**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, 2016 to THURSDAY, FEBRUARY 25, 2016**

# OPENING COMMENTS (Daily) – OPEN

## Call to Order / Quorum Check

The Measurement & Inspection (M&I) Task Group (TG) 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 |  |
|  |  |  |  |  |
| \* | Albert | Berger | GE Aviation |  |
| \* | Ronan | Cauchy | Airbus Group |  |
|  | Victor Sheng | Cheng | COMAC |  |
|  | Troy | Clum | Spirit AeroSystems |  |
|  | Borja | Fañanás | Airbus Defence and Space |  |
| \* | Cristina | Gonzalez-Perez | Airbus Defence and Space |  |
| \* | Benoit | Gottié | SAFRAN Group |  |
| \* | Simon | Gough-Rundle | Rolls-Royce | Chairperson |
| \* | Norman | Gross | The Boeing Company | Vice Chairperson |
| \* | Timothy | Krumholz | Rockwell Collins, Inc. |  |
|  | Eric | Le Fort | Sonaca |  |
| \* | Cyril | Lerebours | SAFRAN Group |  |
|  | Eduardo | Mendez Saborido | Airbus Defence and Space |  |
|  | Juan Antonio | Molina Aranda | Airbus Defence and Space |  |
|  | Vittoria | Pianese | Finmeccanica S.p.A |  |
| \* | Graeme | Rankin | Spirit AeroSystems |  |
| \* | Steve | Row | UTC Aerospace (Goodrich) |  |
| \* | Drew | Smith | Spirit AeroSystems |  |
|  | Stanley | Trull | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Richard | Haberbosch | Aerotech Peissenberg GmbH & Co. KG |  |
|  | Bill | McKessy | Alcoa Howmet Corp. |  |
|  | Stefan | Lukas | Bohler Schmiedetechnik GmbH & Co KG |  |
|  | Pedro | De La Lastra | Canagrosa |  |
| \* | Lee | Parsley | Click Bond, Inc. |  |
|  | Sebongile Portia | Ditsele | Denel Aerostructures |  |
|  | Gert | Koene | Fokker Aerostructures |  |
|  | Dave | Verhoef | Fokker Aerostructures |  |
| \* | Tammi | Schubert | Helicomb International, Inc. |  |
|  | Sara | Lara Palmero | ICSA Aernnova |  |
| \* | Takahito | Araki | IHI Corporation |  |
|  | Pedro J. | Díaz Pantoja | Mave Aeronãutica, S.L. |  |
|  | Daniel | Sánchez Alcántara | Mave Aeronãutica, S.L. |  |
|  | Gloria | Badala | Mecanizaciones Aeronautics, S. A. |  |
|  | Jesus | Garcia Salicio | Mecanizaciones Aeronautics, S. A. |  |
|  | Laura | Martinez | Mecanizaciones Aeronautics, S. A. |  |
|  | Cristian | Lopez Bayon | Mecanizados Escribano SL |  |
|  | Grant | Lilley | Meyer Tool Inc. |  |
| \* | Shelly | Lawless | Meyer Tool, Inc. |  |
|  | Heinrich | Kuchlbauer | MT Aerospace AG |  |
| \* | Lisa | Leonard | National Physical Laboratory |  |
|  | Roni | Asraf | PCB Technologies |  |
|  | James | Bolter | RTI Advanced Forming (Alcoa) |  |
|  | Rob | Jarvis | RTI Advanced Forming (Alcoa) |  |
|  | Mannam | Smith | RTI Advanced Forming (Alcoa) |  |
|  | Mercedes | Gonzalez | Simetrycal |  |
|  | Luis | Perez Pulido | Simetrycal |  |
|  | Selcuk | Kilic | TAI |  |
|  | Sencer | Yilmaz | TAI |  |
|  | Erdem | Mermer | Tusas Turkish Aerospace Industries Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Dave | Marcyjanik |
| Michele | Stefanchik |

## The Safety Information was reviewed.

## Reviewed Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

## Presented the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)

## Discuss Roberts Rules and the Meeting Expectations

## Reviewed Agenda

## Motion made by Simon Gough-Rundle and seconded by Steve Row to move Noncontact Technologies presentation from the Tuesday, 23-Feb-2016 meeting to the DCS section on Monday, 22-Feb-2016 and to move DCS review in its entirety to Tuesday, 23-Feb-2016. Motion Passed.

## Acceptance of Meeting Minutes

## The minutes from October 2015 were approved as written.

Motion made by Lee Parsley and seconded by Tammi Schubert to approve the M&I Minutes from the October 2015 Pittsburgh Meeting. Motion Passed.

# Review M&I Voting Membership – OPEN

There were no new subscriber or supplier members at this meeting.

Voting participation numbers are low. Staff requests to “please do not waive” – you can accept even if you don’t understand the specific checklist technology, but you can review the document for good structure, a good read and the appropriate English usage, etc.

