**CONFIRMED MINUTES**

**JUNE 20-22, 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, JUNE 20, 2016 to** **WEDNESDAY, JUNE 22, 2016**

# OPEN MEETING OPENING COMMENTS (DAILY)



## Call to Order / Quorum Check

The Composites (COMP) Task Group (TG) was called to order at 2:00 a.m., 20-Jun-2016.

It was verified that following individuals were in attendance during this open meeting.

A quorum was established with 14 subscriber voting members in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  | Michael | Adams | Lockheed Martin |  |
| \* | Randy | Armstrong | Raytheon Company |  |
|  | Christine | Brassine | SAFRAN |  |
| \* | Tara | Campbell | Rolls-Royce plc | Vice Chairperson |
| \* | Ping | Chen | COMAC |  |
| \* | James | Cobb | Honeywell |  |
|  | Christopher | Cowap | Triumph Group Inc. |  |
| \* | Kevin | Dowling | Spirit AeroSystems |  |
| \* | Patrick | Dunleavy | SAFRAN |  |
| \* | Javier | Garcia-Baeza | AIRBUS |  |
|  | Robert | Goldrich | The Boeing Company |  |
|  | Alex | Haesch | The Boeing Company |  |
| \* | Brett | Hemingway | BAE SYSTEMS |  |
|  | John | Hrycushko | Bell Helicopter |  |
|  | Jay | Irsik | Spirit AeroSystems Inc |  |
| \* | John | Key | Bell Helicopter |  |
|  | Uwe | Kleinert | Airbus Helicopters Deutschland GmbH |  |
|  | Takyua | Konno | MHI |  |
|  | Karolina | Kucharek | Rolls-Royce |  |
| \* | Eric | Le Fort | Sonaca |  |
| \* | Lance | Loeks | The Boeing Company |  |
| \* | Andreas | Mastorakis | GE Aviation |  |
|  | Doug | Matson | Boeing |  |
|  | Pauline | McRae | UTC Aerospace Systems |  |
| \* | Angelina | Mendoza | UTC Aerospace (Goodrich) |  |
|  | Antonietta | Mormone | Finmeccanica Aeronautic Sector |  |
| \* | Keith | Panuska | Lockheed Martin Corporation | Chairperson |
| \* | Richard | Perrett | GKN Aerospace |  |
|  | Patrick | Phelan | UTC Aerospace (Goodrich) |  |
| \* | Fabrizio | Quadrini | Finmeccanica - Helicopter Division |  |
| \* | Minh | Quan | Triumph Group |  |
|  | Hayley | Roberts | GE Aviation, Kings Avenue |  |
|  | María | Sánchez-Arjona | Airbus DS |  |
|  | Kodai | Shimono | Mitsubishi Heavy Industries, Ltd |  |
| \* | Sally | Spindor | Triumph Group |  |
|  | Ranganathan | Srinivasan | ST Aerospace Ltd |  |
| \* | Anne | Stanley | Bombardier |  |
| \* | Konstantina | Stefanidou | Honeywell Aerospace |  |
|  | James | Trevarthen | Honeywell Aerospace |  |
|  | Michael | Walsh | SAFRAN Aircelle |  |
|  | Ian | Winstanley | GE Aviation |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  | Sheldon | Atherton | Velocity Composites Limited |  |
|  | Grace | Atkinson | Meggitt Polymers & Composites |  |
|  | Peter | Atwell | Velocity Composites |  |
|  | John | Augsback | Meggitt Polymers & Composites |  |
| \* | Natalia | Becerra | Exova |  |
|  | Arnaud | Bonnet | Cetim |  |
| \* | Kevin | Brennan | Swift Engineering Inc. |  |
|  | Jon | Bridges | Velocity Composites Limited |  |
|  | Richard | Brown | Senior Aerospace BWT |  |
|  | Hugh F | Casper | MTS Systems Corporation |  |
| \* | Stephen | Davies | Hexcel |  |
|  | Patrick | Durkin | TE Wire |  |
|  | Jonathan | Hebben | Avcorp Composite Fabrication |  |
|  | Ian | Jenner | Autoclave & Industrial Controls Ltd |  |
| \* | Hubert | Kern | FACC |  |
|  | Diana | Morera Valdera | TEAMS |  |
|  | Ian | Palethorpe | Meggitt polymers and composites |  |
|  | Martyn | Perks | Tods Aerospace (Trading as AGC Aerocomposites) |  |
|  | Kevin | Robinson | Eurotherm Ltd by Schneider Electric |  |
|  | Thomas | Ruecker | Schneider Electric Systems Germany GmbH EUROTHERM |  |
| \* | Jeff | Rybolt | ACE |  |
| \* | Tammi | Schubert | Helicomb Intl. Inc. |  |
| \* | Arno | Toelkes | Euro-Composites |  |
|  | Francesc | Tort Santacana | Instron |  |
|  | Dean | Unwin | Senior Aerospace BWT |  |
|  | Nancy E | Vancil | Toray Carbon Fibers America |  |
|  | Ergun | Evrensel | TAI (TURKISH AEROSPACE INDUSTRIES, INC) |  |
| \* | Don | Russell | Toray Composites |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Michael | Graham |
| John | Tibma |

