**CONFIRMED MINUTES**

**FEBRUARY 22-24, 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 WEDNESDAY, FEBRUARY 24, 2016**

# OPENING COMMENTS – OPEN

## Call to Order / Quorum Check

The Metallic Material Manufacturing Task Group (MMM) was called to order at 9:00 a.m., 22-Feb-2016.

There were no closed sessions held.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Elaine | Boswell | Rolls-Royce | Chairperson |
| \* | Werner | Buchmann | MTU Aero Engines AG |  |
|  | Craig | Clasper | Spirit AeroSystems |  |
| \* | Ben | Evans | UTC Aerospace (Goodrich) |  |
| \* | Greg | Goldhagen | UTC Aerospace (Hamilton Sundstrand) | Secretary |
| \* | Paul | Graham | Airbus |  |
|  | Chenjie | Li | COMAC |  |
|  | Hongping | Li | COMAC |  |
| \* | Raphael | Mentasti | SAFRAN Group |  |
| \* | Brian | Streich | Honeywell Aerospace | Vice Chairperson |
| \* | Johan | Tholerus | GKN Aerospace Sweden |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Michael | Barenberg | Otto Fuchs KG |  |
| \* | Markus | Büscher | Otto Fuchs KG |  |
| \* | Vicki | Delaney | Haynes International, Inc. |  |
|  | Kay | Fisher | Bohler Edelstahl GmbH & Co KG |  |
| \* | Markus | Fuchsmann | Otto Fuchs KG |  |
| \* | Jonathan | Gonzalez | Alcoa |  |
| \* | Hugo | Guajardo | FRISA |  |
|  | Ashfaq | Khan | Timet |  |
|  | Jens | Kiehn | Otto Fuchs KG |  |
|  | Bruce | Leckey | ATI Specialty Materials – Monroe Operations |  |
|  | Giles | Leroy | Aubert & Duval |  |
| \* | Wolfgang | Liegl | Bohler Schmiedetechnik GmbH & Co KG |  |
|  | Russell | Mastergeorge | Parker Aerospace |  |
| \* | Stuart | Mellor | Wyman-Gordon Company |  |
| \* | Amir | Mendelovich | Techject Aerofoils Ltd. |  |
| \* | Brian  | Reynolds | Alcoa |  |
| \* | William | Rogers | Alcoa |  |
| \* | Michael | Snyder | Special Metals Corp. |  |
|  | Bernd | Spelsberg | Otto Fuchs KG |  |
| \* | Fabio | Sturzen | Forgital Italy SpA |  |
| \* | Nicholas | Wood | Alcoa |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Jerry | Aston |

## Safely Information – OPEN

Safety was discussed and the exits were pointed out to the meeting attendees.

## Review Code of Ethics and Meeting Conduct – OPEN

The code of ethics was discussed and there were no comments.

## Review Antitrust Video – OPEN

The antitrust video was watched and there were no comments.

## Review Agenda – OPEN

## Approval of Previous Meeting Minutes – OPEN

The minutes from October 2015 were approved by the Task Group members as written.

# HISTORY/STATUS – OPEN

Elaine Boswell presented a history of the MMM Task Group.

# Rolling Action Item List (RAIL) REVIEW – OPEN

The Rolling Action Item List (RAIL) was reviewed.

For specific details, please see the current MMM Task Group Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

# VOTING MEMBERSHIP – OPEN

The Task Group Chairperson confirmed the following applications for membership:

Jonathan Gonzalez – Alcoa Supplier Voting Member

Nicholas Wood – Alcoa Alternate Supplier Voting Member

Hugo Guajardo – FRISA Supplier Voting Member

# CHECKLIST DEVELOPMENT – OPEN

The checklist ballot comments were addressed by the Task Group attendees and the resolution of each comment was agreed upon by the Task Group members. The checklist will now go for Management Council (MC) ballot.

Discussion was held on the Subscriber Only Vote for AC7140. The Chairperson confirmed that a Subscriber Only Vote was called to expedite Task Group approval of the checklist. It was confirmed that no technical changes had been made to the checklist after the resolution of ballot comments were approved by the Task Group at the October 2015 meeting.

It was agreed that the Auditor Handbook Sub-Team would clarify what is meant by term “control” in relation to AC7140 checklist question 7.1.2, and also clarify what is required to demonstrate competency of grandfathered personnel.

Action Item: Auditor Handbook Sub-Team to determine what is meant by term “control” in relation to AC7140 checklist question 7.1.2. (Due Date: 1-Jun-2016).

Action Item: Auditor Handbook Sub-Team to clarify demonstration of competency of grandfathered personnel. (Due Date: 1-Jun-2016).

# REVIEW FEEDBACK FROM TEST AUDIT – OPEN

A Test Audit was carried out at a supplier on Feb. 2 thru Feb 4 2016, and the following comments were made:

* Use of the checklist received positive comments.
* Difficult finding a single job to cover the post forging job audit. Recommend that multiple jobs are used for this section.
* Prioritizing of short jobs selection to cover forging types, alloys and subscribers needed.
* Can the supplier select the long job before the audit as there is a lot of information to collect which may take up too much time during the audit.
* Recommend that short jobs are performed before the long jobs.

Selection of jobs picked for long and short job audits was discussed and a matrix created for the auditors to follow. This will be based on the forging equipment, alloys forged, and subscribers and will be added to the Auditor Handbook.

