**CONFIRMED MINUTES**

**JUNE 21-23, 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.**

**TUESDAY, JUNE 21, 2016 to THURSDAY, JUNE 23, 2016**

# OPENING COMMENTS (DAILY)

## Call to Order / Quorum Check

The Conventional Machining as a Special Process (CMSP) Task Group (TG) was called to order at 9:00 a.m., 21-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 |  |
| \* | Kenneth | Abram | Honeywell Aerospace |  |
| \* | Ertem | Aygin | GE Aviation |  |
| \* | Chuck | Beargie | UTC Aerospace (Goodrich) | Chairperson |
|  | David | Day | GE Aviation |  |
| \* | Philippe | Durand | AIRBUS Helicopters |  |
| \* | Vincent | Dutilh | SAFRAN |  |
| \* | Ulf | Hampel | MTU Aero Engines AG |  |
| \* | Marc-André | Lefebvre | Héroux-Devtek Inc. |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  | Richard | Haberbosch | Aerotech Peissenberg GmbH & Co. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Andy | Statham |

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

## The Antitrust Video was presented

## The Agenda was reviewed.

# REVIEW DELEGATION STATUS & STAFF REPORT (GENERAL) - closed

## Metrics involving Auditors, Staff Engineer, and Subscribers were reviewed. Due to time constraints the Auditor metrics were not fully reviewed.

ACTION ITEM: Staff Engineer (SE) is to review presentation that refer to Task Group Subscribing members and remove those that are no longer involved with the Task Group. (Due Date: 08-Oct-2016)

Two audits that had previously been highlighted during the audit review process were discussed. These audits each had one Non-conformance Report (NCR) that had attracted the attention of the Task group. It was decided by consensus that neither NCR was to be marked against Staff Engineer delegation; Staff Engineer delegation remains at 100%.

## Scheduled Audits

Discussion of scheduled audits was deferred until item 4.0, Auditor consistency.

# CLOSED NEW BUSINESS AND SUBSCRIBER CLARIFICATIONS Description of Discussion- closed

Job Tracker.

An update on Job Tracker progress was presented, along with relevant timelines. The Job Audit mapping document for the checklists was reviewed. Line 12 was updated to include "(& Feature I.D.)". The Task Group were reminded that there is a potential need for the Handbook to be updated for descriptions.

A motion was made that with regard to the job tracker and historic compliance jobs, the Task group see the job tracker, when implemented, as a ‘go forward’ document and there is no need to populate the tracker with historical data.

Motion: Ken Abram, Honeywell

Seconded: Vincent Dutilh, Safran

Motion carried unanimously.

Checklists.

It was identified by the Task Group that there is a need to re-iterate the definition of holemaking to ensure that auditors understand that edgebreaks should be included as part of the holemaking opearion.

ACTION ITEM: Staff Engineer is to send an e-mail to auditors to remind them that, unless otherwise specified by the customer, the holemaking operation includes any associated feature such as edgebreaks, counterbores, and spotfaces. (Due Date: 07-Jul-2016)

Clarification Database.

As the Task Group receives an increased number of enquiries for clarifications/questions suppliers, it was decided to implement a database record the Task Group output to these. Staff Engineer will bring forward a proposal before the October 2016 Nadcap Meeting.

Definition of Major vs. Minor NCR.

A discussion around the definitions of Major and Minor NCR’s was held. It will be re-itereated during Auditor training that and Tech paln, specification violation shall be considered a Major NCR. A propsal was made to amend the handbook with (page 6 of 51):

*2) NCR’s written for non-compliance to customer approved controlled documents e.g. technical plans, purchase orders, etc., with key factors of control including but not limited to tools, coolant, machine qualification, parameters, operator qualification, and CNC control.*

ACTION ITEM: Staff Engineer is to add the definitions of Major and Minor to Auditor training. (Due Date: 07-Oct-2016)

ACTION ITEM: Staff Engineer is to amend the CMSP handbook to include the amended verbiage. (Due Date: 07-Oct-2016)

It was noted the the Coatings (CT) Task Group has a sub-team working of definitions of Major/minor NCR’s. Staff was tasked with asking the CT TG if the output of this sub-group could be shared with the CMSP TG.

ACTION ITEM: Staff Engineer is to send an e-mail to the CT Staff Engineer to ask if the output of the CT sub-group could be shared with the CMSP TG. (Due Date: 07-Jul-2016)

An item regading a ‘No’ answer and an associated N/A description on the checklist has been tabeled for discussion at the Pittsburgh October 2016 Nadcap Meeting.

The proposed New Auditor training document was reviewed. This document had previosuly been distributed to the Task Group for comments. The comments received were reviewed, and the proposed document was accepted with no further comment.

# OP 1117 AUDITOR CONSISTENCY- closed

## Auditor Data was reviewed, though due to time constraints, the Auditor metrics were not fully reviewed. Staff Engineer (SE) is to distribute the complete metrics to subscribing members of the Task Group for discussion**.**

ACTION ITEM: Staff Engineer (SE) is to distribute the complete metrics to subscribing members and arrange tele-conference call to discuss. (Due Date: 22-Jul-2016)

Observation feedback

Audit 169358: During the audit, a potential NCR was found after the job audits were completed. The Observer stated that the Auditor didn't record the NCR because he had completed the job audit.

