**UNCONFIRMED MINUTES**

**FEBRUARY 21-23, 2017**

**NEW ORLEANS, LOUISIANA, USA**

**These minutes are not final until confirmed by the Task Group in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Task Group and shall not be considered as such by any agency.**

**TUESDAY, FEBRUARY 21 to THURSDAY, FEBRUARY 23**

# OPENING COMMENTS – OPEN

## Call to Order / Quorum Check

The Welding (WLD) Task Group was called to order at 8.00 a.m., Tuesday 21-Feb-2017 by Steve Tooley.

Introductions were made and the roster circulated for completion by attendees.

Steve Tooley informed the Task Group that attendees must register in order for their names to appear in the minutes, and that name badges must be prominently displayed.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

A quorum was established with the following representatives in attendance:

***Subscriber Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Brandon | Beasley | Parker Aerospace Group |  |
| \* | Roy | Bollig | Raytheon |  |
| \* | Joakim | Carlsson | GKN Aerospace Sweden AB |  |
| \* | Saeed | Cheema | Textron Aviation |  |
| \* | Craig | Clasper | Spirit AeroSystems |  |
| \* | Cedric | Colas | SAFRAN Group |  |
| \* | Gary | Coleman | The Boeing Company |  |
| \* | Karen | Dannis | BAE Systems – E&I |  |
|  | Susan | Degenhart | Lockheed Martin Corp. |  |
|  | Alexander | Diskin | IAI - Israel Aerospace Industries |  |
| \* | Robert | Gilbert | Lockheed Martin Corp. |  |
| \* | Milan | Hanyk | Honeywell Aerospace |  |
| \* | Brian | Harvey | Gulfstream |  |
| \* | Les | Hellemann | GE Aviation | Secretary |
| \* | Rodney | Holt | Triumph Group |  |
| \* | Jerry | Hulin | GKN Aerospace - Filton |  |
| \* | Michael | Irvin | The Boeing Company |  |
|  | Jerry | Isoaho | GKN Aerospace Sweden AB |  |
| \* | Holger | Krueger | Airbus Group | Vice Chairperson |
| \* | Peter | Lang | Pratt & Whitney |  |
|  | Andrew | Leslie | BAE Systems –E&I |  |
| \* | Joe | Lundin | UTC Aerospace (Goodrich) |  |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
|  | Roger | Merriman | Textron Aviation |  |
| \* | Joel | Mohnacky | UTC Aerospace (Hamilton Sundstrand) |  |
| \* | Tim | Nance | Rockwell Collins |  |
|  | Eric | Przybylowicz | Honeywell Aerospace |  |
| \* | Samuel | Riddle | Leonardo Helicopter Division |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \* | Paul | Slater | Rockwell Collins |  |
|  | Ranganathan | Srinivasan | Singapore Technologies Aerospace Ltd |  |
| \* | Steve | Tooley | Rolls-Royce | Chairperson |
| \* | Andrew | Toth | Rolls-Royce |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
| \* | Akie | Uchida | Mitsubishi Heavy Industries |  |
|  | Kara | Warrensford | Honeywell Aerospace |  |
| \* | Gary | Winters | Northrop Grumman |  |

***Other Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | James | Ahlemeyer | Ducommun AeroStructures |  |
| \* | Joe | Beauchemin Jr | LAI International |  |
|  | Richard | Freeman | TWI Ltd |  |
| \* | Andrew | Jackson | AMPP Services Ltd |  |
|  | Kelie | Lee | AMPP Services Ltd |  |
| \* | Grant | Lilley | Meyer Tool, Inc. |  |
|  | Mitch | Nelson | NASA-Jet Propulsion Lab |  |
| \* | Stan | Revers | Senior Aerospace - Thermal Engineering |  |
|  | Andrew | Rowe | Titeflex Aerospace |  |
| \* | Mike | Schleckman | Voss Industries, LLC |  |
|  | Yasemin | Seref Cizioglu | Tusas Engine Industries Inc |  |
| \* | Gigi | Streeter | Barnes Aerospace |  |
| \* | Christopher | Webb | PCC Structurals Inc. |  |
| \* | Jack | Winteringham | Alcoa Power and Propulsion |  |

***PRI / SAE Staff Present***

|  |  |
| --- | --- |
| Gabriel | Kustra |
| Ian | Simpson |

## Safety Information – OPEN

The participants were notified of the meeting safety requirements.

## Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct – OPEN

The Code of Ethics and Meeting Conduct policies were reviewed.

## Present the Antitrust Video – OPEN

The Antitrust policy video was shown.

## Review Agenda – OPEN

Ian Simpson reviewed the agenda for the meeting. New business items were identified for inclusion in item 7.0 (in closed meeting) and item 25.0 (in open meeting).

## Approval of Previous Meeting Minutes – OPEN

Motion made by Saeed Cheema and seconded by Michael Irvin to accept the October 2016 Nadcap meeting minutes. Motion passed.

## Rolling Action Item List (RAIL) Review – OPEN

The RAIL was reviewed by Ian Simpson. The majority of items are closed or are included in this meeting for further discussion. There are however 2 action items that remain outstanding:

* 308 – Subscribers to provide the details of Suppliers that they intend to have audited to the new Additive Manufacturing checklist. Some responses have been received, but this remains outstanding for the majority of Subscribers.
* 312 – North America Subscribers to determine if they are able to provide hands-on training to auditors on Additive Manufacturing.

For specific details, please see the current WLD Rolling Action Item List posted at www.eAuditNet.com, under Public Documents.

* 1. Staff Engineer Communiqué – OPEN

Ian Simpson presented a Nadcap Communiqué to the Task Group.

1. The document transition process is still on-going.
2. The next Nadcap Task Group meeting will be in June 2017 in Berlin, Germany.
3. A Summary of changes made to General Operating procedures since the last Task Group meeting was presented.