Mark Cummings is no longer part of the M&I TG and will not be tracked on the Membership Attendance spreadsheet.

 

# Staff Report – OPEN

The Rolling Action Item List (RAIL) was reviewed and updated for accuracy, presented by Dave Marcyjanik.

 

# Supplier Support Committee (SSC) Information – OPEN

In Dave Sherrill’s absence, Dave Marcyjanik presented the SSC Presentation.



# M&I Newsletter – OPEN

Task Group reminded of the importance of the Newsletter to communicate notable issues on the status of the M&I Program. All in attendance asked for articles and/or ideas for articles. June Newsletter will not be published unless there is considerable Task Group support for articles.

# New Business – OPEN

The Job Tracker situation was explained. There will be items that need to be added to checklists as a minimum requirement for the Tracker, i.e., Customer and End User Customer, Specification used, Equipment and tool ID, Operator for M&I. This is to facilitate eAuditNet in pulling common information into the “Job Tracker” application.

Discussed the M&I Failure Criteria (OP1110) requires 95-98% of NCR count for failure criteria. The requirement is to generate the criteria at 2 years or 32 audits. There have only been 18 certificates issued at this time, all have been for Airflow. The recommendation and group agreement is to wait until February 2017 for the decision and determination of the initial failure criteria. This will allow Coordinate Metrology System (CMS) accredited audits to lend data and be part of the grouping for analysis. This will allow equal consideration and weighting for both MS audits and Airflow audits.



“How to schedule an audit” presentation has been given twice for new suppliers.

The M&I Task Group has need of more auditors. The issue was raised on how to get auditors and where to advertise. The Measurement & Inspection Task Group was asked for input, and encouraged to refer prospective auditor candidates to the program.

The group may need to use subscriber representatives as auditors if the audits are all scheduled at the same time later this year.

The definition of ‘Legacy’ parts needs to be captured in the checklists.

The group needs a secretary for support. If anyone is interested, please contact PRI Staff.

PRI Staff needs a source for test/training audits for maybe 1-2 more test audits. If anyone is interested, please contact PRI Staff.

# Measurement System Analysis (MSA) – OPEN

Lisa Leonard reviewed the MSA Presentation to the group.

MSA Sub Team to continue work to formulate and create MSA section questions for each technology checklist. The TG members to formulate MSA questions for discussion at the Task Group Meeting in London, June 2016 meeting.



ACTION ITEM: MSA sub team to formulate and create MSA section questions for each technology checklist for presentation at the London, June 2016 meeting. (Due Date: 30-June-2016)

# Document Change Spreadsheet (DCS) – OPEN

Reviewed the DCS for changes to the checklists. See attached document for the latest document updated at this meeting.



# Vision Systems (VCS) – OPEN

Dave Marcyjanik presented, in Owe Carlson absence, the Vision Systems presentation.

# SUBSCRIBER COMMITMENTS TO MANDATE – CLOSED

The subscribers reviewed the summary table of the mandate status for all subscribers involved with some modifications. One significant mandate is expected over the next three to four months, with others to follow throughout the year. Due to the sensitivity of this information, the summary table and other presentations will not be distributed as an open document.

SAFRAN has sent a letter of intent to mandate to their suppliers with possibly, as many as 800 suppliers affected.

# GENERAL BUSINESS ITEMS – CLOSED

Dave Marcyjanik gave an overview of Minor NCR’s Accepted on Site.

Dave Marcyjanik discussed how to review an audit in Task Group Review in eAuditNet.

Dave explained how to vote on documents and then accept. Voting participation numbers are low – 61% subscribers and 71% for suppliers. All were encouraged to not waive their vote, and to please participate to maintain membership and facilitate the clearing of ballot documents. Members were encouraged to review all documents, and if you feel that you are not technology proficient, please accept the document and confirm good document structure, clarity etc.

Dave Marcyjanik reviewed the Staff Delegation Review presentation.

Dave Marcyjanik reviewed the Membership Status.

Dave Marcyjanik reviewed the Auditor Advisories Review presentation.

Dave Marcyjanik reviewed the Audit Observations Review presentation.

# INITIAL AUDITOR TRAINING – CLOSED

Dave Marcyjanik reviewed the Auditor Recruitment process presentation.

Motion made by Norm Gross and seconded by Steve Row to accept auditor approval for AC7130 - /1, /2, /3, /6 based upon:

A. Candidate CMS metrology knowledge and experience accepted through interview with the M&I Task Group.

B. Training pack orientation with a skilled operator / auditor, to include hands on training for the applicable technology.

# NEW BUSINESS - CLOSED

Dave Marcyjanik reviewed the Audit Report Review presentation.

Discussion ensued concerning audits of facilities that are performing work off-site, such as field work away from the address of the main facility. This issue is to be addressed at the Globalization meeting. Simon Gouff-Rundle attended Globalization.

