

# Chemical Processing Task Group Meeting Agenda

OCTOBER 24-27, 2016

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

|  |  |
| --- | --- |
| **ANODISING** | **CONVERSION COATING** |
| **CHEMICAL MILLING** | **CLEANING** |
| **ELECTROPLATING** | **ELECTROLESS PLATING** |
| **ETCHING FOR NDT** | **PASSIVATION** |
| **PAINT/DRY FILM LUBRICANT** | **SURFACE PREP FOR METAL BOND** |
| **VACUUM CADMIUM & ALUMINIUM IVD** | **ANALYSIS & TESTING IN SUPPORT OF AC7108** |

The CHEMICAL PROCESSING 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: 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. (OBJECTIVE 1)
2. (OBJECTIVE 2)
3. (OBJECTIVE 3)

Monday, OCTOBER 24, 2016

8:00 am

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 (only at the first open and first closed meeting of the week for each Task Group)

1.5. Review Agenda

8:30 am

2.0 REVIEW DELEGATION STATUS

9:00 am

3.0 AUDITOR CONSISTENCY (OP 1117)

10:00 am

BREAK

10:15 am

4.0 AUDITOR CONFERENCE FEEDBACK

12:0 0 pm – 1:00 pm

LUNCH BREAK

1:00 pm

1.0 OPENING COMMENTS

1.1. Call to Order/Quorum Check

1.2. Code of Ethics/Antitrust and Meeting Conduct

1.3. Review Agenda

1:15 pm

5.0 RESOLUTION BY TASK GROUP ISSUES

5:00 pm

ADJOURNMENT

TUESDAY, oCTOBER 25, 2016

7:00 am – 8:00 am

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

8:15 am

1.0 Opening Comments (Daily)

9:00 am

6.0 RAIL

9:45 am

7.0 New Voting Member Approval, Compliance With Voting Requirements, New Supplier Orientation

10:00 am

10:15 am

8.0 Auditor Conference Feedback

11:00 am

9.0 Audit Effectiveness

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

10.0 NMC Metrics & Auditor Capacity

2:00 pm

11.0 NMC Summary Report

2:30 pm

12.0 AC7108 Rev I

3:00 pm

ADJOURNMENT

3:00 pm

BREAKOUT SESSIONS

5:00 pm – 7:00 pm

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

5:00 pm – 6:30 pm

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

10:15 am

1.0 Opening Comments

10:30 am

13.0 Sub-Team Report Outs

12:00 pm to 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

14.0 Auditor Consistency (OP 1117)

2:15 pm

15.0 Any Other Business

3:00 pm

ADJOURNMENT

3:00 pm

BREAKOUT SESSIONS

4:00 pm

60 minutes

**CP SAT** – Supplier Standing Action Team Meeting – Suppliers Only.

(will start directly after adjournment of the meeting)

THURSDAY, OCTOBER 27, 2016

8:00 am

1.0 Opening Comments

8:15 am

16.0 Report Outs: NMC (CUMMINGS), P&O/CLOSED (DEMING), CP-SAT (NOETTL), AQS (COLEMAN), SSC (JACKLIN)

9:30 am

9:45 pm

17.0 Sub-Team Report Outs

11:30 pm

18.0 REACH

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

19.0 Sub-Team Report Outs

3:30 pm

20.0 Meeting Feedback and The Agenda For The Next Meeting

4:00 pm

ADJOURNMENT

Monday, OCTOBER 24, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 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 at the first open and first closed meeting of the week for each Task Group)
		5. Review Agenda
 | Mike Stolze |
| 8:30 am | 1. REVIEW DELEGATION STATUS
	* Review the delegation status of staff engineers (NC, RN, MG, JH, EA, AF, CN)
 | Ethan Akins |
| 9:00 am | 1. AUDITOR CONSISTENCY (OP 1117)
	* 2017 Targeted Auditors.
	* Review Dashboard Metrics
	* Review Audit Observation schedule.
 | Mike Coleman |
| 10:00 am | BREAK |  |
| 10:15 am | 1. AUDITOR CONFERENCE FEEDBACK
	* Auditor Conderence Items for Closed Meeting
 | Nigel Cook |
| 12:0 0 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **CLOSED** | 1. OPENING COMMENTS
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Code of Ethics/Antitrust and Meeting Conduct
		3. Review Agenda
 | Mike Stolze |
| 1:15 pm | 1. RESOLUTION BY TASK GROUP ISSUES
	* Review Audit Issues
	* Risk Mitigation audit review
 | Ethan Akins |
| 5:00 pm |  | ADJOURNMENT |  |