## Safety Information:

Review Fire Exits in Meeting Room

Inform PRI Staff person of any emergencies

## Reviewed Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

## Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)

## Reviewed Membership Status

Michele Losito of Finmeccanica-Aeronautics Sector has missed 3 meetings, but is being replaced by Antonietta Mormone and should be removed from the task group roster without Finmeccanica-Aeronautics losing voting rights

## Reviewed Agenda

## Acceptance of Meeting Minutes

A motion was made to approve the meeting minutes from the February 2016 Nadcap Meeting by Angelina Mendoza (UTC Aerospace). The motion was seconded by Tara Campbell (Rolls-Royce). A voice vote was taken and the minutes were approved as written with no errors or revisions with a unanimous vote.

# Audit Effectiveness – OPEN

John Tibma presented the information and concerns flowed down from the Nadcap Management Council (NMC) of the effectiveness of the audit. Many “stories” have been flowed up through the Task Groups that things are being missed and that job audits are not being equally distributed among the work of the Subscribing Primes. There were seven issues that the NMC is asking the Task Groups to address.

The suppliers commented that auditors may be chasing the spec hierarchy down beyond the actual requirement to “find something” that is not within scope.

ACTION ITEM: Auditor Handbook needs to have the information documented for how Job Audits are chosen and how to prevent the system from being “Gamed”. Need to formally document the Task Group expectations on the following seven topics. (Kevin Dowling (Lead), Lance Loeks) (Due Date: 31-Oct-2016)

1. ***Selection of Job Audits – Handbook Clarification for paragraph 2.2.2.1. Auditor will select the job audit for the work being performed.***
2. ***Paper/Demo/Virtual/Coupon Audits – No further update needed. Overall coverage currently in the handbook.***
3. ***Define Level of Specifications – This is not easy to define. This is defined differently for each prime specification structure. The real answer is that they dig as deep as required to validate the requirement or process being audited. Add paragraph to Audit Handbook in paragraph 2.2.2.1 to make this generalized statement more visible.***
4. ***Validate Flowdown of Customer Requirements – See number 3 above.***
5. ***Job Audit Length - This is documented and the grading criteria used to set the audit length is documented in our s-frm-15, s-frm-07, s-frm-08 and the conversion is listed in s-frm-16. Current process used in our Task Group is robust, and is periodically reviewed.***
6. ***Update Checklists – We update these on a meeting by meeting basis and discuss these issues during the observed audit discussions and clarification requests from auditors and suppliers. Revise OP Appendix to state that each checklist shall be reviewed at a minimum 3 years.***
7. ***Training of Subscriber Requirements – This is always well attended by subscribers and an attendance sheet is used to verify participation.***

# Audit Failure Ballot Tutorial– OPEN



John Tibma went through each failure mode listed in OP 1110

* Mode A – Supplier opts to stop audit
* Mode B – Too many findings
* Mode C – Severity of Non-conformance Report (NCRs)
* Mode D – Too many cycles (>4 may ballot, >6 must ballot)
* Mode E – Non-responsiveness (>30 late days, >120 days total cycle time)

Mode A is usually not an issue but if there is a contract issue (non-payment or failure to notify) then this can be used.

Mode B is the most common failure balloted.

Mode C is rarely seen or been an issue.

Mode D does happen, but the Staff Engineer has some discretion with this issue.

Mode E is usually taken care of with the intervention by the Subscribing Prime.

