

# Sealants Task Group Meeting Agenda

22-Feb-2017 to 23-Feb-2017

Hilton New Orleans Riverside

New Orleans, Louisiana, USA

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| **Sealant Manufacture** | **Sealing of Aerospace Assemblies and Components** |
| **Sealant Value Added Distribution** |  |

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.***

Sealants Task Group Meeting Agenda

Monday, 20-Feb-2017

7:00 am – 8:00 am

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

Tuesday, 21-FEB-2017

5:00 pm – 6:30 pm

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

Wednesday, 22-Feb-2017

8:00 am

1.0 Opening Comments (daily)

8:30 am

2.0 Review Membership Status

8:45 am

3.0 Sealant Task Group RAIL

9:30 am

4.0 Staff Report

10:00 am

5.0 SSC Report

10:15 am

6.0 Review of Procedure Changes

10:30 am

7.0 Status of Aero Strcuture Assembly Task Group

10:45 am

8.0 Sealant Surveillance

11:30 am

9.0 OP 1117 Auditor Consistency

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

10.0 Audit Failure Criteria

1:30 pm

11.0 AC7202 and AC7200/1

4:00 pm

12.0 Sealant Audit Handbook Review

4:30 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

1.0 Opening Comments

10:30 am

13.0 Audit Effectiveness

11:00 am

14.0 2017 Auditor Conference

11:30 am

15.0 Supplier Input on Auditor Selection

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

16.0 Sealant Task Group Initiatives

1:15 pm

17.0 New Business

1:30 pm

18.0 Meeting Close Out

2:00 pm

1.0 OPENING COMMENTS (daily)

2:15 pm

19.0 AUDITORS

2:45 pm

20.0 AUDITS

3:15 pm

21.0 REVIEW DELEGATION STATUS

3:30 pm

22.0 SEALANT SURVEILLANCE

4:30 pm

23.0 CLOSED MEETING ISSUES

4:45 pm

24.0 MEETING CLOSE OUT

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 |  |

Tuesday, 21-FEB-2017

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

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| 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 (daily)    * 1. Call to Order/Verbal Quorum Check         + Introductions      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      6. Acceptance of Meeting Minutes | K. DeFranco  K. Purnell |
| 8:30 am | 1. Review Membership Status    * 1. Review/Confirm New Voting Members      2. Review Voting Membership Meeting Attendance and Voting Participation | K. DeFranco  K. Purnell |
| 8:45 am | 1. Sealant Task Group RAIL    * Review of the SLT Task Group Rolling Action Item List Topic) | K. DeFranco  K. Purnell |
| 9:30 am | 1. Staff Report    * 1. Auditor Status      2. Task Group Metrics      3. Most Common NCRs      4. Non-Sustaining NCRs      5. Latest Changes      6. Future Nadcap Meeting Dates and Locations      7. Staff Engineer Delegation | K. Purnell |
| 10:00 am | 1. SSC Report    * Important Updates of the Supplier Support Committee | K. Purnell |
| 10:15 am | 1. Review of Procedure Changes    * 1. Review any changes to General Operating Procedures since the last meeting      2. Review changes to OP 1114 and OP 1116 Appendices since the last meeting | K. Purnell |
| 10:30 am | 1. Status of Aero Strcuture Assembly Task Group    * Update on Activities of Aero Structure Assembly Task Group | K. Purnell |
| 10:45 am | 1. Sealant Surveillance    * Review Charts and Open Discussion | K. DeFranco  K. Purnell |
| 11:30 am | 1. OP 1117 Auditor Consistency    * Review of Auditor Consistency Progress | K. DeFranco  K. Purnell |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm |  | 1. Audit Failure Criteria    * Review Audit Failure Criteria, Single Year Data Compared to Multiple Years of Data    * Establish SLT Task Group Failure Criteria for 2017 | K. DeFranco  K. Purnell |
| 1:30 pm | **OPEN** | 1. AC7202 and AC7200/1    * Ballot Comment Resolution / Revisions | K. DeFranco  K. Purnell |
| 4:00 pm | 1. Sealant Audit Handbook Review    * A review of any changes to the Sealant Audit Handbook | K. DeFranco  K. Purnell |
| 4:30 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    * 1. Call to Order/Verbal Quorum Check         + Introductions | K. DeFranco  K. Purnell |
| 10:30 am | 1. Audit Effectiveness    * Address any requests from the NMC Audit Effectiveness Sub-Team | K. DeFranco  K. Purnell |
| 11:00 am | 1. 2017 Auditor Conference    * Topics for the October 2017 Auditor Conference    * Presenters | K. DeFranco  K. Purnell |
| 11:30 am | 1. Supplier Input on Auditor Selection    * Discuss potential for Supplier input in the Auditor Selection Process (e.g. participating in interviews) | K. DeFranco  K. Purnell |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Sealant Task Group Initiatives    * Review and Update SLT Task Group Priorities | K. DeFranco  K. Purnell |
| 1:15 pm | 1. New Business    * Time Set Aside to Address and New Topics or Concerns | K. DeFranco  K. Purnell |
| 1:30 pm | 1. Meeting Close Out    * 1. Review of Action Items Assigned During the Meeting      2. Set Next Meeting Agenda Topics | K. DeFranco  K. Purnell |
| 2:00 pm | **CLOSED** | 1. OPENING COMMENTS (daily)    * 1. Call to Order/Verbal Quorum Check         + Verify only Subscriber Members are in attendance         + Introductions      2. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group) | K. DeFranco  K. Purnell |
| 2:15 pm | 1. AUDITORS    * 1. Data Analysis Review – Overall Auditor Performance      2. OP 1117 Auditor Consistency | K. Purnell |
| 2:45 pm | 1. AUDITS    * 1. Review Scheduled and Conducted Audits      2. Discuss Problem Audits      3. Audit Gaming | K. DeFranco  K. Purnell |
| 3:15 pm | 1. REVIEW DELEGATION STATUS    * Review the Current Delegation Oversight and Concurrence of Staff Engineer | K. Purnell |
| 3:30 pm | 1. SEALANT SURVEILLANCE    * 1. Review Charts      2. Open Discussion      3. Potential Supplier Merit Program for Sealant Surveillance | K. DeFranco  K. Purnell |
| 4:30 pm | 1. CLOSED MEETING ISSUES    * Discussion of any Topics that Require Confidentiality | K. DeFranco  K. Purnell |
| 4:45 pm | 1. MEETING CLOSE OUT    * 1. Review of Action Items Assigned During the Meeting      2. Set Next Meeting Agenda Topics | K. DeFranco  K. Purnell |
| 5:00 pm | ADJOURNMENT |  |