TUESDAY, oCTOBER 25, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 7:00 am – 8:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 8:15 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 (only at the first open and first closed meeting of the week for each Task Group)
		5. Review Agenda
		6. Acceptance of Meeting Minutes
 | Mike Stolze |
| 9:00 am | 1. RAIL
	* Review the Chemical Process Task Group RAIL
 | Nigel Cook |
| 9:45 am | 1. New Voting Member Approval, Compliance With Voting Requirements, New Supplier Orientation
	* Confirm any new voting member applications.
	* Review compliance with voting requirements of present voting members
	* Mentoring presentation
 | Christine Nesbitt |
| 10:00 am | **Break** |  |
| 10:15 am | 1. Auditor Conference Feedback
* AC7108/2.
	+ Checklist Strategic Plan
	+ Other auditor identified issues
	+ Items for the 2017 Auditor Conference
 | Nigel Cook |
| 11:00 am | 1. Audit Effectiveness
	* TBA
 | Ethan Akins |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* Call to Order/Quorum Check
	* Introductions
	* Code of Ethics/Antitrust and Meeting Conduct
	* Review Agenda
 | Mike Stolze |
| 1:15 pm | 1. NMC Metrics & Auditor Capacity
	* Review the NMC metrics and Auditor capacity
 | Ethan Akins |
| 2:00 pm | 1. NMC Summary Report
	* Review the NMC Summary Report.
 | Mike Stolze |
| 2:30 pm | 1. AC7108 Rev I
	* Review proposed changes for AC7108 (Cleanliness Verification, Technical Datasheets, etc)
 | Nigel Cook |
| 3:00 pm | ADJOURNMENT |  |
| 3:00 pm | BREAKOUT SESSIONS* + The sub-team of Hal Abel (Lead), Steve Starr, Mike Noettl, Mike Coleman, Zia Usmani, Barry Snitzer, Susan, Lewis, Phil Brockman, Daniel Backus, Veronique Marcel, Ethan Akins to revisit the recommendation to increase exam pass mark and the need for TG Chairperson or Vice Chairperson to approve candidates who do not meet the score.
	+ The sub-team of Hal Abel (Lead), Steve Starr, Mike Noettl, Mike Coleman, Zia Usmani, Barry Snitzer, Susan, Lewis, Phil Brockman, Daniel Backus, Veronique Marcel, Ethan Akins to write additional questions for the proficiency tests so that there is a minimum of 35 for each exam, propose amendments to current questions, change the allowable time to be 1 minute per question rounded up to the closest 5 minutes, and amend the exam so only one question is viewable at a time.
	+ The sub-team of Shawn Vierthaler (Lead), Hal Abel, Nigel Cook, Paul Slater, Carleen Brubaker to continue to investigate the need for the work to be electrically isolated/insulated from the crane hook and reword AC7108 para 5.3.14 accordingly.
	+ A sub-team of Mike Coleman (lead), Karyn Deming, Zia Usmani, Michael Vosatka, Dennis Reidy, Susan Lewis, Angelina Mendoza, Bill Heeter and Christine Nesbitt to review all checmical process slash sheets for “compliance to” and “existence of” quality system elements.
	+ A sub-team of Mike Coleman (lead), Karyn Deming, Zia Usmani, Michael Vosatka, Dennis Reidy, Susan Lewis, Angelina Mendoza, Christine Nesbitt. To review AC7108 Rev H paras 3.4.1, 3.4.2, 3.4.3, 3.6.2, 3.6.3, 3.6.4, 3.8.1, 3.8.3, 3.9.1, 4.2.2.1, 4.2.2.1.1, 4.2.2.2, 4.2.2.3, 4.2.4, 4.4.1, 4.4.3. 4.4.4, 4.5.1, 4.5.2, 4.5.3, 4.5.6, 4.5.7, 5.2.1, 5.3.3, 5.4.6, 5.4.7, 5.5.2, 5.6.7, 5.7.2 against PD 1100 requirements for compliance to and not existence of quality system elements and propose either alternative wording or recommend deletion.
	+ A sub team of Steve Starr (lead), Dennis Reidy, Mike Coleman, Zia Usami, Hal Abel, Nick Magnapera and Jim Cummings was appointed to draft a proposal to relevant committees to amend MIL-8625 and MIL-DTL-5541 regarding the need to process panels with production parts and what constituted “production”.
	+ A sub-team of Stephen Judge (lead), Jim Cummings, Gene Wallace and Christine Nesbitt to review the CP Audit Criteria and the CP Audit Handbook and propose amendments for recording solution temperatures.
	+ A sub-team of Steve Starr (Lead), Mike Coleman, Yuhui Sun, Mark Montreuil, Jerker Nordh, Christine Nesbitt, Tammi Schubert, Vitorio Stana was set up to address calibration/verification requirements for various instrument types used in the support of chemical processing (conductivity meters, pH meters, eddy current thickness testers, magnetic thickness testers, XRF, etc.) and consider raising to NMC as a standardisation issue.
	+ A sub-team of Karyn Deming (Lead), Mike Coleman, Jeremy Phillips, Mariusz Stanczyk, Mike Stolze and Christine Nesbitt to review checklist requirements regarding the re-use of etch rate test panels.
	+ A sub-team of Hal Abel, Zia Usmani, Jonathan Scudder and Nigel Cook was set up to investigate concerns that numerous Nadcap audits have missed non-compliances.
 | Hal AbelEthan AkinsHal AbelEthan AkinsShawn VierthalerNigel CookKaryn DemingChristine NesbittMike ColemanChritine NesbittSteve StarrStephen JudgeChristine NesbittSteve StarrChristine NesbittKaryn DemingChritine NesbittHal AbelNigel Cook |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops – Task Group Chairs and Staff Engineers are required to attend.** |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

