

# COMP/NMMM/NMMT Task Group Meeting Agenda

October 24-27, 2016

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

The Composites, Non Metallic Materials Manufacturing & Non Metallic Materials Testing Task Groups cover the following processes:

|  |  |  |
| --- | --- | --- |
| **AC7118** | **AC7122 (P, I and R)** | **AC7124** |
| **Compression Molding** | **AC7122/1 - Mechanical Testing** | **AC7124/1 - Resin Manufacturing** |
| **Core Processing** | **AC7122/2 - Physical Testing** | **AC7124/2 - Prepreg Manufacturing** |
| **Liquid Resin Processing** | **AC7122/3 - Chemical Testing** | **AC7124/3 - Adhesives Manufacturing** |
| **Metal Bonding** | **AC7122/4 - Thermal Analysis** | **AC7124/4 - Core Manufacturing** |
| **Prepreg/Adhesive Bond/Resin Film Infusion** | **AC7122/5 - Flammability** | **AC7124/5- Fiber Manufacturing** |

***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.**

***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.***

Monday, October 24, 2016 JOINT COMP/NMMM/NMMT CLOSED MEETING

8:00 am

15 minutes

1.0 OPENING COMMENTS (DAILY)

1.1 CALL TO ORDER/VERBAL QUORUM CHECK

1.2 SAFETY INFORMATION:

1.3 REVIEW CODE OF ETHICS (REF: ATTENDEES’ GUIDE) AND MEETING CONDUCT

1.4 PRESENT THE ANTITRUST VIDEO

1.5 REVIEW AGENDA

8:15 am

45 minutes

2.0 REVIEW DELEGATION STATUS

9:00 am

2 hours

3.0 COMP/NMMM/NMMT AUDITOR PERFORMANCE REVIEW

11:00 am

60 minutes

4.0 AUDITOR CONSISTENCY SUB-TEAM REPORT OUT

12:00 – 1:00 pm

LUNCH BREAK

1:00 pm

60 minutes

5.0 SUPPLIER MATURITY RATING

2:00 pm

2 hours

6.0 OPEN DISCUSSION

4:00 pm

ADJOURNMENT

Tuesday, October 25, 2016 COMP OPEN MEETING

7:00 am – 8:00 am

**Supplier Orientation & Tutorial**

8:00 am

1.0 Opening Comments (daily)

8:15 am

30 minutes

2.0 COMP Staff Report

8:45 am

30 minutes

3.0 COMP (SSC) Report

9:15 am

60 minutes

4.0 Autoclave Control Systems & Automated Inspection

10:15 am

15 Minute Break

10:30 am

60 minutes

5.0 Kitting Only Scope of Accred.

11:30 am

30 minutes

6.0 (AQS) Representative Report Out

12:00 – 1:00 pm

Lunch Break

1:00 pm

60 minutes

7.0 EMA Cleaning Auditors Handbook Guidance

2:00 pm

60 minutes

8.0 Potential New AC7118 Questions

3:00 pm

15 Minute Break

3:15 pm

75 minutes

9.0 Open Discussion

4:30 pm

15 minutes

10.0 Meeting Close Out

4:45 pm

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting**

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting**

Wednesday, October 26, 2016 NMMM/NMMT open meeting

8:00 am – 10:00 am

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

10:30 am

15 minutes

1.0 NMMM/NMMT Opening Comments (daily)

1.1 Call to Order/Quorum Check

1.2 Introductions

1.3 Safety Information:

1.4 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.5 Present the Antitrust Video

1.6 Acceptance of Meeting Minutes

1.7 Review Agenda

10:45 am

75 minutes

2.0 NMMM/NMMT Staff Report

12:00 – 1:00 pm

Lunch Break

1:00 pm

60 minutes

3.0 2017 Interlaboratory Proficiency Testing (IPT) Planning

2:00 pm

60 minutes

4.0 Grip Alignment Update

3:00 pm

15 Minute Break

3:15 pm

60 minutes

5.0 AC7122-I Specimen Fabrication Additional Questions

4:15 pm

45 minutes

6.0 ISO17043 and Proficiency Test (PT) Providers

5:00 pm

ADJOURNMENT

Thursday, October 27, 2016 Nmmm/nmmt open meeting

8:00 am

15 minutes

7.0 NMMM/NMMT Opening Comments (daily)

7.1 Call to Order/Quorum Check

7.2 Introductions

7.3 Safety Information:

7.4 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

7.5 Review Agenda

8:15 am

60 minutes

8.0 Exova PTP (Proficiency Testing Program) Data Presentation

9:15 am

30 minutes

9.0 Uncalibrated Timers, When May They Be Used?

9:45 am

15 Minute Break

10:00 am

60 minutes

10.0 Test Standards and Tolerances

11:00 am

90 minutes

11.0 Open Discussion

12:30 pm

30 minutes

12.0 Meeting Close Out

1:00 pm

ADJOURNMENT

Monday, October 24, 2016 JOINT COMP/NMMM/NMMT CLOSED MEETING

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am15 minutes | **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
		5. REVIEW AGENDA
 | Tara Campbell |
| 8:15 am45 minutes | 1. REVIEW DELEGATION STATUS
	* DELEGATION REVIEW OF CONSULTANT REVIEWERS AND STAFF ENGINEER
 | John Tibma |
| 9:00 am2 hours | 1. COMP/NMMM/NMMT AUDITOR PERFORMANCE REVIEW
	* AUDITOR STATISTICS
	* REVIEW SUBMITTED OBSERVATION AUDIT FORMS
	* OBSERVATION AUDIT STATISTICAL REVIEW
 | John Tibma |
| 11:00 am60 minutes | 1. AUDITOR CONSISTENCY SUB-TEAM REPORT OUT
	* AUDITOR RATING SYSTEM REVIEW
	* OBSERVATION AUDIT SELECTION
 | Richard Perrett |
| 12:00 – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm60 minutes | **CLOSED** | 1. SUPPLIER MATURITY RATING
	* SHOULD A FORM BE CREATED FOR AUDITORS TO RATE SUPPLIER MATURITY?
 | John Tibma |
| 2:00 pm2 hours | 1. OPEN DISCUSSION
	* TOPICS THAT HAVE COME UP SINCE THE PREVIOUS MEETING
 | John Tibma |
| 4:00 pm | ADJOURNMENT |  |