# COMP Open Meeting Opening Comments 21 June– OPEN



## Call to Order/Quorum Check

Quorum was established with 16 subscriber voting members present

Introductions

## Safety Information:

Review Fire Exits in Meeting Room

Inform PRI Staff person of any emergencies

## Reviewed Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

## Reviewed Agenda

# COMP Staff Report- Open



Recent Activities

Auditor Status

Audit Statistical Summary

Future Meeting Information

# COMP Supplier Support Committee (SSC) Report- open



# AC7118 Rev D Change Summary- open

Explanation of changes in the new checklist revision



ACTION ITEM: PRI to add Handbook clarification to 21F.2.9 that the visual inspection of the part can be carried out after removal from the press or after the part is removed from an oven if there are any additional thermal cycles required. (John Tibma) (Due Date: 31-Oct-2016)

A Supplier asked the question concerning the delta FAI for Kit Cut, but the Auditor should not be doing any investigation into the FAI aspect of the audit.

# Kitting and Layup Limited Scope AC7118 Accreditation- open

COMP RAIL Item # 195 Report Out



Patrick Dunleavy of SAFRAN presented the kit cutting limited scope information and recommendations. Needed to validate the impact to the checklists, s-frm-15 and 16 and the handbook.

The proposal is to add new SCOPES to AC/AH7118 of KSP which will mean Kitting Service Provider. The Audit checklist would be leveraged since the auditors are fully trained and would only increase the number of job audits. Add scope specific job audits for Receiving and Packaging/Shipping.

S-frm-15 would add a scope of KSU as a tick box for the suppliers to choose.

Would add new questions to 12i Receiving Quality Control – Kits.

Need to add a question concerning configuration management.

There was a long discussion concerning how would definition be controlled and who is responsible for the testing of the product, the receiving of the kit and the creation of the kits. The discussion resulted in a the sub-team being given an action item.

ACTION ITEM: Existing KSP sub-team to add a question to 12i concerning the preservation of samples of the materials being kitted. (Due Date: 31-Oct-2016)

Packing/Shipping/Certification is missing a question concerning if the KSP is sending a kitted test sample back to the requestor of the material, if required by the contract. This was added by John Tibma to the presentation.

The concern was raised if a ply was damaged or layed-up incorrectly, how would the material be replaced? The discussion that followed made a point that the contracting service would be required to have a “Plan B” or “Plan C” in place for having extra material shipped with the kit, have material and cutting capability at the facility to replace plies or order a singular ply from a kit identified by a replacement number.

The material replacement issue was discussed to see if there is an expectation of written procedures. The consensus is there may not need to be a written procedure but a question to be added to the

ACTION ITEM: Existing KSP sub-team to add a question to Section 16 to address the Kit Cutting Replacement material when the material is only available at the KSP or a plan for replacing material at the source of use. Reference Question 16e.3.3 or 16f.2.25 as examples of applicable verbiage. (Due Date: 31-Oct-2016)

# Environmentally Monitored Area (EMA) Cleaning Requirements- open

Proposed Handbook Clarification for question 6.3.4, RAIL Item 196 Report Out



A motion was made to replace second “should” to a “shall” to question AH 7118D paragraph 6.2.17 and move this paragraph to 6.2.13. This was changed to revising the verbiage in paragraph 6.2.13 and removing the statement from 6.2.17. The proposal is documented in attachment 9.1.

It was decided to have this issue sent back to the sub-team for review with the proposal in attachment 9.1 as a starting point.

ACTION ITEM: Sub-team to revise the Handbook Clarification for paragraph 6.2.13 and 6.2.17 to bring the cleaning requirements into alignment using the information in attachement 9.1. (Tara Campbell, Kevin Dowling (Lead), Eric LaFort, Angelina Mendoza, Ian Winstanley, Konstantina Stefanidou, Mike Walsh, Tawny Blumenshine, Jefferson Silva) (Due Date: 31-Oct-2016)

ACTION ITEM: Sub-team to revise the Handbook Clarification for paragraph 6.3.4 to revised the verbiage that addresses the EMA. (Tara Campbell, Kevin Dowling (Lead), Eric LaFort, Angelina Mendoza, Ian Winstanley, Konstantina Stefanidou, Mike Walsh, Tawny Blumenshine, Jefferson Silva) (Due Date: 31-Oct-2016)

Quorum was re-established after lunch at 13 subscribing voting members.

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# AMS2750/1 Updated- open



Ian Jenner presented the current status of the AMS 2750/1 Pyrometry Specification.

There were two tasks left open. The Sub-Team was asked to put the fourth option into the specifications. The sub-team added the Legacy Provision which weighted the other three above the fourth. The option needs to be placed into the document with no caveats or pre-amble to the validity of the method; and the SAE Committee would provide the technical oversight during the release of the document.