WEDNESDAY, OCTOBER 26, 2016

(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. |
| 10:15 am | **OPEN** | 1. Opening Comments
	* Call to Order/Quorum Check
	* Introductions
	* Code of Ethics/Antitrust and Meeting Conduct
	* Review Agenda
 | Mike Stolze |
| 10:30 am | 1. Sub-Team Report Outs
	* Reports outs from any sub-teams that are ready.
 | Various |
| 12:00 pm to 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* Call to Order/Quorum Check
	* Introductions
	* Code of Ethics/Antitrust and Meeting Conduct
	* Review Agenda
 | Mike Stolze |
| 1:15 pm | 1. Auditor Consistency (OP 1117)
	* Summary of closed meeting presentation and discussion
 | Mike Stolze |
| 2:15 pm | 1. Any Other Business
	* Please notify Nigel Cook if you have any additional items, ncook@p-r-i.org.
	* Approval of Audit Handbook Changes
	* Approval of Audit Review Guideline Changes
	* Training of Auditors and Audit Report Reviewers by Subscribers
	* Chinese & French Translation of checklists
	* Job Audits for Alkaline Cleaning, Degreasing, Solvent Cleaning etc.
 | Nigel CookNigel CookYuhui SunNigel CookNigel Cook |
| 3:00 pm | ADJOURNMENT |  |
| 3:00 pm | BREAKOUT SESSIONS* + Time for sub-teams to work their actions.
	+ See Tuesday Breakout Session for details
 |  |
| 4:00 pm60 minutes |  | **CP SAT** – Supplier Standing Action Team Meeting – Suppliers Only.(will start directly after adjournment of the meeting) | Mike Noettl |

THURSDAY, OCTOBER 27, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am | **OPEN** | 1. Opening Comments
	* Call to Order/Quorum Check
	* Introductions
	* Code of Ethics/Antitrust and Meeting Conduct
	* Review Agenda
 | Mike Stolze |
| 8:15 am | 1. Report Outs: NMC (CUMMINGS), P&O/CLOSED (DEMING), CP-SAT (NOETTL), AQS (COLEMAN), SSC (JACKLIN)
	* NMC
	* SSC
	* AQS
	* Closed/P&O
	* CP-SAT
 | Jim CummingsEric JacklinMike ColemanMike StolzeMike Noettl |
| 9:30 am | **Break** |  |
| 9:45 pm | 1. Sub-Team Report Outs
	* Reports outs from any sub-teams that are ready.
 | Various |
| 11:30 pm | 1. REACH
	* TBA
 | TBA |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* Call to Order/Quorum Check
	* Introductions
	* Code of Ethics/Antitrust and Meeting Conduct
	* Review Agenda
 | Mike Stolze |
| 1:15 pm | 1. Sub-Team Report Outs
	* Reports outs from any sub-teams that are ready.
 | Various |
| 3:30 pm | 1. Meeting Feedback and The Agenda For The Next Meeting
 | Mike Stolze |
| 4:00 pm | ADJOURNMENT |  |