**CONFIRMED MINUTES**

**JUNE 22, 2016**

**LONDON, UNITED KINGDOM**

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

**WEDNESDAY, JUNE 22, 2016**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Steering Meeting was called to order at 9:00 a.m., 22-Jun-2016.

It was noted that only NMC Voting Members and invited guests of the chair were in attendance during the meeting.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Latch | Anguelov | SAFRAN Group |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries, Ltd. |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Russ | Cole | Northrop Grumman |  |
| \* | Steven | Dix | Eaton, Aerospace Group |  |
| \* | Hidekazu | Furugori | Mitsubishi Aircraft Corporation |  |
| \* | Ralph | Kropp | MTU Aero Engines AG |  |
|  | Erik | Kunkle | GE Aviation |  |
| \* | Jeff | Lott | The Boeing Company | Chairperson |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Robin | McGuckin | Bombardier Aerospace |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Scott | Porterfield | Triumph Group, Inc. |  |
| \* | Fabrizio | Quadrini | Finmeccanica SpA – Helicopters |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence & Space |  |
| \* | Davide | Salerno | Finmeccanica SpA – Aeronautics |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | David | Soong | Pratt & Whitney |  |
|  | Kara | Warrensford | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME | TASK GROUP |
|  |  |  |  |  |
| \* | Corwyn | Berger | Exova Inc. | Materials Testing Laboratories |
| \* | Jim | Cummings | Metal Finishing Company, Inc. | Chemical Processing |
| \* | Tammi | Schubert | Helicomb International | Measurement & Inspection |
| \* | Vern | Talmadge | Alcoa-Howmet Thermatech | Coatings |
| \* | Wilfried | Weber | PFW Aerospace GmbH | Heat Treating |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Mike | Graham |
| Connie | Hess |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Carol | Martin |
| Seema | Martin |
| Kellie | O’Connor |
| Joe | Pinto |
| David | Sanchez |
| Glenn | Shultz |
| Jon | Steffey |

## Invited Guests of the NMC Chairperson

It was noted that Kara Warrensford and Erik Kunkle were invited by the NMC Chairperson to attend this meeting.

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

Jeff Lott reviewed the Code of Ethics, Anti-Trust and Conflict of Interest policy, and the video was viewed by the group.

## Approval of Previous Meeting Minutes

Motion made by Dave Soong and seconded by Wilfried Weber to accept the minutes. Motion passed and the February 2016 NMC Steering meeting minutes were approved as written.

# NMC Membership

No new members were identified at this meeting.

# ROLLING ACTION ITEM LIST (RAIL)

The NMC Steering RAIL was reviewed. There are currently no open actions for NMC Steering. To view the full NMC RAIL for all committees and sub-teams, please visit [www.eAuditNet.com](http://www.eAuditNet.com), use the Task Group menu to select Nadcap Management Council, Task Group Work Area, and then click on the “Forum” tab.

# COMMITtee status reports

## Metrics



Dave Soong was the acting Committee Chairperson for Metrics this meeting. The NMC / Board Metrics are currently all green. A proposed document ballot participation metric was reviewed, and additional actions were requested for the October meeting. Two additional members were added to the Committee, David Cianfrini and Davide Salerno. For more details, please see the attached presentation.

## Ethics & Appeals



Scott Maitland was the acting Ethics & Appeals Committee Chairperson for this meeting. This Committee did not meet in London, however, there was a formal complaint heard on Monday evening. The Export Control sub-team has agreed not hold a formal meeting at future Nadcap Meetings until or unless there are any Export Control issues warranting action. For more details, please see the attached presentation.

## Globalization & Strategy



Jeff Lott reviewed the major discussion points from the Committee meeting, which included updates on the OIN eAuditNet enhancement recently implemented; a status update on the Aero Structures Assembly working group, who will present to Steering later at this meeting; an update on Remote Service Providers, which is still in progress; and discussion about a potential Nadcap Meeting in February 2020 in Shanghai. For more details, please see the attached presentation.

## Oversight



Scott Porterfield was the acting Oversight Committee Chairperson for this meeting. The Oversight Committee reviewed a summary of the Subscriber Oversight audits from February 2016 – May 2016. A summary of the 2015 Oversight Audit was reviewed, and all responses were accepted by the Oversight Auditors. The 2016 audit is currently on plan and the 2017 audit sub-team was formed. Bob Lizewski reviewed the new Audit Observation Summary tool in eAuditNet. The Audit Effectiveness Sub-Team plans to receive updates from the Task Groups during this week’s Planning & Ops meeting, and develop an implementation schedule. For more details, please see the attached presentation.

ACTION ITEM: Bob Lizewski to enter eAuditNet enhancement to include the Task Group Observation goal on the dashboard chart and the ability to drill down to the audit from the dashboard. (Due Date: 25-Oct-2016)

## Standardization



Frank McManus was the acting Standardization Committee Chairperson for this meeting. At this meeting, the Committee discussed the procedural revisions related to the new self-audit requirements, and also heard the results of a Task Group survey on whether specification/drawing violations resulted in denial of Supplier Merit. A sub-team was formed to develop a common approach. For more details, please see the attached presentation.

