**CONFIRMED MINUTES**

**FEBRUARY 22, 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.**

**MONDAY, FEBRUARY 22, 2016**

# OPENING COMMENTS

## CALL TO ORDER / QUORUM CHECK

The Nadcap Management Council (NMC) Subscriber Accreditation Committee (SAC) was called to order at 3:00 p.m., 22-FEB-2016.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY |  |
|  |  |  |  |  |
| \* | Latch | Anguelov | SAFRAN Group |  |
| \* | Pascal | Blondet | Airbus | Committee Chairperson |
| \* | Richard | Blyth | Rolls-Royce |  |
| \* | Russell | Cole | Northrop Grumman Corporation |  |
|  | Steve | Dix | Eaton Aerospace |  |
| \* | Hidekazu | Furugori | MITAC/MHI |  |
| \* | Masahiro | Kawamoto | MITAC/MHI |  |
| \* | Karen | Kim | Sikorsky Aircraft |  |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Jeff | Lott | Boeing | NMC Chairperson |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Jean-Philippe | Mathevet | SAFRAN Group |  |
| \* | Frank | McManus | Lockheed Martin Corporation |  |
|  | Scott | O'Connor | Honeywell Aerospace |  |
| \* | Scott | Porterfield | Triumph Group |  |
| \* | Fabrizio | Quadrini | Finmeccanica SpA - Helicopter |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Paul | Slater | Rockwell Collins |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
| \* | Angela | Vitale | Finmeccanica SpA – Settore Aeronautica |  |
|  |  |  |  |  |

***PRI Staff Present***

|  |  |  |
| --- | --- | --- |
|  | NAME |  |
|  |  |  |
|  | Mark | Aubele |
|  | Connie | Hess |
|  | Scott | Klavon |
|  | Jim | Lewis |
|  | Bob | Lizewski |
|  | Shannon | McMeans |
|  | Jon | Steffey |
|  |  |  |

## OPENING COMMENTS

It was noted that this meeting was restricted to SAC Voting Members and invited guests only.

Guests:

* Steve Dix
* Scott O’Connor
* Stanley Trull

Pascal Blondet reviewed the meeting agenda and the Antitrust/Code of Ethics/Conflict of Interest policies.

## APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the October 2015 NMC SAC meeting were approved as written.



# Rolling action item list (RAIL)

The Rolling Action Item List (RAIL) was reviewed.

For specific details, please see the current RAIL posted at www.eAuditNet.com, under the NMC Work Area (Task Group Menu, Nadcap Management Council Work Area).

# status update

Connie Hess provided an update on Subscriber Accreditation metrics including, audits, participating companies and scope exceptions.



The January 2016 Option A cycle time metric was Red. In general, the Holiday period contributed to increased Supplier days. One audit had a test equipment break down during the audit, and was in withheld until a follow up audit could be scheduled. Due to the small number of audits in the metric, this outlier contributed significantly to the average total cycle time.

The two Open scope exceptions were confirmed to be closed.

Shannon McMeans provided review of Subscriber Accreditation Reviewers and Review Teams.



***Action Item: Connie Hess and Shannon McMeans to review and update Subscriber Accreditation Review Team Matrix and PowerPoint, and distribute to Review Teams and SAC Members for final approval. (Due Date: 20-Jun-2016)***

# SUPPLIER MERIT ANALYSIS

Bob Lizewski provided an analysis of Supplier Merit data from June 2015 through January 2016. The analysis showed that at least some of the decline was related to 10 companies becoming eligible for merit, of which, over half did not achieve merit.

The SAC confirmed that no further analysis is required, and the RAIL item could be closed.

# update on implementation of decision to have task groups review subsriber audits

Procedure changes resulting from the decision to require Option A and B audits to be reviewed by Subscriber Voting Members of the Task Group were reviewed. Proposed changes to PD 1100, OP 1106, OP 1109, OP 1110, OP 1113, and OP 1122 were reviewed.

The SAC approved OP 1110 Option B Mode B failure criteria. 3 (three) years of reaccreditation audit data and a 98 percentile was used to establish reaccreditation criteria for a 2-day audit of 1 Major and 2 Total. Given there was no recent NCR data for initial audits, the SAC approved 2 times the reaccreditation data for initial audits (2 Majors and 4 Total).

The SAC agreed that Review Teams will be comprised of Subscriber companies listed in the Subscriber Matrix, and not limited only to the company listed in the Subscriber Subscription, i.e. UTC Goodrich, UTC Pratt & Whitney, UTC Sikorsky etc. would all be eligible to be Review Team companies under the UTC Subscription. The Auditee may select none, one, or more than one Subscriber company under the same subscription to be on their Review Team based upon business needs. For example, an auditee may select UTC Goodrich, but exclude UTC Pratt & Whitney.

The SAC agreed to issue ballots for the procedure revisions.

***Action Item: Bob Lizewski to issue ballots for PD 1100, OP 1106, OP 1109, OP 1110, OP 1113, and OP 1122. (Due Date: 31-Mar-2016)***



# update on procedure changes resulting from decision to remove scope exceptions

## Scope exception requirements were removed from the current version of OP 1122 issued 25-Jan-2016 and effective on or after 24-Apr-16.

No new scope exceptions will be issued.

***Action Item: Bob Lizewski to communicate the change to scope exceptions at the Planning and OPs meeting and through an auditor advisory. (Due Date: 31-Mar-2016)***

***Action Item: Bob Lizewski to initiate a request to Informatics to turn of scope exception functionality in eAuditNet effective on or after 12-Jun-16. (Due Date: 12-Jun-2016)***

# open discussion

No items were raised in Open Discussion.

# action item review

All action items were reviewed for proper assignment and due date.

# ADJOURN

ADJOURNMENT – 22-FEB-2016 – Meeting was adjourned at 5:00 p.m.

Minutes Prepared by: Shannon McMeans [smcmeans@p-r-i.org](mailto:smcmeans@p-r-i.org)

RAIL:

|  |  |  |
| --- | --- | --- |
| \*\*\*\*\* 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: |
| PD 1100 | Bob Lizewski | 31-Mar-16 |
| OP 1106 | Bob Lizewski | 31-Mar-16 |
| OP 1109 | Bob Lizewski | 31-Mar-16 |
| OP 1110 | Bob Lizewski | 31-Mar-16 |
| OP 1113 | Bob Lizewski | 31-Mar-16 |
| OP 1122 | Bob Lizewski | 31-Mar-16 |