

# ELECTRONICS Task Group Meeting Agenda

20 – 23 -Feb-2017

Hilton New Orleans Riverside

New Orleans, Louisiana, USA

The Electronics Task Group (ETG) covers the following processes:

|  |  |
| --- | --- |
| **AC7119 Printed Boards** | **AC7119/2 Flexible & Rigid-Flexible Printed Boards** |
|  | **AC7119/3 High Density Interconnect Printed Boards** |
|  | **AC7119/4 Printed Board Personnel Qualification** |
| **AC7120 Circuit Card Assemblies** | **AC7120/1 Printed Board Assemblies Personnel Qualifications** |
|  | **AC7120/2 General Soldering of Circuit Card Assemblies** |
|  | **AC7120/3 Plated Through-Hole Technology (PTH)** |
|  | **AC7120/4 Surface Mount Technology (SMT)** |
|  | **AC7120/5 Mixed Metallurgy BGAs** |
|  | **AC7120/6 Lead Free Soldering** |
|  | **AC7120/7 Conformal Coating of Circuit Card Assemblies** |
|  | **AC7120/8 Encapsulation** |
|  | **AC7120/9 Programming** |
|  | **AC7120/10 Final Testing** |
|  | **AC7120/11 Repackaging** |
| **AC7121 Cable & Harness Assemblies** | **AC7121/1 Cable & Harness Asssemblies Personnel Qualifications** |

***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)

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

8:15 am

2.0 REVIEW DELEGATION STATUS

8:45 am

3.0 VOTING MEMBER UPDATES & COMPLIANCE WITH VOTING REQUIREMENTS

9:00 am

4.0 MISC AUDITOR INFORMATION (as necessary)

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

1.0 OPENING COMMENTS (DAILY)

1.1 CALL TO ORDER/VERBAL QUORUM CHECK

1.2 INTRODUCTIONS

1:15 pm

5.0 SUBSCRIBER DISCUSSION

3:30 pm

6.0 PRESENTATION MATERIAL (AS NECESSARY)

4:00 pm

7.0 REVIEW AUDIT FAILURE CRITERIA

5:00 pm

ADJOURNMENT

Tuesday, 21-FEB-2017

8:00 am

1.1 Call to Order/Quorum Check

1.2 Safety Information:

1.2 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.3 **Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group**)

8:30 am

8.0 Review and/or Accept

8.1 Review Agenda

8.2 Acceptance of Previous Meeting Minutes

8.3 Membership Status

8.4 Sucession Plan (as applicable)

8.5 Status of Ballots (as applicable)

8.6 Audit Observations Status (OP 1118)

8.7 RAIL

8.8 Call for New Business

10:30 am

9.0 Supplier Support Committee (SSC) Meeting Notification

11:00 am

10.0 Review Sub-Team listing

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments (daily)

1:15 pm

11.0 Failure Criteria

1:45 pm

12.0 Comment Resolution for any ballot

3:00 pm

13.0 AS9100 changes

4:30 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

1.0 Opening Comments (daily)

1.1 Call to Order/Quorum Check

8:00 am

14.0 Presentations

14.1 AC7120/11 presentation

14.2 APQP Presentation

14.3 Subscriber findings

14.4 Status on Jet Printing and De-paneling

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

15.0 Breakout Sessions

15.1 AC7119/5

15.2 AC7120 vs. J-STD-001F and other slash sheets

15.3 AC7121 Question consolidation

3:45 pm

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 (daily)

