**CONFIRMED MINUTES**

**SEPTEMBER 14 and SEPTEMBER 16**

**CINCINNATI, OHIO, 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, SEPTEMBER 14 and FRIDAY, SEPTEMBER 16, 2016**

# OPENING COMMENTS

## Call to Order / Quorum Check – OPEN AND CLOSED

The Fluid Distribution Systems (FLU TG) was called to order at 9:00 a.m., 14-Sept-2016 by the Chairperson, Samuel Buri.

It was verified that only SUBSCRIBER MEMBERS and approved guest Erwin Oman of SAE 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 |  |
|  |  |  |  |  |
| \* | Samuel | Buri | The Boeing Company | Chairperson |
|  | Ron | Clements | The Boeing Company |  |
|  | Logan | Doster | GE Aviation |  |
| \* | Shweta | Dundon | Rolls-Royce |  |
| \* | Benjamin | Hedges | Bell Helicopter |  |
|  | Xin | Jin | COMAC |  |
|  | Mikhail | Koulev | Boeing - Seattle |  |
|  | Richard | Kurjanski | Northrop Grumman |  |
|  | Dominik | Miaso | Roll-Royce - Indianapolis |  |
|  | Ulrich | Mueller | Airbus Operations GmbH |  |
|  | Andrew | Nash | The Boeing Company |  |
| \* | Mark | Paul | Rolls-Royce | Vice Chariperson |
|  | Pedro | Perez | GE Aviation |  |
| \* | Dan | Smith | GE Aviation |  |
|  | Andrew | Springer | The Boeing Company - St. Louis |  |
|  | Renatas | Stanislovaitis | GE Aviation |  |
|  | Christian | Tom | The Boeing Company |  |
|  | Greg | Wayne | The Boeing Company |  |
|  | Maurice | Womack | Defense Logistics |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Maria | Adapon | Incotec |  |
|  | Jondhom | Beaurmel | JPB - Systeme |  |
|  | Kevin | Bires | SAE |  |
|  | Ray | Bitting | Wyman Gordon / PCC |  |
|  | Mike | Bond | Permaswage |  |
|  | Clifton | Breay | Eaton |  |
|  | Greg | Brennan | Novaria |  |
| \* | John | Brittain | Eaton Corporation |  |
|  | Owe | Carlsson | Alcoa Fastening Systems and Rings |  |
|  | Chris | Cikanovich | JPB - Systeme |  |
|  | Dana | Crose | Novaria / Esna |  |
|  | Karl | D'Ambrusio | Exotic Metal Forming |  |
|  | May | Danhash | Spencer Aerospace Manufacturing, LLC |  |
|  | John | Dobmeier | Permaswage |  |
|  | Carlos | Garfias | Rickard Specialty Metals |  |
|  | Darvin | Gerenio | TA Aerospace Esterline |  |
|  | Ted | Goosen | Parker Hannifin Aerospace |  |
|  | Steve | Hudlet | Jetseal |  |
|  | Charlie | Humphrey | Incotec |  |
|  | Stewart | Lightfield | Hydraflow |  |
|  | Nhat | Mai | Aerofit, LLC |  |
| \* | Andrew | Mau | Parker Hannifin, Stratoflex Products |  |
|  | Shadrach | Nanney | Parker Hannifin Corp |  |
|  | Jim | Obman | TA Aerospace Esterline |  |
|  | Erwin | Oman | SAE |  |
|  | Nilesh | Patel | Shur-Lok |  |
|  | Leo | Perez | Allan Aircraft |  |
|  | Sara | Pfannenstiel | Eaton |  |
|  | Tabassum | Qureshi | TA Aerospace Esterline |  |
| \* | Mark | Scataloni | Spencer Aerospace Manufacturing, LLC |  |
|  | Tarik | Sentissi | Titeflex Aerospace |  |
|  | Darvin | Serenio | TA Aerospace Esterline |  |
|  | Denis | Sindezingue | Zodiac Aerospace |  |
|  | Doug | Smith | Titeflex Aerospace |  |
|  | Tim | Soran | Sandvik |  |
|  | Steven | Spencer | Spencer Aerospace Manufacturing, LLC |  |
|  | Justin | Straley | Eaton Aeroquip |  |
|  | Matt | Swabb | Voss Inc |  |
|  | LT | Taylor | KLX Aerospace |  |
|  | Graeme | Thorogood | Eaton |  |
| \* | Phillip | Wade | Smiths Tubular Systems - Laconia |  |
|  | Maurice | Womack | Defense Logistics |  |
|  | Geoffrey | Zhang | Parker Hannifin |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Wendy | Grubbs |
| Jim | Lewis |

## Safety Information – OPEN AND CLOSED

Fire Exits and how to vacate the building were reviewed. Attendees were requested to notify PRI Staff of any emergencies.

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

The Nadcap Personal Code of Ethics and Conflict of Interest was reviewed with the FLU TG in the Closed and Open meetings.

