

# CMSP Task Group Meeting Agenda

October 25 - 27, 2016

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| --- | --- |
| Holemaking – AC 7126/1 | Broaching – AC 7126/2 |
| Turning – AC 7126/3 | Milling – AC 7126/4 |
| Grinding – AC 7126/5 | Edge Treatment – AC 7126/6 |

The Conventional Machining as a Special ProcessTask 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.***

Meeting Objectives:

1. Auditor Training
2. Auditor consistency
3. Review checklist revisions

Monday, OCTOBER 24, 2016

Auditor training FOr CMSP

**The CMSP Task Group will not be meeting this day**

tuesday, October 25, 2016

8:00 am

1.0 OPENING COMMENTS (DAILY)

08:30 am

2.0 REVIEW DELEGATION STATUS & STAFF REPORT (GENERAL)

3.0 CLOSED NEW BUSINESS AND SUBSCRIBER CLARIFICATIONS

10:00 am

BREAK

10:15 am

4.0 OP 1117 AUDITOR CONSISTENCY

12:00 – 1:00 pm

LUNCH BREAK

1:00 pm

4.0 OP 1117 AUDITOR CONSISTENCY

3:00 pm

BREAK

3:15 pm

4.0 OP 1117 AUDITOR CONSISTENCY

4:45 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

10:10 am

1.0 Opening Comments

10:20 am

5.0 Closed Meeting Debrief

10:30 am

6.0 Meeting Reports

10:45

7.0 Review Membership Status

11:00

8.0 Staff Report

12:00 – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

9.0 Open New Business

2:00 pm

10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A

2:30 pm

BREAK

2:45 pm

10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A

5:00 pm

ADJOURNMENT

Thursday, October 27, 2016

8:00 am

1.0 Opening Comments

08:20 am

10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A

CMSP Task Group

10:00 am

BREAK

10:15 am

10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A (continued)

12:00 – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A (continued)

2:45 pm

Break

3:00 pm

11.0 Plan Next Meetings

3:30 pm

12.0 Review RAIL & Parking Lot

4:00 pm

13.0 Review New Action Items

5:00 pm

ADJOURNMENT

Friday, October 28, 2016 – The CMSP Task Group will not be meeting this day

Monday, OCTOBER 24, 2016

Auditor training FOr CMSP

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| --- |
| **CMSP Auditor Training** |
| 8:00 am | **AUDITOR****CONFERENCE** | **Introduction** | Chuck BeargieCMSP Chairperson |
| 8:10 am | **Technical Presentation** | Honeywell  |
| 10:00 am | BREAK |  |
| 10:15 am | **Technical Presentation** | GE Aviation |
| 11:15 am | **Technical Presentation** | SAFRAN |
| 12:15 pm – 1:15 pm |  | LUNCH BREAK |  |
| 1:15 pm | **AUDITOR****CONFERENCE** | **Technical Presentation** | UTC Aerospace (Goodrich)  |
| 2:15 pm | **Auditor Roundtable** | Task Group / Auditors |
| 3:15 pm | BREAK |  |
| 3:30 pm | **Auditor Roundtable (continued)**  | Task Group / Auditors |
| 5:00 pm | ADJOURNMENT |  |