* PD 1100 (Nadcap Program Requirements) – Changes to remove scope exceptions for Subscriber accreditation audits, allowance for Subscriber unique requirements in Audit Criteria, allowance for provisional Subscribers to vote, reference to OP 1124 for allegations with respect to Code of Ethics violations
* OP 1102 (Control of Records) – Remove ‘Supplier’ from Annex A meaning audit records applies to all audits performed (i.e. inclusion of Subscriber accreditation audits), added ‘Allegation of Wrongdoing’ to the appeals section
* OP 1105 (Conducting an Audit) – Added Self-Audit requirements, and subsequently re-written as part of documentation transition process. Additional changes include; clarification of when audit is considered to have started and the check for verification of corrective action verification
* OP 1106 (Audit Report Processing) – Changes to clarify that notification is when the audit moves to ‘Supplier Review’ (i.e. recognizes the time period between submittal and Supplier review that is used for Export Control material review), removed duplication regarding Observer behavior that is already defined in the Audit Observation procedure, clarified language with respect to objective evidence for restricted information
* OP 1112 (Nadcap Management Council (NMC) Oversight) – Changed to require the oversight plan to include corrective actions from prior audits, removed requirement for all procedures to be reviewed every year (now requires procedures to be reviewed at least every third year)
* OP 1114 (Task Group Operating Procedure) – Added requirements for Self-Audit
* OP 1116 (Auditor Staffing) – Clarified requirement for periodic training, added question in Supplier feedback to establish if the auditor has used the self-audit information provided
* OP 1118 (Audit Observers) – Completely re-written. Key changes include; Observer to acknowledge that they will adhere to the requirements of the procedure, Auditor to acknowledge if Observer attended the audit, the timeframe for completion of the feedback, that Task Group observation appendices are outside of the eAuditNet system
* OP 1123 – (Supplier Support Committee) – Completely re-written. Key Changes; Roles and responsibilities of SSC Leadership Team clarified
* OP 1124 (Allegation Handling and Resolution) – Change to scope to include personal code of ethics allegations, the default subcommittee of Ethics and Appeals will be assigned where no other clearly defined body is responsible, possible outcomes, record maintenance, annual review of allegations

1. A Summary of changes made to the Weld specific appendix of OP 1116 was presented.

* OP 1116 App WLD (Auditor Staffing – Additional Weld Requirements) – Change to allow the Task Group to waive exam / interview for process restriction removal

# AUDITOR CONFERENCE – CLOSED

At the October 2016 Task Group meeting, the Task Group identified a number of training items for consideration for the 2017 Auditor Conference.

Items identified include those items identified by the auditors, previously identified training items and the review of auditor consistency per OP 1117.

A draft agenda had been developed by Ian Simpson. This was reviewed by the Task Group and modified to include additional items as required based on the review of auditor consistency data (ref item 3.1). Where possible, Task Group members were assigned to each item, and they will be responsible for coordinating / development of training material. Final assignments will be made at the June 2017 Task Group meeting.

One of the agenda items is for calibration of welding equipment. This was requested by the Auditors at the October 2016 Auditor Conference. The Task Group discussed how this may be best achieved and Saeed Cheema agreed to discuss with the Aerospace Quality System (AQS) Task Group to determine if the basic information on this topic was already available. Saeed later confirmed that there is no information available from the AQS Task Group. The subject matter for a training item on this topic could be extremely large, hence the Task Group requested the Staff Engineer to survey the auditors for more specific requests.

Visual weld inspector certification is a reserve item. There was some discussion about how training and certification may occur, but unless this is added to the agenda this is mute at this time.

It was suggested that we identify auditors to perform some of the training items as we have done in the past. At this time, none of the agenda items really align with this process; however the Task Group agreed to look at this again for future Conferences.

The Staff Engineer was assigned the action of updating the agenda based on the discussion at this meeting.

***ACTION ITEM: Ian Simpson to survey auditors for the information they wish to be trained on with respect to calibration. (Due Date: 31-May-2017)***

***ACTION ITEM: Ian Simpson to update the Auditor Conference agenda and present at the June 2017 meeting for finalization. (Due Date: 06-Jun-2017)***

# AUDITOR EFFECTIVENESS – CLOSED

1. Review of OP 1117

The Auditor Consistency procedure (OP 1117) requires the Task Group to review several items as part of the process to monitor and ensure consistency among its Auditors.

The following items were discussed:

1. Annual Review of Auditors

The Task Group has developed a template for annual auditor feedback. This has been successfully used every year since 2014. The Task Group reviewed the template to ensure it still meets OP 1117 requirements and their specific requirements and concluded this to be the case. As such the Task Group agreed to use the same methodology in 2017. i.e. an evaluation will be developed for each WLD auditor by the Staff Engineers. This will be sent to each auditor before 30-Sep-2017. Any auditor with areas of concern will have a discussion with a Staff Engineer. Auditors without concerns can be sent evaluations and can request a discussion with the Staff Engineer if they wish. All auditors have the opportunity to have a discussion with a Task Group representative at the October Auditor Conference should they desire.

***ACTION ITEM: Staff Engineers to create annual auditor assessments and discuss these with auditors as deemed necessary. (Due Date: 30-Sep-2017)***

1. Auditor Performance Data Set Charts

The current Auditor performance data set charts (Non Conformance Reports (NCRs) per audit day, NCRs per checklist paragraph, red-line, and Auditor Variation) were reviewed by the Task Group.

At the last meeting Mario Leclerc presented a modified spreadsheet that allows further drill-down of data. The sub-team of Mario Leclerc and Gary Winters has further developed this ‘Auditor Effectiveness Analysis Tool’ and Ian Simpson presented how it is to be used. The Task Group noted that this will help in identifying where auditors are strong / weak. The Task Group expressed that review of this data prior to an Observation would be useful to help prepare.

It was also noted that the tool can be used in future deep dives to understand where auditors could benefit from additional training.

***ACTION ITEM: Ian Simpson to post auditor effectiveness charts in the Task Group Work Area in eAuditNet. (Due Date: 31-Mar-2017)***

The Task Group did not identify any improvements that would be required in Task Group documentation (e.g. checklists or handbooks) as a direct result of this analysis.

1. Auditor Observation Plan

The observation plan for 2017 was developed at the October 2016 Task Group meeting using the prioritization tool that the Task Group has developed. The Task Group reviewed the plan and prioritization tool to establish if any changes were required. Honeywell had asked for an auditor to be included as high risk while they investigated an audit that he conducted. At this meeting they reported that they had reviewed the audit and found that the auditor had correctly identified the issue they were concerned with, as such this auditor was removed from the high risk category.

An Observation of a WLD auditor performing an AQS audit was reviewed. There were several issues reported and as such the Task Group re-scored in the Observation category and this auditor now becomes classed as high risk. There were also some additional minor revisions made based on review of all of the data in agenda item 3.

This revision to the observation prioritization now means that there are 6 high risk auditors and one new auditor to observe this year. The Observation plan requires revision based on this change to observation prioritization.

To date one observation has been completed and a further 3 requested for 2017. Of these 4 observations, one covers an auditor who is deemed high risk and one covers a new auditor.

The Task Group was encouraged to review and establish if they are able to observe any of the auditors who have been identified for observation in 2017.

Ian Simpson provided a demonstration of how Subscribers can locate auditor’s schedules and also where the observation plan is posted.

