**UNCONFIRMED MINUTES**

**21-FEB-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, 21-FEB-2017**

# OPENING COMMENTS

## Call to Order/Quorum Check

The Nadcap Management Council (NMC) Standardization Committee was called to order at 8:00 a.m., on 21-Feb-2017 by Chairperson Bob Koukol.

It was verified that only NMC Members and invited guests of the Chairperson were in attendance during this restricted voting members only meeting.

Invited guests were identified as Michael Roberts (Gulfstream), Stanley Trull (Honeywell), and Mark Clark (Boeing). It was also noted that Dale Harmon’s proxy vote was given to Gary White.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce |  |
| \* | Craig | Bowden | BAE Systems – MAI (UK) |  |
| \* | Jeff | Cerre | Textron Aviation |  |
| \* | David | Cianfrini | BAE Systems |  |
|  | Mark | Clark | The Boeing Company |  |
| \* | Russ | Cole | Northrop Grumman Corp. |  |
| \* | Steve | Dix | Eaton, Aerospace Group |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | Dave | Hansen | USAF (309th Maintenance Wing) |  |
| \* | Bob | Koukol | Honeywell Aerospace | Chairperson |
| \* | Serge | Labbé | Héroux-Devtek |  |
| \* | Jeff | Lott | The Boeing Company |  |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Frank | McManus | Lockheed Martin Corp. | Vice Chairperson |
| \* | Roger | Merriman | Textron Aviation |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
|  | Michael | Roberts | Gulfstream Aerospace |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence & Space |  |
| \* | Davide | Salerno | Leonardo Aircraft |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | Lindsey | Shaw | Raytheon Co. |  |
|  | Stanley | Trull | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Jim | Cummings | Metal Finishing Company |  |
| \* | Mike | Schleckman | Voss Industries, Inc. |  |
| \* | Tammi | Schubert | Helicomb International |  |
| \* | Vern | Talmadge | Arconic Power & Propulsion |  |
| \* | Wilfried | Weber | PFW Aerospace GmbH |  |
| \* | Gary | White | Orbit Industries | Proxy for Dale Harmon |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Susan | Frailey |
| Connie | Hess |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Kellie | O’Connor |
| Shariq | Parvez |
| Joe | Pinto |
| Jon | Steffey |

## Safety Information

Bob Koukol reviewed the safety information and emergency exits in the Meeting Room.

All attendees were advised to inform PRI Staff of any emergencies.

## Code of Ethics, Anti-Trust & Conflict of Interest was reviewed by Bob Koukol.

## The Committee agenda was reviewed.

## Approval of Previous Meeting Minutes

Motion made by Mark Rechtsteiner and seconded by Jeff Cerre to approve the October 2016 NMC Standardization Committee minutes from Pittsburgh, Pennsylvania as written. Motion Passed.

# failure-risk mitigation discussion



Jim Lewis gave an update on the Failure-Risk Mitigation activities, which became effective earlier this year for audits beginning on or after 01-Jan-2017. For more information, please see that attached presentation.

As of 07-Feb-2017, only five audits have failed, so it is too early to provide any data on this new process. There are also a number of ‘legacy’ audits (audits conducted on or before 31-Dec-2016) that are following the old process.

# Self- Audit Submittal Requirements



Bob Koukol updated the Committee on the status of the roll-out plan developed by the Self Audit Sub-Team. For more information, please see the attached presentation.

Since the last meeting, the following actions have been taken:

* General Auditor Handbook revised
* OP 1105 (Conducting an Audit) revised to require self-audits and associated job audits
* OP 1114 (Task Group Operation) revised to reference the self-audit requirement and require it to be included in checklists
* eAuditNet enhancement #911 completed 27-Jan-2017 to provide a mechanism for Auditees to attach pre-audit documentation
* Auditors received a presentation at the October 2016 Auditor Conference, which was followed by an online training conducted via LMS
* All Task Groups were requested to add the self-audit questions, with a phase-in plan

ACTION ITEM: PRI Staff to revise the verbiage of the pre-audit document attachment pop-up message in eAuditNet to also notify the Auditee not to post any export controlled information. (Due Date: 30-Apr-2017)

ACTION ITEM: PRI Staff to adjust the title on the pre-audit document attachment page from Core Document Requirements to Pre-Audit Documentation, for consistency. (Due Date: 30-Apr-2017)

ACTION ITEM: PRI Staff to revise Operating Procedures to require the self-audit to be submitted through eAuditNet. (Due Date: 30-Jun-2017)

# Supplier merit



Victor Schonberger gave an update on the Sub-Team’s activities. For more details on the proposal, please see the attached presentation.

The sub-team has recommended changes to the definition of a major NCR and associated changes in eAuditNet on the NCR Details page. Specification violations (engineering requirements) would be added as a reason for a major, and a box for this added to the NCR Details page. If the auditor selects the checkboxes for Nonsustaining C/A, Specification Violation (Engineering Requirements), Potential Product Impact due to other reason than Specification Violation, or Systemic, the NCR would become a “Major” by default. An option would be added to allow the Auditor to recommend reducing the NCR to a “Minor” by providing a valid explanation. The Audit Report Reviewer could reject the recommendation but only the Task Group would have the ability to accept the auditor’s recommendation.

