**UNCONFIRMED MINUTES**

**FEBRUARY 20 – 23, 2017**

**NEW ORLEANS, LA, 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.**

**MONDAY, 20-Feb-2017 to THURSDAY, 23-Feb-2017**

**MONDAY, 20-Feb-2017 – OPEN**

(22 attendees in Closed Session)

# OPENING COMMENTS

## Call to Order / Quorum Check / Badge Check

The Measurement & Inspection Task Group was called to order at 8:00 a.m., 20-Feb-2017.

The Chairperson Al Berger 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 |  |
|  |  |  |  |  |
|  | Mark | Antonellis | BAE Systems |  |
| \* | Katharine | Bartlett | The Boeing Company |  |
| \* | Randall | Becker | The Boeing Company |  |
| \* | Albert | Berger | GE Aviation | Chairperson |
| \* | Ronan | Cauchy | Airbus |  |
| \* | Mark | Clark | The Boeing Company |  |
| \* | Martha | Cordova | The Boeing Company |  |
|  | Glen | Cork | Spirit AeroSystems |  |
|  | Ting | Gong | COMAC |  |
| \* | Cristina | Gonzalez-Perez | Airbus Defence & Space |  |
| \* | Benoit | Gottié | SAFRAN Group |  |
|  | Steve | Graham | The Boeing Company |  |
| \* | Norm | Gross | The Boeing Company | Vice Chairperson |
|  | Nick | Heiing | Héroux-Devtek Inc. |  |
| \* | Jay | Irsik | Spirit AeroSystems |  |
|  | Shirley | Jones | Triumph Group |  |
|  | David | Kincaid | Boeing |  |
| \* | Jennifer | Kreamer | Pratt & Whitney |  |
| \* | Timothy | Krumholz | Rockwell Collins |  |
|  | Serge | Labbé | Héroux-Devtek Inc. |  |
|  | Eric | Le Fort | Sonaca |  |
|  | Marc-André | Lefebvre | Héroux-Devtek Inc. |  |
|  | Andrew | Leslie | BAE Systems |  |
|  | Chris | Lowe | Spirit AeroSystems |  |
| \* | Steve | Row | UTC Aerospace (Goodrich) |  |
|  | Leland | Sears | Spirit Aerosystems |  |
|  | Sally | Spindor | Triumph Group |  |
|  | Dawn | Wagner | Triumph Group |  |
|  | Patricia | Wesemann | The Boeing Company |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | James | Ahlemeyer | Ducommun |  |
| \* | Takahito | Araki | IHI Corporation |  |
| \* | Aysin | Aras | TUSAS ENGINE INDUSTRIES INC |  |
| \* | Scott | Bartell | Lee Aerospace |  |
|  | Mark | Bissonette | Canadian Department of National Defence |  |
|  | William | Calvert | Calvert Consulting |  |
| \* | Gordon | Cameron | LMI Aerospace Everett-Merrill Creek |  |
| \* | Ralph | Capra | Ducommun Inc |  |
| \* | Owe | Carlsson | Arconic Fastening Systems and Rings |  |
| \* | David | Eshleman | The Young Engineers, Inc |  |
| \* | Curtis | Harvey | The Lighthouse for the Blind, Inc. |  |
|  | Jonathan | Hebben | Avcorp Composite Fabrication |  |
| \* | Michael | Heninger | GKN Aerospace |  |
| \* | Tommy | Howland | Lee Aerospace |  |
|  | John | Ihrke | Lake Engineering, Inc. |  |
|  | Selcuk | Kilic | TAI |  |
| \* | Shelly | Lawless | Meyer Tool, Inc. |  |
| \* | Lisa | Leonard | National Physical Lab U.K. |  |
|  | Stefan | Lukas | Böhler Schmiedetechnik GmbH & Co KG |  |
|  | Erdem | Mermer | TAI |  |
|  | Yesenia | Romero | Aluminum Precision Products |  |
| \* | Tammi | Schubert | Helicomb International |  |
| \* | Yasemin | Seref Cizioglu | TUSAS ENGINE INDUSTRIES INC. |  |
|  | Mark | Sorrell | Airtech Supply, Inc. |  |
|  | Sencer | Yılmaz | Turkish Aerospace Industries |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| David | Marcyjanik |
| Joe | Pinto |

## Safety information was reviewed by Al Berger in regards to Fire Exits in the Meeting Room and to please inform Performance Review Institute (PRI) Staff personnel of any emergencies.

