

# Aerospace Quality Systems (AQS)Task Group Meeting Agenda

22-23-Feb-2017

Hilton New Orleans Riverside

New Orleans, Louisiana, USA

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| **AC 7004** **Aerospace Quality System** |

The Aerospace Quality Systems (AQS) 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

Tuesday, 21-FEB-2017

5:00 pm – 6:30 pm

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

5:10 pm – 6:00 pm

**AQS LIAISON MEETING -** All Commodity Liaisons and AQS Subscriber Task Group Members are encouraged to attend.

Wednesday, 22-Feb-2017

8:00 AM

1.0 Opening Comments

8:20 AM

2.0 Review/Accept

8:45 AM

3.0 AQS Task Group Tutorial

9:00 AM

4.0 Voting Member Updates & Compliance With Voting Requirements

9:15 AM

5.0 AQS RAIL Review/Update

9:30 AM

6.0 Misc Reporting

10:15 AM

7.0 AC 7004

12:00 PM – 1:00 PM

Lunch Break

1:00 PM

1.0 Opening Comments

1:10 PM

8.0 Review of Posted Items in eAuditNet (as necessary)

1:25 PM

9.0 AQS Newsletter

2:30 PM

10.0 Review of Procedure Changes

3:00 PM

11.0 AQS Liaison Report Out

3:30 PM

12.0 Failure Criteria Review

4:00 PM

13.0 Guidance for QMS issues

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.

10:20 am

1.0 (Opening Comments)

10:30 am

14.0 NSPS (Non-Special Process Suppliers) Update

11:00 am

15.0 Exclusions taken in 9100

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

16.0 Planning and Operations (P&O) Report Out

1:20 pm

17.0 Auditor Testing Material

2:00 pm

18.0 New Business

2:40 pm

19.0 Review of Action Items and Agenda Items for Next Meeting

2:45 pm

ADJOURNMENT OF OPEN SESSION

3:00 pm

1.0 OPENING COMMENTS

3:05 pm

20.0 AUDIT / AUDITOR REVIEW

3:45 pm

21.0 OP 1117 AUDITOR CONSISTENCY

4:15 pm

22.0 NEW BUSINESS

5:00 pm

ADJOURNMENT

Monday, 20-Feb-2017

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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

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| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |
| 5:10 pm – 6:00 pm |  | **AQS LIAISON MEETING -** All Commodity Liaisons and AQS Subscriber Task Group Members 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
	* 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)
 | Scott O’Connor |
| 8:20 AM | 1. Review/Accept
	* 1. Agenda
		2. Minutes from previous meeting
		3. Succession Plan (as necessary)
		4. Call for New Business Items
 | Staff Engineer |
| 8:45 AM | 1. AQS Task Group Tutorial
 | Scott O’Connor |
| 9:00 AM | 1. Voting Member Updates & Compliance With Voting Requirements
	* 1. Membership review
 | Staff Engineer |
| 9:15 AM | **OPEN** | 1. AQS RAIL Review/Update
 | All Attendees |
| 9:30 AM | 1. Misc Reporting
	* 1. SSC Report-out
		2. NMC/AQS Metrics
		3. Audit Observations
		4. Certification Bodies Notifications (including exclusions taken)
		5. AQS Auditor training update/status
		6. Top 10 NCRs
 | David EishmanStaff EngineerStaff EngineerStaff EngineerStaff EngineerStaff Engineer |
| 10:15 AM | 1. AC 7004
	* 1. Checklist – ballot comment resolution (if necessary)
		2. Handbook – review draft
		3. Comparison document – review draft
		4. Auditor conference (if necessary)
 | All Attendees |
| 12:00 PM – 1:00 PM | Lunch Break |  |
| 1:00 PM | 1. Opening Comments
	* 1. Call to Order / Quorum Check
		2. Introductions as necessary
 | Scott O’Connor |
| 1:10 PM | 1. Review of Posted Items in eAuditNet (as necessary)
	* 1. Review any items that are posted to AQS public documents to ensure valid/current
 | All Attendees |
| 1:25 PM | 1. AQS Newsletter
 | All Attendees |
| 2:30 PM | 1. Review of Procedure Changes
	* 1. Review any changes to General Operating Procedures since the last meeting
		2. Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting
 | All Attendees |
| 3:00 PM | 1. AQS Liaison Report Out
 | SCOTT O’CONNOR |
| 3:30 PM | 1. Failure Criteria Review
 | All Attendees |
| 4:00 PM | 1. Guidance for QMS issues
 | David DayRobin Borrelli |
| 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. |
| 10:20 am | **OPEN** | 1. (Opening Comments)

1.1 Call to Order / Quorum Check* + 1. Introductions as necessary
 | Scott O’Connor |
| 10:30 am | 1. NSPS (Non-Special Process Suppliers) Update
 | Frank McManus |
| 11:00 am | 1. Exclusions taken in 9100
 | All Attendees |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Planning and Operations (P&O) Report Out
 | Scott O’Connor |
| 1:20 pm | 1. Auditor Testing Material
 | Sub-Team |
| 2:00 pm | 1. New Business
 | All Attendees |
| 2:40 pm | 1. Review of Action Items and Agenda Items for Next Meeting
 | David DayStaff Engineer |
| 2:45 pm | ADJOURNMENT OF OPEN SESSION |  |
| 3:00 pm | **CLOSED** | 1. OPENING COMMENTS
	* 1. Call to Order/Verbal Quorum Check
		2. Verify only Subscriber Members are in attendance
 | SCOTT O’CONNOR |
| 3:05 pm | 1. AUDIT / AUDITOR REVIEW
 | Subscribers |
| 3:45 pm | 1. OP 1117 AUDITOR CONSISTENCY
	* 1. REVIEW OF AUDITOR DATA
		2. STANDARD DATA SET REVIEW
		3. CHOSE AUDITORS TO OBSERVE
			+ ENSURE LIST IS SHARED WITH OTHER TASK GROUPS
 | Subscribers |
| 4:15 pm | 1. NEW BUSINESS
 | Subscribers |
| 5:00 pm | ADJOURNMENT |  |