**CONFIRMED MINUTES**

**JUNE 20-23, 2016**

**LONDON, UNITED KINGDOM**

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

**MONDAY, 20-JUN-16 to THURSDAY, 23-JUN-16**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Coatings Task Group (CTTG) was called to order at 9:00 a.m., 20-Jun-2016

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Mark | Binfield | UTC Aerospace (Goodrich) |  |
|  | Shaun | Brewin | Rolls-Royce |  |
| \* | Fabrice | Crabos | SAFRAN Group |  |
| \* | Branislav | Domko | Honeywell Aerospace |  |
| \* | Patrick | Kiernan | Rolls-Royce |  |
| \* | Erkan | Kilic | GE Aviation |  |
|  | Karolina | Kucharek | Rolls-Royce |  |
| \* | Dan | Loveless | Parker Aerospace |  |
| \* | Dennis | Meehan | Pratt & Whitney |  |
| \* | Joel | Mohnacky | UTC Aerospace (Hamilton Sundstrand) | Vice Chairperson |
|  | Phillippe | Robin | AIRBUS |  |
| \* | Josefa | Rodriguez Baena | Airbus Defense & Space |  |
|  | Ester | Sala-Bosch | Rolls-Royce |  |
| \* | Udo | Schuelke | Honeywell Aerospace | Chairperson |
|  | Ranganathan | Srinivansan | ST Aerospace Ltd. |  |
|  | Josef | Stourac | Honeywell Aerospace |  |
| \* | Jan | Wigren | GKN Aerospace Sweden AB |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Brent | Bartlett | Oerlikon Metco (Canada), Inc. |  |
| \* | Phillip | Brockman | Techmetals, Inc. |  |
|  | Joshua | Crockett | Ellison Surface Technologies |  |
| \* | Dale | Harmon | Cincinnati Thermal Spray | Secretary |
|  | Chris | Jones | Doncasters Aerospace Components |  |
|  | Mark | Jones | Doncasters Aerospace Components |  |
|  | Kazuhiko | Kakinuwa | IHI Corporation |  |
| \* | Martin | Lapierre | Ellison Surface Technologies Canada |  |
|  | Roger | Ng | Oerlikon Metco (Canada), Inc. |  |
| \* | Steve | Payne | Praxair Surface Technologies |  |
|  | Peter | Rowe | Doncasters HQ |  |
| \* | Vern | Talmadge | Howmet Thermatech Coatings |  |
| \* | Jeffrey | Tomczak | Techmetals, Inc. |  |
|  | Yoshihiro | Tsuda | IHI Corporation |  |
|  | Takamitsu | Watanabe | IHI Corporation |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Jim | Lewis |
| Justin | Rausch |

## Safety Information – OPEN/CLOSED

Safety information for the meeting, including the crisis and evacuation plans for the hotel, was reviewed.

## Review Code of Ethics and Meeting Conduct – OPEN/CLOSED

Justin Rausch presented a tutorial explaining the functions of Nadcap and the CTTG, and reviewed the Nadcap Code of Ethics.

## Present the Antitrust Video – OPEN/CLOSED

Justin Rausch showed a video on Antitrust, narrated by Joe Pinto, to participants.

## Review Agenda – OPEN/CLOSED

The agenda for the meeting was reviewed. No changes were proposed or made.

## Expectations – OPEN/CLOSED

Attendees were given the opportunity to identify expectations to be addressed during the week of meetings. A list was started in the closed meeting and reviewed again in the open meeting. Expectations beyond agenda items: discuss the Audit Effectiveness Initiative, review equipment identification and other job tracker additions, and complete the checklist revisions defined.

## Acceptance of Meeting Minutes – OPEN

Motion made by Udo Schuelke and seconded by Patrick Kiernan to approve the minutes for the February 2016 meeting held in Madrid, Spain without change. Motion passed.