Tuesday, October 25, 2016 COMP OPEN MEETING

(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 |  |
| 8:00 am | **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
		5. Acceptance of Meeting Minutes
		6. Review Agenda
 | Tara Campbell |
| 8:15 am30 minutes | 1. COMP Staff Report
	* Recent Activities
	* Auditor Status
	* Audit Statistical Summary
	* Auditor Conference Report Out
	* Future Meeting Information
 | John Tibma |
| 8:45 am30 minutes | 1. COMP Supplier Support Committee (SSC) Report
 | Vitorio Stana |
| 9:15 am60 minutes | 1. Autoclave Control Systems & Automated Inspection
	* Update on capabilities of current autoclave technology
 | Dave Mason |
| 10:15 am | 15 Minute Break |  |
| 10:30 am60 minutes | 1. Kitting Only Scope of Accreditation
	* RAIL Item 195 subteam update of proposed AC7118 revision
 | Anne Stanley/Patrick Dunleavy |
| 11:30 am30 minutes | 1. Aerospace Quality Systems (AQS) Representative Report Out
	* RAIL Item 196 subteam report out on creating guidance for AC7118 question 6.34
 | Sally Spindor |
| 12:00 – 1:00 pm |  | Lunch Break |  |
| 1:00 pm60 minutes | **OPEN** | 1. EMA Cleaning Auditors Handbook Guidance
	* RAIL Item 196 subteam report out on creating guidance for AC7118 question 6.34
 | Tara Campbell |
| 2:00 pm60 minutes | 1. Potential New AC7118 Questions
	* Subteam to report out on new questions concerning calibration, TUS, DPD, FAI, etc
 | Lance Loeks |
| 3:00 pm | 15 Minute Break |  |
| 3:15 pm75 minutes | 1. Open Discussion
	* Topics that have come up since the previous meeting
 | John Tibma |
| 4:30 pm15 minutes  | 1. Meeting Close Out
 | Tara Campbell |
| 4:45 pm | ADJOURNMENT |  |
| 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 NMMM/NMMT open meeting

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

|  |  |
| --- | --- |
| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 10:30 am 15 minutes | **OPEN** | 1. NMMM/NMMT Opening Comments (daily)
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		4. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		5. Present the Antitrust Video
		6. Acceptance of Meeting Minutes
		7. Review Agenda
 | Tara Campbell |
| 10:45 am75 minutes | 1. NMMM/NMMT Staff Report
	* Recent Activities
	* Auditor Status
	* Audit Statistical Summary
	* Auditor Conference Report Out
	* Future Meeting Information
 | John Tibma |
| 12:00 – 1:00 pm |  | Lunch Break |  |
| 1:00 pm60 minutes | **OPEN** | 1. 2017 Interlaboratory Proficiency Testing (IPT) Planning
	* Planning of tests and scope of work for 2017 IPT
 | John Hrycushko |
| 2:00 pm60 minutes | 1. Grip Alignment Update
	* Grip Alignment Experiment Report
	* Proposed ASTM E1012 Annex A2 Compensation Limits
	* Proposed Handbook Clarification
 | Natalia Becerra |
| 3:00 pm | 15 Minute Break |  |
| 3:15 pm60 minutes | 1. AC7122-I Specimen Fabrication Additional Questions
	* Report of Task Group feedback concerning addition of AC7118 questions proposed at June Nadcap meeting in London
 | John Tibma |
| 4:15 pm45 minutes | 1. ISO17043 and Proficiency Test (PT) Providers
	* Subscriber feedback and discussion on formally requiring any PT providers to be accredited to ISO17043
 | John Tibma |
| 5:00 pm | ADJOURNMENT |  |

Thursday, October 27, 2016 Nmmm/nmmt open meeting

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

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| --- | --- | --- | --- |
| 8:00 am15 minutes | **OPEN** | 1. NMMM/NMMT Opening Comments (daily)
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		4. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		5. Review Agenda
 | Tara Campbell |
| 8:15 am60 minutes | 1. Exova PTP (Proficiency Testing Program) Data Presentation
	* Sanitized Results of most recent Exova PTP
 | Christine Brassine |
| 9:15 am30 minutes | 1. Uncalibrated Timers, When May They Be Used?
	* Propose a handbook clarification for AC7122/2 question 16.2.9 (and other similar questions in the other AC7122 checklists) illustrating when it is acceptable to use an uncalibrated timer
 | John Tibma |
| 9:45 am | 15 Minute Break |  |
| 10:00 am60 minutes | 1. Test Standards and Tolerances
	* What tolerances are appropriate when the standard utilizes nominal test parameter values without providing a tolerance?
 | John Hrycushko |
| 11:00 am90 minutes | 1. Open Discussion
	* Topics that have come up since the previous meeting
 | John Tibma |
| 12:30 pm30 minutes | 1. Meeting Close Out
 | Tara Campbell |
| 1:00 pm | ADJOURNMENT |  |