## Present the Antitrust Video – OPEN AND CLOSED

The Antitrust Video was reviewed with the FLU TG in the Open and Closed meetings.

## Review Agenda – OPEN and CLOSED

The agenda for the meeting was reviewed. Attendees were given the opportunity to identify expectations to be addressed during the meeting. No additional discussion topics were suggested.

## Review and Accept Previous Meeting Minutes – OPEN

The minutes from March 2016 were reviewed.

Motion made by Ron Clements and seconded by Mark Paul to approve the minutes from the March 2016 Nadcap meeting as written. Motion passed unanimously.

# AUDITS – CLOSED

## Review Scheduled and Conducted Audits

The FLU TG audit schedule for the currently scheduled audits was reviewed and Subscribers were encouraged to observe audits. It was stated that the request to observe should be done through eAuditNet. This will associate the observer with the audit and ensure that any updates to the schedule are communicated. S. Dundon will observe Audit 172262.

## Discuss Problem Audits

It was noted that Audit 169849 was entering its fourth round and findings were still open. It will be in danger of failing if it is not closed with the next round.

## Audit Effectiveness

It was noted that the Audit Effectiveness sub-team has requested that Task Groups include the topics of Auditors selecting job audits, use of paper/demo/virtual/coupon job audits, the level of sub-tier specification, and verifying customer requirements during job audits be included in the 2016 Auditor Conference. These items are included on the agenda for the FLU Auditor Conference.

# AUDITORS - CLOSED

## Data Analysis Review – Overall Auditor Performance

Auditor performance was reviewed and included the most common checklist paragraphs referenced in NCRs traceable to the Auditors that wrote the NCRs, and Average and Total NCRs per day written by the Auditors, and the number of NCRs from previous auditor compared to that of the most recent auditor.

It was noted that one auditor is writing significantly more findings against AC7112, 3.3.1, “Was continued compliance of their quality system demonstrated?” This is likely due to referencing this as a second paragraph on more NCRs. It was questioned whether all auditors should be doing this. It is to be discussed during the Auditor Conference.

During the review, it was identified that post crimping verification of hoses needs to be added to checklists AC7112/4 and AC7123.

ACTION ITEM: S. Dundon to submit proposed revisions to AC7112/4 and AC7123 to address post crimping verification for hoses. (Due Date: 28-Feb-2017)

## OP 1117 – Auditor Consistency

The standard data set was reviewed. It was proposed to have another meeting or conference call to further discuss the “red-line” chart. It was noted that one of the auditors is writing more findings than the others. The data needs to be examined further to determine if there is a common theme to the additional findings. Discussion ensued about how to make sure the auditors dig deep enough. No suggestions were accepted at this time.

ACTION ITEM: J. Lewis to set up a conference call with Subscriber Voting Members to review the “red-line” chart. (Due Date: 30-Nov-2016)

## Auditor Conference – Confidential Topics

No Auditor Conference – Confidential Topics were discussed.

# staff engineer DELEGATION – CLOSED

The FLU TG reviewed the Delegation Tracking Forms for K. Purnell and J. Lewis. K. Purnell met the minimum criteria of having at least 10% of findings reviewed by the Task Group Subscribers with at least a 90% concurrence rate and will maintain his delegated status. 100% of J. Lewis’s audits were reviewed with at least a 90% concurrence rate, meeting the criteria as he is not delegated.

# Supplier change Notification – Closed

There were no supplier change notifications to review.

# CLOSED MEETING ISSUES – CLOSED

## Audit Scope

It was noted that Suppliers are not always including the entire scope/specification for parts they manufacture/process. If the specification requires QPL and/or Nadcap accreditation, the expectation is that the scope of accreditation includes that specification; otherwise, the Supplier should not be certifying to the specification. It was requested that W. Grubbs ensures that the QPL matches the QML.

# MEETING CLOSE OUT – CLOSED

## Review Action Items Assigned During the Meeting

All action items were reviewed and due dates established. For specific details, please see the current FLU Rolling Action Item List (RAIL) posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

## Set Next Meeting Agenda Topics

No additional meeting topics were discussed beyond the standard topics.

# REVIEW MEMBERSHIP STATUS – OPEN

## Review Voting Membership

There were no changes to the voting membership.

## Review Voting Member Meeting Attendance and Voting Participation

The voting records and meeting attendance for FLU TG Voting Members, Subscriber and Supplier, were reviewed for compliance to the requirements for maintaining membership. The requirements state that to maintain membership, a member must not be absent without approved alternate representation from three consecutive regular Nadcap Task Group meetings and the member, or approved alternate representation, shall not miss a vote on 2 consecutive letter ballots. The Task Group Chairperson is allowed to waive these requirements if other circumstances warrant retention.

All Voting Members met the requirements for meeting attendance and balloting.

