**CONFIRMED MINUTES**

**JUNE 22 - 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.**

Wednesday, 22-JUN-2016 to Thursday, 23-Jun-2016

# OPENING COMMENTS - OPEN

## Call to Order / Quorum Check

The Aerospace Quality Systems (AQS) Task Group was called to order at 9:00 a.m., 22-Jun-2016 by Robin Borelli.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting. There was no closed business at this meeting.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \* | Robin | Borrelli | The Boeing Company | Chairperson |
| \* | Russell | Cole  | Northrop Grumman Corporation |  |
|   | David | Cordova | Rockwell Collins |   |
| \* | Christopher | Davison | Spirit AeroSystems |  |
| \* | David | Day | GE Aviation | Secretary |
| \* | Timothy | Krumholz | Rockwell Collins |  |
|   | Frank | McManus | Lockheed Martin Corp. |   |
| \* | Angelina | Mendoza | UTC Aerospace (Goodrich) |  |
|   | John | Merritt | Sikorsky Lockheed Martin |   |
| \* | Scott | O'Connor | Honeywell Aerospace | Vice Chairperson |
|   | Earl | Pruett | Lockheed Martin Corporation |   |
|   | Scott  | Severson | Rockwell Collins |   |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \* | Cara | Burzynski | AeroDynamics Inc. |  |
| \* | David  | Eshleman | The Young Engineers Inc. |  |
|   | Emmanuel | Muzangaza | The MTC, Coventry |   |
|   | Ken  | Nelson | Continental Heat Treating |   |
|   | Mitch | Nelson | Bodycote |   |
|   | Juliet | Stringer | Special Steels Ltd. |   |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| P. Michael  | Gutridge |
| Susan | Frailey |

## Safety – OPEN

Fire exits were reviewed and participants were informed to contact PRI staff in case of medical emergencies.

## Code of Ethics – OPEN

All participants have seen the Code of Ethics video at this meeting.

# Review/Accept – OPEN

## Agenda

Susan Frailey reviewed the agenda. Additional details to some agenda items was provided.

## Minutes from Previous Meeting

The minutes from February 2016 in Madrid, Spain were reviewed and approved as written.

Motion made by Scott O’Connor and seconded by Tim Krumholz to approve the minutes as written. Motion passed.

## Membership

Membership was reviewed for attendance and voting activity. No changes were recommended, but communication with at-risk members will be accomplished by the staff engineer.

## Motion made by David Day and seconded by Angelina Mendoza to approve David Cordova from Rockwell Collins as an Alternate Voting Member. Motion Passed.

***ACTION ITEM: Susan Frailey to contact those voting members that are at risk. (Due Date: 29-Jul-2016)***

## Succession Plan

The succession plan was reviewed. Tim Krumholz was confirmed as the upcoming vice-chair.

## New Business

See section 15.0 for new business topics and discussions.

# AQS Task Group Tutorial (as necessary) – OPEN

Scott O’Connor presented the AQS TG tutorial. No comments.

# AQS RAIL Review/Update – OPEN

The Rolling Action Item List (RAIL) was reviewed. The February 2013, item 2 due date was updated to 01-Jan-2017 in line with the expected publication of AC7004F.

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

# Misc Reporting – OPEN

## Supplier Support Committee (SSC) Report-Out

The SSC presentation was given by David Eshleman. The Supplier News was shown to all in attendance. This presentation was given in place of the standard SSC presentation that is given before the Tuesday night SSC meeting.

## Nadcap Management Council (NMC) AQS Metrics

Metrics were reviewed in eAuditNet.

## Audit Observations

Reviewed Auditor Observation status. The current Metric is red, does not meet, as 3 of 16 auditors have been observed. The participants reviewed the plan for 2016. All observers need to look to see if there is a conjoined commodity audit and to include both audits as part of their observation.

Susan presented directions on how to find an audit to observe as well as reminded the group of the standing RAIL item #56.

## Certification Bodies Notifications (including Scope Exceptions)

The task group reviewed the high level report for OASIS reporting. Susan covered the presentation for the number of notifications and exclusions that have been reported.

## Delegation

The t-frm-07 was reviewed for both reviewers. Delegation was at 100% for both reviewers. The percentage of both reviewers meet the requirements. The task group reviewed the statistics on delegation. Both Susan Frailey and Mike Gutridge were confirmed for continued delegation.

# Planning and Operations Report-Out slide (prepare as necessary) – OPEN

Not needed at this meeting.

# AQS Liaison Meeting Report Out - OPEN

Robin Borelli debriefed the Task Group on the Liaison meeting from the previous evening.
No quality issues from the task groups. The checklist review project is continuing and is slightly less than 50% complete.

ACTION ITEM: Susan Frailey to send communication to those that are still needing to complete this project. (Due Date: 31-Jul-2016)

# AC7004 Revision – OPEN

A Handbook sub-team will need to work on for those highlighted areas in the AC7004F DRAFT. The handbook needs to be completed at the same time the revised checklist is completed, so both can be posted at the same time.

