**CONFIRMED MINUTES**

**JUNE 20, 2016**

**LONDON, UNITED KINGDOM**

**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, JUNE 20, 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., 20-JUN-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 |
| \* | Craig | Bowden | BAE Systems |  |
| \* | Troy | Grim | Spirit AeroSystems |  |
| \* | Kevin | Knox | Rockwell Collins, Inc. |  |
| \* | Jeff | Lott | The Boeing Company | NMC Chairperson |
| \* | Robin | McGuckin | Bombardier Inc. |  |
| \* | Scott | O'Connor | Honeywell Aerospace |  |
| \* | Scott | Porterfield | Triumph Group Inc. |  |
| \* | Fabrizio | Quadrini | Finmeccanica S.p.A. – Helicopter Division |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence and Space |  |
| \* | Davide | Salerno | Finmeccanica S.p.A. – Settore Aeronautica Divisione Velivoli; Divisione Aerostrutture |  |
| \* | Paul | Slater | Rockwell Collins, Inc. |  |
|  |  |  |  |  |

***PRI Staff Present***

|  |  |  |
| --- | --- | --- |
|  | NAME |  |
|  |  |  |
|  | Connie | Hess |
|  | Bob | Lizewski |
|  | Carol | Martin |
|  | Jon | Steffey |

## OPENING COMMENTS

It was noted that this meeting was restricted to NMC Members participating on the SAC and invited guests only.

Guests:

|  |  |  |
| --- | --- | --- |
| * Wendy | Jiang | COMAC |
| * Shaun | Brewin | Rolls-Royce |

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 February 2016 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 participating companies, certificates issued, cycle time, and number of NCRs.



A Review Team was formed for new Subscriber Accreditation Option A participant Rockwell Collins.

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

Bob Lizewski reported that procedure and eAuditNet changes resulting from the decision to require Option A and B audits to be reviewed by Subscriber Voting Members have been implemented. Procedures PD 1100, OP 1106, OP 1113, and OP 1122 have been issued. OP 1109 will be issued by the end of June. OP 1110 has not been balloted. The previous revision has yet to be issued. The SAC changes will be balloted once the previous revision is released.

Bob Lizewski shared the new eAuditNet functionality with the SAC.

# open discussion

Bob Lizewski raised a question concerning the expectation of displaying the Subscriber Company name in the delegation tracking form (t-frm-07). Note: with the recent changes to the Subscriber Accreditation program, all audits will be recorded on the t-frm-07. The SAC agreed it was acceptable to display the company name on the t-frm-07.

Bob Lizewski raised a question on the process for verifying the effectiveness of corrective actions for Option B audits where the previous audit was not recorded in eAuditNet (the audit was performed by the Subscriber internal audit). SAC agreed to add the expectation that auditors verify the effectiveness of corrective actions from the previous internal audit when the previous audit was not an audit performed by PRI in OP 1122, guidance in the relevant Audit Criteria and the General Auditor Handbook.

ACTION ITEM: Bob Lizewski to add the expectation that auditors verify the effectiveness of corrective actions from the previous internal audit when the previous audit was not an audit performed by PRI in OP 1122, guidance in the relevant Audit Criteria and the General Auditor Handbook. (Due Date: 30-Sep-2016)

# action item review

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

# ADJOURN

ADJOURNMENT – 20-JUN-2016 – Meeting was adjourned at 4:00 p.m.

Minutes Prepared by: Carol Martin, cmartin@p-r-i.org

|  |  |  |
| --- | --- | --- |
| \*\*\*\*\* 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: |
| OP 1122 | Bob Lizewski | 30-Sep-2016 |
| General Auditor Handbook | Bob Lizewski/Jim Lewis | 30-Sep-2016 |