## Chairperson Al Berger reviewed the code of ethics (Referenced the Attendees’ Guide) and meeting conduct.

## Dave Marcyjanik presented the Antitrust Video.

## Agenda was reviewed by Dave Marcyjanik. Discussed Roberts Rules and Meeting Expectations.

Dave Marcyjanik reviewed the Nadcap meeting Registration Policy. All attendees at meeting must be registered and have a current badge. Record of attendance is based upon registration. Merely signing in on the attendance roster does not constitute attendance unless the attendee is registered and badged. Anyone that has not registered is asked to leave the meeting and register at the registration desk.

1.6 Reviewed Measurement & Inspection (M&I) Voting Membership and updated several m-frm-01’s as indicated in section 12.0 of the minutes.

1.7 Review of October 2016 Nadcap Meeting minutes – See section 7.7 for approval in open meeting.

1.8 Dave Marcyjanik reviewed 2016 October Meeting Summary Report.

1.9 Dave Marcyjanik presented the ITAR brief presentation.

# REVIEW M&I VOTING MEMBERSHIP – CLOSED

Dave Marcyjanik reviewed the requirements for current Subscriber voting members and reviewed new voting member requests.

Dave Marcyjanik briefed that we still need a secretary – It can be a prelude to the Vice Chairperson position.

Dave Marcyjanik briefed the importance to vote on documents and accept. Please do not waive – representatives can accept even if they don’t understand checklist technology but can review for good structure, good read and English etc. The Task Group discourages disapproval – Accept with a comment – Any document ballot comments are required to be addressed at the Nadcap Task Group meeting.

Any comments should only address the actual changes to the document – If a commenter has comments that have nothing to do with the actual change that is being balloted, do not place them in the ballot, but email the Staff Engineer (SE) directly for addition to the Document Change Spreadsheet (DCS). If your comment is not against a change in the balloted document, the comment will be considered non-persuasive and will be disregarded in the ballot.

# SUBSCRIBER COMMITMENT TO MANDATE – CLOSED

The Task Group discussed the mandates and proposed roll-out plans.

Dave Marcyjanik discussed how the mandate dates could be adjusted to 01-Jul-2019 and 01-Jul-2020 to encourage suppliers into the first and second quarters of scheduled audits to accommodate maintaining auditors.

• Boeing – Current AC7130/1, AC7130/2 and AC7130/3 mandate for a total of 800 plus Suppliers for group roll-out over 4 years.

• Rolls Royce Airflow for 2017 AC7130/5 projected Suppliers are one for 2020, seven for 2022 with a total of fourteen.

• Rolls Royce 3D Structured Lighting first audit will be in 2017, three Suppliers for 2020 and nine Suppliers for 2022 with a total of nineteen.

• Rolls Royce does not anticipate AC7130/1, /2, /3 and /6 mandates.

• SAFRAN - Current AC7130/1, AC7130/2 and AC7130/5 nine Suppliers for 2017, twenty-three Suppliers in 2020 and forty Suppliers in 2022 for a total of seventy-two Suppliers.

Action Item: Dave Marcyjanik has requested SAFRAN send a current copy of the Supplier listing. (Due Date: 05-Jun-2017)

• UTC Goodrich – Yes (for tooling only) mandate coming but cannot forecast when or the numbers.

• Airbus – currently has mandated four calibration houses for Measurement and Inspection.

