**CONFIRMED MINUTES**

**OCTOBER 19, 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**

# OPENING COMMENTS

## Call to Order/Quorum Check

The Nadcap Management Council (NMC) Standardization Committee was called to order at 8:00 a.m., on 19-Oct-2015.

## It was verified that only NMC Members and invited guests were in attendance during this restricted voting members only meeting.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Latch | Anguelov | SAFRAN Group |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries |  |
| \* | Michael | Bess | DCMA |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce | NMC Vice Chairperson |
| \* | Craig | Bowden | BAE Systems – MAI |  |
| \* | Russell | Cole | Northrop Grumman |  |
| \* | Jim | Diamond | 309th Maintenance Wing, Hill AFB |  |
| \* | Jose | Eduardo Freire | Embraer SA |  |
| \* | Martha | Hogan-Battisti | The Boeing Company |  |
| \* | Scott | Iby | UTC Aerospace (Hamilton Sundstrand) |  |
| \* | Wendy | Jiang | COMAC |  |
| \* | Jason | Jolly | Cessna Aircraft Company |  |
| \* | Karen | Kim | Sikorsky Aircraft |  |
| \* | Kevin | Knox | Rockwell Collins, Inc. |  |
| \* | Bob | Koukol | Honeywell Aerospace | Committee Chairperson |
| \* | Ralph | Kropp | MTU Aero Engines AG |  |
| \* | Howard Jeff | Lott | The Boeing Company | NMC Chairperson |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | Mariot | Triumph Group Inc. |  |
| \* | Robin | McGuckin | Bombardier Aerospace |  |
| \* | Frank | McManus | Lockheed Martin Corporation |  |
| \* | Marc | Montreuil | Heroux-Deutek Inc. |  |
| \* | Michael | Murray | Beechcraft |  |
| \* | Ana | Ottani Dos Santos | Embraer SA |  |
| \* | Scott | Porterfield | Triumph Group Inc. |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins, Inc. |  |
| \* | David | Soong | Pratt & Whitney |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
| \* | Angela | Vitale | Alenia Aermaeetti |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Jim | Cummings | Metal Finishing Companies |  |
| \* | Dale | Harmon | CTS |  |
| \* | Vern | Talmadge | Howmet Thermatech Coatings |  |
| \* | Mike | Schleckman | Voss Industires |  |
| \* | Gary | White | Orbit NDT |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Mike | Graham |
| Scott | Klavon |
| Kellie | Roach |
| Jim | Lewis |

## Safety Information

## Reviewed Fire Exits in the Meeting Room.

Advised attendees to inform PRI Staff of any emergencies.

## Code of Ethics, Anti-Trust & Conflict of Interest was reviewed by Bob Koukol.



## Invited Guests

Bob Koukol approved the attendance of Stan Trull (Honeywell) as invited guests for the meeting.

It was also noted that Dale Harmon (Cincinnati Thermal Spray Inc.) had a proxy vote as the Supplier Support Committee (SSC) Chairperson until he is officially voted in as the SSC Chairperson at the NMC Steering Committee meeting Tuesday 20-Oct-2015. This was accepted by the Committee Chair.

## Today’s Agenda was reviewed.

## Approval of Previous Meeting Minutes

## Motion made by Mark Rechtsteiner and seconded by Latchezar Anguelov to approve the June 2015 NMC Standardization Committee minutes (as written) from Montreal, Quebec, Canada. Motion Passed with no objection.

# failure-risk mitigation discussion

The Failure-Risk Mitigation Sub-Team revised their proposed changes to the Risk Mitigation process based on feedback from the June 2015 meeting. (See attached presentation.)

When the Risk Mitigation process was originally developed,Staff Engineers were not included in the Risk Mitigation Review process due to limited resources available. (When analyzing data it would have taken approximately 1.5 Full Time Staff Engineers to take on additional the additional work load..) The process is now being revised to assign review to the Staff Engineer/Audit Reviewer. To address the resource issue, suppliers who enter Risk Mitigation will pay a fee to support the additional resources required

A discussion occurred regarding Mode A Failures and how they will be processed in Risk Mitigation since the audit may not be complete at the time of failure. It was agreed that this process was not meant to address this situation. Only the nonconformances that are documented at the time of the audit will be reviewed during Risk Mitigation.

Another discussion concerned potential legal issuesassociated with the procedural requirement prohibiting failed Suppliers that do not complete risk mitigation from reapplying for a new initial re-entry audit until 2 years (since the date of failure) have passed. It was agreed that the process adequately addresses any legal concerns since Suppliers have the right to appeal failures as well as to re-enter the risk mitigation process.

