

# MEASUREMENT & INSPECTION Task Group Meeting Agenda

20-Feb-2017 to 23-Feb-2017

Hilton New Orleans Riverside

New Orleans, Louisiana, USA

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| AC7130 | AC7130/4 – 3D Structured Light |
| AC7130/1 - CMM | AC7130/5 - Airflow |
| AC7130/2 - Laser Tracker | AC7130/6 - General Inspection |
| AC7130/3 - Articulated Arm |  |

The MEASUREMENT & INSPECTION 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

8:00 am

1.0 OPENING COMMENTS (DAILY)

8:15 am

2.0 REVIEW M&I VOTING MEMBERSHIP

8:30 am

3.0 SUBSCRIBER COMMITMENT TO MANDATE

9:30 am

10 MINUTE BREAK

9:40 am

4.0 GENERAL BUSINESS ITEMS

10:25 am

5.0 AUDITOR EFFECTIVENESS

10:45 am

10 MINUTE BREAK

10:55 am

6.0 AUDITOR OBSERVATION PLAN GENERATION

11:30 am

7.0 GENERAL NEW BUSINESS ITEMS

12:00 pm -1:30 pm

LUNCH BREAK

1:30 pm

1.0 Opening Comments (Daily)

2:00 pm

8.0 Staff Report

2:20 pm

9.0 SSC Information

2:30 pm

10 MINUTE BREAK

2:40 pm

10.0 M&I Newsletter Update

3:15 pm

11.0 Review of Procedure Changes

3:20 pm

12.0 New Business

3:30 pm

10 MINUTE BREAK

3:40 pm

New Business (Continued)

5:00 pm

ADJOURNMENT

Tuesday, 21-FEB-2017

8:00 am

1.0 Opening Comments (Daily)

8:15 am

13.0 MSA Checklist Section Questions Review Presentation

9:30 am

10 MINUTE BREAK

9:40 am

14.0 3D Scanner Presentation

10:30 am

10 MINUTE BREAK

10:40 am

15.0 Field Work Out brief

12:00 pm -1:30 pm

LUNCH BREAK

1:30 pm

16.0 English Translation Document Requirements and Failure Criteria Generation

3:00 pm

10 MINUTE BREAK

3:10 pm

17.0 Document Change Spreadsheet Review

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)

8:15 am

18.0 M&I Introduction

9:30 am

10 MINUTE BREAK

9:40 am

M&I Introduction (continued)

10:30 am

10 MINUTE BREAK

10:40 am

M&I Introduction (continued)

12:00 pm -1:30 pm

LUNCH BREAK

1:30 pm

M&I Introduction (continued)

2:20 pm

2:30 pm

M&I Introduction (continued)

3:30 pm

3:40 pm

M&I Introduction (continued)

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.

10:30 am

1.0 Opening Comments (Daily)

10:45 am

19.0 Report Out Planning and Ops, NMC, Globalization and Steering

11:00 am

20.0 RAIL Review

11:45 am

10 MINUTE BREAK

11:55 am

21.0 Develop Agenda for Next Meeting

12:30 am

22.0 Facilitation Feedback

1:30 pm

ADJOURNMENT

Monday, 20-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 (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
 | Chairperson |
| 8:15 am | 1. REVIEW M&I VOTING MEMBERSHIP (CLOSED)
	* REVIEW OF REQUIREMENTS FOR CURRENT SUBSCRIBER VOTING MEMBERS AND REVIEW NEW VOTING MEMBER REQUESTS.
 | PRI Staff / Chairperson |
| 8:30 am | 1. SUBSCRIBER COMMITMENT TO MANDATE (CLOSED)