# REVIEW DELEGATION STATUS – CLOSED

Data was reviewed for CTTG Subscriber concurrence with audit report reviewer decisions. The delegated audit report reviewers (Jim Lewis, Bob Lizewski, and Justin Rausch) met the criteria of over 10% audits reviewed and greater than 90% concurrence. Their delegation is maintained.

# tASK gROUP RESOLUTION ITEMS – CLOSED

Presentation from Rolls-Royce – Patrick Kiernan updated the CTTG on concerns over issues found within Rolls-Royce’s Suppliers. Roll-Royce has polled several Suppliers on the adequacy and effectiveness of Roll-Royce specifications, Nadcap audit criteria, and the Nadcap audit process. Rolls-Royce plans to update internal specifications and propose changes to Nadcap audit criteria.

Appeal of Merit Status for Audit 162346 – The CTTG reviewed Supplier Appeal 2016-020 for Audit 162346. The Supplier appealed the decision of the Task Group to issue 18-month merit for the accreditation length and requested to be placed on 24-month merit. The CTTG denied the appeal, citing the Major nonconformance found on the audit was correctly assigned and led to the decrease in merit length to 18 months.

Review of Audit 165683, NCR 5 – The Staff Engineer requested Task Group resolution to determine if the proposed method of extending the shelf life of FM 1000 adhesive used for tensile bond testing was acceptable. The Supplier proposed extending the shelf life of the adhesive past its original expiration date until the adhesive failed for three consecutive tests. The Task Group determined that this was not an acceptable means of extending shelf life and proposed alternative examples that would be acceptable.

Review of Scheduling Timeframe for Audit 168746 – The Supplier submitted a t-frm-11 change request stating that the company had moved to a new facility in February 2016. The next audit is initiated for the Mar-May 2017 quarter. The CTTG discussed whether the next audit should be sooner because of the facility move. The CTTG determined that current scheduling of the audit is sufficient as the subscribing customer has requalified the process since the facility change.

Review of Audit 169969, Failure Ballot – The Supplier requested time to present additional information for several nonconformances. The CTTG and the Supplier representatives discussed and reviewed the findings to determine whether they were all valid. Resolution of this discussion was handled through the failure ballot.

# AUDITOR CONSISTENCY – CLOSED

## Review Observation Plan

The 2016 audit observation plan was reviewed. One of one candidates for observation for 2016 have been observed to date. Beyond the candidates for observation plan, two additional observations have been performed in 2016, with another one scheduled.

Three observation reports submitted after the February 2016 meeting were reviewed. Additionally, three observation reports that could not be reviewed during the February 2016 meeting were also reviewed. Feedback was positive and no rating of ‘Does Not Meet’ was given.

## Review Auditor Consistency Data

Auditor consistency data was reviewed. The review included: individual Auditor evaluations and Supplier feedback for all audits conducted between 1-Jan-2016 and 30-Apr-2016; peer comparison of average number of NCRs written per audit day; and influence of failure criteria on written NCRs per audit; Supplier feedback comments were excellent. There were no suggestions for improvement.

As a result of reviewing auditor consistency data, no further actions are needed at this time.

## Review Dashboard Metrics

The Coatings dashboard metrics through 31-May-2016 were presented by Justin Rausch and reviewed by the Task Group.

Frequency of Auditor Consistency Data Review, Goal Annually: Green – On the June 2016 meeting agenda (Reviewed every meeting).

Subscriber Observations Required, Goal Identified: Green – Identified Based on the CTTG Candidates for Observation Plan, only one observation is required for 2016.

Subscriber Observations Completed, Goal 50% Completed: Green – 100% Completed. The one observation required for 2016 has been completed.

Supplier Feedback Question 15, Goal 95%: Green – 97% of Auditees answered “Yes” that the auditor was consistent compared to previous auditors for 124 of 128 audits conducted from 1-May-2015 to 30-Apr-2016.