## Subscriber Accreditation



Bob Lizewski reported on the Subscriber Accreditation Committee’s (SAC) activities. At this meeting, the Committee reviewed the new eAuditNet functionality pertaining to Task Group Voting Member review of Subscriber Accreditation audits and Review Team arrangement. They also decided to formalize the process of verifying corrective actions of previous audit nonconformances for Option B audits. The Committee discussed scaling back their meetings to once per year, given the merger of Subscriber Accreditation into Nadcap is complete. The NMC had no comments and agreed with the Committee’s recommendation.

There were two new Committee members added, Davide Salerno and Troy Grim. For more details, please see the attached presentation.

# Proposed additional accreditation applications for ac7004



Frank McManus gave a proposal related to extending the Aerospace Quality Systems (AQS) Task Group’s AC7004 checklist to include audits of non-special process accredited suppliers, as the checklist aligns with or exceeds the requirements of AS9003, which currently has no 3rd parties currently recognized by IAQG, ANAB, or IAF. Doing so would enable a single 3rd party solution for these suppliers, increase consistency, and broaden visibility and insight on these suppliers. For more details, please see the attached presentation.

It was noted that current practice is for the Subscribers to conduct these audits themselves, so there is both a need and potential benefit to offering this for the applicable suppliers under the Nadcap program. Steven Dix, Russ Cole, and Kevin Knox expressed interest in joining this discussion. Any Subscribers interested in getting involved should contact Susan Frailey, who is the PRI Staff lead for the AQS Task Group, at [sfrailey@p-r-i.org](mailto:sfrailey@p-r-i.org).

# Board of directors’ feedback

Joe Pinto gave an update on the activities the PRI Board of Directors is working on. The Board is currently looking at communication to senior executives, and Joe has made several presentations at Subscriber companies to communicate about Nadcap. There is a new sub-team comprised of NMC, Board, and Task Group members evaluating the need for 3 Nadcap Meetings per year. The Board is also working on adding value for the customers, which includes the Nadcap Customer Support Symposia, as well as a periodic Nadcap Newsletter. At the meeting this week, the Board will also be looking at Nadcap Audit Pricing as part of their periodic review. The NMC Chair will also be reporting at this Board meeting.

# eAuditNet enhancements



Jon Steffey gave a brief update on the latest eAuditNet enhancements, notably a ballot reporting dashboard, the observation dashboard, and the SAC Review Team composition. Next projects include the Job Tracker enhancement, which is on target for Q3, and the Risk Mitigation process improvements, which is currently in the requirements gathering process. For more details, please see the attached presentation.

Testing for the Job Tracker enhancement is currently scheduled for later this month and also July, and final user acceptance testing will take place through July and into early August 2016.

Joe Pinto noted that the Informatics group also went through a formal software validation activity, which was very valuable for eAuditNet. Also, additional resources have been approved for the Informatics team to assist with the increasing need for electronic improvements to the system.

# 2016 equalified survey results & awareness



Jeff Lott gave a presentation updating the group on eQuaLified’s activities. A program development survey was distributed in May 2016 to the eQuaLified Management Council (eQMC), Special Process Review Boards, SAE Aerospace Council and the SAE AMS Advisory Group. Jeff reviewed some of the results of the survey, and brazing was identified as the next area of interest. For more details, please see the attached presentation.

# Frequency of Nadcap meetings survey



Jeff Lott noted that the sub-team previously mentioned during Joe Pinto’s Board report has created a survey, which was distributed to the Task Groups, Supplier Support Committee, and the NMC.

Scott asked the NMC Members to walk through the questions and answer the survey to see how this group feels about the frequency of meetings. For details on how the NMC responded, please see the attached completed survey.

ACTION ITEM: NMC Sub-Team (Mark Rechtsteiner, Russ Cole, Pascal Blondet, Scott Maitland, Tammi Schubert, Victor Schonberger, Dale Harmon, Jeff Lott, Kevin Knox) to review the current structure and format of the NMC Steering, sub-team and committee meetings. (Due Date: 07-Jun-2017)

# Supplier support committee (SSC)



Dale Harmon, gave an update on the SSC activities taking place in London this week. Beginning in February 2017, the SSC sponsored events, such as the Supplier Tutorial, will take place on Monday when the Task Group meetings are closed. The Flow Down Sub-Team is ending their activities, and the 2015 Supplier Survey results were reviewed. For more details, please see the attached presentation.

There were no changes to SSC leadership or membership at this meeting.

# other issues / new business

## Aero Structures Assembly



Keith Purnell requested NMC approval of the Aero Structures Assembly group in order to begin gathering technical experts. The plan would be to present a business case to NMC, PRI and the PRI Board of Directors. For more information, please see the attached presentation.

Motion made to approve the Aero Structures Assembly group. Motion passed and the group is approved.

## Validation of Participant

Mark Rechtsteiner noted that there was an issue at this meeting where an individual registered as an employee of a company, however this individual was actually a contractor who may do work for other companies.

ACTION ITEM: PRI Staff to review registration practice to determine a reasonable method of validating an individual’s company is accurate. (Due Date: 26-Oct-2016)

ADJOURNMENT – 22-Jun-2016 – Meeting was adjourned at 12:00 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: |
|  |  |  |
|  |  |  |