

# Sealant Task Group Meeting Agenda

October 25-26, 2016

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **AC7200/1 Sealant Manufacturers** |
| **AC7202 Sealant Value Added Distributors** |
| **AC7129 Sealing of Aerospace Assemblies and Components** |

The Sealants 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.***

Tuesday, OCTOBER 25, 2016

7:00 am – 8:00 am

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

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

1.0 Opening Comments

1:25 pm

2.0 Voting Member Updates and Compliance with Voting Requirements

1:35 PM

3.0 Sealant Task Group Rail

1:50 pm

4.0 Staff Report

2:10 pm

5.0 SSC Report

2:25 pm

6.0 2015 Auditor Confernce

2:45 pm

7.0 Feedback from the G8 and G9 Meetings

3:05 pm

8.0 Update on Aero Structure Assembly Task Group

3:20 pm

9.0 Future Changes to AC7200/1 and AC7202

4:30 pm

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

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

1.0 Opening Comments

10:30 am

10.0 Audit Handbook

11.20 am

11.0 OP 1117 Auditor Consistency

11:40 am

12.0 Audit Effectiveness

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

13.0 Nadcap Sealant Surviellance

2:00 pm

14.0 Auditor Handbook Review

2:30 pm

15.0 SLT Task Group Initiatives

2:45 pm

16.0 New Business

3:00 pm

17.0 Meeting Close Out

3:15 pm

1.0 OPENING COMMENTS

3:30 pm

18.0 AUDITORS

3:45 pm

19.0 AUDITS

4:00 PM

20.0 REVIEW DELEGATION STATUS

4:05 pm

21.0 SEALANT SURVEILLANCE

4:20 pm

22.0 NEW BUSINESS

4:30 pm

23.0 CLOSED MEETING ISSUES

4:45 pm

24.0 MEETING CLOSE OUT

5:00 pm

ADJOURNMENT

Tuesday, OCTOBER 25, 2016

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

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| 7:00 am – 8:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm |  | 1. Opening Comments (daily)
	* 1. Call to Order/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. Review Agenda
		6. Acceptance of Meeting Minutes
 | K. DeFrancoK. Purnell |
| 1:25 pm | **OPEN** | 1. Voting Member Updates and Compliance with Voting Requirements
	* Review Voting Membership
	* Review Voting Member Meeting Attendance and Voting Participation
 | K. DeFrancoK. Purnell |
| 1:35 PM | 1. Sealant Task Group Rail
	* Review of the SLT Task Group Rolling Action Item List
 | K. DeFrancoK. Purnell |
| 1:50 pm | 1. Staff Report
	* Auditor Status
	* Task Group Metrics
	* Most Common NCR’s
	* Non-Sustaining NCR’s
	* Latest Changes
	* Future Nadcap Meeting Dates and Locations
	* Staff Engineer Delegation
	* Audit Tracker
 | K. Purnell |
| 2:10 pm | 1. SSC Report
	* Important Updates of the Supplier Support Committee
 | K. Purnell |
| 2:25 pm | 1. 2015 Auditor Confernce
	* Auditor Conference 2015 Report Out
	* Auditor Feedback on AC7200/1, AC7202 and SLT Audit Handbook
	* Auditor Conference Topics for 2016
 | K. DeFranco K. Purnell |
| 2:45 pm | 1. Feedback from the G8 and G9 Meetings
	* Update of Topics Discussed
 | K. DeFranco |
| 3:05 pm | 1. Update on Aero Structure Assembly Task Group
	* Update on Progress
 | K. Purnell |
| 3:20 pm | 1. Future Changes to AC7200/1 and AC7202
	* Review Suggested Changes
 | K. DeFranco K. Purnell |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |
| 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)

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| 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. Opening Comments (daily)
	* 1. Call to Order/Verbal Quorum Check
			+ Introductions
 | K. DeFranco  |
| 10:30 am | 1. Audit Handbook
	* Review Auditor Handbook Changes
	* Approve Handbook
 | K. DeFranco K. Purnell |
| 11.20 am | 1. OP 1117 Auditor Consistency
	* Review Progress
 | K. DeFranco K. Purnell |
| 11:40 am | 1. Audit Effectiveness
	* Review Progress
 | K. DeFranco K. Purnell |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm |  | 1. Nadcap Sealant Surviellance
	* Issues Identified during Surviellance
 | K. DeFranco |
| 2:00 pm | **OPEN** | 1. Auditor Handbook Review
	* Review and Propose Changes
 | K. DeFrancoK. Purnell |
| 2:30 pm | 1. SLT Task Group Initiatives
	* Review and Update SLT Task Group Prioities
 | K. DeFrancoK. Purnell |
| 2:45 pm | 1. New Business
	* Time Set Aside to Address any New Topics or Concerns
 | K. DeFranco |
| 3:00 pm | 1. Meeting Close Out
	* Review of Action Items Assigned During the Meeting
	* Set Next Meeting Agenda Topics
 | K. Purnell |
| 3:15 pm | **CLOSED** | 1. OPENING COMMENTS (DAILY)
	* 1. CAll TO ORDER/VERBAL QUORUM CHECK
			+ VERIFY ONLY SUBSCRIBER MEMBERS ARE IN ATTENDANCE
			+ INTRODUCTIIONS
		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. REVIEW AGENDA
 | K. DeFrancoK. Purnell |
| 3:30 pm | 1. AUDITORS
	* DATA ANALYSIS REVIEW – OVERALLl AUDITOR PERFORMANCE
	* OP 1117 AUDITOR CONSISTENCY
 | K. DeFrancoK. Purnell |
| 3:45 pm | 1. AUDITS
	* REVIEW SCHEDUELED AND CONDUCTED AUDITS
	* DISCUSS PROBLEM AUDITS
 | K. DeFrancoK. Purnell |
| 4:00 PM | 1. REVIEW DELEGATION STATUS
	* REVIEW THE CURRENT DELEGATION OVERSIGHT AND CONCURRENCE OF STAFF ENGINEER
 | K. Purnell |
| 4:05 pm | 1. SEALANT SURVEILLANCE
	* OPEN DISCUSSION
 | K. DeFranco |
| 4:20 pm | 1. NEW BUSINESS
	* OPEN DISCUSSION
 | K. DeFranco |
| 4:30 pm | 1. CLOSED MEETING ISSUES
	* DISCUSSION OF TOPICS THAT REQUIRE CONFIDENTIALITY
 | K. DeFranco |
| 4:45 pm | 1. MEETING CLOSE OUT
	* REVIEW OF ACTION ITEMS ASSIGNED DURING THE MEETING
	* SET NEXT MEETING AGENDA TOPICS
 | K. DeFranco |
| 5:00 pm |  | ADJOURNMENT |  |