**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 – CLOSED/OPEN

## Call to Order / Quorum Check

The Materials Testing Laboratories (MTL) 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 |  |
|  |  |  |  |  |
| \* | Shamim | Abbas | The Boeing Company |  |
| \* | David | Bale | Pratt & Whitney |  |
| \* | Pietro | Bonarrigo | Bombardier, Inc. |  |
| \* | Alexandre | Bourgeois | Bombardier, Inc. |  |
| \* | Philippe | Brailly | SAFRAN Group |  |
|  | Russ | Cole | Northrop Grumman Corporation |  |
| \* | David | Cordova | Rockwell Collins |  |
| \* | Doug | Deaton | GE Aviation |  |
| \* | Claudia | Granados Torres | Honeywell Aerospace |  |
| \* | Dan | Graves | UTC Aerospace (Goodrich) | Vice Chairperson |
| \* | John | Knie | The Boeing Company |  |
|  | Bob | Koukol | Honeywell Aerospace |  |
| \* | Frank | Lennert | The Boeing Company |  |
|  | Adrien | Maffre | Airbus |  |
| \* | Muriel | Malhomme | Airbus |  |
| \* | Jennifer | McKeegan | Cessna Aircraft Company |  |
| \* | Bruce | Nanasy | Rolls-Royce |  |
|  | Robert | Purnell | Spirit AeroSystems, Inc. |  |
| \* | Amanda | Rickman | Raytheon Co. | Chairperson |
|  | Norberto | Roiz-Lafuente | Airbus Defense & Space |  |
| \* | Christian | Schwaminger | MTU Aero Engines AG |  |
| \* | Barry | Ward | Rolls-Royce |  |
| \* | Gary | Winters | Northrop Grumman Corporation |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Lei | Bao | NCS Testing Technology Co., Ltd. |  |
| \* | Umberto | Baratta | Bytest SRL |  |
|  | Paula | Bartlett | Oerlikon Metco (Canada), Inc. |  |
| \* | Corwyn | Berger | Exova, Inc. |  |
|  | Bibiana | Borja Blanco | Centro de Investigacion en Materiales Avanzados |  |
|  | Adan | Borunda Terrazas | Centro de Investigacion en Materiales Avanzados |  |
|  | Susan | Caldwell | Element Materials Technology |  |
|  | Gerald | Cashman | Consultant |  |
|  | Hugh F. | Casper | MTS Systems Corporation |  |
| \* | John | Chir | Latrobe Specialty Steel |  |
|  | Laura | Coffey | Lucideon M+P |  |
|  | Julien | Corato | Exova, Inc. |  |
|  | Mark | Crevier | Morton Manufacturing |  |
| \* | Deena | Crossmore | IMR Test Labs |  |
|  | Lyron | Crumes | Haynes International, Inc. |  |
|  | Cindy | Darnell | Element Materials Technology |  |
|  | Ed | Deeny | Laboratory Testing, Inc. |  |
| \* | Dave | DeMarco | Timet |  |
|  | Lee | Dilks | Laboratory Testing, Inc. |  |
|  | Eric | Dirats | Dirats Laboratories |  |
|  | Niall | Doods | Exova, PLC. |  |
|  | Bryan | Engel | Consolidated Precision Products CPP-Syracuse |  |
| \* | Daryl | Erickson | Barnes Aerospace |  |
|  | Dawn | Fechtel | Metaltest, Inc. |  |
| \* | Kay | Fisher | Bohler Edelstahl GmbH & Co. KG |  |
|  | Dave | Fluck | Haynes International, Inc. |  |
|  | Yifei | Gao | NCS Testing Technology Co., Ltd. |  |
|  | Gabriel | Gerson | Element Materials Technology |  |
|  | Daniel | Geist | ARMI Part of LGC Standards |  |
|  | Michelle | Glass | Kennametal Stellite LP |  |
| \* | Brian | Griffin | Howmet Research Corp. |  |
|  | Courtney | Grimes | Sturbridge Metallurgical Services, Inc. |  |
|  | Luis | Guelbenzu De San Eustaquio | Applus Laboratories |  |
