## **UNCONFIRMED MINUTES**

## **JUNE 20-23, 2016**

**LONDON, ENGLAND**

**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, JUNE 20 to THURSDAY, JUNE 23**

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

The Chemical Processing (CP) Task Group (TG) was called to order at 9:00 a.m., 20-Jun-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 |  |
|  | Uchida | Akie | Mitsubishi Heavy Industries |  |
|  | Mark | Antonellis | BAE Systems |  |
| \* | Malik | Boutoba | Airbus Helicopters |  |
| \* | Craig | Bowden | BAE Systems |  |
|  | Wojciech | Cmok | UTC Aerospace (Goodrich) |  |
| \* | Ron | Cohen | Israel Aerospace Industries |  |
| \* | Mike | Coleman | The Boeing Company | Vice Chairperson |
| \* | Alessio | Colombara | Finmeccanica Helicopter Division |  |
| \* | Katelyn | Crowley | Bell Helicopter |  |
| \* | Karyn | Deming | UTC Aerospace (Goodrich) |  |
| \* | Frédéric | Duhamel | THALES GLOBAL SERVICES |  |
|  | Kevin | Farnworth | BAE Systems Air & Information |  |
|  | David | Frohs | UTAS Goodrich Control Systems |  |
|  | Paul | Fulford | GE Aviation |  |
| \* | Gerald | Harvey | Triumph Group |  |
|  | Xia | Hong | Rolls-Royce PLC |  |
| \* | Steven | Judge | Bombardier Inc. |  |
| \* | Kazuhiro | Kajima | Mitsubishi Heavy Industries, Ltd. |  |
| \* | Martin | Kolinko | Eaton, Aerospace Group |  |
|  | Eric | Le Fort | Sonaca |  |
| \* | Marc-André | Lefebvre | Héroux-Devtek Inc. |  |
| \* | Susan | Lewis | Lockheed Martin Corp. |  |
|  | Adrien | Maffre | AIRBUS |  |
| \* | Nick | Magnapera | BAE Systems Inc. |  |
| \* | Véronique | Marcel | SAFRAN |  |
|  | Russell | Mastergeorge | Parker Aerospace Group |  |
|  | Robin | McGuckin | Bombardier Inc. |  |
|  | Charles | Mendes | GE Aviation |  |
| \* | Minh | Quan | Triumph Aerostructures - VAD |  |
|  | Carl | Roche | UTC Aerospace (Goodrich) |  |
| \* | Josefa | Rodriguez Baena | Airbus Defense & Space - Military Aircraft |  |
| \* | Ester | Sala-Bosch | Rolls-Royce Deutschland Ltd & Co KG |  |
| \* | Paul | Slater | Rockwell Collins |  |
|  | Russell | Spivey | Rolls-Royce Control Services |  |
| \* | Ranganathan | Srinivasan | ST Aerospace Ltd. |  |
| \* | Mariusz | Stanczyk | Lockheed Martin Aero |  |
| \* | Steven | Starr | Honeywell Aerospace |  |
| \* | Zia | Usmani | BAE Systems UK (MAI) |  |
| \* | Shawn | Vierthaler | Spirit AeroSystems |  |
| \* | Michael | Vosatka | Rockwell Collins |  |
