**CONFIRMED MINUTES**

**FEBRUARY 23, 2016**

**MADRID, SPAIN**

**These minutes are not final until confirmed by the Committee in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Committee and shall not be considered as such by any agency.**

**TUESDAY, FEBRUARY 23, 2016**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Globalization & Strategy Committee was called to order at 3:05 p.m., 23-Feb-2016.

It was noted that only NMC Voting Members were in attendance during the meeting with the exception of the invited guests listed in section 1.2.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Latch | Anguelov | SAFRAN Group |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce |  |
| \* | Craig | Bowden | BAE Systems – MAI (UK) |  |
| \* | Jeff | Cerre | Beechcraft |  |
| \* | David | Cianfrini | BAE Systems, ES |  |
| \* | Russell | Cole | Northrop Grumman |  |
|  | Martin | Day | Honeywell Aerospace |  |
|  | Kent | DeFranco | Lockheed Martin Corp. |  |
|  | Steven | Dix | Eaton, Aerospace Group |  |
| \* | Harold | Finch | Spirit AeroSystems |  |
| \* | Hidekazu | Furugori | Mitsubishi Aircraft Corporation |  |
|  | Simon | Gough-Rundle | Rolls-Royce |  |
| \* | Scott | Iby | UTC Aerospace (Hamilton Sundstrand) |  |
| \* | Jason | Jolly | Cessna Aircraft Company |  |
| \* | Masahiro | Kawamoto | MHI |  |
| \* | Karen | Kim | Sikorsky Aircraft |  |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Jeff | Lott | The Boeing Company | Committee Chairperson |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Jean-Philippe | Mathevet | SAFRAN Group |  |
|  | Doug | Matson | The Boeing Company |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Marc | Montreuil | Héroux Devtek Inc. |  |
| \* | Ana | Ottani dos Santos | Embraer SA |  |
| \* | Scott | Porterfield | Triumph Group |  |
| \* | Fabrizio | Quadrini | AgustaWestland |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence & Space |  |
| \* | David | Soong | Pratt & Whitney |  |
| \* | Angela | Vitale | Finmeccanica – Aeronautics Sector |  |
|  | Stanley | Trull | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
| \* | Jim | Cummings | Metal Finishing Company, Inc. |  |
| \* | Tammi | Schubert | Helicomb International |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Susan | Frailey |
| Rob | Hoeth |
| Joanna | Kennedy |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Seema | Martin |
| Kellie | O’Connor |
| Joe | Pinto |
| Keith | Purnell |
| Michele | Stefanchik |
| Jon | Steffey |

## The following invited guests of Chairperson were introduced and acknowledged:

* Martin Day
* Kent DeFranco
* Steven Dix
* Simon Gough-Rundle
* Doug Matson
* Stanley Trull

## Code of Ethics, Anti-Trust & Conflict of Interest

Jeff Lott reviewed the Code of Ethics, Anti-Trust and Conflict of Interest policy.

## Approval of Previous Meeting Minutes

Motion made by Jason Jolly and seconded by Frank McManus to accept the minutes. Motion passed and the October 2015 NMC Globalization & Strategy Committee meeting minutes were approved.

# ROLLING ACTION ITEM LIST (RAIL)

The Rolling Action Item List (RAIL) was reviewed.

For specific details, please see the attached NMC RAIL.



# AS9100 Certifications

Susan Frailey provided an update. The enhancement to add a pop-up request for OIN Numbers has gone into effect in eAuditNet. Instructions were sent via mass email to all suppliers in late 2015, and PRI staff have been trained on the enhancement and how it works, so they will be able to field any questions that arise. Currently the OIN field in eAuditNet is not mandatory, but the pop-up will show for individuals when the field is not completed.

ACTION ITEM: PRI Staff to develop an additional mass email to suppliers asking them to login to eAuditNet (instructions to be included). (Due Date: 21-Jun-2016)

# aerospace assemblies

Keith Purnell reviewed the results of the recent NMC Survey to determine interest in a potential Aerospace Assemblies Task Group. For more details, please see the attached presentation.