| \* | Alan | Hambley | Atlas Testing Laboratories |  |
|  | Chris | Harwood | Exova, Inc. |  |
| \* | Don | Huffman | Lisi Aerospace |  |
|  | Daniel | Hunt | Haynes International, Inc. |  |
|  | Susan | Jett | Sturbridge Metallurgical Services, Inc. |  |
| \* | Steve | Keck | Carpenter Technology Corporation |  |
| \* | Boyko | Kirilov | Alcoa Fasteneing Systems & Rings |  |
|  | Cory | Klohe | Cytec Aerospace Materials |  |
|  | Li | Li | Advanced Nitriding Solutions |  |
|  | Brian | Lovejoy | Carpenter Technology Corporation |  |
| \* | David | Luoni | Element Materials Technology |  |
|  | Giuseppe | Marzano | Magellan Aerospace, Haley |  |
| \* | Michelle | McDonald | Alcoa Howmet Research Center |  |
|  | Craig | Mitchell | Sturbridge Metallurgical Services, Inc. |  |
|  | Silvia | Miranda Navarro | Centro de Investigacion en Materiales Avanzados |  |
|  | Angelo | Monzo | Barnes Aerospace |  |
|  | Mic | Moorhead | Product Evaluation Systems, Inc. |  |
|  | Walt | Moorhead | Product Evaluation Systems, Inc. |  |
|  | Roger | Ng | Oerlikon Metco (Canada), Inc. |  |
| \* | Sharon | Norton | Atlas Testing Laboratories |  |
|  | Owen | O’Grady | Exova, Inc. |  |
| \* | Bob | Olevson | Element Materials Technology |  |
|  | Victor | Orozco Carmona | Centro de Investigacion en Materiales Avanzados |  |
|  | Claudia | Peregino Iborra | Centro de Investigacion en Materiales Avanzados |  |
| \* | Frank | Peszka | Laboratory Testing, Inc. |  |
| \* | Andrea | Pierce | NSL Analytical |  |
|  | Barry | Rafan | Dunkirk Specialty Steel, LLC |  |
|  | Susan | Rathje | Oerlikon Metco |  |
|  | James | Rauchhorst | Tensile Testing Metallurgical Lab |  |
|  | Douglas | Reed | Element Materials Technology |  |
|  | Danielle | Richesin | Haynes International, Inc. |  |
|  | Justin | Riebesel | Element Materials Technology |  |
| \* | James | Rosi | Westmoreland Mechanical Testing |  |
|  | Paulina | Sandoval Valles | Centro de Investigacion en Materiales Avanzados |  |
| \* | Peter | Scrimshire | IncoTest |  |
| \* | Kevin | Seidel | Dunkirk Specialty Steel, LLC |  |
| \* | Dave | Serbousek | Olympic Scientific, Inc. |  |
|  | Sanjay | Shendye | Hitchiner Manufacturing Co., Inc. |  |
|  | Derek | Sicotte | Dirats Laboratories |  |
|  | John | Sieber | NIST |  |
| \* | Byron | Skillings | ATI Forged Products - Cudahy Operations |  |
|  | Jeffry | Smith | Element Materials Technology |  |
|  | Gigi | Streeter | Barnes Aerospace |  |
| \* | Shirley | Strickland | Lucideon M+P |  |
|  | Paul | Strouse | Materion |  |
|  | Douglas | Tannenbaum | Joliet Metallurgical Laboratories, Inc. |  |
|  | Martha | Tress | SAE |  |
| \* | Awwen | Tyrsson | Barnes Aerospace |  |
|  | Victoria | Van Patten | SPS Technologies |  |
|  | Matthew | VanDyke | Cannon Muskegon Corp. |  |
| \* | Jeff | Viney | Metcut Research Associates, Inc. |  |
| \* | Kevin | VonScio | Perryman Company |  |
|  | Jim | Warden | LGAI Technological Center S.A. |  |
| \* | Donna | Warner | Heartland Precision Fasteners, Inc. |  |
|  | Gary | White | Orbit Industries, Inc. |  |
|  | Carissa | Wright | Metaltest, Inc. |  |
| \* | Jason | Wright | Metals Technology, Inc. | Proxy for D. Crossmore Only Day 1 |