ACTION ITEM: Staff Engineer (SE) is to arrange a call with the Auditor to discuss this situation. (Due date: 22-Jul-2016)

The follwoing audits were added to the rolling auit plan:

- 168752 to be observed by GE Avaition (Sep 1st & 2nd)

- 168977 to be observed by Honeywell

- An observation audit to be arranged and confirmed by Goodrich

All commodity Taks Groups were charged with presenting their current status on Audit Effectiveness. The Nadcap Management Council (NMC) had sent out a questionairre prior to the meeting; this was completed by the group for presentation at the NMC Planning and Operations meeting.

**1.0 OPENING COMMENTS (OPEN MEETING) - OPEN**

1.1 Call to Order / Quorum Check

1.2 Safety Information was reviewed.

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

1.4 Presented the Antitrust Video

1.5 Reviewed Agenda

1.6 Acceptance of the February 2016 Nadcap Meeting Minutes

A motion was made by Ken Abram and seconded by Philippe Durand to accept the February 2016 minutes as amended above. Motion passed.

# Review P&O (Planning & Operations) and Supplier Support committee (SSC) Agenda- open

The Task Group reviewed the agendas with no further comments.

# Resolve Ballot Comments for AC7126/1 and AC7126/5- open

Due to the timing of the ballots closures, which were due to close after the end of the London Task Group meeting, the Task Group resolved the ballot comments that were submitted. A motion was made to accept the ballot comments with the proposed resolutions as recorded in eAuditNet.

Motion: Ken Abram, Honeywell

Seconded: Ertem Aygin, GE Aviation

Motion carried unanimously.

# Review Proposed Changes to the Handbook, Checklists, and CMSP Appendix A- open

The main item of discussion was the AC 7126 core checklist. This was thoroughly discussed, with several areas reviewed in depth. The review was not completed and the review checklist will need to be continued and concluded during the regular CMSP Task Group teleconference calls.

# Closed Meeting Debrief- open

Chairperson Chuck Beargie presented a summary of the closed session.

# Meeting Reports- open

Chairperson Chuck Beargie led a review of the SSC and P&O meetings.

The P&O meeting topics iicluded:

- Audit observations

- Self audits for suppliers

- Discussion regarding definitions of Main and satellite audits

- Nadcap meetings survey

- Audit effectiveness survey

# Review Membership Status- open

Currently there are no status issues with current Voting Members.

Richard Haberbosch from Aerotech Peissenberg meets all criteria to becoma a Supplier Voting Member. The motion was made by Ulf Hamplel, MTU and seconded by Ken Abram, Honeywell to instate Richard as a Supplier Voting Member. Motion passed unanimoulsy.

A vote was held to reaffrim Chuck as Chairperson of CMSP TG for a further two year period.

A motion was made to reaffrim John Pfeiffer as Secretary of the Task Group for a further two year period due to his love of the position.

# Staff Report- open

## General Task Group Metrics were presented by Andy Statham to the Task Group without comment.



# Open New Business- open

One week prior to the meeting, the Board of Directors sent a survey to the Nadcap Task Groups pertaining to the frequency of the Nadcap meetings. Due to the late submission of this document to Staff, there was no time to include it on the published agenda. However at the request of the BoD, this was discussed during the meeting and a response agreed. The consensus of the CMSP Task Group was that the face to face meeting should stay at three events per year.

ACTION ITEM: Andy Statham to return survey pro forma to Kellie O’Connor: Due Date: 25-Jul-2016

This meeting will be the last for the Safran representative, Vincent Dutilh. Safran currently have not identified a substitute. The Task Group wished Vincent all the best for his future endeavours.

The current status of the Job Tracker for CMSP was reviewed.

There was much discussion regarding certain definitions, and which document or documents the definitions shoul be included in. This item was tabled for further discussion during the tele conference calls.

Chairperson Beargie led a discussion on whether the CMSP Task Group were effective as a whole; including TG members, audito, checklsits, Staff, etc. The consensus was that we were, but there was room for improvements in key areas such as speed of checklist updates, handbook revisions, etc..

# Procedure Review- open

The following procedures were reviewed by the Group:

OP 1111 Merit Program reviewed

OP 1107 Post Accreditation Actions reviewed

OP1114 appendix CMSP reviewed

OP1116 appendix CMSP reviewed

# Plan Next Meetings- open

The CMSP Auditor Conference was discussed, and a provisional agenda produced. This agenda will be discussed during the planned conference calls.

For the Pittsburgh October 2016 Nadcap Meeting, the group agreed that Monday is going to be the auditor training, with the rest of the week following the same agenda as the London meeting.

Pittsburgh October 2016 Nadcap Meeting:

* Auditor training will be on Monday
* The Task Group will meet Tuesday through Thursday.
* Tuesday will be closed all day for Auditor metrics and Auditor consistency discussion.
* Open Session will revision of the base document.
* No Supplier Symposium

Potential future topics were reviewed, and will be added to the agenda where necessary.

It was agree by the group that the Hobbing Process should be added as part of Milling Checklist and Shaping Process should be included as part of Broaching Checklist.

SE to set monthly reoccurring meetings; 4th Monday of every month (Action Item)

ACTION ITEM: Andy Statham to arrange link calls for the Task Group; these are to be on the 4th Monday of the month between July and October. (Due Date: 22-Jul-2016)

# Review RAIL & Parking Lot- open

The RAIL and parking lot was reviewd.

# Review New Action Items- open

Action Items were reviewd

Motion made by Ken Abram and seconded by Philippe Durand to adjourn the open session at 16:45.

ADJOURNMENT – 23-Jun-2016 – Meeting was adjourned at 4:45 p.m.

Minutes Prepared by: Ertem Aygin (ertem.aygin@ge.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: |
|  |  |  |
|  |  |  |