

# MEASUREMENT & INSPECTION Task Group Meeting Agenda

October 24-27, 2016

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **AC7130** | **AC7130/3 - Articulated Arm** |
| **AC7130/1 - CMM** | **AC7130/5 - Airflow** |
| **AC7130/2 - Laser Tracker** | **AC7130/6 - General Inspection** |

The MEASUREMENT & INSPECTION (M&I) Task Group covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Monday, October 24, 2016

8:00 am

1.0 Opening Comments (daily)

8:15 am

2.0 Review M&I Voting Membership

8:30 am

3.0 Staff Report

8:40 am

4.0 SSC Information

8:50 am

5.0 M&I Newsletter

9:00 am

6.0 New Business

9:30 am

10 minute Break

9:40 am

6.0 New Business Continued

10:00 am

7.0 Measurement System Analysis (MSA) Checklist Section Questions Review Presentation

11:00 pm

10 minute Break

11:10 pm

8.0 Legacy Parts discussion verbiage for checklist clarification

12:00 pm -1:30 pm

LUNCH BREAK

1:30 pm

9.0 3D Structured Lighting Systems Checklist Review

2:45 pm

10 minute Break

2:55 pm

9.0 3D Structured Lighting Systems Checklist Review (continued)

3:55 pm

10 minute Break

4:05 pm

9.0 3D Structured Lighting Systems Checklist Review (continued)

5:00 pm

ADJOURNMENT

Tuesday, october 25, 2016

8:00 am – 9:00 am

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

8:00 am

1.0 OPENING COMMENTS (DAILY)

8:15 am

10.0 SUBSCRIBER COMMITMENT TO MANDATE (CLOSED)

9:00 am

10 MINUTE BREAK

9:10 am

11.0 GENERAL BUSINESS ITEMS

9:45 am

12.0 AUDITOR TRAINING

10:30 am

10 MINUTE BREAK

10:40 am

13.0 GENERAL NEW BUSINESS ITEMS

12:00 pm -1:30 pm

Lunch Break

1:30 pm

14.0 Document Change Spreadsheet (DCS)

3:00 pm

15 minute break

3:15 pm

14.0 Document Change Spreadsheet (DCS)

3:45 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Wednesday, october 26, 2016

8:00 am – 10:00 am

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

10:15 am

15.0 M&I Introduction

11:00 am

10 Minute break

11:10 am

15.0 M&I Introduction (continued)

12:00 pm -1:30 pm

Lunch Break

1:30 pm

15.0 M&I Introduction (continued)

2:20 pm

10 Minute break

2:30 pm

15.0 M&I Introduction (continued)

3:30 pm

10 Minute Break

3:40 pm

15.0 M&I Introduction (continued)

5:30 pm

ADJOURNMENT

Thursday, october 27, 2016

8:00 am

16.0 RAIL Review

9:00 am

10 MINUTE BREAK

9:10 am

17.0 Develop Agenda

10:30 am

10 Minute Break

10:40 am

18.0 Meeting Facilitation Feedback

12:00 pm

ADJOURNMENT

Monday, October 24, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am | **OPEN** | 1. Opening Comments (daily)
	* 1. Call to Order/Verbal Quorum Check
			+ Introductions
		2. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		5. Discuss Roberts Rules and the Meeting Expectations
		6. Review Agenda
		7. Acceptance of Meeting Minutes
		8. 2016 June Meeting Summary Report
 | Chairperson |
| 8:15 am | 1. Review M&I Voting Membership
	* Review of requirements for current voting members and review new voting member requests
 | PRI Staff / Chair |
| 8:30 am | 1. Staff Report
	* Report out from PRI Staff on the M&I group and review of the Rolling Action Item List (RAIL)
 | PRI Staff |
| 8:40 am | 1. Supplier Support Committee (SSC) Information
	* + - Information on SSC and events being held
 | SSC Rep |
| 8:50 am | 1. M&I Newsletter
	* + - A call for newsletter articles
 | All |
| 9:00 am | 1. New Business
	* + - Any new business items
			- Audit Organization / Main and Satellite / Deployable equipment field work rules.
 | All |
| 9:30 am | 10 minute Break |  |
| 9:40 am | 6.0 New Business Continued | All |
| 10:00 am | 1. Measurement System Analysis (MSA) Checklist Section Questions Review Presentation
 | Lisa Leonard |
| 11:00 pm | 10 minute Break |  |
| 11:10 pm | 1. Legacy Parts discussion verbiage for checklist clarification
* Review clarifications / proposed changes to the next revisions of checklists
 | Lisa Leonard |
| 12:00 pm -1:30 pm |  | LUNCH BREAK |  |
| 1:30 pm | **OPEN** | 1. 3D Structured Lighting Systems Checklist Review
	* CAG and question clarifications and ballot comments
 | All |
| 2:45 pm | 10 minute Break |  |
| 2:55 pm | 9.0 3D Structured Lighting Systems Checklist Review (continued)* + CAG and question clarifications and ballot comments
 | All |
| 3:55 pm | 10 minute Break |  |
| 4:05 pm | 9.0 3D Structured Lighting Systems Checklist Review (continued)* + CAG and question clarifications and ballot comments
 | All |
| 5:00 pm | ADJOURNMENT |  |

