audit scope search instructions. (Due Date: 31-Oct-2015)

ACTION ITEM: K. Purnell to request an eAuditNet enhancement for an active accreditation scope search and a legacy scope search. (Due Date: 30-Sept-2015)

ACTION ITEM: K. Purnell to draft a letter for recruiting new Subscriber FLU TG members that describes duties, responsibilities and time requirements and forward to R. Clements for signature. (Due Date: 30-Oct-2015)

ACTION ITEM: K. Purnell to forward copy a of AC7122/5 on flammability testing to M. Danhash, J. Brittian and D. Smith. (Due Date: 17-Oct-2015)

# G-3 – QPG STATUS REPORT – OPEN

R. Hainline presented the status update of the latest projects and changes the PRI G-3 QPG is working on. (See attached)



Topics of particular interest included:

* Project and Advisory Status
* Standards with QPL Requirements and No Listings
* Timely Reporting of Periodic Test Results
* Future revision of PD2101 to add Periodic Test Submittal due date
* AS9133 Compliance

There was discussion on the amount of time it takes to approve a PRI QPL product qualification submittal package. Reviewers are sometimes having difficulty navigating through all the submitted material. Some submittal packages are organized better than others. Accuracy when initiating a QPL project is critical, changes after submittal are difficult. Proposed changes to PD2101 should be e-mailed to [wgrubbs@p-r-i.org](mailto:wgrubbs@p-r-i.org) .

# SUPPLIER MEETING REPORT – OPEN

* M. Scatoloni reported on the topics discussed during the SAE G-3 PRI-Supplier Group meeting. Topics included: The amount of time it takes for QPL submittals to be approved. What can suppliers do to help speed up the review process. The QPG suggested using the Qualification Test Summary Reports posted in eAuditNet under QPL programs. The new eAuditNet QPL project submittal and review process is operational but there is a learning curve. Several eAuditNet enhancements have been submitted to make the process easier. The eAuditNet “QPL User Guide” is posted in eAuditNet under Resources / Documents / Public Documents / QPL Programs / “QPL User Guide – Supplier”. There is also a “QPG & QPMC Member QPL Process in eAuditNet”

# AUDITOR CONFERENCE – OPEN

The October 2015 Auditor Conference Topics were discussed and will include:

Most Common NCRs and Auditor Consistency

Periodic Testing Requirements

Dry Film Lube AC7108/1

Question and Answer Session

eAuditNet

Adding Audit Handbook Clarifications to Audit Checklists

FLU Specific Auditor Conference will be on Friday 16-OCT-2015 from 8:00 am – 5:00 pm.

R. Schreiber, S. Buri and K. Purnell will be leading the auditor conference discussions.

# Draft Checklist Revision – OPEN

The draft AC7112 Rev. B checklist was reviewed by the FLU TG. The draft checklist contained changes suggested by the FLT TG members and the Nadcap auditors. One member identified the need for a definition of safety critical thread as it is referenced within the checklist. It was also suggested there should be more specific questions for auditing threads. R. Clements offered to work on resolving these issues. The entire checklist was able to be reviewed during this meeting. Any additional changes should be forwarded to [kpurnell@p-r-i.org](mailto:kpurnell@p-r-i.org). Auditors will review this updated draft during the October auditor conference. The checklist will then be balloted to the FLU TG. Someone asked if AS7112 was still active? K. Bires will verify the status of AS7112 and if it is active he will cancel the document. There was not enough time to review the AC7112/2 or the NMC compliance spreadsheets so these documents will be added to the next meeting agenda.

ACTION ITEM: R. Clements to develop audit questions for threads. (Due Date: 1-Dec-2015)

ACTION ITEM: R. Clements to develop a definition for safety critical threads and flow down of requirements. (Due Date: 1-Dec-2015)

ACTION ITEM: Suppliers to provide any suggested changes to AC7112 and AC7112/2 to kpurnell@p-r-i.org. (Due Date: 30-Sept-2015)

ACTION ITEM: K. Purnell to review Draft AC7112 and AC7112/2 with the auditors during the October Auditor Conference. (Due Date: 16-Oct-2015)

# MEETING CLOSE OUT – OPEN

The Rolling Action Item List (RAIL) was reviewed.

For specific details, please see the current FLU TG RAIL posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

Agenda Topics for March 2015 OPEN FLU TG Meeting:

Membership Status

Staff Report

G-3 QPG Status Report

Auditor Conference NMC Compliance Spreadsheet

New Business

ADJOURNMENT – 26-Aug-2015 –Meeting was adjourned at 9:30 a.m.

Minutes Prepared by: Keith Purnell, [kpurnell@p-r-i.org](mailto:kpurnell@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: |
| AC7112 | K. Purnell | 19 Jan 2016 |
|  |  |  |