| \* | Gene | Wallace | Triumph Group |  |
| \* | Sergey | Yesilevich | UTC Aerospace (Hamilton Sundstrand) |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Mark | Airey | Robert Stuart Ltd. |  |
| \* | Phillip | Brockman | Techmetals, Incorporated |  |
|  | Cara | Burzynski | AeroDynamics Inc. |  |
| \* | Stephane | Chaumeil | Galion |  |
|  | Neil | Cowan | –Independent Contractor (Nadcap Auditor) |  |
| \* | Jim | Cummings | Metal Finishing Company Inc. |  |
|  | David | Curry | Tewkesbury (Diamond Chrome) Plating Co Ltd. |  |
|  | Fernando | de la Lastra | Centro Analisis Agropecuario (Canagrosa) |  |
|  | Pedro | de la Lastra | Centro Analisis Agropecuario (Canagrosa) |  |
|  | Phil | Evans | Senior Aerospace - Thermal Engineering |  |
|  | Ergun | Evrensel | Turkish Aerospace Industries Inc (TAI) |  |
| \* | Alex | French | Aerofin Laboratories Ltd. |  |
|  | Daniel | French | Aerofin Laboratories Ltd. |  |
| \* | Paul | French | Aerofin Laboratories Ltd. |  |
|  | Dave | Gray | Mitchell Labs |  |
|  | Malgorzata | Groele | Polskie Zaklady Lotnicze Sp. z o. o. |  |
| \* | Bill | Heeter | Skills Inc. |  |
| \* | Eric | Jacklin | F.M. Callahan & Son, Inc |  |
|  | Thomas | Kastranek | Otto Fuchs KG |  |
|  | Marek | Kosior | Wzk PZL-MIELEC |  |
|  | Boguslawa | Kuzian | Polskie Zaklady Lotnicze Sp. z o. o. |  |
|  | Stefan | Lukas | Bohler Schmiedetechnik GmbH & Co KG |  |
|  | Ian | McDonald | Robert Stuart Ltd. |  |
|  | Kelly | Millerick | AeroDynamics Inc. |  |
| \* | Julie | Nguyen | Element Materials Technology |  |
|  | Justyna | Nieckarz | Polskie Zaklady Lotnicze Sp. z o.o. |  |
| \* | Mike | Noettl | Magnetic Inspection Laboratory Inc. |  |
|  | Patricia | Noettl | Magnetic Inspection Laboratory Inc. |  |
|  | Patrick | O'Leary | NU-PRO Ltd |  |
| \* | Dennis | Reidy | CIL |  |
| \* | Tammi | Schubert | Helicomb Intl. Inc. |  |
| \* | Dave | Serbousek | Olympic Scientific Inc |  |
|  | David | Sexton | CERTIFIED METAL FINISHING, INC |  |
| \* | Bernd | Spelsberg | Otto Fuchs KG |  |
|  | Dariusz | Stepien | ATI Forged Products - Stalowa Wola Operations |  |
|  | Patrycja | Surdej | Polskie Zaklady Lotnicze Sp. z o. o. |  |
|  | Gary | Thompson | Esterline Engineered Materials Darchem Engineering |  |
|  | Fabrice | Virassamy | LATECOERE |  |
| \* | Jerry | Wahlin | AAA PLATING & INSPECTION, INC. |  |
|  | Wilfried | Weber | PFW Aerospace GmbH |  |
|  | Bartosz | Wojtczak | Nu-Pro Limited |  |