Dave Marcyjanik reviewed the Staff Engineer Root Cause Corrective Action (RCCA) process for staff engineer review process.

Motion made by Norm Gross and seconded by Drew Smith to change checklist durations on Measurement & Inspection (M&I) s-frm-16 to .75 days for each slash sheet other than AC7130 and AC7130/6. Motion passed.

AC7130 1 1.0 1 Day

AC7130/1 .75 1.75 2 Days

AC7130/2 .75 2.5 3 Days

AC7130/3 .75 3.25 4 Days

AC7130/5 .75 4.0 4 Days

AC7130/6 1 5.0 5 Days

Round up at .25

# NonContact TECHNOLOGIES – OPEN

Simon Gouff-Rundle presented the 3D Structured Lighting Systems presentation and discussion. Discussion ensued to see if there is interest. Generation of checklist questions for the London, June 2016 meeting and possible mandate for Rolls-Royce to 80 suppliers. Nadcap subscribers that support the idea and have expressed interest in this new checklist:

Rolls-Royce / UTC Aerospace (Goodrich) / SAFRAN / The Boeing Company / Airbus / Rockwell Collins

 

Ronan Cauchy presented the topic on combining redundant checklist requirements into one checklist. See attached presentation.



Discussion ensued and the group agreed that there are redundancies in the checklists, however the recommendation to consolidate the checklists cannot work with the current eAuditNet software structure. Staff explained that the idea to consolidate the checklists will not work with the current eAuditNet software. Expanding the audit scope, or the contraction of audit scope checklist while on site is not supported by eAuditNet because the scope change will affect audit length and scheduling. The Scheduling department would not be able to determine the length of the audit. Consequently, the system could not automatically schedule or allow determination of audit length or billing of an audit. The system will also not be able to schedule an auditor based upon their qualifications. The subscriber will not be able to view the audit scope in eAuditNet. Staff to put together a presentation to explain the issues more clearly to the Measurement & Inspection Task Groups.

Discussion occurred regarding AC7130/6 and the flow issues that Lisa Leonard is having that need addressed.

ACTION ITEM: Lisa Leonard to address the issues identified in her AC7130/6 review, and develop a presentation for the London, June 2016 meeting. (Due Date: 30-June-2016)

# M&I Introduction – OPEN

Provided a set of presentations throughout the entire day to introduce the M&I program and some of the expectations in terms of common areas for improvement. Various questions and answers were shared.

The following presentations can be viewed on eAuditNet under Resources> Documents> Public Documents> Measurement & Inspection> (some are under Meeting Presentations> February 2016 – Madrid): Basic M&I Intro, General Introduction for M&I, Introduction to the M&I Task Group, Preparing for a Nadcap Audit, AC7130 Core Checklist Review, AC7130/1 CMM Checklist Review AC7130/2 Laser Tracker Checklist Review, AC7130/3 Articulating Arm Checklist Review, and AC7130/5 Mass Airflow of Turbine Engine Parts Checklist Review, AC7130/6 General Inspection.

Simon Gough-Rundle, Norm Gross, and Dave Marcyjanik presented the M&I Introduction and M&I Checklist presentations.

Simon Gough-Rundle presented the AC7130/1 presentation.

Simon Gough-Rundle and Norm Gross presented the AC7130/2 presentation.

Simon Gough-Rundle and Norm Gross presented the AC7130/3 presentation.

AC7130/5 – This item was not discussed as there was no Airflow supplier representation in the meeting.

Simon Gough-Rundle and Norm Gross presented the AC7130/6 presentation.

# ROLLING ACTION ITEM LIST (RAIL) Review – OPEN

RAIL items identified from this meeting were verified.

# Develop Agenda – OPEN

TG discussed the next meeting, which will be held in London, England in June 2016.

Motionmade by Simon Gough-Rundle and seconded by Steve Row to have a 3.5-day meeting (Monday – lunch on Thursday) for the London, June 2016 meeting to include the below named agenda items. Motion Passed.

MSA Checklist section questions generation

Checklist redundant questions and eAuditNet structure and limitations of combined checklists

3D structured lighting checklist questions review

Main and satellite definition review (New business)

Field work discussion and NMC Clarification

Legacy part verbiage acceptance and checklist addition of statement

# Meeting Facilitation Feedback – OPEN

Each attendee was asked what they thought about the meeting. Meeting feedback was overall good.

Motion made by Simon Gough-Rundle and seconded by Norm Gross to adjourn meeting. Motion Passed.

ADJOURNMENT – 25-Feb-2016 – Meeting was adjourned at 1:10 p.m.

Minutes Prepared by: Dave Marcyjanik dmarcyjanik@p-r-i.org

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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: |
| OP1116 App M&I | Dave Marcyjanik | 30-Apr-2016 |
| s-frm-16 | Dave Marcyjanik | 30-Apr-2016 |