Since there are some interested Subscribers, the team would like to continue their activities to further develop the scope. The group would also like any Subscribers who haven’t yet responded to please complete their survey responses and email to Keith at [kpurnell@p-r-i.org](mailto:kpurnell@p-r-i.org). The working group will come back to the NMC with additional information on the scope prior to a business case being presented or any vote taking place on whether to officially approve this as a Task Group.

ACTION ITEM: Keith Purnell to add the following new volunteers to join sub-team: Fabrizio Quadrini, Jeff Lott, Angela Vitale, Ana Ottani. (Due Date: 21-Jun-2016)

# OUTSOURCED PYROMETRY CALIBRATION PROVIDERS

Martin Day provided an update on the Outsourced Pyrometry Calibration Providers sub-team that was formed during the June 2015 Nadcap Meeting. For more details, please see the attached presentation.



Based on the data reviewed, the sub-team has recommended that we do not pursue a Nadcap accreditation for outsourced pyrometry providers, but instead to perhaps utilize PRI’s eQuaLified program. The NMC has agreed not to pursue an accreditation for outsourced pyrometry calibration providers at this time.

# Nadcap Meetings in Asia Sub-Team

Kellie O’Connor gave an updated from the Nadcap Meetings in Asia sub-team, and reviewed results from the recent survey to the NMC. For more details, please see the attached presentation.



It was suggested that as a global program, we are going to have to eventually begin to schedule Nadcap Meetings in Asia. Frank McManus noted that perhaps through the symposia taking place, there is an opportunity to prepare the local suppliers for the dynamics of a Nadcap Task Group meeting. Another thing to consider is participation of the Asian Subscribers in the Task Groups themselves.

There would perhaps need to be a change in structure of the meetings to allow for the maximum benefit for regional attendees. The current sub-team could work on more of the details and bring it back to June 2016 with very specific details of what actions would need to take place in order to ensure a successful Nadcap Meeting in Asia.

Motion made by Mark Rechtsteiner to move forward with sourcing venues for a June 2019 Nadcap Meeting in Asia seconded by Frank McManus. Motion Passed.

ACTION ITEM: PRI Staff to schedule a meeting with the sub-team to develop an action plan for the 2019 Nadcap Meeting in Asia, and add Scott Maitland to the team. Team to start working on the structure and preparations. (Due Date: 21-Jun-2016)

# OTHER BUSINESS

## Outsourced Service Providers: Simon Gough-Rundle noted that the Measurement & Inspection (M&I) Task Group has run into an issue while working on laser trackers, where they have found that external agencies are providing the services. The M&I Task Group would like to find a way to ensure that these external resources are controlled. Is this something that should be accredited through Nadcap, and if so, what is that process and how would it work?

A sub-team was developed to address outsourced service providers with the following volunteers: Scott Iby, Jeff Lott, Simon Gough-Rundle, Susan Frailey, Bob Koukol, Mark Aubele, Jim Lewis, Richard Blyth.

ACTION ITEM: Sub-Team to explore the topic of outsourced service providers and how the Nadcap program can be applied in such instances. (Due Date: 24-Oct-2016)

## Satellites: The M&I Task Group has also run into a problem regarding satellite facilities when it comes to coordinate measuring machines (CMMs). There are routinely multiple sites to audit that do not meet the 25-mile limit and in this instance, the group feels as though the rules regarding what qualifies as a satellite does not necessarily apply to this process. The NMC agreed that this is for the Task Group to determine. M&I can come up with a list of recommendations to share with the NMC.

ADJOURNMENT – 23-Feb-2016 – Meeting was adjourned at 4:45 p.m.

Minutes Prepared by: Kellie O’Connor, [koconnor@p-r-i.org](mailto:koconnor@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: |
|  |  |  |
|  |  |  |