Action Item: Dave Marcyjanik has requested Airbus send a current copy of the Supplier listing. (Due Date: 05-Jun-2017)

Auditor capacity issue was reviewed by Dave Marcyjanik - PRI has just lost 2 Auditor candidates because there is no immediate work, and they cannot accept an Auditor position without a guarantee of some work. PRI does not have audits to give them because all work has already been assigned to current Auditors and to pull their work is unfair and would not keep current qualified Auditors around long either. Most Suppliers continue to wait until the last minute to schedule an audit, and will not schedule an audit during the 1st and 2nd quarter of the year. The 3rd and 4th quarters will be at capacity and beyond, and Staff will not be able to have enough Auditors to cover all the work in the later part of the year. The Auditor candidates need work and can’t sit and wait around for work.

Dave Marcyjanik briefed that Boeing will be formally asked to consider changing the 2019 and 2020 mandate dates to the first of July instead of the first of January. The Suppliers would hopefully follow suit and schedule their audits in the 1st and 2nd quarter of each year (just prior to the deadline) and then all the audit work will be spread out throughout the year. Boeing representatives have been resistant to this request.

Staff briefed that other options are to request that several Task Group representatives help do audits in the fall of this year (2017) to support the late Supplier scheduling and overcrowding of the available audit time-slots.

Action Item: Norm Gross to provide updated Boeing Supplier lists to Dave Marcyjanik (for Group 2 Suppliers). (Due Date: 05-Jun-2017)

# GENERAL BUSINESS ITEMS – CLOSED

Dave Marcyjanik discussed hard to schedule audits and the Task Group plan / protocol and expectations for audits that cannot be scheduled due to location. (e.g. Mexico, Pakistan, Turkey, Tunisia, etc.). The Task Group agreed to address these audits on a case by case basis.

Dave Marcyjanik discussed items relating to Nadcap M&I audits and accreditations.

Dave Marcyjanik reviewed specific audit and Auditor issues.

Dave Marcyjanik presented the Delegation Review – Delegation of Staff Engineer for M&I was discussed.

Motion made by Steve Row and seconded by Tim Krumholz to delegate Dave Marcyjanik to close audit report packages without quorum. Motion Passed.

Dave Marcyjanik reviewed that there were no Supplier or Auditor advisories released this review period.

Dave Marcyjanik reviewed two email notifications that were sent to the Auditors as part of the Auditor communication plan as follows:

Email to Auditors – 05-Jan-2017 - Do not stop compliance job or touch subscriber hardware during compliance job operations.

Email to Auditors – 30-Nov-2016 - Quality System Verification to confirm address that is being audited is the same address where the Auditor is standing and printed on the certification and in eAuditNet.

Dave Marcyjanik reviewed FARO two-day Training for Laser Trackers, Articulating Arms and 3DSL scanning five Auditors 13-Mar-2017 to 14-Mar-2017 in Orlando, Florida.

Dave Marcyjanik reviewed Airflow training to be set-up for 19-Apr-2017 by Flow Systems for one-day course for five Auditors in Denver, Colorado.

Dave Marcyjanik briefed that when balloting audit reviews always accept with comments. The comment should name an issue to solve that will result in accreditation of the Supplier audit.

Dave Marcyjanik briefed on the Auditor hiring status and presented the current eight approved Auditors and two in training.

Dave Marcyjanik discussed protocol and expectations for accepted on site Nonconformance’s (NCRs).

Dave Marcyjanik briefed about the self-audit and the group discussed when to make mandatory the requirement to attach the self-audit information in eAuditNet. The effective date for Measurement and Inspection is 01-Jul-2017.

Dave Marcyjanik briefed that PRI is working to schedule a Nadcap meeting in Shanghai or Beijing in February 2020, at the Nadcap Management Council (NMC)’s request.