***PRI Staff Present***

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

* 1. Safety Information:

Reviewed fire exits.

## Informed attendees to contact Performance Review Institute (PRI) staff person with any emergencies.

* 1. Reviewed Code of Ethics (Referenced: Attendees’ Guide) and Meeting Conduct.
  2. Presented the Antitrust Video (only at the first open and first closed meeting of the week for each Task Group).
  3. Approval of the minutes of the previous meeting.

Motion made by Hal Abel and seconded by Michael Vosatka 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, Robert Nixon and Jack Holman were reviewed and they all exceeded criteria for maintaining delegation.

***Action Item: Nigel Cook to request John Holman to review Root Cause Corrective Action (RCCA) Training Presentation (85.7% on delegation Tracker) (Due Date: 31-Jul-2016*)**

Motion made by Mike Coleman and seconded by Susan Lewis for delegated reviewers to maintain delegation. 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.

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

Open discussion on how risk mitigation is going. Some of the Risk Mitigation (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.

# SUBJECT MATTER EXPERTS

The list of subject matter experts was reviewed and updated.

ACTION ITEM: Ethan Akins to post the updated subject matter expert list to eAuditNet. (Due Date: 15-Jul-2016)

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

Mike Coleman reviewed the auditor consistency presentation.

If you want to observe an audit please contact Robert Nixon, [rnixon@p-r-i.org](mailto: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.

Reviewed Dashboard Metrics and audit observation schedule

Reviewed the correlation between auditor who attended/missed the Auditor Conference and NCRs per Audit. There was no significant difference.

t-frm-01 App CP was reviewed for redundancy.

Action Item: Robert Nixon to revise t-frm-01 CP App to remove redundant item to the general t-frm-01. (Due Date: 31-Jul-2016)

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

**(Nigel) Audit 164643/164642:** Supplier is contesting the “supplier to evaluate impact” category of the NCRs, one in each audit because they do not have impact. The Task Group reviewed the NCRs, the one in the main audit was a spec violation and the one in the satellite was a violation of AC7108/1.

Motion made by Stephen Judge and seconded by Hal Abel to leave the spec violation Non Conformance (NCR) as “supplier to evaluate impact” but remove it from the NCR in the satellite audit. The NCR in the satellite audit was amended. Motion passed.

**(Nigel) Audit 157763:** The audit was closed by a non-delegated reviewer with only 5 days in TG Review. It is the only time it has happened and the reviewer was quite new at the time, confirmed that the reviewer is aware of the 7-day requirement. It did have 3 accepting votes. Any further action required. The Task Group agreed that no further action was required.

**(Nigel) IR888:** In October 2015 PRI received notification from a design authority that some parts processed at a Nadcap accredited supplier had not been stress relieved and de-embrittled per requirements of QQ-P-416. IR888 was raised and the Chemical Process Task Group set up a sub-team to investigate the issue.

The sub-team investigated along several lines:

* They requested additional information from the design authority so that they could investigate how the error occurred. The design authority was unable to provide all the information and it was not possible to determine the heat treatment condition of the material that was sent to the supplier for cadmium plating.
* They reviewed previous Nadcap audits of the supplier. The supplier had only ever identified a single fastener company and their parts did not require stress relief and de-embrittlement was always 24 hours at 375°F. The design authority does not mandate Nadcap accreditation to its special process suppliers
* They asked the design authority if any assemblies containing details that had not been correctly processed had been delivered to any Nadcap Subscribers and whether the Subscribers had been notified. The design authority confirmed that only one Nadcap Subscriber was affected and it had been notified.

At the time this investigation was taking place the Chemical Process Task Group were aware that QQ-P-416 contained errors regarding the required stress relief and de-embrittlement requirements and issued auditor advisory CP-15-008 to notify Auditors, Suppliers and Subscribers of the errors.

Had the design authority mandated Nadcap accreditation then the supplier would have been obligated to identify them as a customer and this in turn would have required some of their work to be reviewed in the Nadcap audit.

Motion made by Zia Usmani and seconded by Hal Abel to close with no further action needed. Motion passed.

**(Robert) IR850:** Allegation of wrong doing was reviewed by PRI. The allegation was initiated based on information received that periodic corrosion testing always failed and was not being disclosed. The conclusion of the investigating team was there has been no confirmation of the original allegation regarding salt spray. The Supplier’s Management was very open and extremely supportive of the investigation. No Nadcap action required, each individually affected Subscriber Prime will assess and determine necessary course of action.

Motion made by Mike Coleman and seconded by Hal Abel to close with no further action needed. Motion passed.

**RAIL ITEM 208:** Nigel Cook reviewed the sub-tem presentation on missed non-compliances. There were several issues that were long term, or repeated, non-compliances to checklist or specification requirements but others were unique to a particular job or did not have sufficient detail to determine if they should have been found in a Nadcap audit. The sub-team is to continue its work but requires more examples and requested that Subscriber members provide them with examples. In order to allow an effective investigation, the sub-team require: the supplier’s name, the specification number, the specification requirement (as stated in the specification), the specific (traceable) examples of non-compliance.

NOTE: non-compliances against a single job number are unlikely to be identified in a Nadcap audit.

