**CONFIRMED MINUTES**

**FEBRUARY 22-25, 2016**

**MADRID, SPAIN**

**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, FEBRUARY 22 to THURSDAY, FEBRUARY 25**

1. **OPENING COMMENTS**
	1. Call to Order / Quorum Check

The Chemical Processing Task Group (CPTG) was called to order at 9:00 a.m., 22-Feb-2016.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Hal | Abel | Raytheon |  |
|  | Pongpaiboon | Akapaiboon | Triumph Structures (Thailand) Ltd. |  |
| \* | Augusto | Albolino | Finmeccanica SpA, Settore Aeronautica |  |
|  | Antonio | Alcina Sanchez | AIRBUS DS |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries, Ltd. |  |
|  | Craig | Barnthson | Bell Helicopter |  |
|  | Piotr | Bienia | UTC Aerospace (Goodrich) |  |
| \* | Malik | Boutoba | Airbus Helicopters |  |
| \* | Carleen | Brubaker | AIRBUS |  |
| \* | Jeff | Cerre | Beechcraft |  |
|  | Jie | Chen | Comac |  |
| \* | Michael | Coleman | The Boeing Company | Vice Chairperson |
| \* | Alessio | Colombara | Finmeccanica Helicopter Division |  |
|  | Karen | Dannis | BAE Systems |  |
|  | Francisco | Del Valle  | Airbus |  |
| \* | Karyn | Deming | UTC Aerospace (Goodrich) |  |
|  | Kevin | Dowling | Spirit AeroSystems |  |
|  | Frédéric | Duhamel | THALES GLOBAL SERVICES |  |
| \* | Greg | Haataja | Bell Helicopter Textron |  |
| \* | Kazuhiro | Kajima | Mitsubishi Heavy Industries, Ltd. |  |
|  | Eric | Le Fort | Sonaca |  |
| \* | Marc-André | Lefebvre | Héroux-Devtek Inc. |  |
|  | Stéphane | Lesueur | SAFRAN |  |
| \* | Susan | Lewis | Lockheed Martin Corporation |  |
|  | Adrien | Maffre | AIRBUS |  |
| \* | Nicholas | Magnapera | BAE Systems Inc. |  |
| \* | Veronique | Marcel | SAFRAN |  |
| \* | Steve | McDonough | Triumph Group |  |
| \* | Marc | Montreuil | Héroux-Devtek Inc. |  |
| \* | Ramalingam | Muralikrishnan | GE Aviation |  |
|  | Angela | Nåbo | GKN Aerospace Sweden AB |  |
| \* | Jerker | Nordh | GKN Aerospace Sweden AB |  |
| \* | Jeremy | Phillips | Cessna Aircraft Company |  |
| \* | Josefa | Rodriguez | Airbus Defense and Space |  |
| \* | Ester | Sala-Bosch | Rolls-Royce Deutschland Ltd & Co KG |  |
| \* | Jonathan | Scudder | Pratt & Whitney |  |
| \* | Paul | Slater | Rockwell Collins |  |
| \* | Dennis | Slatton | Bell Helicopter Textron |  |
| \* | Barry | Snitzer | Rolls-Royce Corporation |  |
|  | Ranganathan | Srinivasan | ST Aerospace Ltd. |  |
| \* | Mariusz | Stanczyk | Lockheed Martin Aero |  |
| \* | Steven | Starr | Honeywell Aerospace |  |
| \* | Mike | Stolze | Northrop Grumman Corporation | Chairperson |
| \* | Yuhui | Sun | Comac |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
| \* | Zia | Usmani | BAE Systems (MAI) UK |  |
| \* | Shawn | Vierthaler | Spirit AeroSystems |  |
| \* | Michael | Vosatka | Rockwell Collins |  |
| \* | Sergey | Yesilevich | UTC Aerospace (Hamilton Sundstrand) |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Mark | Airey | Robert Stuart Ltd. |  |
|  | Matthew | Akin | TrueLogic Company, LLC |  |
| \* | Daniel | Backus | Har-Conn Chrome |  |
|  | Phillip | Brockman | Techmetals, Incorporated |  |
|  | William | Calvert | Calvert Consulting |  |
|  | Susana | Cano Peñlaver | Centro Tratamientos de Superficie, s.l.u. |  |
| \* | Stephane | Chaumeil | Galion |  |
|  | Neil | Cowan | PRI/Nadcap Auditor |  |
| \* | Jim | Cummings | Metal Finishing Company Inc. |  |
|  | David | Curry | Tewkesbury (Diamond Chrome) Plating Co Ltd. |  |
|  | Sebongile Portia | Ditsele | Denel Aerostructures |  |
|  | Bill | Dumas | Performance Review Institute |  |
| \* | Alex | French | Aerofin Laboratories Ltd. |  |
| \* | Paul | French | Aerofin Laboratories Ltd. |  |
|  | Thomas | Kastranek | Otto Fuchs KG |  |
|  | Eva | Klein | Blades Technology Ltd. |  |
|  | Eva | Klein | Blades Technology Ltd. |  |
| \* | Rosa | Martin | Superior Plating |  |
|  | Ian | McDonald | Robert Stuart Ltd. |  |
| \* | Julie | Nguyen | Element Materials Technology - Rancho Dominguez |  |
| \* | Mike | Noettl | Magnetic Inspection Laboratory Inc. |  |
|  | Patrick | O'Leary | NU-PRO Ltd. |  |
|  | Javier | Orts | Mecanizados Escribano SL |  |
|  | Lee | Parsley | Click Bond, Inc. |  |
|  | Hector | Pichardo | Curtiss Wright Controls |  |
|  | José Manuel | Rodríguez Gámez | Centro Tratamientos de Superficie, s.l.u. |  |
| \* | Tammi | Schubert | Helicomb Intl. Inc. |  |
|  | Andreas | Seifert | RUAG Switzerland Ltd, Division RUAG Technology Emmen |  |
|  | Elizabeth | Small | Curtiss Wright Controls Inc Eng Systems |  |
| \* | Bernd | Spelsberg | Otto Fuchs KG |  |
| \* | Vitorio | Stana | Avcorp Industries Inc. |  |
|  | Ron  | Stewart | Ellison Surface Technologies |  |
|  | Levi | Talamantes | Metal Finishing Company, LLC |  |
|  | Serap | Uysal | Turkish Aerospace Ind. |  |
|  | Serap | Uysal | TUSAS TURKISH AEROSPACE INDUSTRIES INC. |  |
|  | Chris | Van Oehe | Aeronamic BV |  |
|  | Lihua | Wang | Chengdu Aircraft Industrial (Group) Co., Ltd. |  |
|  | Wilfried | Weber | PFW Aerospace GmbH |  |
|  | Bartosz | Wojtczak | Nu-Pro Limited |  |
|  | Deukyong | Yoo | Korean Air Aerospace Business Division |  |
|  | Johan | Yttervile | GKN Aerospace |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Ethan | Akins |
| Nigel | Cook |
| Mike | Graham |
| Christine | Nesbitt |