The NMC recognizes that it may not be appropriate for every Task Group to hold a meeting in Asia due to potential quorum issues. The following question has been shared with the Task Group Chairperson to provide a response to Kellie O’Connor by Monday, 27-Feb-2017, as the responses to this will help PRI find an appropriate venue for the meeting.

Survey Question was presented to the Task Group by Dave Marcyjanik: “Will your Task Group conduct a regular Task Group meeting if held in Shanghai or Beijing?” The M&I Task Group determined that there will be less than normal support, but at least five Subscriber representatives would be present at a meeting in Shanghai or Beijing.

# AUDITOR EFFECTIVENESS QUESTIONS CLARIFICATIONS AND ISSUES – CLOSED

Dave Marcyjanik presented the Top 3 NCR’s, the Auditor NCR paragraph report and the scatter charts were reviewed by the Group and the group requested at least the top 5 be presented for each checklist at the next meeting in June.

Dave Marcyjanik presented the Audit Evaluation presentation and each Auditor rating metrics.

Auditor comparisons and issues were discussed by the group.

# AUDITOR OBSERVATION PLAN GENERATION – CLOSED

Dave Marcyjanik presented the Audit Observation plan to the Task Group.

Motionmade by Mark Clark and seconded by Al Berger to proceed with the observation audit plan as presented by reviewing all new Auditors within 24 months, and then reviewing others based upon feedback from the auditor review process. Motion Passed.

The audit list was presented for all scheduled audits and the Task Group populated a plan with five audits for observations in 2017.

# GENERAL NEW BUSINESS ITEMS – CLOSED

Dave Marcyjanik reviewed the Audit report package process and answered questions for the Task Group.

Dave Marcyjanik briefed the current voting participation numbers – 100% Subscribers and 79% for Suppliers.

Dave Marcyjanik reviewed the Auditor Advisories presentation – No advisories released this past review period.

Dave Marcyjanik reviewed the Observation Audits completed and the feedback from this review period.

Dave Marcyjanik briefed that in the audit observation processes, the observer is required to read Nadcap procedure OP 1118 and must follow the procedure in regards to scheduling themselves on an audit utilizing eAuditNet and observing ITAR restrictions on that audit. When selecting an audit to observe, the Audit Observer shall consider possible conflicts with Supplier identified export control limitations.

The Audit Observer shall submit their request to observe a scheduled Nadcap audit via the “Audit Details” screen in eAuditNet. If there are fourteen or fewer days before the audit begins, the observer will need to contact PRI Scheduling and provide his/her name, contact information, and company affiliation and either, the audit number and dates of audit or the Supplier name, audit dates and process to be audited.

The Task Group discussed items associated with recent audits.

Dave Marcyjanik briefed that currently eight approved and two new Auditors for the Task Group.

# OPENING COMMENTS (Open)

# (Total 42 attendees in open session)

### 7.1 Call to Order / Quorum Check / Badge Check

7.2 Safety information was reviewed by Al Berger in regards to Fire Exits in the Meeting Room / Please Inform PRI personnel of any emergencies.

7.3 Chairperson Al Berger reviewed the code of ethics (Referenced the Attendees’ Guide) and meeting conduct.

7.4 Dave Marcyjanik presented the Antitrust Video.

7.5 The Agenda was reviewed by Dave Marcyjanik. Discussed Roberts Rules and Meeting expectations.

Dave Marcyjanik reviewed the Nadcap meeting registration policy. All attendees at meeting must be registered and have current badge. Record of attendance is based upon registration. Merely signing in on the attendance roster does not constitute attendance unless the attendee is registered and badged. Anyone that has not registered is asked to leave the meeting and register at the registration desk.

7.6 Dave Marcyjanik reviewed the previous meeting minutes.

Motion made by Al Berger and seconded by Tim Krumholz to accept the October 2016 minutes as written, pending the following change – Modify section 13.0 (Remove the name David Sherrill and replace with Randy Becker). Motion Passed.

