

# Aerospace Quality Systems (AQS) Task Group Meeting Agenda

October 26 - 27, 2016

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **AC 7004 Revision E****Aerospace Quality System** |

The Aerospace Quality Systems (AQS) 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.***

Tuesday, OCTOBER 25, 2016

7:00 am – 8:00 am

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

5:00 pm – 6:30 pm

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

5:00 pm – 7:00 pm

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

Wednesday, OCTOBER 26, 2016

8:00 am – 10:00 am

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

10:20 am

1.0 Opening Comments (daily)

10:30 am

2.0 Review/Accept

11:00 am

3.0 AQS Task Group Tutorial

11:10 am

4.0 AQS RAIL Review/Update

11:20 am

5.0 Misc Reporting

12:00 PM – 1:00 PM

Lunch Break

1:00 pm

1.0 Opening Comments

1:05 pm

6.0 Review of Posted Items in eAuditNet

1:45 pm

7.0 AC 7004

3:45 pm

8.0 AQS Newsletter

4:30 pm

9.0 Auditor Conference – Report-out

4:45 pm

10.0 Planning and Operations (P&O) Report Out

5:00 pm

ADJOURNMENT

5:15 pm – 6:00 pm

**AQS Liaison Meeting –** All Commodity Liaisons and AQS Subscriber Task Group Members.

Thursday, OCTOBER 27, 2016

08:00 am

1.0 Opening Comments

08:15 am

11.0 AQS Liaison Meeting Report Out

09:45 am

12.0 Guidance for QMS issues on advisories

10:15 am

13.0 Implementation timeline (9100 & 7004)

10:45 am

14.0 Review OP 1117 Auditor Training

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

7.0 AC 7004 (continued)

2:00 pm

15.0 New Business

2:30 pm

16.0 Review of Action Items and New Agenda Items

2:45 pm

ADJOURNMENT of open session

3:00 pm

1.0 OPENING COMMENTS

3:05 pm

17.0 AUDIT / AUDITOR REVIEW

3:45 pm

18.0 OP 1117 AUDITOR CONSISTENCY

4:15 pm

19.0 NEW BUSINESS

5:00 pm

ADJOURNMENT

Tuesday, OCTOBER 25, 2016

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

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| --- | --- | --- | --- |
| 7:00 am – 8:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Wednesday, OCTOBER 26, 2016

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

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| --- | --- |
| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 10:20 am | **OPEN** | 1. Opening Comments (daily)
	* 1. Call to Order/Verbal 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)
 | Scott O’Connor |
| 10:30 am | 1. Review/Accept
	* 1. Agenda
		2. Minutes from previous meeting
		3. Membership
		4. Succession Plan (as necessary)
		5. Call for New Business Items
 | All Attendees |
| 11:00 am | 1. AQS Task Group Tutorial (as necessary)
 | Scott O’Connor  |
| 11:10 am | 1. AQS RAIL Review/Update
 | All Attendees |
| 11:20 am |  | 1. Misc Reporting
	* 1. SSC Report-out
		2. NMC/AQS Metrics
		3. Audit Observations
		4. Certification Bodies Notifications (including exclusions taken)
		5. AQS Auditor training update/status
		6. Delegation
 | David EishmanStaff EngineerStaff EngineerStaff EngineerStaff EngineerStaff Engineer |
| 12:00 PM – 1:00 PM |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order / Quorum Check
	* Introductions as necessary
 | Scott O’Connor |
| 1:05 pm | 1. Review of Posted Items in eAuditNet
	* Review any items that are posted to AQS public documents to ensure valid/current
 | All Attendees |
| 1:45 pm | 1. AC 7004
	* 1. Checklist
		2. Handbook
		3. Comparison document review
 | All Attendees |
| 3:45 pm | 1. AQS Newsletter
 | All Attendees |
| 4:30 pm | 1. Auditor Conference – Report-out
 | Scott O’Connor |
| 4:45 pm | 1. Planning and Operations (P&O) Report Out
 | Scott O’Connor |
| 5:00 pm | ADJOURNMENT |  |
| 5:15 pm – 6:00 pm | **AQS Liaison Meeting –** All Commodity Liaisons and AQS Subscriber Task Group Members are encouraged to attend. |

Thursday, OCTOBER 27, 2016

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

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| 08:00 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order / Quorum Check
	* Introductions as necessary
 | Scott O’Connor |
| 08:15 am | 11.0 AQS Liaison Meeting Report Out * + Review documents if necessary
 | Scott O’Connor |
| 09:45 am | 12.0 Guidance for QMS issues on advisories  | Robin Borrelli |
| 10:15 am | 13.0 Implementation timeline (9100 & 7004) | Robin Borrelli |
| 10:45 am |  | 14.0 Review OP 1117 Auditor Training | Sub-Team |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 7.0 AC 7004 (continued)7.1 Checklist 7.2 Handbook 7.3 Comparison document review | All Attendees |
| 2:00 pm | 15.0 New Business | All Attendees |
| 2:30 pm | 16.0 Review of Action Items and New Agenda Items | All Attendees |
| 2:45 pm | ADJOURNMENT of open session |  |
| 3:00 pm | **CLOSED** | 1. OPENING COMMENTS
	* Call to Order/Verbal Quorum Check
	* Verify only Subscriber Members are in attendance
 | Scott O’Connor |
| 3:05 pm | 17.0 AUDIT / AUDITOR REVIEW | Subscribers |
| 3:45 pm | 18.0 OP 1117 AUDITOR CONSISTENCY* + 1. Review of Observation spreadsheet
		2. Disccuss any issues
		3. Discuss how Auditors to observe are chosen from the data
		4. Auditor feedback method
 | Subscribers |
| 4:15 pm | 19.0 NEW BUSINESS* + 1. OP 1117 Annex C
		2. AC 7004 for non-nadcap special processors
 | Subscribers |
| 5:00 pm | ADJOURNMENT |  |