* 1. Safety Information:

Reviewed fire exits.

* 1. Informed attendees to contact Performance Review Institute (PRI) staff person with any emergencies.
	2. Reviewed Code of Ethics (Referenced: Attendees’ Guide) and Meeting Conduct.
	3. Presented the Antitrust Video (only at the first open and first closed meeting of the week for each Task Group).
	4. Approval of the minutes of the previous meeting.

Motion made by Steve Starr and seconded by Susan Lewis to approve the minutes of the last meeting. Motion Passed.

* 1. Reviewed Agenda.
1. **REVIEW DELEGATION STATUS – CLOSED**

The delegation trackers, t-frm-07s, of the delegated audit report reviewers, Mike Graham, Nigel Cook, Bill Dumas, and Robert Nixon were reviewed and they all exceeded criteria for maintaining delegation.

Motion made by Susan Lewis and seconded by Hal Abel for delegated reviewers to maintain delegation. Motion Passed.

The tracker for John (Jack) Holman was also reviewed. Jack has been a consultant reviewer, on and off, for many years. He has been previously delegated and we would like to request that his delegation is re-instated. Jack has exceeded the procedural requirements defined in OP 1115 (12 months’ experience and an oversight concurrence ≥ 90%)

Motion made by Susan Lewis and seconded by Barry Snitzer to award John (Jack) Holman delegation status for the review of CP audits. Motion Passed.

The trackers for the non-delegated reviewers Ethan Akins, Christine Nesbitt and Aleck Featherston were also reviewed. There were no issues of concern.

Audit 159658 had a comment about the need to record the titration value and concentration when the supplier used a table to convert them. The Task Group agreed that the titration value, primary data, and concentration should still be recorded to demonstrate correct use of the conversion table.

ACTION ITEM: Nigel Cook to arrange for a t-frm-99k to be completed for Jack Holman and for eAuditNet status to be amended to delegated. (Due Date: 29-Feb-2016)

1. **SUBSCRIBER AUDITS – CLOSED**

There are no open scope exceptions.

OP 1122 which defines additional requirements for the subscriber accreditation has been amended to remove the allowance for scope exceptions. This procedure is effective for audits starting 22nd April 2016 or later.

1. **RISK MITIGATION (OP 1110) - CLOSED**

Open discussion on how risk mitigation is going. Some of the RM Teams were amended and audits in RM Team Review were reviewed.

There are still concerns on a couple of issues; time taken to close RM audits, effectivity of closure when the team is just one person, workload on PRI Staff when the new RM process is introduced.

