**CONFIRMED MINUTES**

**OCTOBER 19, 2015**

**PITTSBURGH, PENNSYLVANIA, USA**

**These minutes are not final until confirmed by the Committee in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Committee and shall not be considered as such by any agency.**

**MONDAY, OCTOBER 19, 2015**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Metrics Committee was called to order at 10:31 a.m., 19-Oct-2015.

The meeting was restricted to Committee members as well as NMC members and invited guests.

It was noted that Tomohiko Ashikaga from MITAC / MHI had proxy voting rights as an Alternate Voting Member for Masahiro Kawamoto.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Latchezar | Anguelov | SAFRAN Group |  |
| \* | Tomohiko | Ashikaga | MITAC / MHI |  |
| \* | Michael | Bess | DCMA |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce | Chairperson |
| \* | Craig | Bowden | BAE Systems - MAI |  |
| \* | Jeff | Cerre | Beechcraft |  |
| \* | David | Cianfrini | BAE Systems Inc |  |
| \* | Russell | Cole | Northrop Grumman |  |
| \* | Jose | Eduardo Freire | Embraer S.A. |  |
| \* | Martha | Hogan-Battisti | The Boeing Company |  |
| \* | Scott | Iby | UTC Aerospace (Hamilton Sundstrand) |  |
| \* | Wendy | Jiang | COMAC |  |
| \* | Jason | Jolly | Cessna Aircraft | Vice Chairperson |
| \* | Karen | Kim | Sikorsky Aircraft |  |
| \* | Kevin | Knox | Rockwell Collins |  |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Jeff | Lott | The Boeing Company |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Frank | McManus | Lockheed Martin |  |
| \* | Michael | Murray | Beechcraft |  |
| \* | Ana Cristina | Ottani dos Santos | Embraer S.A |  |
| \* | Scott | Porterfield | Triumph Group |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | David | Soong | Pratt & Whitney |  |
| \* | Angela | Vitale | Alenia Aermacchi S.p.A |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Gary | White | Orbit Industries, Inc. |  |
| \* | Jim | Cummings | Metal Finishing Company |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Mike | Graham |
| Scott | Klavon |
| Jim | Lewis |
| Justin | McCabe |
| Shariq | Parvez |
| Kellie | Roach |
| Jon | Steffey |
|  |  |

## Safety Information was reviewed.

## Code of Ethics, Anti-Trust & Conflict of Interest was reviewed by Richard Blyth.

## The NMC Metrics Meeting Agenda was reviewed.

## Approval of Previous Meeting Minutes

Motion made by Pascal Blondet and seconded by Russell Cole to approve the minutes from 23-Jun-2015 as written. Motion passed unanimously.

# Review Metrics Committee Charter, Current membership status

The attached NMC Metrics Committee Charter was reviewed. Dave Harmon will replace Tom Newton pending approval by NMC and Brad Richwine will need to be removed from the NMC Metrics Committee membership page.



# RAIL

The attached Rolling Action Item List (RAIL) was reviewed. There were three open action items reviewed. MCA-68 was closed on the back of MCA-74 being created. And MCA-69 and MCA-70 will remain open until effectively closed per additional actions necessary.



# **Review NMC/Board Of Director’s (BOD) Metrics**

The attached BoD Metrics were reviewed. All metrics are “green”.

Frank Mariot began a discussion with the NMC Metrics team regarding the use of the word “goal” in regards to Suppler Merit metrics. The reasoning behind stating “goal” is to ensure if the Suppler Merit metric were to fall below the current “goal” of 80% it would warrant investigation of any particular issues with the process. It was proposed that instead of using the word “goal” that the phrase “action target level” be used to avoid any unintended confusion.



ACTION ITEM: Richard Blyth to revise PRI BOD metrics presentation to remove the word “goal” from the Supplier Merit metrics page and be replaced with the phrase “action target level” (Due Date: 20-Oct-2015)

# Task Group Metrics Summary Review [MCA-64]

Richard Blyth reported that he and Glenn Shultz have been continually reviewing the monthly task group metrics. Each task group that had a “red” metric was asked to provide an explanation. There were only 4 red specific metrics marked for Task Groups and it applied to Supplier metrics. These have been addressed with those specific Task Groups.