7.7 Dave Marcyjanik reviewed the 2016 October Meeting Recap Summary Report.

7.8 Dave Marcyjanik reviewed the ITAR auditor training presentation.

# Staff Report – OPEN

Dave Marcyjanik reviewed the usual updated staff report in regards to Auditor staffing, new Auditors, all metric presentations for issued certificates, Supplier merit, audit review cycle time and future meeting dates.

* June 2017 Berlin, Germany
* October 2017 Pittsburgh, Pennsylvania
* February 2018 Madrid, Spain
* June 2018 London, England
* October 2018 Pittsburgh, Pennsylvania

Dave Marcyjanik briefed that there are five Auditors to attend FARO training to obtain 3DSL approval 13-Mar-2017 to 14-Mar-2017.

Dave Marcyjanik briefed that there are five Auditors to attend Flow Systems (Airflow Training) 19-Apr-2017.

Dave Marcyjanik briefed that Staff Engineer hiring for M&I is on hold, hopefully another Staff Engineer could come on in June to August time-frame. In 2016 M&I completed 81 audits and in the same time-frame in 2017 will have 160 audits.

Dave Marcyjanik presented the Top 3 NCR’s from each checklist from this past year.

Dave Marcyjanik reviewed the eAuditNet Task Group Metrics. There were no red metrics for M&I this review period.

Dave Marcyjanik briefed that it is necessary to maintain the AC7130/6 General Inspection checklist in active status as two Suppliers are interested in the checklist and two Suppliers have utilized the checklist. Air Force representatives from Hill AFB had also expressed interest in use of the checklist.

Action Item: The changes recommended by Lisa Leonard are asked to be forwarded to Dave Marcyjanik and incorporated into the new checklists releases. A few Lockheed suppliers have expressed interest and requested the AC7130/6 checklist for reference.

Dave Marcyjanik reviewed the RAIL items.

# Supplier Support Committee (SSC) Information – OPEN

SSC Presentation provided by Dave Marcyjanik

Dave Marcyjanik briefed the resignation of the M&I SCC representative and Voting membership. The M&I Task Group needs a new SSC Representative. Mr. Curtis Harvey from the Lighthouse for the blind has expressed interest in the position.

# M&I Newsletter Update – OPEN

Dave Marcyjanik briefed that there is no newsletter this review period. We still need articles from Subscriber representatives. What do Subscribers and Suppliers think is needed for articles for the newsletter? The Task Group need ideas? SE cannot put together newsletter without Subscriber support due to time limitations. Review of Procedure Changes – OPEN

Dave Marcyjanik reviewed a presentation covering all pertinent changes to general operating procedures since the last meeting.

Dave Marcyjanik briefed that there have not been OP 1114 and OP 1116 Appendix changes since the last meeting.

# New Business – OPEN

Dave Marcyjanik briefed that there was an oversight audit finding (179343 NCR #1) that concluded that some of M&I checklist questions are not permitted per Aerospace Quality System (AQS) guidelines. Staff is working with Steve Row from UTC Goodrich. Checklist questions cannot be evidence or existence type questions (AQS), but rather must be compliance type for adequacy and effectiveness. AQS representatives are helping to modify M&I checklist questions for compliance and not an existence perspective. As part of the corrective action, there is a proposed change to OP 1101 to require a review for this issue for all checklist modifications. Training by AQS will be forthcoming.

Steve Row briefed about the oversight audit finding to clarify from an AQS perspective that some of the M&I checklist questions are existence type questions. Checklist questions AQS type questions cannot be evidence or existence type questions but must be compliance type for adequacy and effectiveness. AQS had reviewed for legitimacy and it was determined that only a few questions were non-conforming but we conferred with Staff and have decided to change other questions to avoid the appearance of a future non-conformance.

Dave Marcyjanik illustrated the AC7130 checklist to demonstrate how the questions will be modified with support from representative AQS Staff – Per quality department the checklists will be modified and released as editorial changes.