1. **AUDITOR CONSISTENCY (OP 1117) - CLOSED**

Mike Stolze reviewed the auditor consistency presentation. The Task Group was green for all dashboard metrics.

Some issues were identified pertaining to the data used for analysis of NCRs per audit, later review of the data indicated that “cancelled” audits had been included this reducing the average NCRs per audit. The data analysis for NCRs per audit is to be redone and the risk assessment chart to be amended as applicable.

The terms/column headers also need to be clear, for example it was not known if the inconsistency column was based on the redline chart or supplier feedback question 15.

A question was also asked about consistency between auditors in regions where there are limited auditors. It was reported that this is looked at as part of the data review.

Nine auditors were identified for observation in 2016. (Note: Need to see if any are auditors identified by AQS for observation.)

If you want to observe an audit please contact Robert Nixon, rnixon@p-r-i.org, to help identify one. It is recommended that the prior audit history is reviewed so that audits with limited scope or few/zero NCRs are avoided.

A presentation on observer responsibilities, provided by Bob Lizewski, was also reviewed. If you apply to observe an audit and for some reason are unable to attend then please go back to the audit summary page and remove yourself. This must be done before the audit is submitted.

1. **RESOLUTION BY TASK GROUP ISSUES – CLOSED**

**IR888:** Information was provided to the Task Group about a Nadcap accredited Supplier where stress relief/de-embrittlement was not done per requirements of QQ-P-416. The Task Group requested that the company raising the concern provide details of any parts/assemblies that have been delivered to a Subscriber where the stress relief and/or de-embrittlement may not have been done or done incorrectly.

A sub-team of Mike Stolze (Lead), Nick Magnapera, Michael Vosatka, Yuhui Sun and Nigel Cook were appointed to investigate. The Complainant has been contacted on numerous occasions to obtain the information necessary to investigate the complaint (purchase order, drawing, substrate material and heat treatment condition) but not all of the requested information has been provided to date. The IR has been closed based on the open RAIL item, item 177.

The Task Group expressed concern as to whether any incorrectly processed parts had been delivered to them, either as parts or in assemblies.

ACTION ITEM: Nigel Cook to contact the company and request information on parts that have been delivered to customer but may not have been correctly stress relieved/de-embrittled. (Due Date: 15-Mar-2016)

**Audit 167310 NCR#5:** Instrument manufacturer states that Eddy Current instruments cannot be given a calibration cert because they are not fixed – they are adjusted prior to use. NCR Voided and issue was raised here for discussion. The Task Group felt the issue affected numerous commodities and requested that the AQS Liaison raised it to the AQS Task Group. A sub-team was also set up to address general calibration/verification issues, see agenda item 18.

**Audit 168896 NCR#2:** AC7108 para 4.5.11.1 Is standardization of the pH meter carried out daily, prior to first use, using a minimum of two buffer solutions that represent both the acid and/or alkali range as applicable?

Compliance Assessment Guidance: The pH buffers used to standardize the meter need to represent the acid and/or alkali ranges but do not need to bracket the full pH range of samples being tested. Typical pH kits include pH 4, 7 and 10 buffer solutions and the use of the most appropriate two is acceptable.

D1-4426, Process code 809, "Process Solution Control", Appendix A2, 7.4.9 Buffer solutions are required to bracket the pH ranges to be measured.

A sub-team was set up to investigate calibration of pH meters, see agenda item 18.

**Audit 166005 NCR#1:** An NCR was raised because the auditor considered the design of racking, using horizontal “L” beams, could have been improved because the bottom of the “L” would retain and carry over more solution than a surface that always pointed down. Although no other NCRs had been raised for this issue a concern was raised by the staff engineer that it may become common. The Task Group felt that because it is an isolated NCR no further action is to be taken.

**Audit 162892 NCR#3:** Several suppliers (including this one) are objecting to the new CAG in 5.3.14 on insulated cranes for all processes (not just electrolytic). This is one question in a series (Rev. B checklist) applicable to electrolytic, and I question the CAG validity.

Supplier Response: Respectfully requests to void this NCR / appeal issuance of this NCR until such time that a revision to the checklist question can be discussed in the February meeting in Madrid, Spain. Their Equipment Engineering and Process Engineering personnel evaluated current equipment to Nadcap requirements and assessed their compliance based upon technical rationale. They do not believe they are noncompliant with the intent of the Nadcap checklist and the implementation of corrective action based on the comments/expectations of the Nadcap auditor could result in significant non-value added expenses.

As reviewed and validated by Jeff Zhang, Ph. D, Chemical Materials & Processes R&D (Spirit Engineering):

At Spirit, electrical isolation is achieved by eliminating potential discrepancy between the parts and the processing tank wall through grounding all conductive materials in the tank.

