**CONFIRMED MINUTES**

**OCTOBER 19 - 22, 2015**

**PITTSBURGH, PENNSYLVANIA, 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, OCTOBER 19, 2015 to THURSDAY, OCTOBER 22, 2015**

# OPENING COMMENTS (daily) - OPEN

## Call to Order / Quorum Check

The Measurement & Inspection (M&I) Task Group (TG) was called to order at 8:00 a.m., 19-Oct-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 |  |
|  |  |  |  |  |
|  | Chuck | Beargie | UTC Aerospace (Goodrich) |  |
| \* | Randall | Becker | The Boeing Company |  |
| \* | Albert | Berger | GE Aviation |  |
|  | Pam | Blevins | General Dynamics |  |
|  | Jack | Browning | General Dynamics |  |
| \* | Ronan | Cauchy | Airbus |  |
|  | Alan | Chamlee | The Boeing Company |  |
|  | Jonathan | Chung | UTC Aerospace (Goodrich) |  |
|  | David | Cordova | Rockwell Collins, Inc. |  |
|  | Karen | Dannis | BAE Systems |  |
| \* | Cristina | Gonzalez- Perez | Airbus Defence and Space |  |
| \* | Benoït | Gottié | SAFRAN Group |  |
| \* | Simon | Gough-Rundle | Rolls-Royce | Chairperson |
| \* | Norman | Gross | The Boeing Company | Vice Chairperson |
|  | Mike | Guina | The Boeing Company |  |
|  | Gary | Gunselman | UTC Aerospace (Goodrich) |  |
|  | Mike | Heninger | GKN Aerospace |  |
| \* | Cyril | Lerebours | SAFRAN Group |  |
| \* | Graeme | Rankin | Spirit AeroSystems |  |
| \* | Steve | Row | UTC Aerospace (Goodrich) |  |
|  | Kurt | Ruoff | General Dynamics |  |
| \* | Drew | Smith | Spirit AeroSystems |  |
|  | Thomas | Stevick | UTC Aerospace (Goodrich) |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
|  | Kara | Warrensford | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | James | Ahlemeyer | Ducommun AeroStructures New York, Inc. |  |
|  | Vincent | Antonypillai | Lisi Aerospace |  |
|  | Rachid | Arab | Asco |  |
| \* | Takahito | Araki | IHI Corporation |  |
|  | Glen | Attridge | West-Tech Finishing Inc. |  |
|  | Tammy | Baker | In Tolerance Contract Manufacturing |  |
|  | Efren | Benson | PPG Aerospace, Inc. |  |
| \* | Timothy | Bergquist | Absolute Technologies |  |
|  | Peter | Blais | Paradigm Precision |  |
|  | Bibiana | Borja | Centro de Investigación en Materiales Avanzados, S. C. |  |
| \* | Owe | Carlsson | Alcoa Fastening Systems & Rings |  |
|  | Dale | Collins | Hexcel Kent |  |
| \* | Mark | Cummings | B&B Specialties Inc. /GS Aerospace |  |
|  | Joan | Curfman | FN America, LLC |  |
|  | Tom | Davis | Absolute Technologies |  |
|  | Daryl | Erickson | Barnes Aerospace |  |
| \* | David | Eshleman | The Young Engineers |  |
|  | Andrew | George | Magellan Aerospace Middletown Inc. |  |
|  | Rebekah | Gondek | The Gill Corporation |  |
|  | Mike | Guthmiller | Applied Aerospace Structures Corp. |  |
|  | Tom | Heis | Magellan Aerospace Middletown Inc. |  |
|  | Lisa | Hill | Stelia Aerospace North America |  |
|  | Jack | Johnson | Westwind Technologies |  |
|  | Masato | Katagiri | Mitsubishi Heavy Industries Aero Engines, LTD. |  |
|  | Doug | Key | Meyer Tool |  |
|  | Cory | Klohe | Cytec Aerospace Materials |  |
| \* | Tim | Krumholz | Rockwell Collins |  |
|  | Daron | Lantz | Stelia North America Limited |  |
| \* | Shelly | Lawless | Meyer Tool Inc. |  |
| \* | Lisa | Leonard | National Physical Laboratory |  |
|  | Stefan | Lukas | Bohler Schmiedetechnik GmbH & Co. KG |  |
|  | Steven | Marsh | Alcoa Inc. |  |
|  | Andre | Mulyono | Absolute Technologies |  |
| \* | Lee | Parsley | Click Bond, Inc. |  |
|  | Scott | Ruffner | Danner Corporation |  |
|  | Paulina | Sandoval | Centro de Investigación en Materiales Avanzados, S. C. |  |
| \* | Tammi | Schubert | Helicomb Intl |  |
|  | David | Sherrill | LMI Aerospace |  |
|  | Scott | Tansy | Haynes International Inc. |  |
|  | David | Tedesco | Danner Corporation |  |
|  | Nathan | Wheeler | RAM Company |  |
|  | Martha | Tress | SAE |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Jim | Bennett |
| Alex | Lownes |
| Dave | Marcyjanik |
| Carol | Martin |
|  |  |

