**UNCONFIRMED MINUTES**

**FEBRUARY 21, 2017**

**NEW ORLEANS, LOUISIANNA, USA**

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

**TUESDAY, FEBRUARY 21, 2017**

# OPENING COMMENTS

## CALL TO ORDER / QUORUM CHECK

The Nadcap Management Council (NMC) Subscriber Accreditation Committee (SAC) was called to order at 4:00 p.m., 21-FEB-2017.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY |  |
|  |  |  |  |  |
| \* | Pascal | Blondet | Airbus | Committee Chairperson |
| \* | Richard | Blyth | Rolls-Royce |  |
| \* | Russell | Cole | Northrop Grumman Corporation |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Jeff | Lott | The Boeing Company | NMC Chairperson |
| \* | Frank | Mariot | Triumph Group Inc. |  |
| \* | Scott | O'Connor | Honeywell Aerospace |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
| \* | Michael | Roberts | Gulfstream Aerospace |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence and Space |  |
| \* | Davide | Salerno | Leonardo S.p.A. - Divisione Velivoli |  |
| \* | Scott | Severson | Rockwell Collins, Inc. |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
|  |  |  |  |  |

 ***PRI Staff Present***

|  |  |  |
| --- | --- | --- |
|  | NAME |  |
|  |  |  |
|  | Connie | Hess |
|  | Bob | Lizewski |
|  | Scott | Klavon |
|  |  |  |

It was noted that this meeting was restricted to NMC Members participating on the SAC and invited guests only.

Guests:

* Stanley Trull

## MEETING EXPECTATIONS AND AGENDA

Pascal Blondet reviewed the meeting agenda and the Antitrust/Code of Ethics/Conflict of Interest policies.

## APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the June 2016 NMC SAC meeting were approved as written.

# Rolling action item list (RAIL)

The Rolling Action Item List (RAIL) was reviewed.

For specific details, please see the current RAIL posted at www.eAuditNet.com, under the NMC Work Area (Task Group Menu, Nadcap Management Council Work Area).

# status update

Connie Hess provided an update on Subscriber Accreditation metrics including participating companies, certificates issued, cycle time, and number of NCRs.



# option b scheduling process

Bob Lizewski reviewed the current Option B audit scheduling process, and the committee discussed concerns and opportunities for improvement.

The SAC approved extending the current Leonardo, Honeywell, and Bombardier accreditation expiration dates 3 months to October 31 expiration. The extension is a permanent adjustment to align expiration dates with the calendar year accreditation cycle.

ACTION ITEM: PRI to extend the current Leonardo, Honeywell, and Bombardier accreditation expiration dates 3 months to 31-October-2017. (Due Date: 31-Mar-2017)

ACTION ITEM: Bob Lizewski to develop a proposal for a simplified Option B audit scheduling process to include measurable selection criteria that PRI can use to select the annual audits. The proposal and any resultant procedural changes to be reviewed by the SAC at the June 2017 meeting. (Due Date: 31-May-2017)

#  scheduling new subscriber sites

Bob Lizewski raised the point that subscriber sites seeking accreditation under Option A or B must be associated with their company’s ‘parent’ location. The Review Team is associated with a single ‘parent’ company location. For the Review Team to be able to review the audit of the subscriber site, the site must be associated with the parent. PRI performs the association in eAuditNet, and therefore needs to be aware when a subscriber schedules an audit at a new location.

An eAuditNet enhancement request 966 has been submitted to add an area to the Request for Quote page for the Subscriber to associate the parent location with the site being scheduled. Until the enhancement is released, PRI requests the Subscriber notify PRI when an audit at a new location is scheduled.

# New Business

The committee discussed its relevance/status within the Nadcap program and determined that Subscriber Accreditation should remain as a committee under the NMC, but reduce meeting to once per year in October or otherwise as needed. Functioning as a committee is still relevant to maintain Review Teams, confirm Mode B failure criteria, maintain HQ auditors, and maintain OP 1104 Annex A, OP 1116 Annex A, and OP 1122. Subscriber Accreditation metrics will be transferred to the Metrics Committee.

# action item review

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

# ADJOURN

ADJOURNMENT – 21-FEB-2017 – Meeting was adjourned at 5:00 p.m.

Minutes Prepared by: Carol Martin, cmartin@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\* [x]  NO [ ] \*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
| OP 1104 Annex A | Bob Lizewski | 30-May-2017 |