Team leader: Tony Marino

Team Members: Dave Eshleman, Dave Day and Susan Frailey (Staff)

# Data Collection – OPEN

This agenda item is being moved to an annual review, during the first meeting of the year. No discussion at this meeting.

# AQS NewsLetter Discussion – OPEN

There was a discussion of an AQS newsletter. The general consensus was an ad hoc publication rather than a periodic publication. The publication topic will be in line with AC7004F revision of the checklist.

***ACTION ITEM: Susan Frailey to add the newsletter to the agenda for the October 2016 Meeting in Pittsburgh. (Due Date: 30-Jun-2016)***

# 9100 & AC7004 Transition – OPEN

The group completed the draft of AC7004F. (WOO HOO)

Remaining steps:

Validation to most recent version of 9100.

Format including outline numbering.

Grouping of requirements per YES/NO

Determine questions eligible for NA by July 22nd

TG review complete by August 12th

TG Ballot or October Meeting vote

NMC Ballot

Develop Handbook in parallel to above

Update new auditor training materials

ACTION ITEM: Susan Frailey to group requirements with YES/NO responses where appropriate and determine questions eligible for N/A. Susan to send out to the task group for review. (Due Date: 22-Jul-2016)

ACTION ITEM: The Task Group to review the draft checklist and comment back. (Due Date: 12-Aug-2016)

ACTION ITEM: Susan Frailey to assure the correlation matrix is developed (9100 – 7004). (Due Date: 31-Dec-2016)

ACTION ITEM: Robin Borelli to develop a timeline showing checklist revision activities supporting a 01 JANUARY 2017 implementation date including ancillary processes such as the audit handbook. (Due Date: 31-Jul-2016)

# AQS Auditor Training Update – OPEN

There were two auditors successfully trained since the last meeting.

# Planning & Operations Meeting Report Out – OPEN

Robin Borelli and Scott O’Connor reviewed the previous night’s meeting. There was a discussion on the AQS Task Group’s inability to meet the auditor observation requirements. A sub-team was created through P&O to address this concern.

# Auditor Conference for October 2016 – OPEN

Single Topic – AC7004 coming revision
The AQS time is Sunday morning 7:30am – 9:00am

Team Leader: Tony Marino

Team: Dave Day, Scott O’Connor and Susan Frailey

# New Business – OPEN

Frank McManus briefed the use of AC7004 for non-special process suppliers. Frank and Susan will continue to work the opportunity. Dave Day agreed to be involved as a member of the AAQG.

Completed the survey on frequency of Nadcap face-to-face meetings. Susan Frailey will forward as appropriate.

The quality systems primer or Quality 101 was reviewed and the group made a few final edits. The finished file will be made available through eAuditNet, in the AQS Public documents.

ACTION ITEM: Susan Frailey post the Quality 101 file to eAuditNet and notify all Staff Engineers of its availability. (Due Date: 31-Jul-2016)

ACTION ITEM: Susan Frailey to add a standing agenda item to review any files that the TG has published on eAuditNet to access the need for updates. (Due Date: 31-Jul-2016)

ACTION ITEM: Robin Borelli to draft guidance on process task group request for CB notifications. The goal is to reduce the incidence of requests that do not result in a notification. (Due Date: 15-Oct-2016)

OP 1117 Compliance

Discussion: Per OP1117, the SE will send an Email to the majority of auditors with acceptable performance indicators. The Email will include that auditor’s indicators and the population indicators. The auditors with indicators outside the norm will receive individual feedback. These auditors may include any auditor that receives certain averages or individual scores or significant negative supplier feedback. As this process is developed, it may be proceduralized at a later date.

ACTION ITEM: Susan Frailey and David Day to analyze the data and develop the thresholds. (Due Date: 31-Aug-2016)

ACTION ITEM: Susan Frailey, Scott O’Connor and Tim Krumholz to develop the auditor training per OP 1117. (Due Date: 15-Oct-2016)

The TG revised OP 1116 to add clarification that the AQS Staff Engineer approves other commodity Staff Engineers to be AQS Auditors. Other changes made as needed.

ACTION ITEM: Susan Frailey to ballot OP 1116 to the task group. (Due Date: 31-Aug-2016)

# Review of Action Items and New Agenda Items – OPEN

Action and new agenda items were reviewed to ensure all were captured.

# AUDIT/AUDITOR REVIEW – CLOSED

No topics at this meeting.

# OP 1117 AUDITOR CONSISTENCY – CLOSED

No auditor specific discussion at this meeting.

# NEW BUSINESS – CLOSED

none

ADJOURNMENT: 23-Jun-2016 – Meeting was adjourned at 5:15 p.m. as motioned by Scott O’Connor, seconded by Chris Davison and carried.

Minutes Prepared by: David Day david.day@ge.com

RAIL: For specific details, please see the current AQS Rolling Action Item List posted at www.eAuditNet.com, under Public Documents – AQS.

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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\* [x]  NO [ ] \*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
| OP 1116 AQS Appendix | Susan Frailey | 31-Aug-2016 |
|  |  |  |