Review of voting Membership:

Reviewed M&I Voting Membership and updated several m-frm-01’s as indicated below.

Dave Marcyjanik reviewed the compliance to voting requirements per PD 1100.

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:

* 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)** | |
| Troy | Clum | Spirit AeroSystems Inc. | UVM to ALT/UVM | NA | NA |
| Mike | Heninger | GKN Aerospace | Supplier Voting Member (SVM) | October 2014 | October 2015 |
| Rachid | Arab | Asco Aerospace | Supplier Voting Member (SVM) | October 2015 | October 2016 |
| Katherine | Bartlett | The Boeing Company | ALT Subscriber (ALT/UVM) | October 2016 | February 2017 |
| Scott | Bartell | Lee Aerospace | Supplier Voting Member (SVM) | October 2016 | February 2017 |
| Jennifer | Kreamer | Pratt and Whitney | Subscriber Voting Member (UVM) | October 2016 | February 2017 |
| Curtis | Harvey | Lighthouse for the Blind | Supplier Voting Member (SVM) | October 2016 | February 2017 |
| Curtis | Harvey | Lighthouse for the Blind | Added as Supplier Support Committee (SSC) Representative | N/A | N/A |
| Aysin | Aras (Ozkan) | TEI Turkey | ALT Supplier (ALT/SVM) | March 2015 | February 2017 |
| Benoit | Gottie | SAFRAN | ALT/UVM to UVM | N/A | N/A |
| Tommy | Howland | Lee Aerospace | ALT Supplier (ALT/SVM) | February 2016 | October 2016 |

Motion made by Steve Row seconded by Tim Krumholz to approve all the above changes to voting memberships. Motion Passed.

Motion made by Al Berger and seconded by Randy Becker to remove representative from Absolute Technologies and Click Bond due to lack of meeting attendance and lack of document ballot participation. Motion Passed.

Dave Marcyjanik briefed that the AC7130/4 3D Structured Light scanning systems checklist is temporarily on hold awaiting Rolls Royce document release and then test audit completion.

Dave Marcyjanik briefed that the automated job tracker is working well, and briefed the group as to where to locate the job tracker and its use from a Subscriber and Auditor perspective.

Dave Marcyjanik presented the Auditor Quality System verification training. The training slides have been sent to the Auditors for training and use on site during AQS verification.

Dave Marcyjanik presented slides illustrating the change to be incorporated into all checklists for the verification of quality system approvals. The Nadcap Leadership Team created the format change and Staff Engineers have agreed across all commodities to incorporate the change as presented.

Motion made by Steve Row and seconded by Jay Irsik to accept the quality system verification question to be added to the AC7130 checklist in section 3.7 with the Task Group specific paragraph as modified by the Task Group. Motion Passed. See Below.

3.7 Quality Systems Approvals

The name and address of the audited facility matches that on the current Quality System certificate. Yes: \_\_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_\_

Enter data below from actual certificate to identify the Quality System approvals

Auditing/Certifying Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audit Criteria or Standard \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate Issue Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above certificate/information has been reviewed, recorded in this checklist and verified in Company Manager in eAuditNet by this auditor - Name / Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The M&I Task Group recognizes AC7004 and/or any Nadcap recognized quality system in accordance with PD1100. If the supplier has been audited and approved by Nadcap or any other Nadcap recognized agency for registration with AS9100 / EN9100, then no further assessment for quality systems will be required.

**TUESDAY, 21-Feb-2017 – OPEN**

(Total 47 attendees in room)

# Measurement Systems Analysis (MSA) Checklist Section Questions Review Presentation – OPEN

Lisa Leonard presented and open discussions ensued as to how we should proceed with the Measurement Systems Analysis questions. The MSA questions were modified for inclusion into the AC7130 checklist. The placement into the AC7130 document forthcoming.

After much change and discussion of the modified MSA questions, the Chairperson called a Subscriber only vote of the 7 represented Subscribers in the meeting.