***PRI Staff Present***

|  |  |
| --- | --- |
| Rob | Hoeth |
| Jennifer | Kornrumpf |
| Jim | Lewis |
| Scott | Klavon |
| Kevin | Wetzel |

## Safety Information – CLOSED/OPEN

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

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

Code of Ethics, Antitrust, and meeting conduct were reviewed with the meeting rules and meeting voting protocol.

## Present the Antitrust Video – CLOSED/OPEN

The Antitrust Video was presented.

## Review Agenda – CLOSED/OPEN

The agenda was reviewed and agreed upon without modification.

All presentations from the meeting are posted in [www.eAuditNet.com](http://www.eAuditNet.com) under Resources → Public Documents → Materials Testing Laboratories → Nadcap Meeting Presentations → October 2015.

## Approval of Previous Meeting Minutes – OPEN

Motion by Bob Olevson to approve the June 2015 minutes as written. Motion seconded by Corwyn Berger. Motion passed.

# REVIEW DELEGATION STATUS – CLOSED

The Metrics tab on the eAuditNet Dashboard and the t-frm-07s for all reviewers were presented. All current delegated reviewers (Kevin Wetzel, Rob Hoeth, Jim Lewis, and Bob Lizewski) continue to meet the requirements defined in OP 1115. After review of all comments addressed in t‑frm‑07s, there were no issues that required additional actions. All reviewers maintained their delegation status.

Justin Rausch, Staff Engineer from the Coatings (CT) Task Group, was introduced and gave a brief summary of his experience. Justin will be taking on the additional role of reviewing MTL audits. The process of attaining delegation and Task Group requirements for non-delegated reviewer oversight was discussed as all current reviewers are delegated.

Motion by Frank Lennert for MTL to develop a process where six (6) Subscriber Voting Members are assigned by month the audits to be reviewed. Motion seconded by Jennifer McKeegan. Motion withdrawn by Frank Lennert.

Motion by Jennifer McKeegan for MTL to develop a process where six (6) Subscriber Voting Members are assigned by month the audits to be reviewed. Motion seconded by David Bale. Motion passed.

ACTION ITEM: Jennifer McKeegan to develop a process where six (6) Subscriber Voting Members are assigned by month the audits to be reviewed. (Due Date: 31-Oct-2015)

# auditor CONSISTENCY (OP1117) – CLOSED

The requirements of OP 1117 Auditor Consistency were reviewed.

Jennifer McKeegan presented the Auditor Consistency Data Review Team presentation.

Auditor Evaluations and the Dashboard in eAuditNet under Metrics for auditor performance were discussed as a whole and on an individual basis.

Supplier Feedback for individual auditors was presented and discussed.

Subscriber Audit Observation Reports were presented and discussed.

The Top NCRs per paragraph reference were reviewed.

The Auditor Redline presentation was reviewed.

# MATTERS OF ACCREDITATION – CLOSED

A Supplier presented to the Task Group Subscribers a review of the financial impact of check list requirements which they interpreted as going beyond the industry standard. The Task Group listened to the Supplier and determined that the requirements were valid and met the requirements of PD1100 for inclusion in the checklist.. The MTL TG drafted a written response to the Supplier that was to be sent by the Task Group Chair.

ACTION ITEM: A. Rickman to send a written response to the Supplier that presented to the MTL TG regarding the financial impact of implementing some requirements. (Due Date: 23-Oct-2015)

For future Nadcap Management Council (NMC) ballot comment resolutions – Amanda Rickman moves to find all out-of-scope comments on future NMC Ballots non-persuasive to comply with the purpose of the NMC Ballot process Motion seconded. Motion passed.

The Risk Mitigation (RM) process was discussed. No audits are currently in RM.

Audit 160136 NCRs were discussed and guidance was provided for the reviewer

Per OP 1114 App. MTL, an annual review of Subscriber responsibility was conducted; this review included the newly appointed Subscriber Voting Member

# REVIEW MEMBERSHIP STATUS – OPEN

## Confirm Any New Voting Member Applications

Subscriber Members:

Claudia Granados Torres of Honeywell Aerospace was proposed as a Subscriber Voting Member.

Motion made and seconded to accept Claudia Granados Torres as a Subscriber Voting Member. Subscriber meets the background requirements of OP 1114 Appendix MTL. Motion Passed. The Voting Member was confirmed by the Chairperson.

Bruce Nanasy of Rolls-Royce was proposed as an Alternate Subscriber Voting Member.

Motion made and seconded to accept Bruce Nanasy as an Alternate Subscriber Voting Member. Subscriber meets the background requirements of OP 1114 Appendix MTL. Motion Passed. The Voting Member was confirmed by the Chairperson.