Task Group members were reminded that to request an observation, they can do this directly in eAuditNet providing that the audit is at least 14 days in advance of the request. If the audit they wish to observe is scheduled less than 14 days away, then a request to PRI Scheduling Department is required.

***ACTION ITEM: Ian Simpson to update the Observation plan to reflect the revision made to the prioritization scorecard information. (Due Date: 31-Mar-2017)***

1. Observation Reports

The Task Group reviewed 2 observations. The first was an observation of a new auditor and was required per the 2016 Observation plan. There were a couple of minor items identified with respect to the Auditor’s performance, however these were considered to be adequately addressed by discussion between the Auditor and Observer after the audit. The Observation did however identify a couple of items with respect to the audit process as identified below:

* Control of resistance weld electrodes. There may be an opportunity to provide additional verbiage in the handbook to further identify what objective evidence is required for this item. The Task Group noted that this could likely be covered with a simple revision to the AC7110/4 handbook. This was subsequently discussed further in the open meeting, agenda item 24.1
* Availability of in-process job audits. This particular Supplier had very limited work in-progress. The auditor was able to satisfy the job audit requirements of the Task Group with a combination of in-process and historical jobs, however the Observer suggested that perhaps there is an opportunity to review this further and / or limit a Supplier’s merit if in-process jobs are not available. Steve Tooley agreed that he would discuss this item with the NMC Audit Effectiveness team, as this item will likely affect many of the Task Groups, not just WLD.

The second observation reported no issues of concern.

From the observations reported in the October 2016 meeting, the Staff Engineer had an action to discuss the time allocated to a satellite audit. The auditor confirmed that the fact that the observation only covered the satellite and not both the main and satellite had caused the timing issues.

***ACTION ITEM: Steve Tooley to discuss the possibility of Supplier’s not receiving merit if the Supplier is unable to weld parts during the Nadcap audit, with the NMC Audit Effectiveness team. (Due Date: 06-Jun-2017)***

1. Review of Supplier Feedback

Steve Tooley and Ian Simpson reviewed the Supplier feedback information and provided a summary to the Task Group. There were 4 items worthy of further discussion with the Task Group. The Task Group agreed that the Staff Engineer should contact 2 individual auditors about some specific items that were noted, and a further one item was added to the October 2017 Auditor Conference agenda as all auditors would benefit. The Task Group also thought it would be beneficial to issue an Auditor Advisory on the item identified for inclusion in the Auditor Conference to negate any further instances between now and the Conference.

The next supplier review data will be made available shortly after 30-Jun-2017. As this is after the June 2017 Task Group meeting, there will be no Supplier feedback data to review at the June 2017 meeting.

***ACTION ITEM: Ian Simpson to contact 2 individual auditors with respect to specific items made in Supplier Feedback comments. (Due Date: 31-Mar-2016)***

***ACTION ITEM: Ian Simpson to issue an Auditor Advisory to remind auditors of the need to provide a written or electronic document detailing non-conformances. (Due Date: 31-Mar-2016)***

1. Annual Review of Audit Report Reviewer Feedback

Ian Simpson provided a summary of items noted by the Audit Report Reviewers over the last 12 months. The item that affects auditor evaluation most is audit completeness errors; although to place this in context over 80% of audits do not have any issues. The second highest item is NCR rework, which is due to items such as insufficient information being provided in the NCR description. The only other item worthy of note is the selection of job audits which has not always been in accordance with the Job Selection Handbook. These items have been addressed by specific feedback in each audit report review; by some generic training at the October 2016 Auditor Conference; by individual training as part of the 2016 annual auditor reviews.

The only item from this review that warrants generic training is specific to how checklists are completed in relation to captive and independent labs. Questions are typically answered correctly, but supporting notes and verified scope do not always align correctly.

The Task Group concurred with the recommendation, and this was added to the 2017 Auditor Conference agenda.

Items that are specific to individual auditors will continue to be addressed in the per audit reviews and in the 2017 annual auditor evaluation.

1. Annual Review of Communication plan

The Task Group previously agreed that the following would be the best method of communicating between themselves and the auditors:

* No internet forum discussion group, instead using the Staff Engineers as a single point of contact for general and checklist issues
* Subscriber Task Group representatives can be contacted for subscriber specific questions either directly or via the Staff Engineer
* Suggestion for checklist content / revisions can be provided to the Staff Engineer directly at any time, in response to the annual review or at the Auditor Conference

The Nadcap Management Council (NMC) previously agreed that this was sufficient to meet the Open Communication requirements imposed by (the now obsolete) NOP-012. This is still a requirement in OP 1117, and although the verbiage has changed it is not significant. As such the Task Group considers that this methodology still meets the procedural requirements.

The Task Group confirmed that this is how they wish to communicate with the auditors.

1. Requirement for WLD specific observation appendix

The Task Group have previously discussed if a WLD specific appendix is required for the Auditor Observation form and decided that it was not required. This was reviewed again, and the Task Group confirmed that a Weld Specific appendix is not required; citing that the current Observation report addresses all of the items that the Task Group wishes to address.

1. Annual Review on Auditor proficiency testing

The Task Group had previously decided that proficiency testing is not required, as the Task Group imposes process restrictions where an auditor does not have the required experience for any specific weld process. To have a restriction removed the auditor would need to be interviewed again, hence the Task Group are effectively testing the auditor’s knowledge and do not therefore require a test to determine this. Since this was last discussed, the WLD specific appendix of OP 1116 has been revised to define the requirements for process restriction removal. The Task Group again decided that Proficiency Testing is not required based on the process implemented that limits an auditor’s process approvals.

1. Annual Review of Weld Auditor training material

The Task Group has developed WLD specific training for new auditors. The Staff Engineer has made some editorial changes (e.g. staffing, location of documents, addition of AC7110/14) and added a new section on the requirement to perform self-audits. This was reviewed by the Task Group and agreed. The Staff Engineer was actioned to replace the existing training with the agreed revised training presentation.

***ACTION ITEM: Ian Simpson to have the revised New Auditor training presentation implemented in the Learning Management System. (Due Date: 31-Mar-2017)***

1. Review Dashboard

The dashboard metrics, as required by OP 1117, were reviewed. Three of the four required metrics are green, however the metric associated with number of observations performed was yellow. This metric is yellow as the Task Group has not yet achieved 10% of the planned audit observations as defined in the audit plan originally developed in October 2016 to cover 2017, and modified at this meeting (ref item 3.1.3). It was reiterated that failure to complete observations of the identified high risk / new auditors could jeopardize compliance later in the year if these are not started to be scheduled soon.