Show of hands by Subscriber only vote to include the MSA question into the M&I AC7130 checklist with the N/A as presented concluded 4/3 to include the question with the N/A as presented. See below:

**Question 1** - Is there evidence that the MSA procedure Identifies the following? Yes\_\_\_No\_\_\_N/A

When an MSA study is required, such as Gage R&R, control chart or measurement Statistical Process Control (SPC)

Actions taken when the study requirements are not met

Customer requirements as applicable

The acceptance criteria used

That operators in the study are representative of those who routinely use the equipment

That the product or artifact utilized in the study is representative of production parts

Environmental considerations for the measurement process

N/A Applies only when there is no Customer flow-down of requirement

**Question 2** - Is there evidence that the MSA procedure was followed?

Was MSA conducted on measurements as required by the customer (e.g. key features)? Yes\_\_\_No\_\_\_

**Question 3** - Is there evidence of associated corrective action if there was a failure? Yes\_\_\_No\_\_\_N/A\_\_\_

CAG: The auditor should look for evidence of customer approval

N/A only applies if there is not a failure

Action Item: Dave Marcyjanik to schedule WebEx sessions for Lisa Leonard, Randy Becker, and Steve Row to meet to discuss Capability Study (MSA) questions. (Due Date: 05-Jun-2017)

Action Item: Dave Marcyjanik to send Lisa Leonard updated MSA questions. (Due Date: 05-Jun-2017)

# 3D Scanner Presentation – OPEN

Randy Becker and David Kinkaid from Boeing conducted a 3D scanner demonstration on an aerospace component and entertained questions and discussions of the technology.

# **Field Work Out brief** – OPEN

Dave Marcyjanik gave a presentation that described the ongoing progress for field work. Discussions ensued in regards to how M&I may handle different auditors and the time lag between the audit and the field compliance job.

# English Translation Document Requirements and FAILURE CRITERIA – OPEN

Dave Marcyjanik presented slides offering a proposal for English translation checklist requirements for an audit, very similar in nature to what has been defined in the NDT checklists. This was requested by Airbus representatives.

After discussion, the group does not see any need for a change to any part of the current checklists as written. No action recommended by the Task Group.

Dave Marcyjanik presented the proposed Failure Criteria with several options. There cannot be separate Failure criteria for the AC7130/1 versus the AC7130/5 as that would require development of a separate Task Group. Staff presented the failure criteria based upon current metric numbers. The Task Group agreed to 98th percentile numbers being incorporated into the Failure criteria OP1110 for both Initial and Re-Accreditation audits.

Motion madeby Tim Krumholz seconded by Steve Row to proceed and publish failure criteria for M&I utilizing the same 98th percentile numbers for Initial and Re-Accreditation audits. Motion Passed.

|  |
| --- |
| Initial (Including Add Scope Audits) |
| 1 2 3 4 5 Failure Threshold % CAP# of NCR’s |
| Major 1 2 4 5 6 98% 6 |
| Total 4 9 13 18 22 98% 22 |

|  |
| --- |
| Re-Accreditation (Including Add Scope Audits) |
| 1 2 3 4 5 Failure Threshold % CAP# of NCR’s |
| Major 1 2 4 5 6 98% 6 |
| Total 4 9 13 18 22 98% 22 |

# Document Change Spreadsheet Review – OPEN

Document Change Spreadsheet (DCS) reviewed the process and how it works.

This document contains all our proposed changes, clarifications and general comments associated with the checklist.

Purpose is to review these proposed changes to the checklists, make recommendations, then ballot (as applicable).

See Document Change Spreadsheet dated 27 Feb 2017 for updates from this meeting.

Dave Marcyjanik briefed that the Supplier Support Committee meeting will be held tonight at 5:00 – 6:30 pm. All suppliers are encouraged to attend.