# Membership and succession planning – open

## Current Voting Member Participation [Meetings and Ballots]

The compliance to voting requirements per PD 1100 were reviewed. All voting members have met requirements for maintaining their voting rights.

## New Voting Members

The following requests for additions or changes to voting membership were received and confirmed by the Task Group Chairperson pending verification of PD 1100 requirements:

* Subscriber Voting Member: UVM
* Supplier Voting Member: SVM
* Alternate: ALT
* Task Group Chairperson: CHR
* Vice Chairperson: VCH
* Secretary: SEC

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Company** | **Position:**  **(new / updated role)** | **Meetings Attended (Month/Year)** | |
| Dennis | Meehan | Pratt & Whitney | UVM (new) | Oct 2015 | Feb 2016 |
| Josefa | Rodriguez Baena | Airbus Defense & Space | UVM (new) | Oct 2015 | Feb 2016 |
| Martin | Lapierre | Ellison Surface Technologies Canada | SVM (new) | Jun 2015 | Jun 2016 |

## Succession Plan

The current CTTG succession plan was reviewed with Udo Schuelke as the Chairperson, Joel Mohnacky as the Vice-Chairperson, and Björn Kjellman as the Alternate Vice-Chairperson. Dale Harmon is Secretary.

# Metrics – open

## Nadcap Management Council (NMC)

The NMC metrics through 31-May-2016 were presented by Justin Rausch and reviewed by the Task Group.

Auditor Capacity, Goal 130%: Green – 150% capacity projected through Nov 2016.

On-Time Certifications, Goal 98% on-time: Green – 100%; no lapsed cert through January 2016.

Supplier Merit, Goal 80%: Yellow – 73% on merit as of January 2016.

Cycle Time Feb 2016-May 2016, 36 audits

Total, Goal 53 days: Green Feb, Apr, May (53, 49, 51) days. Red Mar (60) days,

Staff, Goal 17 days: Green all months (8, 8, 9, 8) days.

Supplier, Goal 28 days: Green Apr (28) days. Red Nov (32, 39, 32) days

The CTTG will continue to monitor the decrease in Supplier Merit and the increase in Supplier Cycle Time to determine whether action is needed in the future.

# first time supplier feedback – open

No first time Suppliers were in attendance.

# rail (rolling action item list) – open

The Rolling Action Item List (RAIL) was reviewed.

For specific details on all RAIL items, please see the current Coatings Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

# INDUSTRY STANDARD CHAMPION REPORT – OPEN

The Coatings Industry Standard watch list was reviewed. Dan Loveless discussed changes to ASTM E384 made in February 2016 and ASTM E18 made in May 2016. ASTM E384 underwent a major revision which included many requirements being moved to ASTM E92. Some of these changes will be addressed in the next revision of AC7109/5. No other revision changes have been made to the relevant standards.

ACTION ITEM: Dale Harmon to provide the CTTG a detailed summary of the changes made to ASTM E384. (Due Date: 31-Jul-2016).

# SSC Introduction – open

Jeff Tomczak (Techmetals, Inc.), Coatings representative to the Supplier Support Committee (SSC), presented an overview of the SSC and its activities along with the agenda items for Tuesday’s general SSC meeting.

# Program Documents – Open

## Coatings Audit Handbook Review

Proposed changes to the Coatings Audit Handbook were reviewed and accepted by the CTTG. These changes included a change in wording from the term “Supplier” to “Auditee”, an updated Subscriber Voting Member contact list, and an addition of Appendix 4 containing a Glossary of Terms.

# Classification of Nonconformances – Open

A proposed addition to the Coatings Audit Handbook was reviewed to clarify the current interpretation of when a nonconformance is to be classified as a Major for the Supplier to evaluate impact on hardware. The proposed clarification was not accepted by the Task Group and a sub-team was created to reevaluate when to classify a nonconformance as a Major.