10:25 am

16.0 Any updates to bfrms

10:45 am

17.0 Checklist Revision Handbook Update – Working Sessions

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

Checklist Revision Handbook Report Out

1:45 pm

18.0 Various Report Outs

2:15 pm

19.0 Review of Procedure Changes

19.1 Review any changes to General Operating Procedures since the last meeting

19.2 Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting

2:45 pm

20.0 New Business

4:00 pm

21.0 Meeting Closure Items

21.1 Future Working Session Topics

21.2 Review Priority List

21.3 Review Membership

21.4 Review Sub team list

21.5 RAIL Review

21.6 Review Action Items

21.7 Set Agenda for Next Meeting

5:00 pm

ADJOURNMENT

Monday, 20-Feb-2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 7:00 am – 8:00 am |  | Supplier Orientation & Tutorial – An introduction and overview of the Nadcap program |  |
| 8:00 am | **CLOSED** | 1. OPENING COMMENTS (DAILY)    1. CALL TO ORDER/VERBAL QUORUM CHECK       * + VERIFY ONLY SUBSCRIBER MEMBERS ARE IN ATTENDANCE         + 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 | ROY GARSIDE |
| 8:15 am | 1. REVIEW DELEGATION STATUS | STAFF ENGINEER |
| 8:45 am | 1. VOTING MEMBER UPDATES & COMPLIANCE WITH VOTING REQUIREMENTS    * + - Review of membership | STAFF ENGINEER |
| 9:00 am | 1. MISC AUDITOR INFORMATION (as necessary)    1. OP 1117 AUDITOR CONSISTENCY       * + OP 1117 ANNEX C    2. OP 1118 AUDIT OBSERVATIONS    3. AUDITOR STATISTICS    4. AUDITOR CANDIDATE TEST QUESTION REVIEW (AS NEEDED) | SCOTT MEYER  SUBSCRIBERS |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **CLOSED** | 1. OPENING COMMENTS (DAILY)    1. CALL TO ORDER/VERBAL QUORUM CHECK       * + VERIFY ONLY SUBSCRIBER MEMBERS ARE IN ATTENDANCE    2. INTRODUCTIONS | ROY GARSIDE |
| 1:15 pm | 1. SUBSCRIBER DISCUSSION    1. TECHNICAL DISCUSSIONS ASSOCIATED WITH AUDIT PACKAGES    2. EAUDITNET TRAINING FOR NEW SUBSCRIBER VOTING MEMBERS (AS NECESSARY)    3. REVIEW SUBSCRIBER MATRIX (AS NECESSARY) | SUBSCRIBERS |
| 3:30 pm | 1. PRESENTATION MATERIAL (AS NECESSARY)    1. NMC TASK GROUP REPORT OUT    2. P&O REPORT OUT | SUBSCRIBERS |
| 4:00 pm | 1. REVIEW AUDIT FAILURE CRITERIA | SUBSCRIBERS |
| 5:00 pm | ADJOURNMENT |  |

Tuesday, 21-FEB-2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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       1. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct       2. **Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group**) | ROY GARSIDE |
| 8:30 am | 1. Review and/or Accept    * 1. Review Agenda      2. Acceptance of Previous Meeting Minutes      3. Membership Status      4. Sucession Plan (as applicable)      5. Status of Ballots (as applicable)      6. Audit Observations Status (OP 1118)      7. RAIL      8. Call for New Business | ROY GARSIDE |
| 10:30 am | 1. Supplier Support Committee (SSC) Meeting Notification | DOUG SCHUELLER |
| 11:00 am | 1. Review Sub-Team listing |  |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check         + Introductions | ROY GARSIDE |
| 1:15 pm | 1. Failure Criteria | ALL ATTENDEES |
| 1:45 pm | 1. Comment Resolution for any ballot | ALL ATTENDEES |
| 3:00 pm | 1. AS9100 changes | SUSAN FRAILEY |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check         + Introductions | ROY GARSIDE |
| 8:00 am | 14.0 Presentations   * 1. AC7120/11 presentation   2. APQP Presentation   3. Subscriber findings   14.4 Status on Jet Printing and De-paneling | BILL CARDINAL  SCOTT MEYER  SUBSCRIBERS  ROY GARSIDE |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Breakout Sessions    1. AC7119/5    2. AC7120 vs. J-STD-001F and other slash sheets    3. AC7121 Question consolidation | ALL ATTENDEES |
| 3:45 pm | **Report out from breakout sessions** | Sub Team Leads |
| 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)

|  |  |  |  |
| --- | --- | --- | --- |
| 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 (daily)    * 1. Call to Order/Quorum Check         + Introductions | ROY GARSIDE |
| 10:25 am | 1. Any updates to bfrms | ALL ATTENDEES |
| 10:45 am | 1. Checklist Revision Handbook Update – Working Sessions    1. AC7119    2. AC7120    3. SPC MSA | ALL ATTENDEES |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | Checklist Revision Handbook Report Out |  |
| 1:45 pm | 1. Various Report Outs    1. AQS Liaison    2. SSC    3. Planning & Ops    4. IPC | Gilbert Shelby  Doug Schueller  Roy Garside  Scott Meyer |
| 2:15 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 |
| 2:45 pm | 1. New Business    1. New Technologies – chip on board (and spreadsheet)    2. Counterfeit Status Update – Jim Lewis | ALL ATTENDEES |
| 4:00 pm | 1. Meeting Closure Items    1. Future Working Session Topics    2. Review Priority List    3. Review Membership    4. Review Sub team list    5. RAIL Review    6. Review Action Items    7. Set Agenda for Next Meeting | ALL ATTENDEES |
| 5:00 pm | ADJOURNMENT |  |