***Action Item: Task Group Subscriber Members to provide Nigel Cook examples of specification non-compliances that have not been caught in a Nadcap audit. The information is to include the supplier’s name, the specification number, the specification requirement (as stated in the specification), and specific (traceable) examples of non-compliance. (Due Date: 30-Aug-2016)***

**(Ethan) Audit 166627:** NCR 3 ASTM B117-11, 10.2 states that both sodium chloride concentration (measured as specific gravity) and volume of condensate collected (measured in mL) shall be recorded once daily. Supplier is using ‘silver nitrate method’ to determine salt concentration.

Previous revision of ASTM B117-09 Section 10. 2 states, "the sodium chloride concentration of the collected solution shall be 5+/- 1 mass % (Notes 9-11)." Note 10 mentions methods using specific gravity, salinity meter, OR colormetrically.

Current revision, ASTM B117-16, Section 10.2 states, "Both sodium chloride concentration (measured as specific gravity)...". Note 10 removed all other methods entirely and only kept specific gravity.

A sub-team of Hal Abel, Zia Usmani, Nick Magnapera, and Ethan Akins attended the MTL meeting to discuss the issue with them as they also grant accreditation for salt spray testing. The result of the discussion was that the supplier must work to the method defined in the specification.

**(Robert) Audit 166106:** NCR 8 - MIL-DTL-5541 requires processing test coupons for salt spray test with hardware during an actual production run. Supplier sometimes runs test panels with and sometimes without hardware during an actual production run depending on whether production work is available when test panels are processed. Clarification from specification custodian provided.

The Task Group concluded that panels should be run with hardware, if there is no hardware to run within the 35-day time frame then panels should be run with the first run of hardware per specification. There was discussion on whether panels could be run with scrap, if scrap was processed as actual hardware.

Action Item: A sub-team of Steve Starr (lead), Dennis Reidy, Mike Coleman, Zia Usami, Hal Abel, Nick Magnapera Jim Cummings and Robert Nixonwas 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”. (Due Date: 20-Oct-2016)

1. **REVIEW OF THE ROLLING ACTION ITEM LIST (RAIL)**

Ethan Akins reviewed the CPTG RAIL.

Closed Item Numbers -18, 47, 146, 188, 192, 194, 204, 206, 209, 210, 211, 215, 216, 217

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. | Srinivasan | Ranganathan | ST Aerospace | Subscriber Voting Member (UVM) | Feb/2016 | June/2016 |
| Mr. | Frédéric | DUHAMEL | Thales | Subscriber Voting Member (UVM) | Oct/2015 | Feb/2016 |

Motion made by Hal Abel and seconded by Stephen Judge 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.

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-Jul-2015)

Ethan Akins reviewed the presentation on the Supplier Mentoring Program.

# Checklist Strategic Plan – Open

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

All the checklists have been issued and became effective for audits starting on/after 5-Jun-2016.

There are a couple of issues related to both captive and sub-contract labs being audited using the AC7108/4 checklist. Auditor Advisory CP-16-004 was issued to address these.

Significant issues were encountered when attempting to update audit scopes to the new checklist structure and re-programming of eAuditNet was required. The scopes of audits starting in June were manually updated.

As comments are being received about issues with the checklists they are being added to Rolling Comments in eAuditNet for the specific checklist. (See Examples in AC7108 Rev H and AC7108/11 Rev NC)

ACTION ITEM: Nigel Cook to Review auditors’ feedback on the new checklists at the auditor conference and report back to the open meeting. (Due Date: 20-Oct-2016)

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

This has been completed, there are no scheduled CP etch audits linked to NDT audits.

# Audit Effectiveness

The Nadcap Management Council (NMC) actions regarding audit effectiveness were reviewed.

By August, Task Groups are to establish and communicate the following expectations to their Auditors. Where there is already an expectation, it needs to be reinforced. These should also be a part of the Auditor Conference in October.

1. **Selection of Job Audits:** The Auditors should be selecting the job audits whenever possible. Auditors need to avoid having Auditees pre-select jobs. While pre-selecting jobs may seem to make things more convenient to both the Auditee and the Auditor, it raises the possibility for “gaming” the audit process.

