

# NDT Task Group Meeting Agenda

June 20th – 23rd, 2016

Novotel London West

London, United Kingdom

|  |  |
| --- | --- |
| **Penetrant** | **Eddy Current** |
| **Magnetic Particle** | **Digital Detector Array** |
| **Ultrasonic** | **Ultrasonic Rotating Components** |
| **Radiography** | **Computed Radiography** |

The NDT Task Group covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Meeting Objectives:

1. Use microphones when speaking
2. Avoid sidebar conversations
3. Adher to the agenda, unless otherwise agreed by attending participants

Monday, June 20, 2016

9:00 am

1.0 OPENING COMMENTS (daily)

9:15 am

2.0 REVIEW DELEGATION STATUS

9:25 am

3.0 TASK GROUP REGULAR BUSINESS ITEMS

10:10 am

4.0 NEW BUSINESS

10:40 am

5.0 REVIEW MEMBERSHIP STATUS

10:55 am – 11:10 am

11:10 am

6.0 OP 1117 AUDITOR CONSISTENCY

12:30 pm

7.0 TASK GROUP REVIEW OF AUDITS

1:00 pm – 2:00 pm

LUNCH BREAK

2:00 pm

1.0 Opening Comments (daily)

2:20 pm

8.0 PRI Report / RAIL / NMC Metrics

3:20 pm - 3:35 pm

3:35 pm

9.0 Clarification Data Base

4:15 pm

10.0 Supplier Report & Discussion

4:45 pm

11.0 Ad Hoc Team Break Out

6:00 pm

ADJOURNMENT

Tuesday, June 21, 2016

8:00 am – 9:00 am

**Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program

9:00 am

1.0 Opening Comments

9:05 am

12.0 Ad Hoc Team Report Out

9:50 am

13.0 Nadcap and NDT Procedure Review

10:00 am

14.0 Technical Issues and Open Discussion Items

11:00 am - 11:15 am

11:15 am

15.0 Method Team Breakout Session

1:00 pm - 2:00 pm

Lunch Break

2:00 pm

1.0 Opening Comments

2:05 pm

15.0 Method Team Breakout Session (cont’d)

3:00 pm – 3:15 pm

3:15 pm

15.0 Method Team Breakout Session (cont’d)

4:30 pm

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

Wednesday, June 22, 2016

9:00 am

1.0 Opening Comments

9:05 am

16.0 SSC Report Out on the SSC Meeting

9:40 am

17.0 Method Team Report Out

10:30 am

18.0 Check List Ballot Resolutions

11:00 am - 11:15 am

11:15 am

18.0 Check List Ballot Resolutions (cont’d)

1:00 pm - 2:00 pm

Lunch Break

2:00 pm

1.0 Opening Comments

2:05 pm

18.0 Check List Ballot Resolutions (cont’d)

3:00 pm - 3:15 pm

3:15 pm

19.0 Document Change Spreadsheet

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend.