General Design:

1. The hoists / lifting equipment are using 3-phase AC electricity with voltage of 480 Volts and current between 20 and 40 amps depending of the capacity of the equipment. The motors driving the crane and cable winding drums use the AC electricity and are insulated from the crane. The crane is grounded to the building steel which connects to the electrical ground grid. The auxiliary equipment on the crane including cable-winding system, motor case is grounded through the crane as well.

2. All chemical processing tanks made of stainless steel are grounded to the same electric ground grid.

3. Parts loaded on the stainless steel / titanium frame / basket are grounded through the crane cable and metal wires.

With this design, the parts, crane and tank wall are all grounded to the same electric ground grid, therefore, no potential difference exists between the parts and tank wall in the chemical solution.

While in electrolytic solutions, the hoists/lifting systems are disconnected from the stainless steel/titanium frames/baskets which enables the required potential difference between anode and cathode.

Motion made by Shawn Vierthaler and seconded by Hal Abel to set up a sub-team to investigate the need for the work to be electrically isolated/insulated from the crane hook and reword the question appropriately. Motion passed.

Sub-Team: Shawn Vierthaler (lead), Hal, Nigel, Paul Slater, Carleen Brubaker.

ACTION ITEM: A sub-team of Shawn Vierthaler (Lead), Hal Abel, Nigel Cook, Paul Slater, Carleen Brubaker was set up to investigate the need for the work to be electrically isolated/insulated from the crane hook and reword AC7108 para 5.3.14 accordingly. (Due Date: 20-Jun-2016)

**Audit 168146 NCR#1:** Requirement: Per ASTM A967 para 14.4.3 "test piece swabbed" This refers to CuSO4 passivation test requirement.

Finding: During the CuSO4 passivation test, the part was submerged in beaker 100% covered with CuSO4 solution; not swabbed as required by the specification.

Supplier’s procedure QI 1204.005 para 6.2.2 "Part may be immersed” allows for this practice. No deviations evidenced.

Supplier response:

We incorporated the option of immersing parts into the copper sulfate solution back in October 2000 since it was determined by Quality Engineering that immersion provides a more effective means to assure that all surfaces of complex parts and all surfaces of parts with internal threads and passages are maintained with a coating of copper sulfate solution for the 6-minute test duration. The operator followed internal procedure QI1204 which allows the option of swabbing or immersion of the part(s) into the test solution.

We contend that the method of immersion is a more effective method than swabbing and prefer to continue with this method. The immersion method guarantees 100% copper sulfate coverage on the part, while swabbing the part would make it difficult to reach every surface and keep every surface wet for 6 minutes. The intention of the test requirement is to keep the passivated surfaces wet for a period of 6 minutes and the immersion method would produce this result, much more effectively then swabbing ever could.

Please reference past audit # 124532, NCR#2. This finding was for immersing parts in the copper sulfate solution per specifications AMS2700 and AMS-STD-753 when they required swabbing – the NCR was effectively voided with agreement of the Task Group Chair.

Question: Is it permissible to allow complete immersion when inspection is performed per ASTM-A-967?

Motion made by Hal Abel and seconded by Jeremy Phillips to void the NCR and add an Audit Handbook clarification to allow immersion testing in place of swab testing. Motion failed, supplier must work to specification or get deviation from the design authority. Previous voidance is not supported by this Task Group.

ASTM A967 allows other test methods that are “full immersion” tests.

**Export Control:** An audit reviewer questioned whether the periodic tests required by MIL-DTL-5541 were considered to be export controlled if the auditor mentioned them in the NCR. The job audit referenced this spec and the spec requires standard tests to be performed. The basic tests (not specific to a type or class) for an industry spec are common knowledge and should not be a violation of export control.

Is it acceptable to write an NCR for an ITAR controlled job that states, “Part Number: XX12345, Job#: AA12345, Specification: BB-1234 requires monthly corrosion testing to ASTM B-117 but the testing is not being done”?

Not all Task Group members were able to make a decision and would have to raise the issue with their company export control authority.

ACTION ITEM: Task Group Subscriber members to take query, is it acceptable to identify that a specific test required by the process specification is not being done, to their export control people and report back at the June meeting. (Due Date: 20-Jun-2016)

**Export Control:** Would like confirmation fromthe Task Group that issues around water break free testing are not EC, e.g. test passing, test failing, incorrect test time.

Motion made by Hal Abel and seconded by Jeremy Phillips that issues around water break free testing are not a violation of ITAR/EAR. Motion passed.

ACTION ITEM: Nigel Cook to notify auditors and audit reviewers that issues around water break free testing are not a violation of export control, e.g. test passing, test failing, incorrect test time. (Due Date: 31-Mar-2016)

**AC7108/2 Job Audits:** There have been several occasions where the 3 minimum job audit requirements of the AC7108/2 checklist have not been met. Two specific audits are 170253 and 164688. These audits have been a single etch method and limited parts/specifications.