Suggested idea: randomly select in-process jobs on the shop floor; visit the planning department to select jobs scheduled for the week.

1. **Paper/Demo/Virtual/Coupon Audits:** Whenever in-process jobs are not available, the auditor still needs to perform job audits. One method of doing this is using a test coupon or a scrap part. An historical (“paper”) job audit may also be performed. Another option to use with an historical job audit is a “virtual” job audit where the auditor still audits on the floor with operators explaining how the process would be performed with the equipment.

Task Groups may also want to consider defining a "standard" part or coupon that could be processed as a “live” part.

1. **Define Level of Specifications:** All Task Groups must define the level of specifications (sub-documents) that auditors are expected to review as part of the job audit. Task Groups need to be very specific/distinct in terms of their expectations and reinforce the expectation with your auditors so that there is no misunderstanding.
2. **Validate Flow Down of Customer Requirements:** As part of the job audit, it is expected that auditors are to assess compliance against customer/prime flow down requirements (e.g. purchase order, specification, drawing), not just against internal procedures and work instructions. However, there has been feedback that this is not always happening. This expectation needs to be reinforced with your auditors so there is no misunderstanding of what they are to do.

Longer Term:

1. **Job Audit Length:** We are asking Task Groups to evaluate the time allocated to complete job audits to ensure that it is sufficient to allow an auditor to dig into all expected details/depth. Audit Observers and Auditors should be solicited for their input. There has been some feedback that there is not an adequate amount of time to do what is necessary. This needs to be evaluated by the Task Group.

Please consider the impact on benefit/costs and suggestions for implementation, including any changes in expectations as a result of items 1-4 above.

Ongoing:

1. **Update Checklists:** The checklists are the tools that the Auditors use to perform the audits. It is very important that these are kept up to date and contain the necessary granularity/detail to minimize the risk of Auditors missing key items. When you find areas where the Auditors are missing things, please review the checklist to see if it is properly directing the Auditors in these areas and revise them as necessary. Checklists and Compliance Assessment Guides may need to provide more detail than you personally might think is necessary as not every auditor may be as well versed in every area as you might assume.
2. **Training on Subscriber Requirements:** Subscriber Task Group Members are expected to provide training and answer questions on unique Subscriber requirements. Please revisit auditor training plans and encourage more Subscriber participation. It is critical that Subscribers participate in the auditor training to ensure that Subscriber unique requirements are understood by the auditors.

The NMC Audit Effectiveness questionnaire was completed and emailed to Mark Aubele for presenting at the Planning and Operations meeting.

# checklist criteria (PD 1100)

Mike Coleman reviewed AC7108 Rev H for existence/compliance of quality system requirements and identified numerous paragraphs where the question could be in violation of PD 1100 audit criteria because it was written to test existence of a quality system requirement rather than compliance to a quality system requirement

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

# NMC Metrics & Auditor Capacity – open

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

# AC7108 Rev I – OPEN

AC7108 Rev I was not reviewed. Need input from other sub-teams on what changes are required to be made.

## **Supplier Merit – OPEN (New Item)**

The NMC Standardization Sub-Team have requested that the CPTG revisit how merit is assigned. The action item from their meeting minutes is:

Chemical Processing (CP) Task Group to revisit allowance to grant merit based on Subscriber response of no impact. NMC does not agree with this position and if CP believes it needs to stay, they will need to provide justification. If there is no justification, it will need to be removed.

The sub-team reviewed the CPTG audit review guidelines and felt that the design authority is in the best position to determine if there is any impact.

Motion made by Bill Heeter and seconded by Mike Coleman to retain the present Chemical Process Task Group practice to allow the design authority to determine whether a spec violation is an escape or not. Motion passed. .

Bill Heeter raised a concern that all violations to specification requirements require the “supplier to evaluate impact box” to be checked and therefore any specification violation will result in a Major NCR.