The team also recommends a revision to OP 1111 (Merit), section 4.2.

One concern was that the proposed revision removes the allowance to use a product escape as a valid reason to deny merit, which also affects the next audit. After discussion, it was agreed that the proposal is heading in a good direction, however, it was suggested that the sub-team revise the proposal and present an update to the Committee in June 2017.

ACTION ITEM: PRI Staff to add David Bale, Steven Dix, Bob Koukol, and Richard Blyth to the Supplier Merit Sub-Team. (Due Date: 15-Mar-2017)

# checklist changes



Richard Blyth gave a status update on the Checklist Changes sub-team. For more details, please see the attached presentation.

The Sub-Team met face-to-face in New Orleans and have revised the original proposal. The proposed process would allow Task Groups to expedite the ballot process when there are exceptional circumstances, by reducing the Task Group ballot time from 28 days to 7 days, and by waiving the 90-day implementation period, for a total reduction of 111 days.

ACTION ITEM: Checklist Changes Sub-team to add a clarification that waiving the 90-day implementation period should only be used for lessening requirements, not to add new requirements. (Due Date: 30-Apr-2017)

It was noted that there will be some additional considerations, such as programming changes and functionality within eAuditNet. At this time, the Committee is only asked to approve the concept.

Motion made by Pascal Blondet and seconded by Mark Rechtsteiner to move forward with the concept of the proposal once the clarification is added. Motion passed.

# Management of change



Richard Blyth reviewed a proposal for assessing how companies manage changes to their special processes. For more details on this proposal, please see that attached presentation.

Following a review of AS 9100 and ISO 9001, it was concluded there is no obvious industry-wide requirement to complete FMEAs, however, there are multiple specifications available giving direction of how to complete an FMEA. A review of the checklists for four commodities indicated that only Chemical Processing had a requirement to review follow-on purchase orders for change, however, there are no such requirements in Heat Treating, Welding, or Nondestructive Testing.

The proposal is for the NMC to request all commodities to review their checklists for the following statement (or similar):

* “Is there a procedure that defines the review of repeat orders for changes in requirements?”
* “If a follow-on order, have purchase order requirements been reviewed for change?”

The requirement would need to ensure that an Auditee has a system in place where a competent individual in their facility reviews new orders to ensure significant changes have not taken place that will affect the capability of the process. It was suggested that perhaps the Aerospace Quality Systems (AQS) Task Group could develop verbiage for checklist questions, which could then be flowed to all of the Task Groups for implementation into their checklists.

ACTION ITEM: A sub-team was developed to further investigate Management of Change, with Bob Lizewski (Lead), Susan Frailey, Richard Blyth, David Bale, Frank McManus, Steven Dix, Pascal Blondet, Davide Salerno, Scott Maitland, and Victor Schonberger. (Due Date: 5-Jun-2017)

# proposed definitions



Mike Coleman of the Chemical Processing Task Group proposed definitions for “Calibration”, “Verification” and “Standardization” for incorporation into OP 1103 (Definitions). For more details, please see the attached presentation.

The proposed definitions are:

Calibration: The high-level, controlled and documented process of obtaining measurements on traceable calibration standards over the full operating range of the instrument, then making the necessary instrument adjustments (as required) to correct any out-of-tolerance conditions to assure required range, accuracy and resolution requirements of the instrument.

Verification: Obtaining measurements on a reference standard prior to instrument use for the purpose of determining the ability of the instrument to produce values, equal to or better than the combined instrument calibration records stated accuracy and the stated accuracy of the reference standard.

Standardization/Zeroing/Normalizing: The adjustment for normal drift of the instrument based upon environment, age of probe, electronics, et cetera.

It was suggested to say that these are “clarifications”(or some other terminology), but not definitions, as the definitions already exist in industry standards.

Motion made by Jeff Cerre and seconded by Pascal Blondet to move forward with the proposal to provide a common clarification of these terms in OP 1103. Motion passed.

ACTION ITEM: Standardization Committee to bring this proposal forward for Task Group input at a future Planning & Ops meeting. (Due Date: 8-Jun-2017)

# rolling Action item list (RAIL)



Bob Koukol reviewed status of Open Action Items from previous meetings and verified new actions:

Any new Action Items identified above were captured at this meeting and will be added to the RAIL.

# NEW BUSINESS

## Susan Frailey reported that there was an issue with the OASIS watchlist that she was using to monitor 9100/9110 certifications, however, the issue has been found and resolved. No quality system issues for Nadcap approved facilities have been identified through OASIS.

ADJOURNMENT – 21-Feb-2017 – Meeting was adjourned at 10:40 a.m.

Minutes Prepared by: Kellie O’Connor [koconnor@p-r-i.org](mailto:koconnor@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 1105 | M. Graham | 30-Jun-2017 |
|  |  |  |
|  |  |  |