Where the supplier has history of acceptable etch inspection audits then so long as each method in their scope includes a job audit the accreditation can be issued. For initial audits, or for audits that have more NCRs than would be allowed for merit an add scope audit, or desk top audit of additional inspection only jobs would be required. Agreement of the Task Group Chair & Vice-Chair is required for each audit.

Audit Effectiveness: Concern raised by Hal Abel that numerous Nadcap audits have missed non-compliances (Audit 166147). Similar concerns were also raised by Jonathan and Zia.

ACTION ITEM: 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, e.g. 166147. (Due Date: 20-Jun-2016)

1. **VOTING MEMBER APPROVAL & COMPLIANCE WITH VOTING REQUIREMENTS – OPEN**

The following requests for voting membership were received:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **First Name** | **Surname** | **Company** | **Voting Member Type** | **Meetings Attended(Month/Year)** |
| Mr. | Ron | Kramer | Gulfstream Aerospace Corp. | Alternate Subscriber Voting Member (ALT/UVM) | June 2015 | October 2015 |
| Ms. | Ester  | Sala-Bosch | Rolls-Royce Deutschland | Alternate Subscriber Voting Member (ALT/UVM) | March 2015 | February 2016 |
| Mr. | Bernd  | Spelsberg | Otto Fuchs KG | Supplier Voting Member (SVM) | March 2015 | October 2015 |
| Mr. | Dennis | Slatton | Bell Helicopter | Alternate Subscriber Voting Member (ALT/UVM) | October 2015 | February 2016 |
| Mr. | Jeff | Cerre | Cessna Aircraft Company  | Alternate Subscriber Voting Member (ALT/UVM) | October 2015 | February 2016 |

Motion made by Susan Lewis and seconded by Daniel Backus to approve the above voting members. Motion Passed.

The meeting attendees were requested to submit requests to become voting members using m-frm-01 at least 2 weeks prior to the meeting.

The compliance to voting requirements or present voting members was reviewed. Ben Flores and Gardiner Rhynne have not met requirements for meeting attendance and there voting rights are to be removed.

ACTION ITEM: Nigel Cook to arrange for eAuditNet to be updated for the new voting members and removal of voting members who have not met requirements. (Due Date: 15-Mar-2015)

Mike Noettl reviewed the presentation on the Supplier Mentoring Program. The presentation is out of date and an updated version is required. Mike Noettl sent an email to Lisa Donahoe requesting an updated presentation.

# Checklist Strategic Plan – Open

Nigel Cook reviewed the present status of the checklist strategic plan.

Due to the need to give 90-day effectivity for AC7108/1 and the amount of work to implement the new checklists the implementation date has shifted back to 5th June 2016.

All the new checklists will be issued by 5th March 2016

Because the checklists have gone through a revision letter change they will be treated as new technical revisions, or new checklists, in regard to modified scope (SMART checklist). This means that for a mature supplier the first audit to the new checklists will be full scope.

For suppliers who have an audit just after the effectivity of the new checklists, is it acceptable if their self-audit was done to the previous revision?

Motion made by Susan Lewis and seconded by Daniel Backus to accept a supplier’s self-audit to the present revision of the checklists for audits starting before 1st September. Motion passed.

ACTION ITEM: Nigel Cook to notify auditors and audit reviewers that a supplier’s self-audit to the present revision of the checklists for audits starting before 1st September is acceptable since there are no technical changes between the present revision and the new checklist strategy checklists. (Due Date: 31-Mar-2016)

# Auditor Conference Feedback – open

Nigel presented the auditor feedback on subject matter items for the October 2016 Auditor Conference.

Items for the next auditor conference:

**Saturday PM Presentations:**

* Auditor Consistency: Mike Stolze and sub-team
* Auditor Advisories: Robert Nixon
* NCR Writing and Voided NCRs: Ethan Akins
* Checklist Strategy: Nigel Cook

**Sunday Presentations:**

* IVD: Hal Abel

This is a carryover presentation from October 2015

* Prime Escapes: Hal Abel (Lead), Jeremy Phillips, Michael Coleman, Ethan Akins

No presentation at this time, still gathering data. These are not just escapes, they are also issues seen by Subscribers, consider changing the title of the presentation.

* Cessna Specification System Changes: Jeremy Phillips

No presentation at this time.

* Specification Status (Superseded, replaced by, etc.): Mike Noettl, Hal Abel, Mike Coleman, Susan Lewis (Lead), Robert Nixon.

A preliminary draft of the Specification Status Presentation was reviewed. This draft addresses the basic Specification Status. If people have further information/definitions, then send to Susan Lewis.

ACTION ITEM: Nigel Cook to circulate the Specification Status presentation to Subscribers for feedback to Susan Lewis on additional terms and existing definitions. (Due Date: 31-Mar-2016)

A large amount of information from an ANSI document was submitted to the Team Members by Susan Lewis and was reviewed.

