

# Fluids Distribution Systems Task Group Meeting Agenda

March 1 & 3, 2017

COURTYARD MUNICH CITY EAST

ORLEANSSTRASSE 83

81667 MUNICH, GERMANY

|  |
| --- |
| **AC7112 Nadcap Fluids Manufacturers Audit Criteria****AC7112/1 Nadcap Hose Manufacturers Audit Criteria****AC7112/2 Nadcap Audit Criteria for Fittings and Other Machined Components****AC7112/3 Nadcap Audit Criteria for Couplings and Formed Sheet Metal Components Including Loop and Saddle Clamps****AC7112/4 Nadcap Hose Assembly Audit Criteria****AC7112/6 Nadcap Ti 3AL-2.5V Alloy, Seamless Hydraulic Tubing Manufacturing Requirements Audit Checklist****AC7123 Nadcap Fluids Distribution Systems Audit Criteria for Value Added Hose Assembly Distributors** |
|  |

The Fluid Distribution Systems 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.***

WEDNESDAY, march 1, 2017

8:00 am – 9:00 am

**PRI G-3 QPG CLOSED MEETING** – This is not part of the Nadcap Task Group meeting but is included here for informational purposes.

9:00 am

1.0 OPENING COMMENTS

9:10 am

2.0 AUDITS

9:20 am

3.0 AUDITORS

9:40 am

4.0 STAFF ENGINEER DELEGATION

9:45 am

5.0 SUPPLIER CHANGE NOTIFICATION

9:50 am

6.0 CLOSED MEETING ISSUES

9:55 am

7.0 MEETING CLOSE OUT

10:15 am

1.0 Opening Comments

10:30 am

8.0 Review Membership Status

10:35 am

9.0 Staff Report

10:45 am

10.0 Review of Procedure Changes

10:50 am

11.0 Audit Failure Criteria

11:00 am

12.0 G-3 QPG Status Report

11:10 am

13.0 Supplier Meeting Report

11:20 am

14.0 2017 Auditor Conference

11:25 am

15.0 Meeting Close Out

11:30 am

THURSday, MARCH 2, 2017

Nadcap Task Group Does Not Meet On This Day

FRIday, MARCH 3, 2017

8:00 am

1.0 Opening Comments

8:10 am

16.0 Checklist Revision

9:30 am

ADJOURNMENT

WEDNESDAY, march 1, 2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **PRI G-3 QPG CLOSED MEETING** – This is not part of the Nadcap Task Group meeting but is included here for informational purposes. | R. Hainline |
| 9:00 am | **CLOSED** | 1. OPENING COMMENTS
	* 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
 | S. Buri |
| 9:10 am | 1. AUDITS
	* Review Scheduled and Conducted Audits
	* Discuss Problem Audits
	* Audit Gaming
 | S. BuriJ. Lewis |
| 9:20 am | 1. AUDITORS
	* Data Analysis Review – Overall Auditor Performance
	* OP1117 – Auditor Consistency
	* Auditor Conference – Confidential Topics
 | S. BuriJ. Lewis |
| 9:40 am | 1. STAFF ENGINEER DELEGATION
	* Review the Current Delegation Oversight and Concurrence of Staff Engineer
 | S. BuriJ. Lewis |
| 9:45 am | 1. SUPPLIER CHANGE NOTIFICATION
	* Review Latest t-frm-11s
 | S. BuriJ. Lewis |
| 9:50 am | 1. CLOSED MEETING ISSUES
	* Discussion of Topics That Require Confidentiality
 | S. BuriJ. Lewis |
| 9:55 am | 1. MEETING CLOSE OUT
	* Review Action Items Assigned During the Meeting
	* Set Next Meetings Agenda Topics
 | S. BuriJ. Lewis |
| 10:15 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)
		5. Review Agenda
		6. Acceptance of Meeting Minutes
 | S. BuriJ. Lewis |
| 10:30 am | 1. Review Membership Status
	* Review / Confirm New Voting Members
	* Review Voting Membership Meeting Attendance and Voting Participation
 | S. BuriJ. Lewis |
| 10:35 am | 1. Staff Report
	* Auditor Status
	* Task Group Metrics
	* Most Common NCR’s
	* Latest Changes
	* Future Nadcap Meeting Dates and Locations
	* Staff Engineer Delegation
 | J. Lewis |
| 10:45 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
 | S. BuriJ. Lewis |
| 10:50 am | 1. Audit Failure Criteria
	* Review Audit Failure Criteria, Single Year Data Compared to Multiple Years of Data
	* Establish Fluid Task Group Failure Criteria for 2017
 | S. BuriJ. Lewis |
| 11:00 am | 1. G-3 QPG Status Report
	* Updates from the G-3 QPG Committee
 | R. Hainline |
| 11:10 am | 1. Supplier Meeting Report
	* Updates from the Supplier Meeting
 | M. Scatoloni |
| 11:20 am | 1. 2017 Auditor Conference
	* Auditor Conference Topics
	* Combining Audit Checklists and Audit Handbooks
 | S. BuriJ. Lewis |
| 11:25 am | 1. Meeting Close Out
	* Review Action Items Assigned During the Meeting
	* Agenda Topics for Next Meeting
 | J. Lewis |
| 11:30 am | * + ADJOURNMENT
 |  |
|  |  |  |

THURSday, MARCH 2, 2017

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

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Nadcap Task Group Does Not Meet On This Day |  |

FRIday, MARCH 3, 2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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
 | S. BuriJ. Lewis |
| 8:10 am | 1. Checklist Revision
	* AC7112 Ballot Comment Resolution
	* AC7123 Ballot comment Resolution
	* AC7112/2 Review Draft
 | S. BuriJ. Lewis |
| 9:30 am |  | ADJOURNMENT |  |