Mr. Jenner represented the information from the four methods, but again, the fourth method needs to be added to the AMS 2750/1 without any pre-amble or caveats.

ACTION ITEM: Existing Pyrometry Sub-team to change all the “may” to “shall” in the required paragraphs. Remove the word Legacy from the option 4 lists. (Due Date: 31-Aug-2016)

ACTION ITEM: Existing Pryrometry Sub-team to remove language to the fourth option which gives caveats and non-requirements. It should be worded just as the other 3 options are. Name the differing methods with numbers or letters to make referencing easier by creating a table within the document. (Due Date: 31-Aug-2016)

ACTION ITEM: PRI to distribute the stand-alone document of AMS2750/1 and the Slash Sheet to the Doug Madsen for submission to SAE. Final draft of the document to be sent to all the members of the Task Group. (Due Date: 31-Aug-2016)

# Core Processing (CP) Audit Time Constraint- open

Is additional time required to perform CP-only job audits? RAIL Item 210 Report Out



The auditors commented that they could use more time when both 15a and 15b are required. The auditors’ responses also indicated a lack of understanding of the Task Groups expectations of the number of job audits to be conducted and the number of cures audited. The auditors stated that inconsistencies in the checklist formatting were causing confusion.

A motion was made by Tara Campbell (Rolls-Royce) to add a capability to the CP only audits for 15a/b 2-4 to the s-frm-16 document. The motion was seconded by Kevin Dowling (Spirit Aerosystems). The motion was put to a vote:

**16 Green (Yea), 1 Yellow (Waive), 0 Red (Nay) - The motion passes.**

ACTION ITEM: PRI to add a capability of 15a/b2-4 that applies only to CP in addition to the current capability of 15a 5,6 to s-frm-15. (Due Date: 31-Oct-2016)

# Thermocouple Dampening & AC7118 Question 6.1.4- open

Handbook clarification proposal for question 6.1.4. RAIL Item 214 Report Out

Lance Loeks presented the response to action item 214.

The sub-team to develop a thermocouple dampening handbook clarification for AC7118 question 6.1.4. The question that this is related to is “Does the cold storage unit maintain temperature within customer or material storage requirements?” The handbook clarification is within the document above and was presented by Mr. Loeks. During the discussion, no subscribers deny it but might state to measure only the air temperature in lieu of the material temperature.

Kevin Dowling (Spirit Aerosystems) made a motion to accept the revision as listed within the presentation to the AC7118 Auditor Handbook. Ping Chen (COMAC) seconded the motion. The motion was put to a vote:

**18 Green (Yea), 0 Yellow (Waive), 0 Red (Nay) - The motion passes.**

ACTION ITEM: PRI to revise the Auditor Handbook paragraph 6.1.4 to the verbiage as stated in the presentation 12.0 TC Dampening presented by Lance Loeks. (Due Date: 31-Aug-2016)

# AC7118 Scope and Maintenance, Repair & Overhaul (MRO) Work- open

Acceptable Quality Systems

Review of proposed verbiage disallowing MRO work from AC7118 Audits



John Tibma presented the issue of using or disallowing MRO work to be audited to AC7118. The issue is that MRO work is governed by Repair Methods and Standards that are outside the cognizance of the Manufacturing organization. The opposing point of view is that is they can present the information and data that would meet the requirements of the AC7118 and can meet the requirements, then why shouldn’t they be accredited. The prime mandate should control this issue, and the AC7118 states that a Subscriber can state that the Subscriber’s work is not to be allowed to be used during a Nadcap audit.

The three options are to move the MRO work presentation allowance further down in the hierarchy list, develop a MRO checklist, scope or job audit, or add verbiage to the AC7118 Scope to limit the use of MRO work for job audits.

The consensus is to not allow MRO work for a AC7118 and to remove this reference from the document within its entirety.