Motion made by Eric Jacklin and seconded by Hal Abel to have Jim Cummings take the issue of any non-compliance to a specification to be automatically identified as “supplier to evaluate impact” which results in a Major NCR to NMC. Motion passed.

# sub-team report outs - OPEN

**Water Break Free**: A Sub team of Bill Heeter (Lead), Michael Vosatka, Ron Cohen, Hal Abel to review the new checklists after implementation of the checklist strategic plan and provide alternative wording for the relevant paragraphs. Only two members of the original sub team remain on the Task Group. Concerns were raised about the proposed alternative wording (cleanliness verification) and whether this would lead to suppliers doing an alternative test.

Motion made by Jim Cummings and seconded by Shawn Vierthaler, to not change water break free wording in checklists. Motion passed. .

**Proficiency Exams:** 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.

Ethan presented the teams recommendations:

1. Add additional questions to current tests to have a minimum number of questions of 35.
2. Change the maximum time per test from 1 hour, to a value equal to 1 minute per question, rounded to the closest 5 min. (i.e. 37 question test, would be 40 min time allotment).
3. Amend OP 1116 App CP to raise the minimum scoring form 65%, to 80% per test.
4. Amend OP 1114 App CP to require Task Group Chair or Vice Chair concurrence along with SE to allow a candidate with lower score to continue with process.

The Task Group agreed to items 1 and 2 but wanted more data before altering the requirements in OP 1114 App CP and OP 1116 App CP. Concerns were raised that adjacent questions included information that helped in determining the answers so it was recommended that either the order of questions was amended or the exam amended so that only one question was visible at a time.

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

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

**Calibration/Verification:** 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. The sub-team presented some data on thickness calibration/verification but further information/data is required.

**PH Meter Calibration:** 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. The recommendation from the sub-team was to retain the current checklist requirements.

ACTION ITEM: Mike Coleman to request Boeing review the need for pH meter verification to bracket the expected test results. (Due date: 20-Oct-2016)

**Re-Use of Etch Test Pieces**: 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. The sub-team presented the data they had but requested time to gather additional data and report back at the October meeting. The Task Group requested the sub-team also consider a default position when the specification is silent on reuse and breakout of the reuse portion of the question.

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 reuse of etch rate test panels and to consider criteria for their reuse, default position when the specification is silent on reuse and breakout of the reuse portion of the question. (Due date: 20-Oct-2016)

**Insulation of Hoist**: 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. The Task Group felt the issue was more isolation.

ACTION ITEM: 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.

Auditor Conference Sub-Team Report Outs

**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**: Sub-team of Hal Abel, Jeremy Phillips, Michael Coleman, Ethan Akins to start working on their auditor conference presentation of "Prime escapes, what sort of issues are the primes seeing. (e.g. top 10 issues). Nothing to present, each prime will present their findings separately.
* **Cessna Specification System Changes:** Jeremy Phillips to start working on his auditor conference presentation of "Cessna Specification System Changes". No update presented.
* **Specification Status (Superseded, replaced by, etc.):** Sub-team of Mike Noettl, Hal Abel, Mike Coleman, Susan Lewis, Robert Nixon to start working on their auditor conference presentation of "Specification Status (Superseded, replaced by, etc.)". Mike Noettl to present at Auditor Conference.
* **Zinc/Nickel Plating:** Sub-team of Mike Coleman (Lead), Jim Cummings, Ethan Akins to start working on their auditor conference presentation on Zinc/Nickel Plating". Boeing to present at the Auditor Conference.
* **Thickness Measurement**: Sub-team of Mike Coleman (Lead), Carleen Brubaker, Stephen Judge, Charlie Costello and Nigel Cook to start working on their auditor conference presentation on Thickness Measurement. Team reviewed presentation.
* **Surface Roughness Measurement**: Sub-team of Karyn Deming (lead), Mike Noettl, Kim Porter, Zia Usman, Mike Stolze, Robert Nixon to start working on their auditor conference presentation on Surface Roughness Measurement. Reviewed in presentation, TBD who will present at the Auditor Conference.