Tuesday, october 25, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 8:00 am  | **CLOSED** | 1.0 OPENING COMMENTS (DAILY) | CHAIRPERSON |
| 8:15 am | 1. SUBSCRIBER COMMITMENT TO MANDATE (CLOSED)
	* DISCUSS MANDATES AND PROPOSED ROLL-OUT PLANS
 | ALL SUBSCRIBER |
| 9:00 am | 10 MINUTE BREAK |  |
| 9:10 am | 1. GENERAL BUSINESS ITEMS
	* DISCUSS ITEMS RELATING TO NADCAP M&I AUDITS AND ACCREDITATIONS
	* AUDIT AND AUDITOR ISSUES.
 | PRI STAFF |
| 9:45 am | 1. AUDITOR TRAINING
	* AUDITOR TRAINING PRESENTATIONS REVIEWED DURING THE AUDITOR CONFERENCE
	* AUDITOR TRAINING OPTIONS FOR NEW AUDITORS
 | PRI STAFF |
| 10:30 am | 10 MINUTE BREAK |  |
| 10:40 am | 1. GENERAL NEW BUSINESS ITEMS
	* NEW BUSINESS ITEMS OF A PROPRIETARY NATURE
	* OBSERVATION AUDIT PLAN AND APPENDIX GENERATION FOR FEBRUARY 2017 IMPLEMENTATION
 | ALL SUBSCRIBERS |
| 12:00 pm -1:30 pm |  | Lunch Break |  |
| 1:30 pm | **OPEN** | 1. Document Change Spreadsheet (DCS)
* Review clarifications / proposed changes to the next revisions of checklists
 | All |
| 3:00 pm | 15 minute break |  |
| 3:15 pm | **14.0** Document Change Spreadsheet (DCS)* + Review clarifications / proposed changes to the next revisions of checklists
 | All |
| 3:45 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend. |  |

Wednesday, october 26, 2016

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

|  |  |
| --- | --- |
| 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. M&I Introduction
	* An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation (Topic Description)
 | M&I Task Group |
| 11:00 am | 10 Minute break |  |
| 11:10 am | 15.0 M&I Introduction (continued)* An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation (Topic Description)
 | M&I Task Group |
| 12:00 pm -1:30 pm |  | Lunch Break |  |
| 1:30 pm | **OPEN** | 15.0 M&I Introduction (continued)* + An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation (Topic Description)
 | M&I Task Group |
| 2:20 pm | 10 Minute break |  |
| 2:30 pm | 15.0 M&I Introduction (continued) | M&I Task Group |
| 3:30 pm | 10 Minute Break |  |
| 3:40 pm | 15.0 M&I Introduction (continued) | M&I Task Group |
| 5:30 pm | ADJOURNMENT |  |

Thursday, october 27, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am | **OPEN** | 1. RAIL Review
	* Review existing RAIL items for potential closure
	* Review RAIL items from this meeting
 | All |
| 9:00 am | 10 MINUTE BREAK |  |
| 9:10 am | 1. Develop Agenda
	* Determine number of days and agenda items for the February 2016 meeting
 | All |
| 10:30 am | 10 Minute Break |  |
| 10:40 am | 1. Meeting Facilitation Feedback
 | All |
| 12:00 pm | ADJOURNMENT  |  |