Shamim Abbas of The Boeing Company was proposed as an Alternate Subscriber Voting Member.

Motion made and seconded to accept Shamim Abbas as an Alternate Subscriber Voting Member. Subscriber meets the background requirements of OP 1114 Appendix MTL. Motion Passed. The Voting Member was confirmed by the Chairperson.

Alexandre Bourgeois of Bombardier was proposed as an Alternate Subscriber Voting Member.

Motion made and seconded to accept Alexandre Bourgeois as an Alternate Subscriber Voting Member. Subscriber meets the background requirements of OP 1114 Appendix MTL. Motion Passed. The Voting Member was confirmed by the Chairperson.

Supplier Members:

Sharon Norton of Atlas Testing Laboratories was proposed as a Supplier Voting Member.

Motion made and seconded to accept Sharon Norton as a Supplier Voting Member. Motion Passed. The Voting Member was confirmed by the Chairperson.

Andrea Pierce of NSL Analytical was proposed as a Supplier Voting Member.

Motion made and seconded to accept Andrea Pierce as a Supplier Voting Member. Motion Passed. The Voting Member was confirmed by the Chairperson.

David DeMarco of Timet was proposed as a Supplier Voting Member.

Motion made and seconded to accept David DeMarco as a Supplier Voting Member. Motion Passed. The Voting Member was confirmed by the Chairperson.

Alan Hambley of Atlas Testing Laboratories was proposed as an Alternate Supplier Voting Member.

Motion made and seconded to accept Alan Hambley as an Alternate Supplier Voting Member. Motion Passed. The Voting Member was confirmed by the Chairperson.

Daryl Ericson of Barnes Aerospace was proposed as an Alternate Supplier Alternate Voting Member.

Motion made and seconded to accept Daryl Ericson as an Alternate Supplier Voting Member. Motion Passed. The Voting Member was confirmed by the Chairperson.

## Review Compliance with Voting Requirements of Present Voting Members

Voting Member responsibilities and adherence, meeting attendance, and ballot participation were reviewed.

Supplier Members not meeting Voting Membership requirements were reviewed. Ben Ransom and Jim Rossi voting memberships will be continued, as confirmed by the Chairperson. All others met requirements.

# mtl nadcap – OPEN

## MTL Tutorial

An MTL Task Group Tutorial was presented. No further discussion followed.

## SSC Presentation

A presentation concerning the Supplier Support Committee (SSC) was provided. Gary White, from the Non-Destructive Testing (NDT) TG, volunteered and provided the presentation to the MTL Task Group, which is not currently represented in the SSC. This was an effort to increase MTL Supplier attendance at the SSC meeting scheduled for 20-October-2015.

# AUDITOR CONFERENCE Report OUT – OPEN

## Time Allotted for Presentation of Relevant Topics from the Auditor Conference

John Sieber, Research Chemist in the Material Measurement Laboratory, National Institute of Standards and Technology (NIST), provided a presentation on ASTM E01, NIST, and Topics of Common Concern for Metals and Alloys which addressed traceability of assigned values, value uncertainty, validation of test methods and production and use of in-house reference materials

Bob Olevson provided checklist revision and TAG report out for AC7101/5 (Hardness Testing).

Muriel Malhomme provided General Explanation on Internal Comparison Round Robin.

Christian Schwaminger provided AC7101/7 (Mechanical Testing Specimen Preparation) machining presentation for MTU.

Don Huffman provided an overview of AC7101/11 (Fastener Testing).

# ACTIVITY REPORTS – open

## Feedback from the Previous Meeting

Only three responses were submitted for the previous meeting feedback. Nothing actionable was submitted

## Review Major Activity from Previous Meeting

Auditor Consistency team WebEx conferences were conducted since the June meeting.

Audit Grading team WebEx conferences were conducted.

Auditor Conference team WebEx conferences were conducted.

## Review Status of Checklist Revisions

AC7101/7 (Mechanical Testing Specimen Preparation) has been balloted. The TAG is in the process of resolving one ballot comment. See TAG Summary below for further details.

## TAG Activity Summary

AC7101/1 Rev. F (General Requirements for All Laboratories) was released June, 2014. The TAG 1 requested if the TAG should go through the /1 for an additional rewrite and to be added to the February 2016 agenda for a breakout session. This was approved and will be added to the agenda.

AC7101/2 Rev. D (Chemical Analysis) – There was no activity to report.