Thursday, June 23, 2016

9:00 am – 11:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

11:45 am

1.0 Opening Comments

11:50 am

20.0 Report Out on the Planning & Operations Meeting

12:00 pm

19.0 Document Change Spreadsheet (cont’d)

1:00 pm - 2:00 pm

2:00 pm

1.0 Opening Comments

2:05 pm

21.0 New Business

3:05 pm

22.0 Develop Agenda for October 2016 Meeting

3:20 pm

23.0 RAIL & Clarification Database Review

3:50 pm

24.0 Meeting Facilitation

4:00 pm

ADJOURNMENT

Monday, June 20, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **CLOSED** | 1. OPENING COMMENTS (daily)    * 1. Call to Order/Verbal Quorum Check         + Verify only Subscriber Members are in attendance         + Introductions      2. Safety Information:         + Review Fire Exits in Meeting Room         + Inform PRI Staff person of any emergencies      3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct      4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)      5. Review Agenda | Chair / PRI Staff |
| 9:15 am | 1. REVIEW DELEGATION STATUS | PRI Staff |
| 9:25 am | 1. TASK GROUP REGULAR BUSINESS ITEMS | PRI Staff |
| 10:10 am | 1. NEW BUSINESS | PRI Staff |
| 10:40 am | 1. REVIEW MEMBERSHIP STATUS | PRI Staff |
| 10:55 am – 11:10 am | BREAK | |
| 11:10 am | 1. OP 1117 AUDITOR CONSISTENCY  * Audit Effectiveness | Bobby Scott / PRI Staff |
| 12:30 pm | 1. TASK GROUP REVIEW OF AUDITS | PRI Staff |
| 1:00 pm – 2:00 pm |  | LUNCH BREAK | |
| 2:00 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check         + Introductions      2. Safety Information:         + Review Fire Exits in Meeting Room         + Inform PRI Staff person of any emergencies      3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct      4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)      5. Review Agenda      6. Acceptance of Meeting Minutes | Chair / PRI Staff |
| 2:20 pm | 1. PRI Report / RAIL / NMC Metrics  * The administration of the Nadcap program * Review of the Rolling Action Item List (RAIL); including reviewing RAIL items closed since the last meeting * Review the health of the Nadcap program through Nadcap Management Council (NMC) metrics | PRI Staff |
| 3:20 pm - 3:35 pm | BREAK | |
| 3:35 pm | 1. Clarification Data Base  * Database contains clarifications associated with the NDT Checklists brought forward by Suppliers / User Subscribers. Resolution of clarifications may result in potential changes to the checklist. The status of the database is discussed. | Andy Bakewell |
| 4:15 pm | 1. Supplier Report & Discussion  * Supplier report out of activities and requests for NDT Task Group action if required | Gary White |
| 4:45 pm | 1. Ad Hoc Team Break Out  * Supplier Symposium | Task Group |
| 6:00 pm | ADJOURNMENT |  |

Tuesday, June 21, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 9:00 am | **OPEN** | 1. Opening Comments    1. Call to Order/Verbal Quorum Check    2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct    3. Introductions of any attendees not previously done | Chair |
| 9:05 am | 1. Ad Hoc Team Report Out | Task Group |
| 9:50 am | 1. Nadcap and NDT Procedure Review    * Key Nadcap procedure changes are summarized since the last Task Group meeting    * Discuss revisions to procedures pertinent to the Nadcap NDT Task Group | PRI Staff |
| 10:00 am | 1. Technical Issues and Open Discussion Items  * Address and review new issues relating to the NDT industry and Nadcap * eAuditNet Job Tracker | Task Group |
| 11:00 am - 11:15 am | BREAK | |
| 11:15 am | 1. Method Team Breakout Session  * Review the methodology of the check list change system * Method Sub-Teams to address and review accordingly new issues relating to the NDT checklists | Task Group |
| 1:00 pm - 2:00 pm |  | Lunch Break | |
| 2:00 pm | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair / PRI Staff |
| 2:05 pm | 1. Method Team Breakout Session (cont’d) | Task Group |
| 3:00 pm – 3:15 pm | BREAK | |
| 3:15 pm | 1. Method Team Breakout Session (cont’d) | Task Group |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, June 22, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct      3. Introductions of any attendees not previously done | Chair |
| 9:05 am | 1. SSC Report Out on the SSC Meeting | Gary White |
| 9:40 am | 1. Method Team Report Out | Task Group |
| 10:30 am | 1. Check List Ballot Resolutions    * Resolution of all check list ballot comments | Task Group |
| 11:00 am - 11:15 am | BREAK | |
| 11:15 am | 1. Check List Ballot Resolutions (cont’d)  * Resolution of all check list ballot comments | Task Group |
| 1:00 pm - 2:00 pm |  | Lunch Break | |
| 2:00 pm | **OPEN** | 1. Opening Comments    * 1. Call to Order/Verbal Quorum Check      2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair |
| 2:05 pm | 1. Check List Ballot Resolutions (cont’d)  * Resolution of all check list ballot comments | Task Group |
| 3:00 pm - 3:15 pm | BREAK | |
| 3:15 pm | 1. Document Change Spreadsheet  * Discuss proposed changed to procedures and audit criteria | Task Group |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, June 23, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. | | |
| 11:45 am | **OPEN** | 1. Opening Comments  * Call to Order/Verbal Quorum Check * Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct * Introductions of any attendees not previously done | Chair |
| 11:50 am | 1. Report Out on the Planning & Operations Meeting | Chair |
| 12:00 pm | 1. Document Change Spreadsheet (cont’d)  * Discuss proposed changed to procedures and audit criteria | Task Group |
| 1:00 pm - 2:00 pm |  | LUNCH BREAK | |
| 2:00 pm |  | 1. Opening Comments  * Call to Order/Verbal Quorum Check * Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct | Chair |
| 2:05 pm |  | 1. New Business  * Subscriber Communications with the supply chain “Newsletters/ Symposiums” * Review Supplier Membership Status | Task Group |
| 3:05 pm | **OPEN** | 1. Develop Agenda for October 2016 Meeting | PRI Staff |
| 3:20 pm | 1. RAIL & Clarification Database Review | PRI Staff |
| 3:50 pm | 1. Meeting Facilitation | Chair |
| 4:00 pm | ADJOURNMENT |  |