

# Metallic Material Manufacture Task Group Meeting Agenda

20-23-Feb-2017

Hilton New Orleans Riverside

New Orleans, Louisiana, USA

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| **Forgings** | **Castings** |
| **Raw Material** |  |
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The (COMMODITY) Task Group covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Meeting Objectives:

1. Forging program development
2. Development of Casting Checklists

Monday, 20-Feb-2017

7:00 am – 8:00 am

Supplier Orientation & Tutorial – An introduction and overview of the Nadcap program

8:00 AM

1.0 Opening Comments

1.1 Call to order/verbal quorum check

1.2 Safety information:

1.3 Review code of ethics (ref: attendees’ guide) and meeting conduct

1.4 Present the antitrust video (only @ the first open and first closed meeting of the week for each task group)

1.5 Review agenda and RAIL

1.6 Review of Procedure Changes

 Review changes to General Operating Procedures

 Review changes to OP 1114 and OP 1116 Appendices

8:30 AM

2.0 History status – Forgings and Castings

9:00 AM

3.0 Voting Membership and Updates

9:30 AM

4.0 Checklist Development

10:00 AM

5.0 Auditor Consistency

12:00 – 1:00 PM

LUNCH BREAK

1:00 PM

6.0 Supplier Support Committee (SSC) Report Out

1:30 PM

7.0 Auditor Conference - 2017

2:30 PM

8.0 Audit Handbook and Definitions

5:00 PM

ADJOURNMENT

Tuesday, 21-FEB-2017

8:00 AM

9.0 OPENING COMMENTS – (CLOSED)

8:10 AM

10.0 REVIEW DELEGATION STATUS – FORGINGS – (CLOSED)

8:20 AM

11.0 AUDITOR PERFORMANCE/FEEDBACK – (CLOSED)

8:40 AM

12.0 AUDIT RESULTS – (CLOSED)

9:00 AM

13.0 Opening Comments

9:10 AM

14.0 Subscriber Mandates

10:00 AM

15.0 Planned Audits

10:15 AM

16.0 Auditor Recruitment

12:00 – 1:00 PM

Lunch Break

1:00 PM

17.0 Tabled Subjects

2:00 PM

18.0 Agenda for Next Meeting

3:00 PM

19.0 New Business

4:00 PM

20.0 Review RAIL Action Items

4:45 PM

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

Wednesday, 22-Feb-2017

8:00 AM

21.0 Opening Comments – Castings

8:30 AM

22.0 Castings - Vice Chair, Secreary Positions

9:30 AM

23.0 Casting Checklist Development

12:00 – 1:00 PM)

Lunch Break

1:00 PM

24.0 Casting Checklist Development (cont)

4:45 PM

ADJOURNMENT

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend.

Thursday, 23-Feb-2017

8:00 am – 10:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

10.15 AM

25.0 Opening Comments

10:20 AM

26.0 Casting Checklist Development (cont)

12:00 – 1:00 PM

Lunch Break

1:00 PM

27.0 Casting Checklist Development (cont)

3:00 PM

28.0 Tabled Subjects

3:30 PM

29.0 Finalise Agenda for Next Meeting

4:00 PM

30.0 New Business

4:45 PM

31.0 Review RAIL Action Items

5:00 PM

ADJOURNMENT

Monday, 20-Feb-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| --- | --- | --- | --- |
| 7:00 am – 8:00 am |  | Supplier Orientation & Tutorial – An introduction and overview of the Nadcap program |  |
| 8:00 AM | **OPEN** | 1. Opening Comments
	* 1. Call to order/verbal quorum check
			+ Verify only subscriber members are in attendance
			+ Introductions
			+ Name badges. Shall be displayed prominently; individuals signed in but not registered will be removed from the minutes
		2. Safety information:
			+ Review fire exits in meeting room
			+ Inform pri staff person of any emergencies
		3. Review code of ethics (ref: attendees’ guide) and meeting conduct
		4. Present the antitrust video (only @ the first open and first closed meeting of the week for each task group)
		5. Review agenda and RAIL
		6. Review of Procedure Changes
			+ Review changes to General Operating Procedures
			+ Review changes to OP 1114 and OP 1116 Appendices
 | Elaine Boswell |
| 8:30 AM | 1. History status – Forgings and Castings
 | Elaine Boswell |
| 9:00 AM | 1. Voting Membership and Updates
	* Voting member status
	* Voting members to be reviewed against requirements for maintaining voting membership.
 | Jerry Aston |
| 9:30 AM | 1. Checklist Development
	* Include auditor feedback
	* Subscribers Slashsheets
	* Proposed changes for next revision level
	* Induction heating questions
 | Elaine Boswell Jerry Aston |
| 10:00 AM | 1. Auditor Consistency
	* OP1117 compliance
	* SUB-TEAM selection
	* Observer audit methodology for selecting auditors to e obsevered.
 | Jerry Aston |
| 12:00 – 1:00 PM |  | LUNCH BREAK |  |
| 1:00 PM | **OPEN** | 1. Supplier Support Committee (SSC) Report Out
 | Jonathan Gonzalez |
| 1:30 PM | 1. Auditor Conference - 2017
	* Brainstorm 2017 agenda
	* Select sub-team
 | Jerry Aston |
| 2:30 PM | 1. Audit Handbook and Definitions
 | Brian Streich |
| 5:00 PM | ADJOURNMENT |  |