# STAFF REPORT – OPEN

J. Lewis presented the PRI Staff Report.



## Auditor Status

For FLU, there are three (3) Lead Auditors, one (1) Auditor, one (1) Staff Engineer Auditor, and one (1) Auditor Trainee.

## Task Group Metrics

The metrics were reviewed. Since the last meeting in March, cycle time metrics were red for Task Group Cycle Time in May and Supplier Cycle Time in July. Task Group Cycle Time was due to ballots closing over weekends. Supplier Cycle Time was due to the low number of audits meaning that one bad audit has a high impact on the overall number; as it was only one audit, no additional actions are required at this time.

## Most Common NCRs

The most common NCR paragraph references were reviewed. Based on the low number of audits, some of the top paragraphs are still only being referenced once.

## Latest Changes

The most recent eAuditNet enhancements and program changes were discussed. A job tracker enhancement was released where eAuditNet will create a spreadsheet which collates identifying information of job audits to allow auditors to rotate through differing jobs.

Another upcoming change is the requirement to perform a self-audit and include the location of objective evidence on the documentation.

## Future Nadcap Meeting Dates and Locations

Future meeting dates and location of the full Nadcap meeting were presented. The next meeting is October 24-28, 2016, in Pittsburgh, PA, USA.

## Staff Engineer Delegation

K. Purnell met the minimum criteria of having at least 10% of findings reviewed by the Task Group Subscribers with at least a 90% concurrence rate and will maintain his delegated status. 100% of J. Lewis’s audits were reviewed with at least a 90% concurrence rate, meeting the criteria as he is not delegated.

# G-3 – QPG STATUS REPORT – OPEN

R. Hainline presented an update of the latest projects and changes that the PRI G-3 QPG is working on.



He reported that there are currently no open Supplier Advisories for the G-3 QPG.

Fifteen qualification test matrices are already completed and nineteen are pending. Additional help is need to complete the pending matrices.

PD2101, the G-3 QPG requirements document is also going to be revised. A team of Robert Hainline, May Danhash, Andrew Mau, and Phil Wade will be performing this review.

# supplier meeting report – OPEN

M. Scatoloni and T. Goosen reported on the topics discussed during the SAE G-3 PRI-Supplier Group meeting. One of the main points of discussion was the difficulty in making change requests when there is a large number of parts involved. Each part must be entered into a separate project. It was asked if improvements could be made to the process.

# Auditor consistency – open

It was noted that auditor consistency was reviewed during the closed portion of the meeting.

# 2016 AUDITOR CONFERENCE – OPEN

## Auditor Conference Topics

The FLU TG October 2016 Auditor Conference will be on Friday, 21-Oct-2016 from 8:00 am – 5:00 pm. Topics will include:

Most Common NCRs and Auditor Consistency

Periodic Testing Requirements

Dry Film Lube AC7108/1

Question and Answer Session

eAuditNet

Adding Audit Handbook Clarifications to Audit Checklists

Subscriber members and J. Lewis will be leading the October 2016 Auditor Conference discussions.

## Combining Audit Checklists and Audit Handbooks

This agenda item was not reviewed.

# MEETING CLOSE OUT – OPEN

## Review Action Items Assigned During the Meeting

All action items were reviewed and due dates established. For specific details, please see the current FLU Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

## Agenda Topics for Next Meeting

Agenda Topics for September 2016 Open FLU TG Meeting will include the standard items of:

* Membership Review
* Staff Report
* G3 QPG Status Report
* Supplier Meeting Report
* 2017 Auditor Conference
* Checklists
* Auditor Consistency
* New Business

# Document/Checklist Revision – OPEN

## OP 1114 App FLU

The FLU Appendix to OP 1114 was reviewed to address the revision to OP 1114. The main change was to add the s-frm-14, the FLU Preliminary Questionnaire, as defining the FLU scope of accreditation.

## AC7112 Ballot Comment Resolution

Comments for AC7112 were resolved except for the comments regarding the documents which need to be submitted to the Auditor prior to the audit. It was asked that this be reviewed with the Auditors prior to making any changes.

There was also discussion on the definition of “QPL-like”. It was decided to leave the definition as it is for now but that future discussion will be needed. It was proposed that the focus in these cases should be on the failure mode and whether that can affect a QPL part, not just if the part is similar to a QPL part.

ACTION ITEM: J. Lewis to discuss with the Auditors at the Auditor Conference what Auditee documents they wish to see prior to the audit. (Due Date: 31-Oct-2016)

## AC7112/2 Review Draft

This agenda item was not reviewed.

# New Business – OPEN

No new business was discussed.

ADJOURNMENT – 16-Sept-2016 –Meeting was adjourned at 9:30 a.m.

Minutes Prepared by: Jim Lewis. [jlewis@p-r-i.org](mailto:jlewis@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 1114 App Flu | J. Lewis | 31-Oct-2016 |
|  |  |  |
|  |  |  |