• DISCUSS MANDATES AND PROPOSED ROLL-OUT PLANS. | PRI Staff |
| 9:30 am | 10 MINUTE BREAK |  |
| 9:40 am | 1. GENERAL BUSINESS ITEMS (CLOSED)
	* DISCUSS ITEMS RELATING TO NADCAP M&I AUDITS AND ACCREDITATIONS.
	* AUDIT AND AUDITOR ISSUES.
 | PRI Staff |
| 10:25 am | 1. AUDITOR EFFECTIVENESS (CLOSED)
 | PRI Staff - All |
| 10:45 am | 10 MINUTE BREAK |  |
| 10:55 am | 1. AUDITOR OBSERVATION PLAN GENERATION (CLOSED)
 | PRI Staff - All |
| 11:30 am | 1. GENERAL NEW BUSINESS ITEMS (CLOSED)
 | PRI Staff - All |
| 12:00 pm -1:30 pm |  | LUNCH BREAK |  |
| 1:30 pm | **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 Voting Membership
		6. Review Roberts Rules
		7. Review Agenda
		8. Acceptance of Meeting Minutes
		9. TG Recap Report October 2016 Meeting Summary
		10. ITAR Brief
 | PRI Staff |
| 2:00 pm | 1. Staff Report
 | PRI Staff |
| 2:20 pm | 1. SSC Information
 | David Sherrill |
| 2:30 pm | 10 MINUTE BREAK |  |
| 2:40 pm | 1. M&I Newsletter Update
 | David Sherrill |
| 3:15 pm | 1. Review of Procedure Changes
* Review any changes to General Operating Procedures since the last meeting.
* Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting
 | PRI Staff - All |
| 3:20 pm | 1. New Business
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| 3:30 pm | 10 MINUTE BREAK |  |
| 3:40 pm | New Business (Continued) | PRI Staff - All |
| 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  |  | 1.0 Opening Comments (daily) | Chairperson |
| 8:15 am | **OPEN** | 1. MSA Checklist Section Questions Review Presentation
* Discuss questions in regards to additional questions tailored for each technology checklist.
 | Lisa Leonard |
| 9:30 am | 10 MINUTE BREAK |  |
| 9:40 am | 1. 3D Scanner Presentation
* A presentation explaining the 3D Structured Light process and applicable scanning systems covered by this checklist.
 | Randal Becker |
| 10:30 am | 10 MINUTE BREAK |  |
| 10:40 am | 1. Field Work Out brief
* A brief in regards to progress and a working session to discuss how this will affect the M&I audit and the Task Group determined expectations.
 | M&I Task Group |
| 12:00 pm -1:30 pm |  | LUNCH BREAK |  |
| 1:30 pm |  | 1. English Translation Document Requirements and Failure Criteria Generation
* M&I Task Group discussion and definition of the audit minimum requirements.
 | M&I Task Group |
| 3:00 pm | 10 MINUTE BREAK |  |
| 3:10 pm | 1. Document Change Spreadsheet Review
 | M&I Task Group |
| 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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| --- | --- | --- | --- |
| 8:00 am  |  | 1.0 Opening Comments (daily)  | Chairperson |
| 8:15 am | **OPEN** | 1. M&I Introduction
	* An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation.
 | M&I Task Group |
| 9:30 am | 10 MINUTE BREAK |  |
| 9:40 am | M&I Introduction (continued)* An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation.
 | M&I Task Group |
| 10:30 am | 10 MINUTE BREAK |  |
| 10:40 am | M&I Introduction (continued)* + An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation.
 | M&I Task Group |
| 12:00 pm -1:30 pm |  | LUNCH BREAK |  |
| 1:30 pm | **OPEN** | M&I Introduction (continued)* + An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation.
 | M&I Task Group |
| 2:20 pm |  **10 MINUTE BREAK** |  |
| 2:30 pm | M&I Introduction (continued)* An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation.
 | M&I Task Group |
| 3:30 pm | **10 MINUTE BREAK** |  |
| 3:40 pm | M&I Introduction (continued)* + An insight to the Nadcap M&I Program. What this means to suppliers, mandates, and the accreditation.
 | M&I Task Group |
| 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. |
| 10:30 am  | **OPEN** | 1.0 Opening Comments (daily)  | Chairperson |
| 10:45 am | 1. Report Out Planning and Ops, NMC, Globalization and Steering
 | Tammi Schubert |
| 11:00 am | 1. RAIL Review
	* Review existing RAIL items for potential closure and RAIL items from this meeting.
 | PRI Staff - All |
| 11:45 am | 10 MINUTE BREAK |  |
| 11:55 am | 1. Develop Agenda for Next Meeting
	* Determine number of days and agenda items for the February 2017 meeting.
 | PRI Staff - All |
| 12:30 am | 1. Facilitation Feedback
 | PRI Staff - All |
| 1:30 pm | ADJOURNMENT |  |