A motion by Tara Campbell (Rolls-Royce) was made to revise the AC7118, s-frm 15, and the AH7118 to remove the option of selecting MRO work for a job audit to gain AC7118 accreditation and all affiliated references to MRO and MRO Only within the documents. The motion was seconded by Andreas Mastorakis. The motion was put to a vote:

**20 Green (Yea), 1 Yellow (Waive), 0 Red (Nay) - The motion passes.**

ACTION ITEM: PRI to revise AC7118, s-frm 15 and AH7118 Auditor Handbook to remove the option of selecting MRO work for a job audit to gain AC7118 accreditation and all affiliated references to MRO and MRO Only within the documents. (Due Date: 31-Aug-2016)

# Auditor Conference Planning- open

Determine topics for 2016 Auditors Conference



**AC7118 Topics**

* **Job Audit Selection - PRI**
* **Specification Review Expectations - PRI**
* **Customer Flow Down Verification - PRI**
* **Core Processing Job Audits - PRI**
* **MRO Job Audit - PRI**
* **Autoclave Automated Cure Inspection Software Validation – Kevin Dowling, Lance Loeks**
* **Supplier Tour and Evaluation – Andreas Mastorakis and Tara Campbell**
* **Open Discussion – New Auditor Specific Information - PRI**
* **Rolls-Royce Specification Training – Tara Campbell**
* **Thermocouple Dampening – PRI**

**ADJOURNMENT – 21-Jun-2016 –** The Composite Task Group (AC7118) open portion of the meeting was adjourned at 4:40 p.m. for the day.

# COMP Open Meeting Opening Comments 22-Jun-2016 - open

## Call to Order/Quorum Check

Quorum was established with 14 subscriber voting members in attendance

Introductions

## Safety Information:

Review Fire Exits in Meeting Room

Inform PRI Staff person of any emergencies

## Reviewed Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

## Review Agenda

# Supplier Education Efforts- open

Discuss possible Supplier Symposium topics such as Foreign Object Debris (FOD), flowdown, preventing escapes, etc.…



John Tibma presented the need to consider ways to make task group meetings more valuable for suppliers, and do a better job flowing down requirements and expectations. Or should we take up to 1 day for a Supplier Symposium for how to meet and do better in Nadcap. Other symposium topics could be:

* Alignment and Correction Factors
* Preventing Escapes Flowing Requirements to Subcontractors
* FOD Prevention
* Do “Focus Group” sections on specific sections of the checklist.
* Visibility on what is included within the Auditor Training
* Focusing on the Top Four NCRs and give a specific class on that
* Break-down of NCRs that produced Product Impact examples
* Write the questions down so that there is anonymity to whom or which company has an issue with the checklist.
* Examples of good and bad Root Cause Corrective Action (RCCA) that can be introduced
* Is there a plan to translate the checklist into different languages?
* Is there a plan to hire auditors who have foreign language skills? - The issue here is the volume of work we do at non-ITAR suppliers is very low and we could possibly have one person if they work full time, and if you split this down to the different languages, the work load is minimal and would be a part time employment.
* Question and Answer session at these meetings for technical issues for Test Machines and Test System Calibration Report.
* Pull NCRs concerning testing and have a forum with the Test Machine Supplier (Instron, MTS)
* Push meeting information in advance to the Supply Chain through the Supplier Support Committee on different Symposium Topics for discussion.

# Flexible Audit Scope to Provide Additional Job Audits- open

Equipment Calibration

Thermal Uniformity Surveys (TUS)

Digital Product Definition

Operator Self Verification Deep Dive

First Article Inspection (FAI) & Partial FAI



John Tibma discussed if the Supplier is on merit, should we eliminate some of the existing duplicate job audits to focus on holes in the currently oversight strategy?

Potential Areas of Additional Focus:

* Equipment Calibration
* Laser Projectors
* Automated Ply Cutters
* Automatic Fiber Placement/Automated Tape Laying
* Thermal Uniformity Surveys – We need to make sure that we are not creating requirements, but give a list of expectations and create a Job Audit that would cover this issue more thoroughly.
* Configuration Change
  + Operator Self Verification Deep Dive – A deep dive should be done due to the questions currently within the checklist and is expected. Where are we going with this issue?? May want to make this into a Job Audit.
  + Digital Product Definition
* First Article Inspection (FAI)– How do you manage your changes?

Suppliers stated that we should not “punish” suppliers on merit by adding new and additional requirements because they are on merit. It was stated that if it is good for a supplier on merit, why isn’t it good for a new supplier or one that is not on merit? It was agreed that this issue could be Dead On Arrival since it is really not fair. It was argued that if you extended the audit, the suppliers would not like that so it now becomes a “trade off” on the value we are getting from the audit and if we want a longer audit or a shorter audit focus on areas of concerns, but should not those concerns be for all suppliers?

If we want to add additional questions, we will have to do it with fore thought to make our audits manageable and valuable, and right now, this will only be done manually.