# auditor consistency - OPen

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

See item 4.0

1. **any other business – OPEN**

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

Motion made by Hal Abel and seconded by Susan Lewis to approve the changes to the CP Audit Handbook. Motion passed.

***ACTION ITEM: Nigel Cook to issue the amended CP Audit Handbook. (Due Date: 31-July-2016)***

**Approval of Audit Review Guideline Changes:** There were no proposed changes to the CP Audit Review Guidelines.

**Job Tracker:** A job tracker functionality was requested by NMC and has been implemented by PRI. It tracks 8 fields (Process, Part Number, Inprocess/Historic, Customer, Subscriber, Specification, Operator and Tool-ID). The functionality will be introduced in July and will allow job audit data to be collected from eAuditNet. For CP the reports will be able to gather data for audits conducted on or after 5-Jun-2016.

ACTION ITEM: Nigel Cook to issue an auditor advisory on the new job tracker functionality. (Due Date: 12-Jul-2016)

**Compliance Assessment Guidance (CAG)** **Revision:** Supplier recommends updating: AC7108 Rev G. 5.17.2 Do the lot inspection and lot test procedures require sufficient data to be recorded to demonstrate that the sample size and acceptance criteria were fully met, and that results are traceable to the person(s) who actually did the inspection/test?

– Compliance Assessment Guidance: Recording of just an average ***may not*** be acceptable to demonstrate each item measured met the acceptance requirement. In process checks, e.g. coating thickness, that are done to aid processing do not require recording.

Revise CAG to say:

-Individual values must be recorded

-Max & min values must be recorded

-Customer specification requirements must be recorded

The Task Group reviewed the request and also reviewed the content of the CP Audit Handbook and felt it was sufficient.

Motion made by Stephane Chaumeil, seconded by Susan Lewis to leave CAG as is. Motion passed.

**Frequency of Nadcap Meetings:** The PRI Board of Directors recently began a discussion on the frequency of Nadcap Meetings. The Board is interested in hearing your opinion on a variety of questions related to this subject. The Task Group reviewed and completed the requested questionnaire. TG decision to maintain current frequency.

**Document Format:** A comment was made by the observer on audit 173721 that the auditor and supplier felt the shading used in Audit Criteria to identify modified scope questions made the questions difficult to read. The Auditor Consistency Team recommended taking to TG for discussion. Recommend making AC documents available without shaded areas in the future.

ACTION ITEM: Nigel Cook to notify the AC template, t-frm-15, document owner that the shading requirement for modified questions is making the document difficult to read. (Due Date: 15-Jul-2016)

**Auditor Training:** Comment made by observer on Audit 173721. Auditor Consistency Team recommended taking to TG for discussion. The supplier asked if auditor could accept NCRs on-site. Auditor stated that per handbook/OP 1105 auditors are allowed to accept minor findings on-site, however this does not seem to be PRI policy. Nigel Cook reported that PRI allow minor NCRs to be accepted onsite, but does not require it. Auditors that do accept a NCR onsite have the possibility of getting a lower score in their auditor evaluation if the reason for accepting them is not sufficient, so most do not accept on site.

Motion made by Zia Usmani and seconded by Shawn Vierthaler for no further action. Motion passed.

Karyn Demming questioned the ‘info only’ wording missing from specifications on the new checklist revisions. The wording was dropped upon the new checklist break outs.

ACTION ITEM: Nigel Cook to get with Scheduling to correct all checklists to include ‘info only’ with specifications listed. (Due Date: 23-Jun-2016)

Stephen Judge lead an open discussion to determine when solution temperature should be taken and recorded. Is recording the temperature prior to processing hardware acceptable, or should the temperature be taken while processing hardware? Checklist requirement AC7108 Rev H 5.3.3, referencing Appendix D.