1. Identify Training Needs for Auditors

The review of data defined here and also from item 2.0 has resulted in a number of training items for inclusion in the Auditor Conference agenda. The Task Group will review again at the June 2017 Task Group meeting to ensure a finalized agenda is completed.

1. NMC Annual Report

The Task Group compiled the Annual NMC review at the October 2016 meeting and actioned Steve Tooley to submit this to the NMC. This was revised in November 2016 to reflect that the outstanding observation had been completed, and it was submitted to NMC. To date there has been no feedback from NMC.

1. Actions required by NMC Audit Effectiveness Team

At the time of this discussion there were no further requests from the NMC Audit Effectiveness.

Steve Tooley did however note future requests from the NMC in item 20, as a result of the NMC debrief at the Planning and Operations meeting.

1. Auditor Status

The Staff Engineer gave an update of new auditor candidates and the status of process restriction removals for current auditors. It was noted that as more and more Suppliers define their audits as containing ITAR / EAR material, the need for unrestricted auditors is becoming more important.

1. Staff Engineer becoming an Auditor

The Task Group discussed the possibility of Gabe Kustra becoming a Nadcap Weld Auditor.

Motion made by Saeed Cheema and seconded by Michael Irvin to waive exam and interview process for Gabe Kustra to become a weld auditor. Included in motion was to waive the T1 observation audit requirement, as Gabe has already been observing audits, and have Gabe complete T2 training assessment audits. Motion passed.

In the subsequent discussion, it was agreed that the only items Gabe needs to complete in order to become an Auditor is successful T2 audits. Approval will be given for a weld process after a successful T2 is completed, for that weld process.

# SUPPLIER ADVISORIES – CLOSED

## Review of Advisories since October 2016 Nadcap Meeting.

One Supplier Advisory has been issued by WLD since the October 2016 Task Group meeting, #2885. This was reviewed by the Task Group.

Advisory #2885 subsequently led to the Supplier’s accreditation being suspended. The Supplier has since implemented corrective actions that the notifying Subscriber accepted and as such the Task Group reinstated the accreditation. Further discussion ensued on this specific advisory in item 7.0

One Supplier Advisory was issued by another commodity that could have an effect on the WLD accreditation. This advisory, #2919 was reviewed. No additional actions were identified.

## Review of Subscriber Advisories.

No Subscriber Advisories were brought up for discussion by the Task Group.

# STAFF ENGINEER DELEGATION – CLOSED

## Review of Staff Engineer Delegation

The Staff Engineer reviewed data for Audit Report Reviewers using delegation oversight form t-frm-07, including percentage oversight by Task Group, percentage NCRs concurred with by the Task Group, minimum number of audits per year, and other items pertaining to audit completeness. All requirements of OP 1115 were met for the delegated Audit Report Reviewers and the following motions were made.

Motion made by Saeed Cheema and seconded by Michael Irvin to maintain Ian Simpson’s delegation. Motion Passed.

Motion made by Saeed Cheema and seconded by Michael Irvin to maintain Gabe Kustra’s delegation. Motion Passed.

Motion made by Saeed Cheema and seconded by Michael Irvin to maintain Mike Gutridge’s delegation. Motion Passed.

Motion made by Saeed Cheema and seconded by Michael Irvin to maintain Wayne Canary’s delegation. Motion Passed.

# OP 1110 FAILURE CRITERIA – REVIEW OF RAW DATA – closed

1. Data for reaccreditation audits for the 12 months, 1-Jan-2016 to 31-Dec-2016 and for initial audits for the 24 months, 1-Jan-2015 to 31-Dec-2016 was reviewed by the Task Group. (At the February 2013 Task Group meeting, the Task Group stated that in future they would use 24 months of data for initial audit review due to the smaller population which is influenced significantly by a few outliers).

The raw data included the Supplier names and NCR numbers and allowed the Task Group to investigate if there were anomalies that were influencing the failure criteria.

A summary of data analysis was prepared for presentation and vote in item 12.0.

# NEW BUSINESs – CLOSED

## Actions required as a result of Supplier Advisory 2885

As noted in item 4.1, a Type C advisory was issued due to a declaration of a product escape.

The Subscriber member, who originally notified of the escape, provided details of the issues that had occurred at the Supplier and what corrective actions had been taken. It was noted that perhaps revisions to checklist / handbook could be made to address some of the issues that occurred. A sub-team led by Les Hellemann was assigned to review the AC7110/5 checklist and handbook, especially related to questions at paragraphs 3.1, 5.3, 6.1.1 and 9.1, to determine if changes are required. At agenda item 24.1 and 24.2, this was discussed further in the open meeting and 2 Suppliers requested to join the team.

The Task Group also noted that, an Auditor Advisory should be issued to immediately notify auditors of the Task Group’s expectations.

***ACTION ITEM: Les Hellemann to draft an Auditor Advisory to define the Task Group’s expectations with respect to the issues that led to Supplier Advisory #2885 being issued. (Due Date: 28-Feb-2017)***

***ACTION ITEM: Ian Simpson to issue Auditor Advisory written by Les Hellemann on the issues that led to Supplier Advisory #2885 being issued. (Due Date: 31-Mar-2017)***

***ACTION ITEM: Sub-team of Les Hellemann (Lead), Andy Toth, Saeed Cheema, Christopher Webb and Jim Ahlemeyer to propose changes to AC7110/5 checklist and handbook to address the items that led to Supplier Advisory #2885 being issued. (Due Date: 06-Jun-2017)***

# Review Membership Status – OPEN

1. Confirm Any New Voting Member Applications

The following requests for additions or changes to voting membership were received and confirmed by the Task Group Chairperson pending verification of PD 1100 requirements.m-frm-01 forms were completed as necessary.

* Subscriber Voting Member: UVM
* Supplier Voting Member: SVM
* Alternate: ALT
* Task Group Chairperson: CHR
* Vice Chairperson: VCH
* Secretary: SEC

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Company** | **Position:**  **(new / updated role)** | **Meetings Attended (Month/Year)** | |
| Joseph | Beauchemin | LAI International | New SVM | Oct-2016 | Feb-2017 |
| Ralph | Kropp | MTU Aero Engines AG | Move from UVM to ALT/UVM | N/A | N/A |
| Samuel | Riddle | Leonardo Helicopter Division | New UVM | Oct-2016 | Feb-2017 |
| Gerhard | Westenrieder | MTU Aero Engines AG | Move from ALT/UVM to UVM | N/A | N/A |

Yasemin Seref Cizioglu requested to become a SVM and submitted a m-frm-01. During the subsequent verification it was found that Yasemin was not recorded in the minutes for the first meeting stated on the m-frm-01. As such SVM status cannot be granted at this time.