Finally, the presentation included revisions the team had made to OP1110 – Audit Failure. Additional verbiage was added to the procedure allowing the NMC to waive the Risk Mitigation Process on a case by case basis based on special circumstances. The NMC Standardization Committee was not supportive of this additional verbiage since it could lead to inconsistency. It was decided to strike this verbiage from OP1110. It was discussed that Performance Review Institute staff would communicate to auditors about the Risk Mitigation process in regards to them needing to be aware of expectations to review corrective action responses of these audits. Re-entry requirements were also discussed The NMC Standardization Committee agreed to strike the requirement to treat Mode A failures differently from other failures, and reword the third bullet “re-entry audit timeline requirements” by changing the word “scheduled” to the word “conducted” for clarity purposes. Revised verbiage for 4.5.1.1 had been proposed as “unless otherwise directed by Task Group they are not required to assess implementation.” This verbiage was not supported by the NMC Standardization Committee and it was agreed to remove it.

ACTION ITEM: Mike Graham (Risk Mitigation Team) to revise draft of OP1110 based on feedback from the October Standardization Committee meeting and once agreed with the Risk Mitigation Team to move document to formal ballot. (Due Date: 15-Dec-2015)

# PD 1100 voting requirements

Jim Lewis reviewed draft changes to PD 1100 (see attached) that address supplier voting requirements.. It was discussed with the committee that since Task Groups have the right to call a “Subscriber Only” vote during meetings that there is no practical need to restrict Supplier voting membership. The draft now changes regulations regarding the number of Supplier Voting Members per body from each company to mirror that of how Subscribing Voting Membership is handled with companies. As participants of the Nadcap Program, Suppliers look forward to becoming Voting Members in their Task Groups to justify their attendance at Nadcap meetings. This new proposal will eliminate any current inconsistencies there may be regarding Supplier Voting Members in different Task Groups.

Motion made by Jim Cummings and seconded by Jason Jolly to approve the new changes to PD1100 presented by Jim Lewis as written. Motion passed unanimously.



ACTION ITEM: Jim Lewis to ballot PD 1100 with the language in the approved draft and inform specific Task Groups with modified Task Group OP1114 Appendices that a standard process in PD 1100 regarding Supplier Voting Members for all Task Groups is to be balloted so their OP1114 Appendices can be revised accordingly. (Due Date: 15-Dec-2015)

# Self-Audit Submittal requirements

The Self-Audit Submittal sub-team presented a proposal (see attached) for submittal of self-audits to the auditor 30 days prior to the audit.

The NMC Standardization Committee agreed that the long-term goals are beneficial for the program. The following points were discussed:

* PRI Staff are not able to post these documents with the audit for the supplier since they do not have access to an in process audit. Self Audit Documentation needs to be posted by the supplier. In order to do this, an eAuditNet enhancement is required.
* A discussion regarding this proposal in terms of ITAR information was held with the committee. It was decided that the supplier is responsible to ensure that no restricted information (ITAR or EC) is attached in regards to self-auditdocumentation. This new proposal regarding self-audits will need to action eAuditNet to provide guidance (e.g. “pop up” window to Suppliers upfront to avoid any issues. This new enhancement and procedure will have to be a part of auditor training when procedure and document are officially released. This information will be sent to the NMC Audit Effectiveness Team to discuss how this will be flowed down appropriately to all program participants as well.

Motion made by Frank Mariot and seconded by Ralph Kropp to move forward with this proposal after feedback is received from the Audit Effectiveness team. Motion passed unanimously.



# RAIL

Mike Graham reviewed status of Open Action Items from Previous Meeting and verified new actions:

Action Item 210 – Replaced with AI 227. Closed.

Action Item 211 – Document has been balloted. Closed.

Action Item 214 – This was completed during the June 2015 Meeting. The agenda for the October 2015 NMC Oversight Committee included a review of audits declined by the supplier. A report has been developed. Closed.

Action Item 216 –Closed.

Action Item 218 –It was decided that changes were not necessary and Task Groups can request training to be completed. Closed.

Action Item 221 – See AI 227. Closed.

Action Item 223 - See AI 231. Closed.

Action Item 225 – See AI 228. Closed.

Action Item 226 - OP 1116 revised and currently in Staff Ballot to allow for TG's to waive interview requirements under certain circumstances. Closed.

Action Item 227 – See AI 228. Closed.

Action Item 228 – Document has been balloted. Closed.

Action Item 229 – Procedure drafted and presented to the Standardization Committee. Closed.

Action Item 230 – Data was submitted to Oversight committee in June 2015. Closed.

Action Item 231 – Presentation will be reviewed during the October 2015 NMC Standardization Committee. Closed.

The two new Action Items identified above were captured at this meeting to be added to the RAIL:

# NEW BUSINESS

There was no new business to attend to at this time.

ADJOURNMENT – 19-Oct-2015 – Meeting was adjourned at 10:12 a.m.

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: |
|  |  |  |
| OP 1110 | M. Graham | 15-Dec-2015 |
| PD 1100 | J. Lewis | 15-Dec-2015 |