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

**OP 1114 App CP:** Nigel Cook reviewed proposed changes to OP 1114 to address the new job tracker functionality.

ACTION ITEM: Nigel Cook to ballot OP 1114 App CP to address changes as a result of the new job tracker functionality. (Due Date: 31-July-2016)

**Translation of Checklists:** Veronique Marcel, Stephane Chaumeil and Malik Boutaba have been busy translating the new checklists into French and some of them are already approved and posted on eAuditNet. Comac have also been translating the checklists into Chinese but require a second subscriber to approve them.

ACTION ITEM: Stephen Judge to see if Bombardier have resource to approve the Chinese revisions of the checklists. (Due Date: 20-Oct-2016)

# NMC SUMMary Report

Task Group formulated the NMC presentation outlining major decisions made and activities during the meeting.

# Report Outs – OPEN

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

*Audit Effectiveness Team:* Developing requirements for all task groups to have suppliers provide a self-audit to auditor 30 days prior to audit start. Eventually will implement into eAuditNet.

*Standardization Team:* New risk mitigation estimated implementation date is December 2016. Risk mitigation process will be worked by staff engineer and the supplier will have an added cost for risk mitigation. Discussed the status of supplier merit upon an NCR labeled as an escape or product impact. This varies from task group to task group. Team formed to investigate and determine if this should stay at task group level.

*Steering:* Reviewed reducing meeting to 2 times a year, currently the majority says it is not a good idea and may result in a loss of participation.

**Supplier Support Committee (SSC):** Tammi Shubert gave a report out from the Supplier Support Committee (SSC) meeting. OP1123 is a new operating procedure defining the SSC. Reorganization of meeting times to move most meeting to Mondays during most Task Groups Closed meeting sessions.

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

AC7108 Rev H has been reviewed for “compliance to” and “existence of” quality system elements, all the slash sheets are still to be reviewed.

ACTION ITEM: 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 chemical process slash sheets for “compliance to” and “existence of” quality system elements. (Due Date: 20-Oct-2016)

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

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

**ASTM D4060:** Dave Serbousek has been working with a representative from Taber and drafted an alternative to ASTM D4060 for hard coatings. Consider inviting him to the October TG meeting so he can get first hand understanding of the importance of this to the CP Task Group.

**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. At the Oct 2015 meeting people were requested to forward information to Mike Noettl. No reports have been received.

Motion made by Zia Usmani seconded by Hal Abel to keep this item open. Motion passed.

**Visual Acceptance Requirements:** Mike Noettl reviewed the presentation from the previous meeting on Unacceptable Visual Conditions (UVC). These are “undefined” items that can lead to the parts being rejected by the customer. These are not part of the process specification but a statement in the general purchasing requirements of the customer. The problem is that they are “undefined” so the processor does not know what they need to achieve. The CP-SAT would like to request the CPTG support PRI sending an email to CP Suppliers asking that they provide Mike Noettl with photographs of finished parts so that the effect of material condition (welded, drawn, polished, etc.) on appearance can be documented and used for training.

**Redundant Audits and Self-Assessment Questionnaires:** Some suppliers are starting to have 3rd party companies coming in to do special process audits, or sending self-assessment questionnaires, on behalf of Subscribers. Direct customers are also being increasing their audits of process houses.

**Shop Layout:** It was reported that Auditors have been asking for shop layout drawings identifying every tank and greying out areas that are not part of the CP audit. Nigel clarified that the revision controlled drawing to be attached to the AC7108 audit is only required to identify the areas that are subject to the CP audit. CP-SAT request that this be clarified at the October conference.

ACTION ITEM: Nigel Cook to clarify the requirements for the shop layout with auditors at the auditor conference. (Due Date: 20-Oct-2016)

# Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)

Paul Hogben from The Boeing Company gave an update on the REACH regulations and the need for suppliers in Europe to be part of an “authorization” if they are using substances that are being restricted.

# meeting feedback and develop the agenda for the next task group 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\*  NO  \*If yes, the following information is required: | | |
| **Documents requiring revision:** | **Who is responsible:** | **Due date:** |
| OP 1114 App CP | Nigel Cook | 31-Jul-2016 |
| CP Audit Handbook | Nigel Cook | 15-July-2016 |
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