ACTION ITEM: A Sub-Team shall be created to look at adding some of the Potential Area and creating questions and Job Audits for the potential areas of focus. The list is prioritized as stated above and the team will report out on Priority One in Pittsburgh 2016.(Jason Adams, Tammi Schubert, Lance Loeks (Lead), Andreas Mastorakis, Jonathan Heppen, Brett Hemingway, Kevin Dowling, Konstantina Stefanidou, Sally Spindor) (Due Date: 31-Oct-2016)

ACTION ITEM: Add a topic to the auditor conference to engage the auditor base in getting their opinion on what can be done to skinny the checklists to potentially add other “areas of focus” to the checklist. (John Tibma – PRI) (Due Date: 31-Oct-2016)

ACTION ITEM: PRI to add time for a report out by the Task Group AQS representative at each Nadcap meeting to keep us abreast of the tasks that are on-going and issues that are affecting us. (Due Date: 31-Oct-2016)

# Open Discussion- open

Topics that have come up since the previous meeting



**Topic 1:**

Inspection Software Quality Assurance – Question 4.3.1

Do we need to provide handbook guidance in regards to expectations for SQA in regards to automated cure cycle inspection, FOD detection, ply location, etc..?

Kevin Dowling stated that there is information from a previous action item for cure cycles and getting their input during this report out in Pittsburgh. This issue will be pushed until after the Pittsburgh meeting.

**Topic 2:**

Survey completion of Frequency of Nadcap Meeting.



The Task Group as a whole completed the survey sent to us by NMC. See file above.

**Topic 3:**

**Succession Plan**

With Mr. Panuska retiring in August, we need to revise our succession plan.

Does the Task Group agree to Tara Campbell (Rolls-Royce) and Richard Perret (GKN) serving as Chairperson and Vice Chairperson starting 19-Aug-2016 through the October 2019 Nadcap Meeting?

A motion was made by Brett Hemingway (BAE Systems) to accept the proposal listed above. The motion was seconded by Angelina Mendoza (UTC Goodrich). The motion was voted on.

**17 Green (Yea), 0 Yellow (Waive), 0 Red (Nay) - The motion passes.**

A motion was made by Kevin Dowling (Spirit Aerosystems) to nominate John Key as the Secretary during the Chairpersonship of Tara Campbell. The motion was seconded by Angelina Mendoza (UTC Goodrich). The motion was voted on.

**19 Green (Yea), 0 Yellow (Waive), 1 Red (Nay) - The motion passes. The outgoing Chairperson voted Nay just because he could.**

ACTION ITEM: PRI to revise the succession plan to show the new dates for the position of Chairperson, Vice-Chairperson and Secretary for the next transition due to the retirement of the current Chairperson. (Due Date: 31-Aug-2016)

**Topic 4:**

Digital Timer Calibration

Airbus Helicopters has questioned whether digital timers require calibration? We should follow the AQS Standard that if you are measuring a requirement, then the device should be calibrated.

ACTION ITEM: Sub-team to revise the Auditor Handbook, AC7122/2, question 16.2.9 to address the calibrated timers requirement. (John Tibma (PRI), Lance Loeks (Boeing)) (Due Date: 30-Sep-2016)

**Topic 5:**

Andreas Mastorakis proposed AC7118 Table I Revision to remove the statement “on exposed tools” where it states “Lay-up of prepreg or adhesive on exposed tools”.

ACTION ITEM: PRI to revise AC7118, Table I to as stated in the information provided above. (John Tibma (PRI) (Due Date: 31-Oct-2016)

# Meeting Close Out- open

There are 3 new subscribing voting member requesting approval into the task group. This was confirmed by the Task Group Chairperson Keith Panuska.

Kodia Shimono – MHI Subscriber VM

Takuya Konno – MHI Subscriber VM

Antonietta Mormone – Finmeccanica-Aeronautics Sector Subscriber VM

Reviewed Action Items

Agenda Topic for the next meeting in Madrid were reviewed and discussed.

AMS 2750/1 Final Draft.

Auditors Conference Planning

Per Rail Report Outs

Final comments – Keith Panuska bid a fond farewell.

Motion was made by Tara Campbell to adjourn the meeting, the motion was seconded by Sally Spindor. The motion to adjourn the meeting was carried by unanimous voice vote.

**ADJOURNMENT – 22-Jun-16 –** The Composite Task Group OPEN portion of the meeting was adjourned at 12:00 PM.

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Minutes Prepared by: John Key – Bell Helicopters, jkey2@bellhelicopter.textron.com

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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: |
|  |  |  |
|  |  |  |