## Reviewed Safety Information The minutes from (DATE) were approved as written.

## Reviewed Code of Ethics and Meeting Conduct

## Presented the Antitrust Video

## Reviewed Agenda

1.6 Discussed Roberts Rules and the Meeting Expectations (AGENDA ITEM) – (CLOSED/OPEN)

1.7 The minutes from June 2015 were approved as written.

Motion made by Drew Smith and seconded by Mark Cummings to approve the M&I Minutes from the June 2015 Montreal Meeting. Motion Passed.

Presented the 2015 June Meeting Summary Report

# Review M&I Voting Membership – OPEN



Motion made by Owe Carlsson and seconded by Tim Krumholz to approve David Sherrill (LMI), James Ahlemeyer (Ducommun - ALT), Daryl Erickson (Barnes Aerospace – Fabs), Dale Collins (Hexcel Kent) and Doug Key (Meyer Tool – Alt) as Supplier Voting Members. Motion Passed.

Motion made by Lisa Leonard and seconded by Dave Eshleman to approve David Sherrill (LMI) as the SSC Voting Member. Motion Passed.

Motion made by Dave Eshleman and seconded by Lisa Leonard to approve Tammi Schubert (Helicomb International) as the NMC Voting Member for M&I. Motion Passed.

# Staff Report – OPEN

Jim Bennett presented



Staff report includes a summary of the Auditor Conference that took place with the Subscriber and Supplier Voting Members present. All the presentations given during the conference were included in agenda item 16.0 – Introduction that was given to the suppliers.

# Supplier Support Committee (SSC) Information – OPEN

Dave Sherrill presented



# M&I Newsletter – OPEN

Task Group reminded of the importance of the newsletter to communicate notable issues on the status of the M&I Program.

Lisa Leonard indicated she would provide a newsletter article.

ACTION ITEM: M&I Task Group Representatives to provide articles for the M&I Newsletter. (Due Date: 01-Dec-2015)

# New Business – OPEN

Tammi Schubert presented what she is going to present to her Corporate Group regarding the M&I accreditation. The presentation is not being published, due to the corporate nature of the presentation.

Tammi also presented an update associated with the Outsourced Pyrometry Provider proposed accreditation. The group reviewing the proposal has recommended that a program not be developed.



Simon confirmed it was acceptable to add these to the minutes and eAuditNet.

ACTION ITEM: PRI Staff to make available on eAuditNet, the AS13003 presentation given by Simon Gough Rundle. (Due Date: 25-Nov-2015)

# AS13003 Awareness – OPEN

Simon Gough Rundle gave a presentation on AS13003



Simon confirmed it was acceptable to add these to the minutes and eAuditNet.

# Measurement System Analysis (MSA) – OPEN

Discussion ensued. This is still on the radar for reviewing; however there is no traction on whether a new checklist is developed or whether it should be added to each of the existing checklists. With the impending mandates from the Rolls-Royce, SNECMA, etc. for AS13003, it is important for the TG to consider looking into this.

Motion made by Owe Carlsson and seconded by Dave Eshleman to create a sub team to address what we mean by ‘capable’ (for example AC7130/1, para 5.4.3.) and the guidance for the auditors. Taking into account the AS13003 requirement on suppliers. Motion Passed.