***ACTION ITEM: PRI to make changes to Subscriber and Supplier Voting status as noted in the table within the minutes. (Due Date: 31-Mar-2017)***

1. Review Compliance with Voting Requirements of Present Voting Members

The compliance to voting requirements per PD 1100 was reviewed.

Pratt & Whitney and Triumph have missed the last 2 letter ballots.

Steve Tooley agreed to maintain Triumph’s Voting status at the October 2016 meeting due to exceptional circumstances, and again agreed to maintain their status at this meeting.

Peter Lang confirmed that Pratt and Whitney are committed to Nadcap. Lack of representation at the October meeting was due to personal issues, and ballot participation was something that was simply missed. Dag Lindland has agreed to support the October 2017 Auditor Conference. On this basis, Steve Tooley agreed to maintain Pratt and Whitney’s voting status.

# Supplier Support Committee (SSC) Report – OPEN

1. Mike Schleckman presented the SSC report. This gave information on its role, current activities, the mentoring program, Business Development Tool, and SSC initiatives and events. The SSC provides an avenue for Suppliers to have input and give feedback to the Nadcap program, and provides answers and support for Suppliers who have questions and problems. The 2015 Supplier Survey is being analyzed and action plans being developed.

The SSC sponsored events at this meeting included a New Supplier Information session, Subscriber Updates and AS9100 Rev D change summary.

The SSC General Meeting included New Self-Audit requirements and the 2015 Supplier survey report.

Mike stated that Task Groups are able to have alternate SSC NMC representatives. Ian Simpson stated he would determine the requirements that are in place to allow this.

***ACTION ITEM: Ian Simpson to determine the requirements that allow Task Groups to have alternate SSC reps on the NMC. (Due Date: 06-Jun-2017)***

# NMC Metrics – OPEN

1. Ian Simpson reviewed the NMC metrics, including:

Accreditations Issued/Lapsed, Eligible Merit, On-Time Certification, Staff Cycle Time Initial, Staff Cycle Time Reaccreditation, Task Group Cycle Time Initial, Task Group Cycle Time Reaccreditation, Supplier Cycle Time Initial, Supplier Cycle Time Reaccreditation. All metric charts for the period ending 31-Dec-16 were green, except Task Group Cycle Time for Initial and Reaccreditation which were yellow. These non-green metrics have been previously discussed and the Task Group chose to take no further action.

A review of all monthly metrics since the last Task Group meeting was performed and no red metrics have occurred in this period.

# Specification Changes – OPEN

## Gary Coleman provided an update on the status of American Welding Society (AWS) specifications.

* AWS D17.1 - Major revision in work for procedure qualification, visual acuity, and welder qualification for tack welding. It is currently at TAC ballot and comments will be resolved at the May 2017 meeting. An expected release date to occur around the end of 2017, or early 2018.
  + Procedure qualification changes will define variables required on WPSs, re-qualification requirements when limits exceed specified limits, qualification test methods, clarify manual welding qualification requirements
  + Change to make welder and inspectors vision acuity the same and to allow alternate test methods
  + Manual tack welder qualifications will limit against the weld process, the base metal composition and the addition of filler
* AWS D17.2 – Draft review is complete. Anticipate that main committee comments will be resolved in May 2017 with a TAC review in June 2017. Expect next revision to be released in 2018. Key changes include:
  + Training requirements for personnel who perform welding, visual inspection, metallographic evaluation and schedule certification
  + Qualification of NDE personnel to NAS 410 or other NDE standard
  + Vision testing for operators and inspectors
* AWS D17.3 - 2nd edition has been issued. Already started work on 3rd edition. Topics to be covered include tack welding, rework and repair, self-reacting Friction Stir Welding, Phased Array Ultrasonic Testing and residual oxide defect
* The next AWS D17 Committee meeting will be 2-4 May 2017 at Lynn Welding, CT.USA.

Holger Krueger provided an update on the status of ISO specifications at the October 2016 meeting. The ISO Committee met in Miami on 19-20 Oct-2016. There have been only minimal changes and as such Holger did not present on the main committee items, but on Additive Manufacturing specifications as noted below.

* ISO/TC261 has responsibility for Additive Manufacturing. ISO/TC44/SC14 has responsibility for Aerospace Welding, but has liaison with ISO/TC261
* There are also European standardization and National standardization groups working on Additive Manufacturing. Examples are ASD-STAN D4WG14, AWS D20, and DIN
* ISO/TC261 and ISO TC44/SC14 met in December 2016 to discuss cooperation and proposed joint working group. Expect agreement to be finalized in March 2017
* The ISO TC44/SC14 group will concentrate on Additive Manufacturing of metallic materials used in aerospace. Topics for standardization will include machine qualification, personnel qualification and process specification

The next ISO meeting will be 7-9-Mar-2017 at the TWI, Cambridge UK. Note that this is a change of venue to that reported in the October 2016 minutes.

Gary Coleman and Holger Krueger gave permission for the AWS and ISO Committee updates to be posted in eAuditNet. This will be added to the Public Documents section for Welding (Resources / Documents / Public Documents / Welding / Data Folder).

***ACTION ITEM: Ian Simpson to post the AWS and ISO Committee update presentations in eAuditNet. (Due Date: 31-Mar-17)***

# REVIEW OF OP 1110 FAILURE CRITERIA – OPEN

1. Annual review of OP 1110 Mode B failure criteria

The Staff Engineer provided a summary for the prior 12 months for reaccreditation audits and 24 months for initial audits. (The Task Group has previously agreed to use 24 month data for Initials as this smooths any effects due to outliers in a smaller population). Based on the recommendations in OP 1110 to calculate failure criteria, the data suggested that minor modifications should be considered for the number of Major NCRs and total NCRs in reaccreditation audits, and the total number of NCRs in initial audits. (The values for Major NCRs in initial audits are exactly the same as the existing limits).

There was some discussion as whether a change should be made, or retained at the existing limits.

Motion made by Les Hellemann and seconded by Gary Coleman to approve the failure criteria in OP 1110 for initial audits Mode B failure as it is currently defined. Motion Passed.

Motion made by Holger Krueger and seconded by Gary Coleman to approve the failure criteria in OP 1110 for reaccreditation audits Mode B failure as it is currently defined. Motion Passed.