tuesday, October 25, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 7:00 am – 8:00 am | **CLOSED** | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 8:00 am  | 1. OPENING COMMENTS (DAILY)
	* 1. CALL TO ORDER/VERBAL QUORUM CHECK
	* VERIFY ONLY SUBSCRIBER MEMBERS ARE IN ATTENDANCE
	* INTRODUCTIONS
		1. SAFETY INFORMATION:
	* REVIEW FIRE EXITS IN MEETING ROOM
	* INFORM PRI STAFF PERSON OF ANY EMERGENCIES
		1. REVIEW CODE OF ETHICS (REF: ATTENDEES’ GUIDE) AND MEETING CONDUCT
		2. PRESENT THE ANTITRUST VIDEO (ONLY @ THE FIRST OPEN AND FIRST CLOSED MEETING OF THE WEEK FOR EACH TASK GROUP)
		3. REVIEW AGENDA
 | Chuck Beargie |
| 08:30 am | 1. REVIEW DELEGATION STATUS & STAFF REPORT (GENERAL)
	* 1. METRICS INVOLVING AUDITORS, STAFF ENGINEER, AND SUBSCRIBERS
	* SCHEDULED AUDITS
 | Staff Engineer |
| 9:15 am | 1. CLOSED NEW BUSINESS AND SUBSCRIBER CLARIFICATIONS
 | Staff Engineer |
| 10:00 am | BREAK |  |
| 10:15 am | 1. OP 1117 AUDITOR CONSISTENCY
	* DATA REVIEW
	* OBSERVATION FEEDBACK
	* AUDITOR CONSISTENCY
 | CMSP Task Group |
| 12:00 – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **CLOSED** | 4.0 OP 1117 AUDITOR CONSISTENCY (CONTINUED)* + DATA REVIEW
	+ OBSERVATION FEEDBACK
	+ AUDITOR CONSISTENCY
 | CMSP Task Group |
| 3:00 pm | BREAK |  |
| 3:15 pm | 4.0 OP 1117 AUDITOR CONSISTENCY (CONTINUED)* + DATA REVIEW
	+ OBSERVATION FEEDBACK
	+ AUDITOR CONSISTENCY
 | CMSP Task Group |
| 4:45 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. |
| 10:10 am | **OPEN** | 1.0 Opening Comments (daily)1.1 Call to Order/Verbal Quorum Check* + Introductions

1.2 Safety Information:* + Review Fire Exits in Meeting Room
	+ Inform PRI Staff person of any emergencies

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct* + 1.4 Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
 | Chuck Beargie |
| 10:20 am | 1. Closed Meeting Debrief
	* Summarize Closed Meeting
	* Discuss Items from Closed Meeting that were tabled until Open Meeting
 | Chuck Beargie |
| 10:30 am | 1. Meeting Reports
	* Report out on SSC, P&O, and NMC Meetings
 | Chuck Beargie |
| 10:45 |  | 1. Review Membership Status
	* Review Requirements of Current Voting Members
	* Propose/Vote on any New Task Group Voting Members
	* CMSP Succession Plan (re-affirm current positions)
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| 11:00 |  | 1. Staff Report
	* General Task Group Metrics
	* Key Procedure and eAuditNet Changes (if necessary)
 |  |
| 12:00 – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1.0 Opening Comments • Refer to above |  |
| 1:15 pm | 1. Open New Business
	* TBA
 | **Staff Engineer** |
| 2:00 pm | 1. Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A
 | Andy Statham |
| 2:30 pm | BREAK |  |
| 2:45 pm | 10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A (continued)  | CMSP Task Group |
| 5:00 pm | ADJOURNMENT |  |

Thursday, October 27, 2016

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am | **OPEN** | 1.0 Opening Comments (daily)1.1 Call to Order/Verbal Quorum Check* + Verify only Subscriber Members are in attendance
	+ Introductions

1.2 Safety Information:* + Review Fire Exits in Meeting Room
	+ Inform PRI Staff person of any emergencies

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct1.4 Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group) 1.5 Review Agenda* + 1.6 Accept Previous Meeting Minutes
 | Chuck Beargie |
| 08:20 am | 10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A (continued)  | CMSP Task Group |
| 10:00 am | BREAK |  |
| 10:15 am | 10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A (continued)  | CMSP Task Group |
| 12:00 – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1.0 Opening Comments* + Refer to above
 | Chuck Beargie |
| 1:15 pm | 10.0 Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A (continued)  | CMSP Task Group |
| 2:45 pm | Break |  |
| 3:00 pm | 1. Plan Next Meetings
 | **CMSP Task Group** |
| 3:30 pm | 1. Review RAIL & Parking Lot
 | CMSP Task Group |
| 4:00 pm | 1. Review New Action Items

 Ensure all Action Items have Assigned Responsible Party and Due Date | Secretary |
| 5:00 pm | ADJOURNMENT |  |

Friday, October 28, 2016 – The CMSP Task Group will not be meeting this day