AC7101/3 Rev. C (Mechanical Testing) – The TAG is in the process of resolving comments from the recent NMC ballot.

AC7101/4 Rev. E (Metallography and Microindentation Hardness) – Clarification has been asked for a definition of alloy depletion. This is currently still being discussed within the TAG.

AC7101/5 Rev. D (Hardness Testing) – There was no activity to report.

AC7101/6 Rev. C (Corrosion) – There was no activity to report.

AC7101/7 Rev. C (Mechanical Testing Specimen Preparation) – The TAG is in the process of resolving one ballot comment. To address the recent ballot comment, the Task Group discussed the need to define what is meant by ‘All Dimensions’ or reword the audit criteria. If dimensions are not measured or recorded but are on the Supplier drawing but not in the standard, are these to be held to the same level of scrutiny? For example, it is common to have flat spots on the threaded section of a tensile due to specimen thickness. The proposal of ‘All Dimensions’ in checklist was discussed. The TAG team will address these concerns.

AC7101/9 Rev. B (Specimen Heat Treating) – There was no activity to report.

AC7101/11 Rev. C (Specimen Heat Treating) - Two alignment issues are currently being resolved for fatigue. An advisory for frequency counter for fatigue and an advisory of avoiding shocking due to loading stress rupture are being drafted.

PT/IRR (Proficiency Testing / Internal Round Robin) – There was no activity to report.

Derek Sicotte, Dirats Laboratories provided a presentation on GE Aviation Lab Control Program which is administered by Dirats Laboratories Lab Control Services. The presentation is an example of the programs which can be set up for other aerospace companies. The program as described can be generalized and adapted to be an acceptable alternative for methods/materials where recognized PTs are not available. The Task Group discussed the presentation. No action was taken at this time.

AGS PTP 2015 Workshop presentation by Peter Scrimshire

All kits proposed for 2016 were discussed over the two days in an attempt to improve the value of the process for both parties (sponsors and users).

Chemistry Kits were highlighted as a particular issue due to problems with interpretation of the data. These issues had been highlighted during the June meeting in Montreal and supplemented by work carried out at Bohler by Karl Prattes and presented in a meeting with GE as a “white paper”.

Proposals for new Kits and improvements to existing ones were also discussed.

Industry Standard Update:

The ASTM E01 Committee (Analytical Chemistry for Metals) is continuing to work on a Spark-AES method for nickel alloys and Titanium alloys. The expectation is that both methods will be completed in 2015. The Guide for the Production of Reference Materials has been published as E2972-15. A new practice is underway on the utilization of commercially prepared reference materials. They are also discussing changes in the certification requirements of combustion/fusion reference materials.

The ASTM E04 Committee (Metallography) has successfully balloted to change the title of E340 “Standard Test Method for Macroetching Metals and Alloys” to “Standard Practice for Macroetching Metals and Alloys”. The rationale is that there are no test requirements in E340. It is a practice for macroetching just as E407 is a practice for microetching. Also paragraph 7.3 was changed to make it clear that times and temperatures for etching are only intended as a guide.

The ASTM E08 Committee (Fatigue and Fracture) current revision activity is for E466 (load control fatigue). Some of the E08-05 subcommittee members do not feel that alignment per E1012 is adequate for high cycle fatigue (load control) testing. Proposals have included some things that it is felt that Nadcap approved labs will likely vote on negatively. Challenges to the labs doing E466 testing and claiming E1012 as their alignment proof will increase. There are currently significant differences of opinion. The fatigue round robin is about 80% complete for both E466 (load control) and E606 (strain control) using Ti 6-4, Al 6061 T6, and API 5X steel. Many Nadcap approved labs are participating, but there may be a need for more, especially for strain control testing of the aluminum and steel materials.

The ASTM E28 Committee (Mechanical test) revisions to E8 are currently underway. A main topic is to standardize terms (e.g. the difference between gauge section and reduced section). Revisions to E21 are currently underway. Addressing some problems seen in Nadcap audits (e.g. averaging extensometers, calibration frequencies, test temperature tolerances and duration, test speed after yield and final elongation and ROA) are topics under discussion.

Handbook Activity – No activity to report. Derek Sicotte requested that he be provided any intended additions to the Handbook immediately after the meeting prior to release of the minutes.