* Zinc/Nickel Plating: Mike Coleman (Lead), Mark Pollack, Jim Cummings, Ethan Akins.

Not presentation at this time, will have at least an outline for June, needs to go through Boeing approval for release.

* Thickness Measurement: Mike Coleman (Lead), Carleen Brubaker, Stephen Judge, Charlie Costello, Nigel Cook

Nigel reviewed the Thickness Measurement presentation strawman

* Surface Roughness Measurement: Karyn Deming (lead), Mike Noettl, Kim Porter, Zia Usmani, Mike Stolze, and Robert Nixon.

Karyn Deming reviewed the surface roughness presentation outline.

ACTION ITEM: Auditor Conference sub-teams to bring draft presentations to the June 2016 meeting for review. (Due Date: 20-Feb-2016)

# cp/ Non-Destructive Testing (ndt) ac7108/2 proposal – OPEN

The AC7108/2 and /15 checklists have been approved and became effective on 03-Jan-2016.

The Memorandum of Understanding (MoU) has been added to the MoU matrix.

The training presentation for audit report reviewers was completed and given to the NDT reviewers on the 12th December. Based on some of their feedback the presentation was modified (editorial changes, clarification of terms).

Work is ongoing switching audits from linked etch audits to NDT Audits with the relevant etch checklists in the scope. Based on the way audit scheduling works this will probably continue through June 2016.

# NMC Metrics & Auditor Capacity – open

Nigel Cook reviewed the auditor capacity graph and NMC Metrics. All were green except Supplier Merit, Task Group Cycle Time and Auditor Capacity which were yellow.

The increase in Task Group Cycle Time is due to having 3 new audit report reviewers who are not yet delegated.

# AC7108 Rev I – OPEN

Nigel Cook reviewed a draft proposal of AC7108 Rev I. (need to consider AC7108/2, /4 and /15). There were some concerns about the dual use of cleanliness verification and the use of the term “defined process” (similar to process control document) by the cleanliness verification sub-team.

ACTION ITEM: Cleanliness verification sub-tem to review their previous recommendations due to concerns on the dual use of “cleanliness verification” and the use of the term “defined process” (similar to “process control document”). (Due Date: 20-Jun-2016)

ACTION ITEM: Nigel Cook to update AC7108 and relevant slash sheets for items that have been kept on hold due to checklist strategy for review at the June meeting. (Due Date: 20-Jun-2016)

# Subcontract Pyrometry – OPEN

Tammi Schubert gave a presentation on the NMC sub-team activity for subcontract pyrometry. The sub-team recommended that a sub-contract pyrometry accreditation process not be pursued.

# auditor consistency

Mike Stolze gave a presentation on auditor consistency. The Task Group was green for all dashboard metrics.

See item 4.0

# OP 1110 Mode B FAILURE CRITERIA – OPEN

Nigel Cook reviewed the failure data and the population curve for initial and re-accreditation audits. OP 1110 recommends that the criteria are selected based on the 95-98th percentile of NCRs per audit day.

**Initial Audits:**

NCRs per audit day based on analysis of audits conducted in 2015:

|  |  |  |
| --- | --- | --- |
|  | Major NCRs per Audit Day | Total NCRs per Audit Day |
| 95th Percentile | 1.2 | 4.3 |
| 98th Percentile | 1.9 | 4.7 |

Comparison of previous failure criteria to 95th and 98th percentiles

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Days** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Major 2015 (98)** | 2 | 3 | 5 | 6 | 6 | 6 |
| **Major 95th** | 1.2 (1) | 2.4 (2) | 3.6 (4) | 4.8 (5) | 4.8 (5) | 4.8 (5) |
| **Major 98th** | 1.9 (2) | 3.8 (4) | 5.7 (6) | 7.6 (8) | 7.6 (8) | 7.6 (8) |
| **Total 2015 (98)** | 5 | 9 | 14 | 18 | 18 | 18 |
| **Total 95th** | 4.3 (4) | 8.6 (9) | 12.9 (13) | 17.2 (17) | 17.2 (17) | 17.2 (17) |
| **Total 98th** | 4.7 (5) | 9.4 (9) | 14.1 (14) | 18.8 (19) | 18.8 (19) | 18.8 (19) |

**Re-Accreditation Audits:**

NCRs per audit day based on analysis of audits conducted in 2015:

|  |  |  |
| --- | --- | --- |
|  | Major NCRs per Audit Day | Total NCRs per Audit Day |
| 95th Percentile | 1.0 | 2.6 |
| 98th Percentile | 1.3 | 3.0 |