Action Item: Jerry Aston to create S-frm-XX (scope from matrix) for publication in Auditor Handbook. (Due Date: 1-Jun-2016).

Action Item: Selection of job audits to be added to the Auditor Handbook. (Due Date:1-Jun-2016)

# Opening Comments– OPEN

## The Metallic Material Manufacturing Task Group was called to order at 9:00 AM 23-Feb-2016

# Auditor Hiring and Auditor Selection – OPEN

The Task Group created MMM Forging interview questions to be used when interviewing potential auditors. The questions follow the format of s-frm-27 and include Technical Knowledge, Forging Experience, and Auditing skills.

The Task Group recommended that suppliers should be part of auditor interviews.

The Task Group determined that New Auditor training needed to be created. This will be given to all new auditors. The presentations would be based on the AC7140 checklist and Auditor Handbook review. The Sub-Team includes Brian Streich, Elaine Boswell, Stuart Mellor, and Werner Buchmann.

Action Item: Sub-Team of Brian Streich, Elaine Boswell, Stuart Mellor, and Werner Buchmann to create New Auditor. (Due Date: 1-Jun-2016).

Auditor Conference:

An outline of the October 2016 Auditor Conference agenda was produced for Saturday, 22-Oct-2016 from 1:00-5:00pm and Sunday, 23-Oct-2016 from 8:00am – 5:00pm.

Training topics:

NCR writing and Combining NCRs

Audit good practices

Subscriber specification presentations –

Task Group determined that all Subscriber members will be part of the October 2016 Auditor Conference and the Subscribers will be responsible to generate Subscriber Specific Training for the Auditor Conference (Rolls-Royce, Airbus, Honeywell, GKN Aerospace, MTU, UTC Aerospace (Hamilton Sundstrand), and Safran).

Action Item: Subscribers to generate Subscriber Specific training for the Auditor Conference. (Due Date: 1-Sept-2016).

A draft copy of OP1116 Appendix MMM was presented to the Task Group and it was agreed that the document could be balloted.

Action Item: J. Aston to ballot OP1116 Appendix MMM. (Due Date: 1-Jun-2016).

# Sub-Group Activities – Open

Brian Streich gave a debrief on the Auditor Handbook Sub-Group progress.

The subscribers were requested to supply their specification requirements to allow the matrix in the Auditor Handbook to be populated.

Action Item: Subscribers to provide information for population of Auditor Handbook Specification chart. (Due Date: 1-Jun-2016).

A draft copy of OP1114 Appendix MMM (additional requirements for the Metallic Material Manufacture Task Group) was presented to the Task Group and it was agreed that the document could be balloted.

Action Item: J. Aston to ballot OP1114 Appendix MMM. (Due Date: 1-Jun-2016).

# Subscriber Mandates– OPEN

Subscribers mandate positions were discussed:

* 3 Subscribers will mandate
* 3 Subscribers still evaluating mandating
* 2 Subscribers have an interest in the program but no commitment to mandate

# Opening Comments – OPEN

## Call to Order/Quorum Check

# Forging Next steps- OPEN

The question was raised if a Subscriber Supplemental Audit Criteria is needed. Subscriber to confirm if they wish to have supplement questions and supply the questions.

Action Item: Subscribers to confirm to J. Aston if Subscriber Supplemental Audit Criteria are needed and supply the questions. (Due Date: 1-Jun-2016).

# Future Plans – OPEN

After discussion the Task Group agreed that Castings would be the next checklist to be developed. Honeywell Aerospace, GKN Aerospace, UTC Aerospace (Hamilton Sundstrand), and MTU Aero Engines AG support development of Casting checklist. Airbus and Safran are unsure of mandating the Castings checklist. UTC Aerospace (Goodrich) will review if they will support Castings. Rolls-Royce has no strong opinion on subject of next the checklist.

Action Item: Subscribers to confirm support of developing Casting checklist. (Due Date: 1-Jun-2016).

# Tabled Items – OPEN

Actions from tabled subjects:

Action Item: Stuart Mellor to create Matrix of Associated Process Locations. (Due Date: 20-June-2016).

Action Item: Jerry Aston to add Auditor Handbook to Task Group Work Area. (Due Date: 15-Mar-2016).

Action Item: Auditor Handbook Sub-Team to schedule bi-weekly meetings. (Due Date: 1-Jun-2016).

Action Item: Jerry Aston to clarify requirements for Metallic Materials Manufacturing Supplier Voting Membership for Nadcap Management Council. (Due Date: 1-Jun-2016).

# Next Meeting AGENDA - OPEN

The agenda for the June 2016 meeting was discussed.

Action Item: Jerry Aston create agenda for June 2016 Nadcap Meeting. (Due Date: 21-Mar-2016).

# New Business- OPEN

No new business items were brought up for Task Group Discussion

# Review of Action Items– OPEN

RAIL Items were reviewed by Task Group

# Closing Comments

The Task Group reviewed the new Action Items that were captured during the meeting.

ADJOURNMENT – 24-Feb-2016 – Meeting was adjourned at 4:45 p.m.

Minutes Prepared by: Greg Goldhagen , gregory.goldhagen@utas.utc.com

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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: |
| OP1114 appendix MMM | J Aston | 1-Jun-2016 |
| OP1116 appendix MMM | J Aston | 1-Jun-2016 |