ACTION ITEM: Justin Rausch to ask Lead Staff Engineers how other Task Groups define when Suppliers are to evaluate impact on hardware. (Due Date: 31-Jul-2016).

ACTION ITEM: Sub-team (Steve Payne, Dan Loveless, Mark Binfield, Brent Bartlett, Patrick Kiernan and Dale Harmon) to develop criteria for when nonconformances should be classified as Majors and Suppliers are to evaluate impact on hardware. (Due Date: 24-Oct-2016).

# Audit Effectiveness – Open

Guidelines to the following topics were discussed and improved based on a request from the NMC Audit Effectiveness Sub-Team:

## Selection of Job Audits

The CTTG determined that early communication is the key to the selection of job audits. The Auditor and Auditee will work together to determine a list of potential parts that can be made available during the audit. The Auditee will work with customer to ensure that parts are on-site for the audit. During the audit, the expectation is for the Auditor to select from the available jobs, taking into consideration the job tracker and a hierarchy of Process – Subscriber – Specification – Equipment when prioritizing job randomization.

The CTTG will consider separating operations instead of running full jobs in the future. This method would allow additional parts to be observed during the course of an audit.

Concerns were expressed over the potential for Auditees having to submit equipment lists for all Subscribers to see.

## Paper/Demo/Virtual/Coupon Audits

The CTTG developed a priority list of Actual Hardware – Scrap or Demonstration Parts – Paper Audits – Test Coupons when choosing which type of audit is to be conducted. Virtual audits that walk the Auditor through the process using a series of interviews with operators are not considered an acceptable job audit.

## Define Level of Specifications

The CTTG has determined that Auditors are to go to follow the flow down of specifications to the level they feel are necessary to cover applicable process requirements. This is to be handled on a case by case basis.

## Validate Flow Down of Customer Requirements

Coatings Auditors have been instructed to review customer purchase orders/contracts, drawings, and customer specifications. This requirement will be reinforced.

## Job Audit Length

The audit grading criteria in s-frm-16 was reviewed, and the CTTG felt that the allotted time is sufficient. Job audit length varies per part, and emphasis will be placed on efficient uses of time and proper planning of audits during auditor training.

## Update Checklists

Coatings audit criteria are continually reviewed and updated at each Nadcap meeting.

## Training of Subscriber Requirements

Specification review is a standing agenda item for each Auditor Conference. Additionally, Subscribers are available to answer question during the open discussion held at each Auditor Conference. Subscribers will be surveyed before the discussion for topics that they would like to see addressed.

Additional guidance will be developed to address these Audit Effectiveness topics and the expectation of the CTTG in Coatings Audit Handbook.

ACTION ITEM: Justin Rausch to develop proposed Coatings Audit Handbook guidance on Audit Effectiveness. (Due Date: 19-Jul-2016).

ACTION ITEM: Justin Rausch to schedule and conduct a WebEx meeting presenting the proposed changes to Coatings Audit Handbook in regard to Audit Effectiveness to the CTTG. (Due Date: 19-Jul-2016).

ACTION ITEM: Justin Rausch to clarify the minimum scope requirements defined in the s-frm-16. (Due Date: 31-Aug-2016).

# audit criteria (checklist) revision – open

## AC7109/6 Rev D

Ballot comments to AC7109/6 Rev D were resolved. This checklist is ready for Task Group affirmation ballot.

## Discussion on Technical Revision of AC7109/5 to Meet Tracker Implementation

The CTTG discussed how to modify AC7109/5 to confirm to the new standardized Nadcap job tracker requirements. The CTTG decided to create simplified job audit sections for each test method within the scope of AC7109/5. These job audits will be completed as a live job for a witness test and a paper job for a verification test. AC7109/5 will be revised during the October 2016 meeting to reflect this proposal.

## AC7109/3 Rev G

Revisions to AC7109/3 Rev G were started. This checklist was completed and is ready for ballot.

