

# Elastomer Seals Task Group Meeting Agenda

20-Feb-2017 to 21-Feb-2017

Hilton New Orleans Riverside

New Orleans, Louisiana, USA

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| **Manufacture of Elastomeric Components** |

The Elastomer Seals 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.***

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 (daily)

8:30 am

2.0 Review Membership Status

9:00 am

3.0 Review SEAL 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 Feedback from AMS CE Meeting

11:00 am

8.0 Audit Effectiveness

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

9.0 Audit Failure Criteria

1:30 pm

10.0 AC7115 Rev. D Revision

5:00 pm

ADJOURNMENT

Tuesday, 21-FEB-2017

8:00 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

8:15 am

11.0 AC7122 Testing Methods for Fabric/Textile Materials

11:15 am

12.0 2017 Auditor Conference

12:00 pm- 1:00 pm

Lunch Break

1:00 pm

13.0 OP 1117 Auditor Consistency

1:30 pm

14.0 SEAL Task Group Initiatives

1:45 pm

15.0 New Business

2:00 pm

16.0 Meeting Close Out

2:30 pm

1.0 OPENING COMMENTS

2:45 pm

17.0 MENTORING NEW SUBSCRIBER MEMBERS

3:00 pm

18.0 AUDITS

3:15 pm

19.0 AUDITORS

3:45 pm

20.0 REVIEW DELEGATION STATUS

4:00 pm

21.0 CLOSED MEETING ISSUES

4:15 pm

22.0 MEETING CLOSE OUT

4:30 pm

ADJOURNMENT

5:00 pm – 6:30 pm

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

Wednesday, 22-Feb-2017

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.

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 (daily)    * 1. Call to Order/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 | M. Koucouthakis  K. Purnell |
| 8:30 am | 1. Review Membership Status    * 1. Confirm/Review Voting Membership Changes      2. Review Voting Membership Meeting Attendance and Voting Participation | M. Koucouthakis  K. Purnell |
| 9:00 am | 1. Review SEAL Task Group RAIL    * Review the SEAL Task Group Rolling Action Item List | M. Koucouthakis  K. Purnell |
| 9:30 am | 1. Staff Report    * 1. Auditor Status      2. Task Group Metrics      3. Most Common NCR’s      4. Latest Changes      5. Future Nadcap Meeting Dates and Locations | K. Purnell |
| 10:00 am |  | 1. SSC Report    * Important Updates of the Supplier Support Committee | D. Busmann |
| 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 | M. Koucouthakis  K. Purnell |
| 10:30 am |  | 1. Feedback from AMS CE Meeting    * Update on the SAE AMS CE Committee Meeting | M. Koucouthakis  K. Purnell |
| 11:00 am |  | 1. Audit Effectiveness    * Address any information requested from the NMC Audit Effectiveness Sub-Team | M. Koucouthakis  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 SEAL Task Group Failure Criteria for 2017 | M. Koucouthakis  K. Purnell |
| 1:30 pm | **OPEN** | 1. AC7115 Rev. D Revision    * Prepare draft of AC7115 Rev D, accounting for release of AS6414    * Placement of AC7122-P Requirement | M. Koucouthakis  K. Purnell |
| 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 | **OPEN** | 1. Opening Comments    * 1. Call to Order/Quorum Check | M. Koucouthakis  K. Purnell |
| 8:15 am | 1. AC7122 Testing Methods for Fabric/Textile Materials    * Develop checklist question for testing of fabric/textile materials to be included in the AC7122 series of checklists | M. Koucouthakis  K. Purnell |
| 11:15 am | 1. 2017 Auditor Conference    * Develop topics and presenters for the 2017 Auditor Conference |  |
| 12:00 pm- 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. OP 1117 Auditor Consistency    * Review Updated Compliance Spreadsheet | M. Koucouthakis  K. Purnell |
| 1:30 pm | 1. SEAL Task Group Initiatives    * Review and Update SEAL Task Group Initiatives | M. Koucouthakis  K. Purnell |
| 1:45 pm | 1. New Business    * Time to Address New Topics or Concerns | M. Koucouthakis  K. Purnell |
| 2:00 pm | 1. Meeting Close Out    * Review of Action Items Assigned During the Meeting / Set Next Meeting Topics | M. Koucouthakis  K. Purnell |
| 2:30 pm | **CLOSED** | 1. OPENING COMMENTS    * 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) | M. Koucouthakis  K. Purnell |
| 2:45 pm | 1. MENTORING NEW SUBSCRIBER MEMBERS    * Establish a Mentoring Program | M. Koucouthakis  K. Purnell |
| 3:00 pm | 1. AUDITS    * 1. Review Scheduled and Conducted Audits      2. Discuss Problem Audits | M. Koucouthakis  K. Purnell |
| 3:15 pm | 1. AUDITORS    * Data Analysis - Overall Auditor Performance / OP 1117 Auditor Consistency | K. Purnell |
| 3:45 pm | 1. REVIEW DELEGATION STATUS    * Review the Current Delegation Oversight and Concurrence of the Staff Engineer | K. Purnell |
| 4:00 pm | 1. CLOSED MEETING ISSUES    * Discussion of Topics that Require Confidentiality | M. Koucouthakis  K. Purnell |
| 4:15 pm | 1. MEETING CLOSE OUT    * 1. Review of Action Items Assigned During the Meeting      2. Set Next Meeting Agenda Topics | M. Koucouthakis  K. Purnell |
| 4:30 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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| 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. |