## Ad-hoc Committee Reports

Dan Graves presented on the Audit Report Reviewer Guidelines Team.

There was discussion that when there are numerous findings dealing with implementing audit criteria into procedures, should the audit report reviewer close all procedural NCRs except for one and upgrade this one to a Systemic (major).

Motion made by Jason Wright and seconded by Bob Olevson to remove this from the guidance Motion approved

The ad-hoc team is to further discuss and bring back revised guidance to the February 2016 meeting in Madrid. Support for this ad-hoc team has been limited.

Jennifer McKeegan presented the Audit Grading ad-hoc team report out.

Current data shows time observing tests is about 40% of the audit time. The question for the Task Group is “Is this adequate”. The ad-hoc team needs to perform a deeper dive into the generated data (data was gather up to this October 2015 meeting). The ad-hoc team is to report out at the February 2016 meeting in Madrid.

# CHECKLIST REVISION AND TAG WORKING SESSIONS – OPEN

AC7101/6 (Corrosion) draft was finalized for a letter ballot.

AC7101/9 (Specimen Heat Treating) draft was finalized for a letter ballot.

AC7101/3 (Mechanical Testing) ballot comments were resolved.

AC7101/4 (Metallography and Microindentation) ballot comments were resolved.

AC7101/7 (Mechanical Testing Specimen Preparation) ballot comments were resolved.

The /7 TAG agreed to the following wording for 3.1 to be re-balloted to the MTL Task Group:

Procedures are used to ensure specimens conform to drawing requirements. 100% verification or SPC is required for all dimensions from which testing parameters or results are calculated, and dimensions that affect testing axiality or stress concentration. Sampling inspection for non-critical test dimensions is acceptable.

# NADCAP MEETING REPORTS – OPEN

## Supplier Support Committee

SSC report out was not provided as the SSC Representative was not present.

For complete details of the meeting, see the SSC Minutes posted on [www.p-r-i.org](http://www.p-r-i.org).

Amanda Rickman recommended Sharon Norton from Atlas Testing Laboratories as the MTL SSC representative. Sharon accepted the position. The Task Group would like to thanks Sharon for accepting the position.

## Planning and Ops

Amanda Rickman reported on the Planning & Ops meeting. Specific Task Groups provided summaries of the Audit Effectiveness report outs from the Auditor Conference. The proposed Risk Mitigation process was also presented which is being balloted.

# MTL Program Status

## NMC Metrics

Kevin Wetzel presented a review of the health of the MTL Task Group via the Dashboard in eAuditNet. The NMC metrics were reviewed by the Task Group. No action was required.

## Auditor Capacity

Kevin Wetzel presented a review of Auditor Capacity. Capacity can support the current audit requirements. MTL is always looking for additional Auditor candidates.

# MEETING WRAP UP – OPEN

## Affirm ad-hoc committees

The following sustaining ad-hoc Committees were affirmed:

* Auditor Consistency
* MTL Audit Report Reviewer Expectations
* Audit Grading

No new ad-hoc teams were created

## Vote on Handbook revisions – ‘Confirmed Handbook Content’

No new Handbook content/revision associated with the meeting occurred

The TAGs will supply any agreed upon supplemental guidance after it is confirmed by quorum.

## Review/Update RAIL

The Action Items were presented and reviewed; Action Items 23 from 2014, and 1, 12, and 8 from 2015 were closed.

Action items 1 and 2 from October 2015 were added.

## Determine meeting objectives for next meeting

The following were identified as the objectives for the next meeting:

* AC7101/1 Checklist revision working session. (Inclusion of PT plus other minor updates from HB Guidance)
* Auditor Consistency – Monday all day closed, afternoon auditor consistency
* AC7101/6 and AC7101/9 Letter Ballot Comment Resolution
* Job observation data review - Grading
* AC7101/11 Review – TAG 11 brings feedback to meeting. Working session to review /11 draft for updates collected to date

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

The following was agreed upon as the agenda for the October 2015 meeting:

* Four Day agenda (Monday through Thursday)
* Closed sessions all day Monday and the last 2 hours on Thursday
* Breakout Rooms requested for all day Tuesday and Wednesday morning
* Auditor Conference Agenda Planning

ADJOURNMENT – 21-Oct-2015 – Meeting was adjourned at 5:25 p.m.

Minutes Prepared by: Rob Hoeth rhoeth@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 [x] \*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |
|  |  |  |