**UNCONFIRMED MINUTES**

**FEBRUARY 22-23, 2016**

**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.**

**WEDNESDAY, FEBRUARY 22 to THURSDAY, FEBRUARY 23**

# OPENING COMMENTS – OPEN

## Call to Order / Quorum Check - OPEN

The Aero Structure Assembly (ASA) Task Group was called to order at 10:30 a.m., 22-Feb-2017.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Craig | Bowden | BAE Systems Air & Information (MAI) |  |
|  | Russ | Cole | Northrop Grumman Corporation |  |
|  | Vincenzo | De Rosa | Leonardo S.p.A. – Divisione Aerostrutture |  |
|  | Bertrand | Fath | Airbus Helicopters |  |
|  | Chris | Lowe | Spirit AeroSystems, Inc. |  |
|  | Scott | Maitland | UTC Aerospace (Goodrich) |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Harold | Finch | PCC Aerostructures Division |  |
|  | Tommy | Howland | Lee Aerospace |  |
|  | Tammi | Schubert | Helicomb International |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| James | Lewis |
| Christine | Nesbitt |

## Safety Information – OPEN

Fire exits were reviewed. Attendees were instructed to notify PRI Staff in case of any emergencies

## Review Code of Ethics and Meeting Conduct – OPEN

The Code of Ethics was reviewed and participants were reminded to follow the code of ethics and meeting conduct.

## Antitrust Video – OPEN

The video regarding anti-trust compliance was reviewed by the attendees.

## Review Agenda – OPEN

The agenda for the meeting was reviewed. There were no changes.

## Approval of Previous Meeting Minutes – OPEN

Motion made by Harold Finch and seconded by Chris Lowe to approve the minutes as written from the October 2016 Meeting and the WebEx Meeting Minutes of 10-Jan-2017 and 31‑Jan‑2017. Motion passed unanimously.

# ASA RAIL – OPEN

The Rolling Action Item List (RAIL) was reviewed and updated. For further information, review the ASA RAIL posted on eAuditNet.

# Membership updates – OPEN

As ASA is still a preliminary Task Group, there are no Voting Members.

# overview of the aero structure assembly task group – OPEN

The history and evolution of the Aero Structure Assembly Task Group up to the present was discussed.

# business case – OPEN

The business case was reviewed and applicable changes were made as agreed by the attendees.

ACTION ITEM: Christine Nesbitt to email out revised business plan to all members. (Due Date: 01‑Mar-2017)

ACTION ITEM: All members to review revised business plan by March WebEx meeting. (Due Date: 15-Mar-2017)

ACTION ITEM: Christine Nesbitt to change WebEx meetings to Wednesdays at 8:00 a.m. ET. (Due Date: 01-Mar-2017)

The number of suppliers for BAE Systems was identified. This information is still needed from other Subscribers.

ACTION ITEM: Subscribers to develop estimated number of Supplier Audits and submit Supplier Lists to PRI. (Due Date: 30-Apr-2017)

# subscriber audit checklist questions – OPEN

A review of potential checklist questions was not available at this time.

ACTION ITEM: Keith Purnell to contact all Subscribers requesting release of existing Subscriber checklist questions with particular focus on the six (6) Subscribers who identified that they had existing checklists. (Due Date: 10‑Mar‑2017)

# checklist development – OPEN

The Job Audit Matrix was reviewed, and sorting of the slash sheets for potential breakdown of types of assembly processes was begun.

Discussion was held regarding potential supplier reluctance due to the cost of the accreditation/audit as compared to producing small detail parts, e.g. nut plates and brackets.Each subscriber will need to make the decision of which suppliers and processes they consider critical when issuing their mandate.

It was suggested that there is a need for a Subscriber specification/industry specification matrix that cross references to the checklist questions. During drafting of preliminary checklist questions, it should be noted from where the requirement came.

ACTION ITEM: Christine Nesbitt to identify the TG actions required to assure eAuditNet can be programed to identify the correct audit Scope of Assembly Processes for audit scheduling purposes. (Due Date: 30-Mar-2017)

ACTION ITEM: Christine Nesbitt to contact Keith Purnell to determine where to identify that the current checklists are related to manual and semi-automatic assembly. (Due Date: 30-Mar-2017)

ACTION ITEM: Christine Nesbitt to send out the draft checklist to the members so they can review and suggest other questions. (Due Date: 7-Mar-2017)

# checklist development (continued) – OPEN

This is a continuation of agenda item 7.0.

# aero structure assembly task group initiatives – OPEN

The Initiatives were updated with the current progress of the sub-team.

# new business – OPEN

The Task Group will continue with monthly WebEx meetings.

There was a discussion about a possible Memorandum of Understanding (MOU) with the Chemical Processing (CP) Task Group for painting of small assemblies.

# MEETING CLOSE OUT – OPEN

ADJOURNMENT – 23-FEB-2017 – Meeting was adjourned at (2:43) p.m. Motion made by Scott Maitland and seconded by Russ Cole to adjourn the meeting. Motion Passed.

Minutes Prepared by: Christine Nesbitt, [cnesbitt@p-r-i.org](mailto:cnesbitt@p-r-i.org)

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| --- | --- | --- |
| \*\*\*\*\* 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: |
|  |  |  |
|  |  |  |