ACTION ITEM: PRI Staff to set up a series of teleconference calls for the MSA - Sub team to discuss what the expectations are for the term 'Capable'. Team - Norm, Simon, Lisa, Benoit, Tim, Drew, Steve and Ronan. (Due Date: 25-Nov-2015)

# M&I Checklist Review – OPEN

Reviewed the TG affirmation ballot comments on the attached spreadsheet and actioned accordingly.



Motion made by Steve Row and seconded by Tim Krumholz that the ballot comment resolutions addressed for AC7130/0 are editorial and not technical in nature. Motion Passed.

ACTION ITEM: PRI STAFF to make the changes to the AC7130/0 checklist following ballot comments discussion at the Task Group Meeting. (Due Date: 06-Nov-2015)

ACTION ITEM: PRI STAFF to issue NMC affirmation ballot for AC7130/0 upon completion of the changes to the checklist. (Due Date: 20-Nov-2015)

# Document Change Spreadsheet (DCS) – OPEN

Reviewed the DCS for changes to the checklists. See attached document for update.



Discussion ensued regarding the methodology for the whole process of changing the checklists.

ACTION ITEM: PRI Staff to present the process used by PRI staff to capture, monitor and address checklist changes / clarifications. (Due Date: 22-Feb-2016)

There was discussion on the use of the Subscriber Matrix and whether it should be incorporated into the AC7130 checklist.

Motion made by Randy Becker and seconded by Al Berger to remove the Subscriber Matrix as part of the AC7130 checklist. Motion Passed.

ACTION ITEM: PRI Staff to make the various editorial changes to the checklists noted from the Auditor Conference and Task Group meeting. (Due Date: 06-Nov-2015)

ACTION ITEM: PRI Staff to issue an Auditor Advisory noting that the Subscriber Matrix on the checklist has been removed, and that completion is no longer necessary. (Due Date: 06-Nov-2015)

# SUBSCRIBER COMMITMENTS TO MANDATE – CLOSED

The subscribers reviewed the summary table of the mandate status for all Subscribers involved with some modifications. One significant mandate is expected over the next three – four months, with others to follow throughout the year. Due to the sensitivity of this information, the summary table and other presentations will not be distributed as an open document.

Simon Gough Rundle presented the situation at Rolls-Royce. Simon asked for the other Subscribers to provide similar data on the items they are finding. This will then be placed into a generic business plan.

ACTION ITEM: Nadcap Subscribers to provide information that can be used to support proposed business plan. (Due Date: 31-Dec-2015)

ACTION ITEM: PRI Staff to 'Nadcap Format' the Subscriber presentation that was given during the meeting. (Due Date: 06-Nov-2015)

Randy Becker brought up the mandates and what would appear that Boeing is ‘doing this alone’ without others for CMS accreditation. There needs to be more momentum with the other Subscribers for this to be successful.

Boeing specifically asked when Airbus plans to mandate, if at all. Airbus is still under internal discussions, therefore an answer could not be provided at this point.

Discussed SAFRAN moving ahead with the mandate.

Rockwell Collins noted that while not mandating M&I, it would be used in terms of supplier selection when bidding for work.

# GENERAL BUSINESS ITEMS – CLOSED

Discussed the observation audit performed by Norm Gross for audit #168407

# INITIAL AUDITOR TRAINING – CLOSED

Discussion ensued in regards to the training and competency of M&I Auditors. This was prompted by PRI Staff, due to the recent issues with the auditor candidates. It was agreed that changes could be made to smooth out the process. Interview questions need to be modified and a sub team put together to review the whole process. Sub team representatives identified as Al Berger, Simon Gough Rundle, Tim Krumholz, Cyril Lerebours and Norm Gross.

ACTION ITEM: Auditor Training and Competence Team (comprising of Al Berger, Simon Gough Rundle, Tim Krumholz, Cyril Lerebours and Norm Gross ) to review the current process for obtaining auditors for M&I. Recommendation to be provided to the Task Group. (Due Date: 22-Feb-2016)

ACTION ITEM: PRI Staff to review interview questions and provide recommendations to the TG. (Due Date: 06-Nov-2015)

ACTION ITEM: Teleconference calls to be scheduled for the Auditor Training and Competence Team to meet and discuss the process. (Due Date: 13-Nov-2015)

# COMPLIANCE JOBS – CLOSED

PRI Staff brought to the TG’s attention the issue of compliance jobs and the availabilities. A number of scenarios were given that staff believed would occur over the coming months, with audits performed. After much discussion, it was agreed that the checklist identifies the expectations. If any specific scenario occurs, then PRI Staff is to take the necessary course of action.

# NEW BUSINESS – CLOSED

Jim presented the purpose and expectations of accepting NCR’s on site. This was following questions asked on why this group is accepting NCR’s on site and why so many of them.



Motion made by Drew Smith and seconded by Steve Row to allow the auditors to accept M&I NCR’s on site provided the procedural expectations for NCR’s accepted on site are met. Motion passed.

ACTION ITEM: PRI Staff to make a change to the OP1114 App to include reference to the Task Group allowing for NCR’s to be accepted on site. (Due Date: 31-Dec-2015)

Randy Becker expressed concerns regarding audit accreditation frequencies, auditor staffing & number of audits performed. The TG agreed that the staffing and number of audits is PRI’s responsibility and not one the TG can simply address. The TG’s responsibility is to ensure that the program requirements are maintained. Regarding accreditation frequency, a number of the Subscribers expressed that their methodology of approval and maintenance audits ranged from 2 years, 3 years and or 4 years (as applicable). Suggestions were made by Randy on what the accreditation frequency should be and to be challenged with the Nadcap Management Council (NMC). While Subscribers were in agreement that accreditation frequencies for M&I should be considered, it was also agreed that the current Nadcap program for accreditations is working and sustaining. Until the M&I Task Group has data to validate the methodology for changing accreditation frequencies, then the NMC would simply reject any recommendations.

Motion made by Drew Smith and seconded by Steve Row to retain the Supplier merit process and not propose a change with the NMC. Motion Passed.

# M&I Introduction – OPEN

Provided a set of presentations over a four hour period to introduce the M&I program and some of the expectations in terms of common areas for improvement. Various questions and answers were shared.

The following presentations can be viewed on eAuditNet under Resources> Public Documents> Measurement & Inspection: M&I Introduction Agenda, General Introduction for M&I, Introduction to the M&I Task Group, Preparing for a Nadcap Audit, AC7130 Core Checklist Review, AC7130-1 CMM Checklist Review, AC7130-2 Laser Tracker Checklist Review, AC7130-3 Articulating Arm Checklist Review, and AC7130-5 Mass Airflow of Turbine Engine Parts Checklist Review.

# Compliance Jobs – OPEN

Besides the closed session, regarding this agenda item, and no additional actions or motions were made, this item was not discussed any further with the TG.

# Audit Handbook – OPEN

Task Group reviewed the Audit Handbook (on eAuditNet). PRI Staff have made some changes and asked for additional feedback. Suggestions included how to respond to NCR’s, Auditor Conference presentations, etc.

ACTION ITEM: PRI Staff to add the Auditor Conference presentations and how to respond to NCR’s to the Audit Handbook. Handbook then to be distributed to the TG for comment. (Due Date: 13-Nov-2015)

# Supplier Training – OPEN

PRI Staff asked if there were any suggestions on how to address Supplier training. It was suggested to continue with the Introduction training sections.

# ROLLING ACTION ITEM LIST (RAIL) Review – OPEN

PRI Staff asked if there were any suggestions on how to address Supplier training. It was suggested to continue with the Introduction training sections.

RAIL items identified from this meeting were verified.

# Develop Agenda – OPEN

TG discussed the next meeting which will be held in Madrid, Spain.

Motion made by Dave Eshleman and seconded by Lee Parsley to 3.5 day meeting (Mon-Thu lunch) for the Madrid, Feb 2016 meeting. Motion Passed.

ACTION ITEM: PRI Staff to develop agenda following TG decision for a 3.5 day meeting in Madrid, February 2016. (Due Date: 13-Nov-2015)

# Meeting Facilitation Feedback – OPEN

Each attendee was asked what they thought about the meeting. Everyone responded positively.

Motion made by Randy Becker and seconded by Steve Row to adjourn meeting. Motion Passed.

ADJOURNMENT – 22-Oct-2015 – Meeting was adjourned at 2 p.m.

Minutes Prepared by: Jim Bennett [jbennett@p-r-i.org](mailto:jbennett@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: |
| OP1114 App | PRI Staff | 31-Dec-2015 |
|  |  |  |