***ACTION ITEM: Ian Simpson to communicate the WLD OP 1110 Mode B failure criteria to the document owner. (Due Date: 15-Mar-2017)***

# ANNUAL REVIEW of top 10 NCRs – OPEN

1. The Task Group publishes a Top 10 NCRs document in eAuditNet in the Weld Public Documents application. The NCRs written in the last 12 months were analyzed and the current Top 10 NCRs were reviewed and agreed.

The Task Group supplements the Top 10 NCRs document with guidance that provides information on the checklist requirement, examples of NCRs and helpful hints on how to be compliant. Three of the latest Top 10 NCRs are new to the list; however they have appeared in prior top 10 NCR lists. Existing information on all of the current top 10 NCRs was therefore available. Minor modifications were made and the Staff Engineer actioned to post the new document.

The Task Group also decided that it would be beneficial for the existing top 10 guidance to remain; hence the new top 10 will be an addition, not a replacement.

There was some discussion with respect to when an Auditor should notify the Supplier when he discovers a non-conformance during a job audit. The Task Group agreed that the auditor should notify the audit host as soon as practically possible. For consistency purposes, the Task Group added this to the Auditor Conference agenda.

***ACTION ITEM: Ian Simpson to post the new Top 10 NCRs document that was agreed by the Task Group at the February 2017 meeting. (Due Date: 31-Mar-2017)***

# diffusion welding – OPEN

1. The AC7110/8 checklist for Diffusion Welding was drafted to accommodate Smart Checklist, incorporate items from the rolling action item list, and to incorporate superplastic forming. Comments were resolved at the October 2016 meeting and the checklist sent on a new technical ballot to the Task Group. There were 3 editorial comments made on this ballot, all of which were addressed directly with the Commenters. The checklist was therefore sent on an NMC affirmation ballot without the need for a further resolution of comments meeting. The NMC have subsequently approved the checklist.

The checklist however has not yet been issued as there is no supporting handbook. The Staff Engineer and the proposer of checklist revision, Marco Polleto, have drafted a handbook revision, and subsequently requested other members of the original checklist review team (Scott Maitland and Andy Dewhurst) to review it. Andy Dewhurst has provided a few minor editorial changes. Scott Maitland has not yet been able to complete his review. The Task Group agreed that once the sub-team has completed its review, the handbook will be considered approved with no further review by the entire Task Group required.

***ACTION ITEM: Scott Maitland to complete his review of the AC7110/8 handbook. (Due Date: 31-Mar-2017)***

***ACTION ITEM: Ian Simpson to issue the AC7110/8 checklist and handbook, once the sub-team of Marco Poletto, Andy Dewhurst and Scott Maitland has completed their review of the AC7110/8 handbook. (Due Date: 30-Apr-2017)***

# Additive Manufacture – OPEN

## Richard Freeman gave an update on the status of the Additive Manufacturing checklist, AC7110/14.

The checklist was approved by the NMC in August 2016. It was not however issued at that time as the supporting handbook and the last element of auditor training were not complete.

Once the handbook was finalized in December 2016 and the hands-on auditor training confirmed for mid-January 2017, the checklist was issued on 5-Dec-2016 with an effective date of 5-Mar-2017.

Concurrent with handbook development and auditor training finalization, a sub-team completed the associated auditor exam. This was tested by Ian Simpson and subsequently entered into PRI’s Learning Management System (LMS) in order for auditors to take it once training was completed.

The hands-on auditor training was completed at GKN’s Filton, UK facility on 17/18-Jan-2017, and post training each auditor who completed this was provided the necessary details to take the exam. At the October 2016 meeting, the Task Group agreed that successful completion of the exam post training would allow the restriction against AC7110/14 to be removed. As of this date, 5 auditors are now approved to audit AC7110/14.

Ian Simpson stated that there were additional items noted as a result of the practical training. These items have already been added to the rolling list of items for future consideration. It was noted that powder control is an important issue and perhaps there was scope for an additional checklist to assess sources who manufacture powder, however the Task Group decided that no further action should be taken on this at this time.

It was again noted that a source for practical training in the US would be extremely beneficial, and any Subscriber who has this ability was asked to consider if they could help train auditors. Richard Freeman stated that there may be an opportunity to utilize a facility in the US for training; however this is an independent facility and not a Subscriber. Details of this would still need finalizing before this route could be utilized. There would also be an associated cost with this, which cannot be absorbed by the Nadcap program unless there is sufficient mandates and defined number of audits.

At the February 2016 Task Group meeting, Subscribers were asked to provide details of Suppliers that they would wish to be audited, mandates that are likely to be made and timescales for audits. To date, there has been very little information provided by Subscribers in terms of potential mandates and the number of Suppliers likely to require audit. Since October 2016, no further information has been provided to PRI. The total number of Suppliers identified as likely requiring an audit is approximately ten. It was re-iterated that without this information, we do not know if any further auditors are required and when we need them to be qualified by.

Subscribers were reminded that costs associated with development of the checklist have been high and undertaking of further development or indeed any new checklists could be jeopardized if Subscribers do not commit to the support once they have identified a new opportunity. Holger Krueger confirmed that Airbus have mandated their suppliers to become accredited, but acknowledged that the number of suppliers is low at this time.

NASA presented their evaluation of the checklist, noting that they would like to see additional items included. This was received well by the Task Group and NASA was asked to provide specific details for review.

# LABORATORY EVALUATIONs – OPEN

At the October 2016 meeting, Andy Toth reported that he had been seeing resistance weld reports with only single values of minimum penetration defined. Hence he was unsure if the values had been measured in all of the required locations, and only the minimum value recorded, or if the Supplier had indeed only measured in one location.

While it was agreed that this is an issue, the subsequent discussion noted that Nadcap cannot impose requirements and if the associated specifications do not require all measured values to be recorded then Nadcap is not in a position to incorporate requirements for this. Subscribers were therefore actioned to assess their specifications and establish if there are any common requirements that would allow items such as this to be better defined in the Nadcap checklists.

It was also noted that there may be different requirements for machine and schedule qualification versus production test coupons.

Only limited information was received from Subscribers. Andy Toth noted items that Rolls Royce Corporation expect to see in laboratory reports. It was however again noted that the checklists must be based on requirements, and as such the Task Group is unable to add additional questions to test this item, at this time.

In a related item, at the October 2016 meeting, Andy Toth also mentioned that he believed there is an opportunity to better enhance the checklists to check how welds are being evaluated. Andy was asked to provide further information and a proposal for consideration at this meeting.

Andy presented his proposal for review, which is to add a question in AC7110/3, /5, /6 and /13 that checks for the qualification of inspectors who are evaluating the welds. As these checklists relate to fusion welding, AWS D17.1 could be used as the basis for the requirement. The Task Group reviewed the existing handbooks for these items and determined that the existing guidance is already adequate to address this item.