# Continuous Improvement Initiative – Open

## Pyrometry Technical Briefing Project Update

The Pyrometry Technical Briefing sub-team reported that a matrix was created to help understand the scope of AMS2750 requirements contained in Coatings checklists, specifically AC7109/7 and AC7108/1. eQuaLearn training courses will be used as a basis for the development of the CTTG technical briefing.

## Review Project List

The Continuous Improvement Projects and Potential Technical Briefing lists were reviewed. No additional project ideas were added to the lists.

## Develop New Project Charter

The next Continuous Improvement Project was selected (Auditor Skills Matrix) and the project charter completed. A sub-team was formed to work on the project and report out at the October 2016 meeting in Pittsburgh.

ACTION ITEM: Sub-team (Dale Harmon, Erkan Kilic, Brent Bartlett, and Udo Schuelke) to develop an Auditor Skills Matrix to be used as a tool to facilitate auditor training. (Due Date: 20-Oct-2016).

# 2016 Auditor Conference – OPEN

The 2016 Auditor Conference agenda was composed. Agenda items in addition to standard items include: Changes to AC7109; review of AC7109/8; Rolls-Royce issues and specification changes; potential Airbus mandate; NMC Audit Effectiveness changes to the job tracker and self-audit; pyrometry technical briefing.

# ssc report – open

Jeff Tomczak presented an overview of supplier news and other items of interest from the SSC meeting held Tuesday afternoon. For complete details, see published minutes of the SSC posted on [www.p-r-i.org](http://www.p-r-i.org).

# NMC, aqs, AND PLANNING & OPS REPORT – OPEN

Vern Talmadge updated the CTTG on items of interest from the Nadcap Management Council (NMC). For complete details, see published minutes of the NMC posted on [www.p-r-i.org](http://www.p-r-i.org).

Justin Rausch reported out on the Aerospace Quality Systems (AQS) liaison meeting. AQS will begin reviewing checklists for QMS redundancy.

Chairperson Udo Schuelke briefed the CTTG on items of interest from the Planning and Ops meeting. Major discussion topics were: Task Group report outs of the Audit Effectiveness Initiative.

# new business – open

A survey developed by the Board of Directors regarding the frequency of Nadcap meetings was reviewed. The CTTG decided that two Nadcap meetings would not be sufficient to conduct general Task Group business and that the current format of three Nadcap meetings per year is more appropriate.

# meeting conclusion – open

## Review Expectations

All expressed expectations for this meeting were met.

## Agenda Items for Next Meeting

The next meeting will be October 24-27, 2016 in Pittsburgh, Pennsylvania, USA. Proposed agenda items beyond the standard items include: begin revisions of AC7109/5 Rev G to meet job tracker requirements and AC7109/1 to address Rolls-Royce specification changes; ballot comment resolution for AC7109/2 Rev D and AC7109/3 Rev G; annual review of CTTG program documents; annual NCR analysis; report out on the Pyrometry Technical Briefing and Auditor Skills Matrix Continuous Improvement Projects; NCR classification sub-team discussion; Auditor Conference report out.

## Review New Action Items

New action items were documented by CTTG Secretary Dale Harmon. For details, see the Coatings Rolling Action Item List (RAIL) posted at [www.eAuditNet.com](http://www.eAuditNet.com).

## Meeting Feedback

Meeting feedback was positive. Concerns were expressed over the size and location of the Coatings meeting room.

ADJOURNMENT – 23-Jun-2016 – Motion made by Steve Payne and seconded by Vern Talmadge to adjourn the meeting at 12:30 p.m. Motion passed.

Minutes Prepared by: Dale Harmon [dharmon@cts-inc.net](mailto:dharmon@cts-inc.net)

Justin Rausch [jrausch@p-r-i.org](mailto:jrausch@p-r-i.org)

RAIL: See [www.eAuditNet.com](http://www.eAuditNet.com)/Public Documents/Coatings

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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: |
|  |  |  |
|  |  |  |