Comparison of previous failure criteria to 95th and 98th percentiles

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Days** | **1** | **2** | **3** | **4** | **5** | **6** |
| **Major 2015 (98)** | 2 | 3 | 4 | 6 | 6 | 6 |
| **Major 95th** | 1.0 (1) | 2.0 (2) | 3.0 (3) | 4.0 (4) | 4.0 (4) | 4.0 (4) |
| **Major 98th** | 1.3 (1) | 2.6 (3) | 3.9 (4) | 5.2 (5) | 5.2 (5) | 5.2 (5) |
| **Total 2015 (98)** | 4 | 7 | 10 | 13 | 13 | 13 |
| **Total 95th** | 2.6 (3) | 5.2 (5) | 7.8 (8) | 10.4 (10) | 10.4 (10) | 10.4 (10) |
| **Total 98th** | 3.0 (3) | 6.0 (6) | 9.0 (9) | 12.0 (12) | 12.0 (12) | 12.0 (12) |

The vote on the 2016 audit failure criteria:

Initial Audits: Motion made by Michael Vostaka and seconded by Hal Abel to leave the criteria as is due to the implementation of the new checklists. Motion Passed.

Re-Accreditation Audits: Motion made by Michael Vosatka and seconded by Susan Lewis to leave the criteria as is due to the implementation of the new checklists. Motion Passed.

***ACTION ITEM: Nigel Cook to provide Mike Graham the CPTG Mode B failure criteria for inclusion in OP 1110. (Due Date: 15-Mar-2016)***

1. **any other business – OPEN**

**Approval of Audit Handbook Changes:** Nigel Cook presented the changes to the CP Audit Handbook.

Motion made by Karyn Deming and seconded by Susan Lewis to approve the changes to the CP Audit Handbook and for change of AC7108/3 para 5.7.8. Motion passed.

***ACTION ITEM: Nigel Cook to issue the amended CP Audit Handbook. (Due Date: 15-Mar-2016)***

**Approval of Audit Review Guideline Changes:** Nigel Cook presented the changes to the CP Audit Review Guidelines.

Motion made by Zia Usmani and seconded by Steve Starr to approve the changes to the CP Audit Review Guidelines. Motion passed.

***ACTION ITEM: Nigel Cook to issue the amended CP Audit Review Guidelines. (Due Date: 15-Mar-2016)***

**OP 1114 App CP:** Nigel Cook presented the changes to OP 1114 App CP. There are some editorial changes to address the checklist strategic plan and the addition of requirements to address how audits are handled when for some reason or other the auditor fails to audit a technology in the scope of an audit. In a recent audit this was done by conducting a desk top audit at PRI Headquarters which is not a defined method of audit. The present audit system used by the CPTG is on site only.

***ACTION ITEM: Nigel Cook to ballot OP1114 App CP. (Due Date: 15-Mar-2016)***

**OP 1116 App CP:** Nigel Cook presented the changes to OP 1116 App CP. The base OP1116 has changed and required amendment of our document.

***ACTION ITEM: Nigel Cook to ballot OP1116 App CP. (Due Date: 15-Mar-2016)***

Motion made by Hal Abel and seconded by Mike Noettl to create a sub-team to review the proficiency exams and assess the need to sub-categorize and apply pass criteria based on the sub-categories. Motion Passed.

Sub-Team: Hal Abel (Lead), Steve Starr, Mike Noettl, Mike Coleman, Zia Usmani, Barry Snitzer, Susan, Lewis, Phil Brockman, Daniel Backus, Veronique Marcel.

***ACTION ITEM: A 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 was appointed to review the proficiency exams and assess the need to sub-categorize and apply pass criteria based on the sub-categories. (Due Date: 20-Jun-2016)***

**AMS2700 Test Water Purity:** Mike Noettl updated the Task Group on the status of the test water requirements for AMS2700. Committee B have been approached and are meeting next month.

**Taber Testing of Anodize Coatings:** Craig Bowden updated the Task Group on the status of the Taber testing requirements for anodize coatings. Issue has been raised but no response to date.

**Impact Tester Calibration:** Mike Stolze updated the Task Group on the status of the calibration requirements for impact testers. To await outcome of the following motion before deciding the next step.

Motion made by Jim Cummings and seconded by Daniel Backus to get clarification from AQS on the definitions of Calibration, Verification, Standardization, System Accuracy Test. Motion passed.

**AMS2700 Passivation Testing Requirements:** Mike Noettl updated the Task Group on the status of the lot testing requirements for AMS2700/QQ-P-35. Awaiting Committee B meeting

**Recording of Process Solution Temperatures:** Stephen Judge raised a concern regarding the present checklist requirements for recording of process bath temperatures. Stephen was not present.

**Chinese Translation of Checklists:** Stephen Judge updated the Task Group on the present status of the Chinese translation of checklists. Many of the checklist slash sheets have been written in draft version and need to be amended to capture the resolution comments from the ballots. Once this is complete then a second subscriber is required to approve them.