Richard and Glenn will continue to review the task group metrics monthly and request explanations for any red metrics. Richard reminded members that task group metrics and summaries are located in eAuditNet under the Metrics application and in the NMC Work Area.



# INITIAL AND REACCRED CYCLE TIME METRIC INTEGRATION PROPOSAL

The attached Metric Integration proposal presentation was presented by Nigel Cook.

A synopsis of the proposal was to present average cycle time metric for All Audits and not separate out and present Initial audit data. The justification behind this proposal included:

* + All Audits have the same procedural requirements for cycle time and the same metric goals (e.g. total time 53 days)
  + All Audits are reviewed to the same process
  + The conditions where a sample of audits will lead to exceeding the metric is more likely to occur with Initial Audits due to;
    - Small sample size (less likely to average to the population mean)
    - Less likely to have low NCR audits (fewer low cycle time audits)
    - More likely to have more NCRs (more high cycle time audits)

A concern with this proposal was voiced by Richard Blyth regarding if this new view would potentially mask any issues that would be easily viewed with how the metrics data is currently presented. It was noted that this data regarding initial audits would still be available to view in eAuditNet. This proposal is geared towards what is presented to the PRI Board and Metrics team.

Motion made by Richard Blyth and seconded by Bob Koukol to approve Nigel Cook’s proposal regarding cycle time metric integration.



ACTION ITEM: Richard Blyth to bring the new proposal regarding cycle time metric integration to the NMC Steering meeting for approval. (Due Date: 20-Oct-2015)

# 2016 NMC Metric GOALS

The attached 2016 NMC Metrics Goals presentation was presented by Richard Blyth.

The following revisions will be made to this presentation and brought to the NMC Steering team:

* Cycle time metric integration of Initial audit data will be combined
* Revision of the term “goal” to the phrase “action target level” regarding Supper Merit metrics



ACTION ITEM: Mark Rechtsteiner to come up with proposal to present in February 2016 regarding Audit Consistency and potential data that can be used for the NMC Metrics team. (Due Date: 22-Feb-2016)

# delegation stoplight trigger

The attached Delegation Stoplight Trigger presentation was presented by Richard Blyth.

An official proposal was made by NDT regarding changing the Staff Engineer Delegation trigger percentages.

The NMC Metrics Committee agreed that no change is necessary at this time in regards to SE Delegation Stoplight Trigger.



# NADCAP UPDATE

The team reviewed Scott Klavon’s Nadcap Update presentation.



# Nadcap EFFECTIVENESS & CUSTOMER SATISFACTION UPDATE [result of RAIL item MCA-68]

The attached Nadcap Effectiveness and Customer Satisfaction presentation was presented by Russel Cole.



ACTION ITEM: Russel Cole to distribute data regarding the Nadcap Effectiveness and Customer Satisfaction to the newly formed Nadcap Effectiveness and Customer Satisfaction sub-team (Due Date: 30-Nov-2015)

ACTION ITEM: Nadcap Effectiveness and Customer Satisfaction sub-team to meet in December 2015 to review survey data to come up with a communications proposal to present at the February 2016 Nadcap Meeting (Due Date: 22-Feb-2015)

# NEW BUSINESS REVIEW

Due to time restraints, the NMC Metrics eAuditNet training will be presented by Richard Blyth at the February 2016 Nadcap Meeting.

ACTION ITEM: Richard Blyth to present the NMC Metrics eAuditNet training to the NMC Metrics team at the February 2016 Nadcap Meeting (Due Date: 22-Feb-2015)

There were no additional business items to be discussed at this time.

# NEW ACTION ITEMS

New action items were reviewed and added to the RAIL.

# MEETING FACILITATION FEEDBACK

There were no suggestions to improve the meeting.

# ADJOURNMENT – 19-OCT-2015

Meeting was adjourned at 12:08 pm.

Minutes Prepared by: Kellie Roach [kroach@p-r-i.org](mailto:kroach@p-r-i.org)

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| --- | --- | --- |
| \*\*\*\*\* 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: |
|  |  |  |