**WEDNESDAY, 22-Feb-2017 – OPEN**

# M&I Introduction – OPEN

This is in the form of a Supplier Symposium, but not a symposium as the forum is open for discussion and conversation during the presentations. The forum is a little less formal, and covers some basics that the supplier should know. The Task Group requested that the actual checklists be presented for review to capture Document Change Spreadsheet changes. The checklist reviews allowed direct discussion between suppliers and Subscriber representatives for clarifications and checklist expectations for compliance.

Motion made by Jay Irsik and seconded by Steve Row to present the actual checklists for review at this meeting instead of the M&I introduction presentation slides. Motion Passed.

Motion made by Steve Row seconded by Randy Becker to present the actual checklists for review at all future meetings instead of the M&I introduction presentations, and to include the Top 5 NCR reviews for each checklist again during the checklist reviews. Motion Passed.

Motion made by Al Berger seconded by Norm Gross to preclude review of the AC7130/5 and AC7130/6 checklists due to lack of interested parties in attendance. Motion Passed.

Dave Marcyjanik reminded the Task Group that the NMC Planning & Ops Meeting is scheduled for this evening 5:00pm – 7:00pm. Task Group Chairs & Staff Engineers are required to attend.

Dave Marcyjanik reminded the Task Group that the Nadcap Management Council Meeting will be tomorrow morning 8:00am-10:00am. All members are encouraged to attend this informative and important meeting.

Dave Marcyjanik reminded the Task Group that during NMC meeting, two new Subscriber representatives need to attend New Subscriber only eAuditNet training. The training will be conducted by Liz Strano of NDT, and will be held in the Jefferson meeting room at 8:00am – 10:00am tomorrow morning during the NMC meeting. Please have your m-frm-01’s signed and please return the forms to Staff.

Motion made by Al Berger seconded by Norm Gross to adjourn early at 4:10 pm. Motion Passed.

**THURSDAY, 23-Feb-2017 – OPEN**

(Total 28 attendees in open session)

Motionmadeby Al Berger seconded by Mike Clark to modify the Thursday meeting agenda to the revised order (Develop Meeting Agenda, then RAIL Review, then Report Out Planning and Ops, then Facilitation Feedback) to accommodate attendees that need to leave for early flights. Motion Passed.

# Report Out Planning and Operations, NMC, Globalization and Steering – OPEN

Tammi Schubert Reported out on Planning and Ops, NMC, Globalization and Steering. The Group appreciated the value of the report out and requested this as a regular agenda item for all meetings. Please see eAuditNet for presentations.

# RAIL Review – OPEN

Dave Marcyjanik reviewed the Rolling Action Item List (RAIL)

For specific details, please see the current Measurement & Inspection Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

# Develop Agenda for Next Meeting – OPEN

Dave Marcyjanik reminded the Task Group to book the next meeting hotel reservations within the next few weeks. The meeting reservations for hotel rooms go fast.

The Group determined the number of days and agenda items for the June 2017 meeting.

Motion made by Randy Becker seconded by Steve Row to keep the meeting at 3.5 days length and to include the normal agenda items and the following for the next meeting – Handbook addition of Capability study presentation / AC7130/6 changes review / 3D checklist re-titling presentation / Auditor Training discussion / AQS checklist questions review / Field work briefing / Scanners section addition for CMM and Articulated Arm checklists questions / Training on TAR / CMM Software Verification training / Compliance Jobs and Subscriber Part selection policy. Motion Passed.

# Facilitation Feedback – OPEN

The Group members appreciated the meeting forum and had no suggestions of improvements.

Motion made by Randy Becker seconded by Steve Row to adjourn at 11:57 am. Motion Passed.

ADJOURNMENT – 23-Feb-2017 – Meeting was adjourned at 11:57 am.

Minutes Prepared by: Dave Marcyjanik, [dmarcyjanik@p-r-i.org](mailto:dmarcyjanik@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: |
| OP 1110 | Dave Marcyjanik | Completed 02-Mar-2017 |
|  |  |  |