ACTION ITEM: Nigel Cook to check with PRI China Office for a suitable company to approve the Chinese translation of the checklists. (Due Date: 20-Jun-2016)

**Etch Rate Test Panels:** The checklists were reviewed regarding the re-use of etch rate test panels and only AC7108/15 para 4.14.2 has any requirements regarding the re-use of etch rate test panels.

ACTION ITEM: 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. (Due Date: 20-Jun-2016)

# NMC SUMMary Report

The task group put together the NMC Summary report that is to be presented at the General NMC meeting.

# Report Outs – OPEN

**Nadcap Management Council (NMC):** Jim Cummings gave a report out from the NMC meeting.

**Supplier Support Committee (SSC):** Eric Jacklin gave a report out from the Supplier Support Committee (SSC) meeting.

**Supplier News Presentation:**  SSC presentation on the latest news.

**Aerospace Quality System (AQS):** Mike Coleman gave a report out regarding his role as the AQS representative.

**Closed Meeting:** Mike Stolze gave a report out on items in the closed meeting that are subject to the open meeting.

* **Calibration and Verification:** Sub-team 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.).

ACTION ITEM: 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 standardization issue. (Due Date: 20-Jun-2016)

* **PH Meter Calibration:** To investigate the functionality of pH meter calibration prior to use to determine the number of calibration points and the need to bracket the pH values of the samples to be measured.

ACTION ITEM: A sub-team of Hal Abel (Lead), Nick Magnapera, Barry Snitzer, Jeremy Phillips, Ethan Akins, Levi Talamantes, Daniel Backus was set up to investigate the functionality of pH meter calibration prior to use to determine the number of calibration points and the need to bracket the pH values of the samples to be measured. (Due Date: 20-Jun-2016)

**Chemical Processing - Supplier Action Team (CP-SAT):** Mike Noettl gave a report out from the CP-SAT meeting.

* **Paint Adhesion Problems:** Suppliers are seeing adhesion failures on water based primers on 7050 materials. The problem has been seen with CAA (sealed/unsealed), conversion coatings, and possibly TSA and the failure tends to occur several months after application. People to forward information to Mike Noettl.

There are possibly tests (impact, bend) that may show these adhesion problems where standard test methods, e.g. tape adhesion, are not.

Presentation to be uploaded to eAuditNet.

* **Visual Acceptance Requirements:** Mike Noettl gave a presentation on unacceptable visual conditions (UVC). These are “undefined**”** items that can be cause for rejection of the parts, example contract wording, “If the visual condition does not violate engineering requirements, but is considered an “Unusual Visual Condition”, the manufacturing source must contact the Buyer who will work with the Customer Program Quality Leader for concurrence prior to the part being shipped.”

This is not a Nadcap Audit issue because Nadcap can only audit against defined requirements.

Presentation to be uploaded to eAuditNet

* **Checklist Strategy:** How will the Task Group be analyzing and reporting the effect of the new checklists on auditor consistency and NCRs/audit. Mike Stolze reported that this will be addressed by the auditor consistency sub-team but since the new checklists are not effective till 5th June 2016 it will be a while before sufficient data can be collected and analyzed.

# REACH

Zia Usmani gave an update on REACH.

Various authorizations have been submitted for Chromium Trioxide and compounds containing Cr6+ and the outcome should be known in a couple of months, failure to achieve authorization would have a significant effect on the aerospace industry.

There has also been a change to the definition of an “article” within the regulations, once an article always an article. This will affect the reporting requirements when providing an item to a customer in Europe. If an item contains articles that exceed the defined limits of SVHCs then the article will need to be declared even though the content in the item does not exceed the SVHC limit.

Some material manufacturers have changed formulations without changing the product name/designation. Their justification for doing it is that the new formulation still meets/exceeds specification requirements, however, the changes may lead to detrimental effects in use because the change in properties are not covered by the specification test requirements.

# meeting feedback and develop the agenda for the next task group meeting

Breakout sessions to be run during the afternoons to allow sub-teams to work on their actions face to face, e.g. Auditor Conference presentations.

ACTION ITEM: Nigel Cook to arrange the agenda to allow for sub-teams to work each afternoon. (Due Date: 20-Jun-2016)

No comments on meeting feedback. A much better facility than the one used at the previous Madrid meeting.

ADJOURNMENT – 25-Feb-2016 – Meeting was adjourned at 3:30 pm.

Minutes Prepared by:

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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\* [x]  NO [ ] \*If yes, the following information is required: |
| **Documents requiring revision:** | **Who is responsible:** | **Due date:** |
| OP 1114 App CP | Nigel Cook | 04-Mar-2016 |
| OP 1110 Failure Criteria | Nigel Cook | 04-Mar-2016 |
| OP 1116 App CP | Nigel Cook | 04-Mar-2016 |
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