# ANNUAL REVIEW OF FREQUENTLY ASKED QUESTIONS – OPEN

The Task Group publishes a Frequently Asked Questions (FAQs) document in eAuditNet in the Weld Public Documents application. This was reviewed for existing content and new questions which the Task Group has repeatedly been asked over the prior 12 months. This was reviewed and changes made.

***ACTION ITEM: Ian Simpson to replace the existing Frequently Asked Questions document with the revision agreed by the Task Group at the February 2017 meeting. (Due Date: 31-Mar-2017)***

# review of supplemental checklist questions – OPEN

At the October 2016 meeting, the Task Group started to review the existing questions contained in the Supplemental checklists to establish if they are still required, with the ultimate goal of rationalizing the number of these questions. The first step in analyzing these is to determine where the requirements exist in the Subscribers specifications. For this purpose, PRI developed a table with all existing Supplemental questions and requested those Subscribers with questions to provide the specification and paragraph from where the checklist questions were derived. The majority of Subscribers have provided this information, and the table of results reviewed. The majority of questions are based on specific Subscriber requirements and Subscribers have requested these remain. There were a few question not based on requirements which should be removed from the checklists. There was no agreement for any of the unique requirements to be added to baseline checklist requirements.

As changes to remove some requirements are being made, Subscribers were requested to provide any additional revisions that they require. Once this information is received, PRI will proceed with revision of all of the Supplemental checklists.

ACTION ITEM: Subscribers to state any changes they require in the supplemental checklists. (Due Date: 31-Mar-2017)

ACTION ITEM: Ian Simpson to send supplemental checklists for ballot. (Due Date: 30-Apr-2017)

# Create NMC Feedback Chart – OPEN

The Task Group generated the feedback chart for presentation by Steve Tooley at the NMC meeting.

# NMC Meeting Report – OPEN

1. Steve Tooley gave a summary of key items that were discussed in the Planning and Operations meeting and NMC meeting. Key items were:

* There is an NMC sub-team working on how to control accreditations at suppliers who do not currently process aerospace parts
* Revision of the Risk Mitigation process that transfers the process to Staff Engineers instead of Subscribers
* Remote service providers. Sub-team working on how to accredit Suppliers who provide services remotely from their main facility
* Audit Effectiveness Requests. Several new requests from NMC on this topic. The Staff Engineer was requested to summarize the requests and survey all voting members so that there can be an effective discussion on these items at the June 2017 meeting

ACTION ITEM: Ian Simpson to summarize the request by NMC Audit Effectiveness and send out summary/questionnaire to all voting members. (Due Date: 31-Mar-2017)

***ACTION ITEM: Voting members to provide feedback on NMC Audit Effectiveness actions. (Due Date: 15-May-2017)***

***ACTION ITEM: Ian Simpson to collate responses from Voting Members on NMC Audit Effectiveness items. (Due Date: 06-Jun-2017)***

# Forum for Supplier Issues – OPEN

1. A question was asked with respect to the verbiage in ISO 24393 Paragraph 11 that mentions ‘extension’ of qualifications. Holger Krueger, the Chair of ISO 24394 Committee, noted that subsequent paragraphs do however require requalification after 2 years. It was however recognized that this verbiage is not ideal and ISO already have proposed verbiage for the next revision that will remove this ambiguity. In subsequent discussion it was decided that an Auditor Advisory be issued to recognize the possible confusion that exists.

***ACTION ITEM: Ian Simpson to issue an Auditor Advisory to clarify that welder qualifications to ISO 24394 are only valid for 2 years and a full retest is required to maintain qualification. (Due Date: 31-Mar-2017)***

A Supplier asked if they are able to request a different auditor if they believe there is a conflict of interest. Ian Simpson stated that in these situations the Supplier should contact Scheduling noting the reasons and that PRI would evaluate if a conflict exists and if it does the auditor would be changed and the auditor’s profile updated to note the conflict.

A Supplier asked if they are required to provide the pre-audit documentation in eAuditNet. It was explained that there is already functionality in eAuditNet for this, and when posted here the only person who can review it is the auditor. This information can also be sent directly to the auditor, however it is considered to be more secure when posted in eAuditNet.

# TASK GROUP LEADERSHIP DISCUSSION – OPEN

1. Ian Simpson notified the Task Group that Steve Tooley’s term as Chair ends on 30-Jun-17. The WLD appendix of OP 1114 does however allow for a second term, but that the Task Group must re-affirm or vote for a new candidate. Steve confirmed that he is able to continue as Chair for a second term. Holger Krueger also confirmed that he is willing to remain as the vice-Chair. No other Voting representative expressed an interest in becoming Chair or vice-Chair, hence:

Motion made by Andy Toth and seconded by Rob Gilbert for Steve Tooley and Holger Krueger to retain their respective WLD Task Group leadership positions for another 3-year term. Motion Passed unanimously.

Les Hellemann confirmed that he and Chris English are able to remain as Secretary.

Motion made by Andy Toth and seconded by Rob Gilbert for Chris English / Les Hellemann to remain secretary for another 3-year term. Motion Passed.

Steve Tooley confirmed that Holger Krueger would remain as vice-Chair and that Chris English / Les Hellemann would remain as Secretary / Alternate Secretary.

The Leadership roles of Chair, vice-Chair and Secretary will now expire 30-Jun-2020.

***ACTION ITEM: Ian Simpson to notify NMC secretary of the decision of the Weld Task Group to maintain Steve Tooley as the Chair for a second term. (Due Date: 06-Jun-2017)***

# Auditor Advisories – OPEN

## Two Auditor Advisories has been issued since the October 2016 Nadcap Meeting. The first clarifies the difference between process checklists and the welder qualification checklist with respect to weld / welder qualification. i.e. that questions in section 7 of process checklists relate to the qualification of welds and that the corresponding questions in the welder qualification checklist relate solely to welder qualification tests.

## The second clarifies that the Self-Audit requirement only becomes effective once AC7110 Rev F becomes effective, i.e. 30-Apr-17.

The Task Group was reminded that open advisories are posted in eAuditNet (Resources / Documents / Public Documents / Welding / Auditor Advisories).

# Checklist Items – OPEN

1. Handbook Revisions

The Staff Engineer noted the following items for discussion relating to possible handbook revisions:

Milan Hanyk provided suggestions for minor editorial revisions to the Job Selection handbook (Change of ‘process test piece’ to ‘in-process test piece’ to clarify the need for the test piece to actually be welded in the presence of the auditor; change ‘completed’ to ‘historical’ to match the verbiage in the checklist that is now used to represent the paperwork review of a completed welded part). This was agreed by the Task Group.