Tuesday, 21-FEB-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 8:00 AM | **CLOSED** | 1. OPENING COMMENTS – (CLOSED)
	* CALL TO ORDER/VERBAL QUORUM CHECK
	* VERIFY ONLY SUBSCRIBER MEMBERS ARE IN ATTENDANCE
	* NAME BADGES. SHALL BE DISPLAYED PROMINENTLY; INDIVIDUALS SIGNED IN BUT NOT REGISTERED WILL BE REMOVED FROM THE MINUTES
	* INTRODUCTIONS
 | Elaine Boswell |
| 8:10 AM | 1. REVIEW DELEGATION STATUS – FORGINGS – (CLOSED)
	* Review audits and discuss Staff Engineer responses.
 | Elaine Boswell |
| 8:20 AM | 1. AUDITOR PERFORMANCE/FEEDBACK – (CLOSED)
 | Elaine Boswell |
| 8:40 AM | 1. AUDIT RESULTS – (CLOSED)
 | Elaine Boswell |
| 9:00 AM |  | 1. Opening Comments
	* Call to Order/Verbal Quorum Check
	* Introductions
 | Elaine Boswell |
| 9:10 AM |  | 1. Subscriber Mandates
 | Elaine BoswellJerry Aston |
| 10:00 AM |  | 1. Planned Audits
	* Number required and number scheduled.
 | Elaine Boswell Jerry Aston |
| 10:15 AM |  | 1. Auditor Recruitment
	* Numbers/regions, ITAR v non ITAR, Load v Capacity
 | Elaine BoswellJerry Aston |
| 12:00 – 1:00 PM |  | Lunch Break |  |
| 1:00 PM | **OPEN** | 1. Tabled Subjects
 | Jerry Aston |
| 2:00 PM | 1. Agenda for Next Meeting
	* Forging and Casting agenda
 | Elaine BoswellJerry Aston |
| 3:00 PM | 1. New Business
 | Jerry Aston |
| 4:00 PM | 1. Review RAIL Action Items
 | Jerry Aston |
| 4:45 PM | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, 22-Feb-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 8:00 AM | **OPEN** | 1. Opening Comments – Castings
	* Call to order/verbal quorum check
	* Introductions
	* Name badges. Shall be displayed prominently; individuals signed in but not registered will be removed from the minutes
	* Safety information:
	* Review fire exits in meeting room
	* Inform pri staff person of any emergencies
	* Review code of ethics (ref: attendees’ guide) and meeting conduct
	* Review agenda and rail
 | Elaine Boswell |
| 8:30 AM | 1. Castings - Vice Chair, Secreary Positions
	* Selection of Vice Chair and Secretary – Castings
 | Elaine BoswellJerry Aston |
| 9:30 AM | 1. Casting Checklist Development
	* Investment Castings
	* Sand Castings
 | Elaine BoswellJerry Aston |
| 12:00 – 1:00 PM) |  | Lunch Break |  |
| 1:00 PM | **OPEN** | 1. Casting Checklist Development (cont)
	* Investment Castings
	* Sand Castings
 | Elaine BoswellJerry Aston |
| 4:45 PM | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm | **NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, 23-Feb-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 10.15 AM | **OPEN** | 1. Opening Comments
	* Call to order/verbal quorum check
	* Introductions
 | Elaine Boswell |
| 10:20 AM | 1. Casting Checklist Development (cont)
	* Investment Castings
	* Sand Castings
 | Elaine Boswell |
| 12:00 – 1:00 PM |  | Lunch Break |  |
| 1:00 PM | **OPEN** | 1. Casting Checklist Development (cont)
	* Investment Castings
	* Sand Castings
 | Elaine Boswell |
| 3:00 PM | 1. Tabled Subjects
 | Jerry Aston |
| 3:30 PM | 1. Finalise Agenda for Next Meeting
 | Jerry Aston |
| 4:00 PM | 1. New Business
 | Jerry Aston |
| 4:45 PM | 1. Review RAIL Action Items
 | Elaine Boswell |
| 5:00 PM | ADJOURNMENT |  |