**CONFIRMED MINUTES**

**OCTOBER 19-21, 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 to WEDNESDAY, OCTOBER 21**

# OPENING COMMENTS – OPEN

## Call to Order / Quorum Check

The Metallic Material Manufacturing Task Group (MMM) was called to order at 8:00 a.m., 19-Oct-2015.

There were no closed sessions held.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Thomas | Ancich | Rolls-Royce |  |
| \* | Elaine | Boswell | Rolls-Royce | Chairperson |
| \* | Alexandre | Bourgeois | Bombardier, Inc. |  |
| \* | Werner | Buchmann | MTU AeroEngines AG |  |
|  | Craig | Clasper | Spirit AeroSystems, Inc. |  |
| \* | Ben | Evans | UTC Aerospace (Goodrich) |  |
| \* | Paul | Graham | Airbus |  |
|  | Russell | Mastergeorge | Parker Aerospace |  |
| \* | Raphael | Mentasti | SAFRAN Group |  |
| \* | Brian | Streich | Honeywell Aerospace | Vice Chairperson |
|  | Kara | Warrensford | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Arash | Abadi | Weber Metals, Inc. |  |
| \* | Markus | Buescher | Otto Fuchs KG |  |
| \* | Ramachandra | Canumalla | Universal Stainless |  |
|  | Joanne | Chiarolanzo | Alcoa |  |
| \* | Jonathan | Gonzalez | Alcoa |  |
|  | Hugo | Guajardo | FRISA |  |
|  | Adeel | Karim | Heat Treat Professionals, Inc. |  |
| \* | Bruce | Leckey | ATI Specialty Materials – Monroe Operations |  |
| \* | Beth | Lewis | Wyman-Gordon Company |  |
| \* | Wolfgang | Liegl | Bohler Schmiedetechnik GmbH & Co KG |  |
|  | Steven | Marsh | Alcoa |  |
| \* | Stuart | Mellor | Wyman-Gordon Company |  |
| \* | Brian | Reynolds | Alcoa |  |
| \* | William | Rogers | Alcoa |  |
| \* | Michael | Snyder | Special Metals Corp. |  |
|  | Mark | Timko | Weber Metals, Inc. |  |
|  | Martha | Tress | SAE |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Jerry | Aston |
| Jennifer | Kornrumpf |

## Safely Information – OPEN

Safety was discussed and the exits were pointed out to the meeting attendees.

## Review Code of Ethics and Meeting Conduct – OPEN

The code of ethics was discussed and there were no comments.

## Review Antitrust Video – OPEN

The antitrust video was watched and there were no comments.

## Review Agenda – OPEN

The Agenda was reviewed and was modified to add time to address checklist ballot comments. Items from day two that were not discussed were moved to day three to allow for this.

## Approval of Previous Meeting Minutes – OPEN

The minutes from June 2015 were approved by the Task Group members as written.

# HISTORY/STATUS – OPEN

Elaine Boswell presented a history of the MMM Task Group.

# Rolling Action Item List (RAIL) REVIEW – OPEN

The Rolling Action Item List (RAIL) was reviewed.

For specific details, please see the current MMM Task Group Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

# VOTING MEMBERSHIP – OPEN

Four new voting members were added.

|  |  |
| --- | --- |
|  Alexandre Bourgeois | Bombardier, Inc. (subscriber) |
|  Rafael Mentasti (replacing Gilbert) | SAFRAN (subscriber) |
|  Stuart Mellor (alternate to Beth Lewis) | PCC (supplier) |
|  Thomas Ancich (alternate to Elaine Boswell) | Rolls-Royce (subscriber) |

The Task Group discussed the percentage of Supplier voting members vs. Subscriber voting members, but came to no resolution. The Task Group reviewed OP1114 for guidance, and decided there is a need to establish rules for the MMM Task Group.

ACTION ITEM: The Task Group to resolve number of supplier voting members. (Due Date: 26-Feb-2016)

# CHECKLIST DEVELOPMENT – OPEN

The checklist ballot comments were addressed by the Task Group attendees and the resolution of each comment was agreed upon by the Task Group members.

Consistency and editorial changes were made to Section 11 (long job audit) of the checklist.

ACTION ITEM: Jerry Aston and the Task Group to draft a scope document to attach to the front of the audit checklist. Clarification of included and excluded forging processes will also be added to the auditor handbook. (Due Date: 22-Feb-2016)

ACTION ITEM: Jerry Aston to locate the document that states that Suppliers can share their customer list with Nadcap auditors and document that allows for Nadcap auditors to audit parts and processes from Subscribing customers that don’t mandate. (Due Date: 19-Oct-2015)

ACTION ITEM: Task Group to develop a checklist table in the auditor handbook to identify Subscriber requirements for NAs and questions where “Does this meet customer requirements?” is asked. (Due Date: 22-Feb-2016)

# AUDITOR HIRING ANd AUDITR SELECTION – OPEN

Auditor hiring questions were brainstormed and discussed by the Task Group attendees. Questions were grouped into the following categories: Technical Forging Knowledge, Forging Experience, Auditing Experience, Communication Skills, Interpersonal Skills, Judgement, and Analytical Ability. An auditor hiring question sub-group was created consisting of 6 members (both Suppliers and Subscribers).

OP 1116 was reviewed by the Task Group attendees and discussed. The Task Group attendees agreed that no written examination is needed for potential auditors at this time.

ACTION ITEM: Elaine Boswell to clean up the brainstormed interview questions (Due Date: 30-Nov-2015)

ACTION ITEM: Jerry Aston to set up a meeting call with the Auditor Hiring Question sub-group to finalize the auditor hiring questions. (Due Date: 30-Nov-2015)

ACTION ITEM: Jerry Aston to put together a draft of OP 1116 appendix for MMM and submit to the Task Group members for review. (Due Date: 15-Dec-2015)

# sub-group activities – OPEN

The Audit Handbook was reviewed by the Task Group. The scope and Supplier proprietary data paragraphs were drafted and agreed by the Task Group members.

ACTION ITEM: Jerry Aston to locate high level auditor instructions and provide to the team for review. (Due Date: 22-Feb-2016)

ACTION ITEM: Subscribers to clarify definition of fasteners to be included/excluded in the audit scope. (Due Date: 1-Jan-2016)

# audit PROCESS DEVELOPMENT– OPEN

The number of long and short job audits to be carried out during an audit was discussed and guidance was drafted to be incorporate into the Audit Handbook.

ACTION ITEM: Subscribers to provide a summary of hierarchy of criticality of products. (Due Date: 22-Feb-2016)

# FUTURE PLANS – OPEN

The Task Group attendees agreed to move this topic to be discussed at the February 2016 meeting.

# FORGING NEXT STEPS – OPEN

The Task Group discussed balloting of the updated checklist and agreed to ballot the changes made during ballot comment resolution..

# NEW BUSINESS AND TABLED SUBJECTS – OPEN

No new business or tabled subjects were discussed.

# agenda for next meeting – OPEN

The agenda for the February 2016 meeting was planned and will include checklist ballot comment resolution, Trial audit feedback, voting membership, auditor handbook and definitions, Auditor hiring.

ACTION ITEM: Subscribers to identify how they plan on flowing down mandates, if they choose to mandate. (Due Date: 22-Feb-2016)

# REVIEW NEW ACTION ITEMS – OPEN

The Task Group reviewed the new Action Items that were captured during the meeting.

ADJOURNMENT – 21-Oct-2015 – Meeting was adjourned at 4:10 p.m.

Minutes Prepared by: Brian Streich brian.streich@honeywell.com

|  |
| --- |
| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*Are procedural/form changes required based on changes/actions approved during this meeting? (select one)YES\* X NO ☐\*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
| AC7140 | J Aston | December 2015 |
| Auditor Handbook | B Streich | December 2015 |