Honeywell provided a presentation to justify handbook revisions for AC7110/1 Supplement B which is specific to induction brazing. This provided explanation to justify revision to the handbook for some questions, notably the question regarding induction coil control. This was reviewed by the Task Group and after some minor revisions it was agreed.

Per discussion in agenda item 3.1.4, a revision to the AC7110/4 handbook para 5.5 to include the purchase and receipt requirements of electrodes was reviewed, and agreed by the Task Group.

Les Hellmann discussed why revisions to AC7110/5 handbook (and checklist) were required. Cristopher Webb and Jim Ahlemeyer requested to be added to the sub-team for review of these documents.

During the Additive Manufacture training it was noted that job audits will not be able to view the process from start to finish due to the time it takes for the parts to be manufactured. The Task Group therefore agreed to verbiage to the AC7110/14 handbook to state how these audits can be performed.

Ian Simpson notified the Task Group that the handbook for AC7110/12S had been revised based on a comment from an auditor and confirmation from Boeing. The changes related specifically to verbiage against U11 (Boeing) on paragraph 3.16. The question in the checklist has the necessary information and hence the handbook verbiage, which had some contractions to the checklist, was removed.

***ACTION ITEM: Ian Simpson to incorporate the Task Group’s requirements for revision to the Job selection handbook and issue. (Due Date: 31-Mar-2017)***

***ACTION ITEM: Ian Simpson to incorporate the Task Group’s requirements for revision to the AC7110/1 handbook for induction brazing and issue. (Due Date: 31-Mar-2017)***

***ACTION ITEM: Ian Simpson to incorporate the Task Group’s requirements for electrode control in the AC7110/4 handbook and issue. (Due Date: 31-Mar-2017)***

***ACTION ITEM: Ian Simpson to incorporate the Task Group’s requirements for conducting job audits in Additive Manufacturing in the AC7110/14 handbook and issue. (Due Date: 31-Mar-2017)***

At the October 2016 meeting, it was noted that there was confusion about when Supplemental checklists are required especially when the Supplier is also the Design Authority for the parts being welded. At that meeting Gabe Kustra provided a draft flowchart that could be used for guidance in establishing when a Subscriber’s unique questions are applicable. This was sent to Subscribers for review and input on revisions, and these changes incorporated for review at this meeting. Some minor additional changes were agreed. There was also some discussion about very unique situations. It was decided that the flowchart could only accommodate the main items, and as such it was agreed that when unique situations occur these will need to be agreed directly with the Subscriber.

The Task Group also noted that confusion over U number applicability likely occurs in other Task Groups and therefore requested that the finalized version be sent to the NMC Standardization Committee.

During this discussion it was also noted that Suppliers do not always define their Customers in eAuditNet. The completion of this is not mandatory and there is no system that verifies the Subscribers that are defined against the Subscribers Approved Supplier Listings. Steve Tooley stated he would request an enhancement with eAuditNet to better control this item.

***ACTION ITEM: Gabe Kustra to finalize Supplemental checklist flowchart and incorporate in the Scope completion handbook and issue. (Due Date: 31-Mar-2017)***

***ACTION ITEM: Ian Simpson to submit the finalized Supplemental checklist flowchart to NMC Standardization Committee. (Due Date: 31-Mar-2017)***

***ACTION ITEM: Steve Tooley to submit eAuditNet enhancement to check the Subscribers that a Supplier declares against the Subscribers approved supplier list. (Due Date: 30-Apr-2017)***

1. Checklists Revisions

The base requirement checklist (AC7110) was revised to incorporate items from the rolling list of checklist items and to add the requirements to perform self-audits as required by the revisions to OP 1114 and OP 1105. This was subsequently balloted to the Task Group. Two editorial comments were made which were resolved directly with the Commenter and did not require Task Group disposition. The changes were incorporated and the checklist balloted to the NMC. There were no comments in the NMC ballot and as such the checklist was approved. The Staff Engineer therefore moved forward with issuing the checklist. The checklist becomes effective on audits conducted after 30-Apr-2017.

As noted in item 24.1, Les Hellemann is leading a sub-team to assess if revision to AC7110/5 is required.

***ACTION ITEM: Les Hellemann to provide review of changes required to AC7110/5. (Due Date: 06-Jun-2017***

The Task Group maintains a rolling list of items for requests on checklist revision. Since the last Task Group meeting in October 2016, four items have been requested to be added to the list. Three were all for editorial issues which were agreed by the Task Group. The fourth item was a revision to the AC7110/4 checklist to add an additional question to test the purchase and receipt inspection of electrodes. This was also agreed.

# New Business Items – OPEN

1. The Task Group was asked to confirm if they would hold a regular Task Group meeting when the Nadcap February 2020 meeting is scheduled for China (Beijing or Shanghai). This was discussed by the Task Group and sufficient members that would allow quorum stated they would attend a meeting in this location.

***ACTION ITEM: Ian Simpson to notify Kellie O’Connor of the WLD Task Group’s decision to support the February 2020 meeting in China. (Due Date: 27-Feb-2017)***

# JUNE 2017 Agenda – OPEN

Several items from this meeting will require additional time in the June 2017 meeting. Standard items for the June meeting also require review of the WLD Task Group operating procedures. Time needs to be allocated to review the sub-team’s review of AC7110/5.

***ACTION ITEM: Ian Simpson to develop an agenda based on the items of the February agenda, include any items that the Task Group includes on an annual basis, and include review of the AC7110/5 checklist for the 2017 June meeting. (Due Date: 15-Mar-2017)***

# Review of Action Items – OPEN

1. All action items were reviewed for proper assignment and due date.

# Review of Meeting Effectiveness – OPEN

1. The meeting was considered to be effective in meeting its goals. It was suggested if it would be possible to have screens mid-way to allow participants at the rear of the room to view presentations easier. Another suggestion was to narrow the ‘U’ to allow seating at the sides rather than the rear of the room.

# Next Meeting – OPEN

1. As the NMC meeting will be on Thursday, the Task Group requests to meet Tuesday to Thursday. Hence the meeting will be 6-8-Jun-2017 in Berlin, Germany.

ADJOURNMENT – Thursday 23-Feb-2017 – Meeting was adjourned at 3.00 p.m.

Minutes Prepared by: Les Hellemann, [les.hellemann@ge.com](mailto:les.hellemann@ge.com)

|  |  |  |
| --- | --- | --- |
| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*  Are procedural/form changes required based on changes/actions approved during this meeting? (select one)  YES\*  NO  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |