**UNCONFIRMED MINUTES**

**FEBRUARY 20-23, 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.**

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

# OPENING COMMENTS – CLOSED/OPEN

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

The Materials Testing Laboratories Task Group (MTL) was called to order at 8:00 a.m., 20-Feb-2017.

It was 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 |  |
|  |  |  |  |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Christine | Brassine | SAFRAN Group |  |
| \* | Arielle | Corne | Spirit AeroSystems, Inc. |  |
|  | David | Day | GE Aviation |  |
| \* | Rebecca | Finlay | GE Aviation |  |
| \* | Edward | Friedman | Northrop Grumman Corporation |  |
| \* | Claudia | Granados | Honeywell Aerospace | Secretary |
| \* | Dan | Graves | UTC Aerospace (Goodrich) | Vice Chairperson |
|  | Dave | Isenberg | Parker Aerospace Group |  |
| \* | Karen | Kim | Lockheed Martin Corp. |  |
| \* | John | Knie | The Boeing Company |  |
|  | Hongping | Li | COMAC |  |
| \* | Muriel | Malhomme | Airbus |  |
| \* | Jennifer | McKeegan | Textron Aviation |  |
|  | Roger | Merriman | Textron Aviation |  |
|  | Eddy | Pham | Northrop Grumman Corporation |  |
|  | Ashley | O’Shea | The Boeing Company |  |
| \* | Amanda | Rickman | Raytheon Co. | Chairperson |
| \* | Lindsay | Schurle | Spirit AeroSystems, Inc. |  |
| \* | Christian  | Schwaminger | MTU Aero Engines AG |  |
| \* | Fabrice | Trebeden | Airbus Helicopters |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Siobhan | Alekna | Bristol Industries |  |
|  | Aysin | Aras | Tusas Engine Industries, Inc. |  |
|  | Lei | Bao | NCS Testing Technology Co., Ltd. |  |
|  | Paula | Bartlett | Oerlikon Metco (Canada), Inc. |  |
| \* | Corwyn | Berger | Exova, Inc. |  |
|  | Marya | Black | Great Lakes Calibration |  |
|  | Billy | Brown | AADFW |  |
|  | Hugh | Casper | MTS Systems Corporation |  |
|  | Julian | Corato | Exova PLC |  |
|  | Niall | Dodds | Exova PLC |  |
|  | Bryan | Engel | CPP Syracuse |  |
|  | Matthew | Ferrarelli | Shimadzu Scientific Instruments |  |
| \* | Alex | Fish | GKN Aerospace Chem-tronics, Inc. |  |
|  | David | Fluck | Haynes International, Inc. |  |
|  | Grant | Gatzen | United Services Company, Inc. |  |
|  | Michelle | Glass | Kennametal Stellite |  |
| \* | Courtney | Grimes | Sturbridge Metallurgical Services, Inc. |  |
| \* | Cynthia | Hagan | NSL Analytical Services, Inc. |  |
|  | Chris | Harwood | Exova Inc. Houston Laboratory |  |
| \* | Kevin | Hineman | Allegheny Ludlum, LLC d/b/a ATI Flat Rolled Products |  |
|  | Grant | Jefferson | Wyman Gordon |  |
| \* | Steven | Keck | Carpenter Technology Corp. |  |
| \* | Tao | Liu | NCS Testing Technology |  |
| \* | David | Luoni | Element Materials Technology |  |
|  | Barbara | Mulcahy | Sturbridge Metallurgical Services, Inc. |  |
|  | Roger | Ng | Oerlikon Metco (Canada), Inc. |  |
| \* | Sharon | Norton | Atlas Testing Laboratories |  |
| \* | Annette | O’Connell | Haynes International, Inc. |  |
|  | Jari | Quassdorf | Shimadzu GmbH |  |
| \* | Stan | Revers | Senior Aerospace Thermal Engineering |  |
| \* | James | Rossi | Westmoreland Mechanical Testing |  |
| \* | Paulina | Sandoval Valles | Centro de Investigación en Materiales Avanzados, S. C. |  |
|  | Elise | Schiltz | AADFW |  |
| \* | Peter | Scrimshire | Special Metals Wiggin Ltd – IncoTest |  |
| \* | Kevin | Seidel | Dunkirk Speciality Steel, LLC |  |
| \* | David | Serbousek | Olympic Scientific, Inc. |  |
|  | Derek | Sicotte | Dirats Laboratories |  |
| \* | Katherine | Small | SPS Technologies |  |
|  | Howard | Spader | INSTRON |  |
|  | Ernie | Stricsek | Carpenter Technology Corporation |  |
| \* | Douglas | Tannenbaum | Joliet Metallurgical Laboratories, Inc. |  |
| \* | Awwen | Tyrsson | Barnes Aerospace |  |
| \* | Kevin | VonScio | Perryman Company |  |
|  | Frank | Walther | TU Dortmund University |  |
| \* | Donna | Warner | Heartland Precision Fasteners |  |
| \* | David | Winter | Olympic Scientific, Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Connie | Hess |
| Rob | Hoeth |
| Jim | Lewis |
| Joe | Pinto |
| Kevin | Wetzel |

## Safety Information – CLOSED/OPEN

The Hilton Emergency plan, emergency exits, and how to vacate the building were reviewed. Attendees were requested to notify PRI Staff of any emergencies.

## Review Code of Ethics and Meeting Conduct – CLOSED/OPEN

Code of Ethics, Antitrust, and meeting conduct were reviewed with the meeting rules and meeting voting protocol.

Subscriber Responsibilities to support the Task Group were presented.

## Present the Antitrust Video – CLOSED/OPEN

The antitrust video was viewed.

## Review Agenda – CLOSED/OPEN

The agenda was reviewed and agreed upon without modification.

All presentations from the meeting are to be posted in www.eAuditNet.com under Resources → Documents → Public Documents → Materials Testing Laboratories → Nadcap Meeting Presentations → February 2017.

## Acceptance of Meeting Minutes – OPEN

The minutes from the October 2016 Nadcap meeting were reviewed.

Motion made by Amanda Rickman and seconded by Claudia Granados to approve October 2016 minutes. Motion passed.

The October 2016 minutes were approved as written.

# REVIEW DELEGATION STATUS – CLOSED

The Metrics tab on the eAuditNet Dashboard and the t-frm-07s were presented for all reviewers. After review of all comments addressed in t-frm-07s, there were no issues that required additional actions. Delegated reviewers Kevin Wetzel, Rob Hoeth, and Justin Rausch continue to meet the current requirements defined in OP 1115.

Jim Lewis and Bob Lizewski meet the criteria for oversight of 10% of NCRs with minimum 90% concurrence when closed audits were reviewed in eAuditNet with 11 audits being reviewed each from February 21, 2016 through February 20, 2017. This was not reflected in the delegation tracking sheets due to different review periods as well as failed audits not being included in the delegation tracking sheets. The Task Group accepted the review and agreed to maintain delegation J. Lewis and B.Lizewski

With the change to the Risk Mitigation process, Kevin Wetzel restated the plan for the contracting of Liz Bojan as a consultant audit report reviewer to begin in 2017.

Individual Subscriber Voting Members are assigned review periods, based on the month the audits are in Task Group Review, where they are responsible to perform the reviews. The schedule developed for Subscriber audit report reviews was reviewed. Subscriber participation to the schedule was evaluated. No issues were identified with the current process.

ACTION ITEM: Kevin Wetzel to update subscriber rotation and second tab for tracking in the spreadsheet for subscriber balloting percentage and post in eAuditNet to ensure all subscribers have access to the rotation schedule. (Due Date: 10-Mar-2017)

ACTION ITEM: Jennifer Kornrumpf to e-mail the Subscriber Rotation schedule by the first of every month to the MTLTG Subscribers. (Due Date: 31-Mar-2017)

# matters of accreditation – CLOSED

The Job Tracker was discussed to ensure proper completion and review for Subscribers. Subscribers were instructed to contact Kevin Wetzel to request specific items desired to be reviewed during the next audit.

Representatives from the Heat Treating (HT) TG attended to discuss the current Memorandums of Understanding (MOU) and Job Tracker. MTL TG agreed that the current checklists involved in the MOU can continue to be utilized by HT TG and the job tracker only needs to be completed as HT TG sees necessary, if accepted by NMC.

ACTION ITEM: Rob Hoeth to create a proposal for NMC sub-team on Audit Effectiveness of what is documented in the Job Tracker during a HT audit utilizing the MTL checklists. (Due Date: 21-Feb-2017)

The self-audit requirement was reviewed and that NMC will require an NCR to be issued if all procedural questions do not have procedural location references.

Joe Pinto reported out on discussions with ANSI-ASQ National Accreditation Board (ANAB), who provide ISO/IEC17025 accreditation. PRI and ANAB have agreed to cooperate (on a non-exclusive basis) to provide a joint audit/assessment that will result in accreditation to both Nadcap and ISO/IEC 17025. PRI will be the administrator of the joint program.

Specific Audits Reviewed

Audit 168415 – NCR#1 was issued for IRR on equipment for fatigue testing and the proposed resolution was reviewed. The NCR is currently marked for Task Group Resolution. The proposed plan was subsequently accepted by the TG.

Audit 171075 – The failure ballot for excessive NCRs was reviewed and the TG was requested to vote so that quorum could be achieved.

Audit 178148 – The auditee did not complete a MTL TG approved PT program but has completed a subscriber qualification program. The subscriber qualification program was reviewed and was agreed as meeting the minimum for initial accreditation.

Audit 177647 – The fabrication of the junction during elevated temperature tensile testing was reviewed. The TG requests the audit report reviewer to work with the auditee during audit review to ensure evidence of a study performed per ASTM requirements is provided.

## Risk Mitigation Process (OP 1110)

The revised Risk Mitigation process was reviewed. The main changes to the process (applicable to audits conducted after January 1, 2017) is the assigned PRI Reviewer will perform all Risk Mitigation Reviews. There will no longer be a Risk Mitigation Team of Subscribers.

Expectations for reviewers on the level of root cause and corrective action needed during Risk Mitigation were discussed as the procedure uses the word “similar”. It was decided the level of Root Cause and Corrective Action would be the same as a normal audit.

# audit effectiveness – CLOSED

A presentation on audit effectiveness was reviewed.

The MTL TG was questioned on whether it should implement the job tracker into AC7101/1 to track the three (3) jobs reviewed to ensure adequate coverage of all interested party requirements. The TG decided it was not needed at this time.

# auditor consistency (op 1117) – CLOSED

## Review Observation Plan

The observation plan was reviewed and 2 of the 5 auditors identified in the October meeting to be observed have been. These 2 observation forms, which were the only observations performed since the October meeting, were reviewed with no concerns from the Task Group.

ACTION ITEM: Kevin Wetzel to review future audits for remaining auditors to be observed and will forward this list to the Task Group. (Due Date: 28-Apr-2017)

## Review Auditor Consistency Data

The following items were reviewed with no concerns

* Standard Data
* Supplier Feedback
* Auditor Evaluations and trends
* Observation Feedback [t-frm-01]

The proposed Auditor Advisory using the Initial Auditor Training presentation on Writing a Clear Nonconformance was reviewed. The presentations for NCR Elements and NCR Classification were also reviewed and it was agreed these should be added to the advisory.

ACTION ITEM: Rob Hoeth will send the Auditor Advisory containing Initial Training presentations for Writing a Clear Nonconformance, NCR Elements, and NCR Classification to all auditors to complete the training. (Due Date: 31-Mar-2017)

## Review Dashboard Metric

The Metrics Dashboard was reviewed with no concerns.

# New Voting Member Approval, Compliance With Voting Requirements – OPEN

## Confirm any New Voting Member Applications

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)** |
| --- | --- | --- | --- | --- |
| Siobhan | Alekna | Bristol Industries | SVM | Oct. 2013 | Feb. 2017 |
| Aysin | Aras | TEI-TUSAS ENGINE IND. INC. | SVM | Mar. 2015 | Feb. 2017 |
| Rebecca | Finlay | GE aviation | UVM | Oct. 2016 | Feb. 2017 |
| Alex | Fish | GKN Aerospace Chem-tronics Inc. | SVM | Oct. 2016 | Feb. 2017 |
| Edward | Friedman | Northrop Grumman | UVM | Oct. 2016 | Feb. 2017 |
| Cynthia  | Hagan | NSL Analytical Services | SVM | Oct. 2016 | Feb. 2017 |
| Karen | Kim | Lockheed Martin Corp | UVM | Oct. 2016 | Feb. 2017 |
| Stan | Revers | Senior Aerospace Thermal Engineering | SVM | Jun. 2016 | Oct. 2016 |
| Katherine | Small | SPS Technoligies | SVM | Oct. 2016 | Feb. 2017 |
| Douglas | Tannenbaum | Joliet Metallurgical Laboratories, Inc. | SVM | Oct. 2015 | Feb. 2017 |
| David | Winter | Olympic Scientific, Inc. | ALT SVM | Oct. 2016 | Feb. 2017 |
| Gary | Winters | Northrop Grumman | ALT UVM | Jun. 2016 | Oct. 2016 |

## Review Compliance with Voting Requirements of Present Voting Members

The compliance to voting requirements per PD 1100 were reviewed.

All Subscriber Voting Members have met requirements for maintaining their voting rights except for Colin Fletcher - Bell Helicopter for attendance. It was agreed by MTL TG Chair Amanda Rickman to maintain voting status.

All Supplier Voting Members have met requirements for maintaining their voting rights except for Boyko Kirilov - Alcoa Fastening Systems - Arconic Fastening Systems & Rings – Torrance for attendance. After discussion, it was agreed by MTL TG Chair Amanda Rickman to remove voting status for Boyko Kirilov.

# MTL NADCAP OVERVIEW – OPEN

## MTL Tutorial

An MTL Task Group Tutorial was presented.

## RAIL Review

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

# review of procedure changes – OPEN

## Review any changes to General Operating Procedures since the last meeting

General operating procedures which have been revised since the last Nadcap meeting were reviewed. This review included the revised OP 1105, OP 1114, and OP 1116 for self-audit requirements and the Risk Mitigation process change in OP 1110 from a Subscriber Review Team to PRI review.

Other minimal changes to PD 1100, OP 1102, OP 1106, OP 1112, OP 1118, OP 1123, and OP 1124 were also reviewed.

## Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting

OP1114 App. MTL and OP 1116 App. MTL changes were also reviewed. These changes were to align with core procedures addressed in section 8.1.

# Activity reports – OPEN

## Feedback from the Previous Meeting

No specific feedback was received from the previous meeting.

## Review Major Activity from Previous Meeting

The Risk Mitigation process in OP 1110 changed from a Subscriber Review Team to PRI review.

## Review Status of Checklist Revisions

AC7101/1F has been used on audits conducted on or after 14-Sep-2015.

AC7101/2D has been used on audits conducted on or after 22-Mar-2015.

AC7101/3D is now being used on audits conducted on or after 4-Dec-2016.

AC7101/4F has been used on audits conducted on or after 14-Aug-2016.

AC7101/5D has been used on audits conducted on or after 22-Mar-2015.

AC7101/6D is in the revision process and ballot comment resolution is in progress.

AC7101/7D has been used on audits starting on or after 15-May-2016.

AC7101/9C is now being used on audits conducted on or after 3-Jan-2017.

AC7101/11C has been used on audits conducted on or after 25-Oct-2015.

## TAG Activity Summary (to Include Industry Standard Updates)

A review of the Technical Advisory Group (TAG) process was conducted and the TAG roster memberships were reviewed and updated. The updated rosters will be posted in eAuditNet.

ACTION ITEM: Kevin Wetzel to post updated TAG Rosters in eAuditNet. (Due Date: 17-Mar-2017)

Industry Standards Updates:

Steve Keck reported on AMS2750 and AMS2759. The revision level for AMS 2750 is unchanged. Work is expected to begin on the update process later this year. AMS 2759 is referenced in AC7101/7 (question 7.2, 7.4 and section 9.0) and a new revision is coming out this year. The questions that refer to AMS 2759 will need to be reviewed to make certain that the reference is still viable.

Kevin VonScio reported on the ASTM E-01 committee. A new practice is underway on the utilization of commercially prepared reference materials. The committee is also currently working on modernizing combustion/fusion test methods. E1447 Hydrogen in titanium is being revised and is now at the sub-committee ballot level. The plan is to eventually revise all combustion/fusion methods to the new format. E0415, Test Method for Analysis of Carbon and Low-Alloy Steel by Spark Atomic Emission Spectrometry, and E1251, Test Method for Analysis of Aluminum and Aluminum Alloys by Spark Atomic Emission Spectrometry, are currently in ballot to be revised.

## Ad-Hoc Committee Reports

There were no reports.

# op 1110 mode b failure criteria – Open

The 2016 NCR data for the MTL Task Group was reviewed concerning OP 1110, Audit Failure Criteria for Appendix A, Mode B Excessive Number of NCR’s. It is required to review failure criteria annually.

Motion made by Jennifer McKeegan and seconded by Christian Schwaminger to accept the following failure criteria for major NCRs for an initial audit. Motion passed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Days | 1 | 2 | 3 | 4 | 5+ | Failure Threshold | CAP |
| **Majors** | 3 | 4 | 5 | 6 | 7 | 95%/98% Modified | 7 |

Motion made by Christian Schwaminger and seconded by Jennifer McKeegan to accept the following failure criteria for total NCRs for an initial audit. Motion passed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Days | 1 | 2 | 3 | 4 | 5+ | Failure Threshold | CAP |
| **Total** | 7 | 14 | 21 | 28 | 35 | 95%/98% | 35 |

Motion made by Jennifer McKeegan and seconded by Christian Schwaminger to accept the following failure criteria for major NCRs for a reaccreditation audit. Motion passed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Days | 1 | 2 | 3 | 4 | 5+ | Failure Threshold | CAP |
| **Majors** | 2 | 3 | 4 | 5 | 6 | 95%/98% Modified  | 6 |

Motion made by Christian Schwaminger and seconded by Jennifer McKeegan to accept the following failure criteria for total NCRs for a reaccreditation audit. Motion passed.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Days | 1 | 2 | 3 | 4 | 5+ | Failure Threshold | CAP |
| **Total** | 5 | 10 | 15 | 20 | 25 | 98% | 25 |

ACTION ITEM: Kevin Wetzel to provide MTL failure criteria for revision of OP 1110. (Due Date: 10-Mar-2017)

# breakout sessions – OPEN

AC7101/1 was reviewed by the full MTL Task Group to develop guidance for Internal Round Robins and Proficiency Testing (IRR/PT).

ACTION ITEM: Kevin to set up a WebEx meeting and confirm the draft status with the TAG/1 to move the draft to ballot in the April time frame. (Due Date: 21-Mar-2017)

A breakout session to develop Handbook Guidance for AC7101/11 was held.

A breakout session was held to discuss the Figure 1 Matrix requirements for AC7101/2.

ACTION ITEM: Kevin VonScio will investigate definitions in ISO and ASTM for a Certified Reference Material (CRM) versus a Reference Material (RM), vs in-house Reference Material. (Due Date: 31-Mar-2017)

ACTION ITEM: Kevin Wetzel to set up a WebEx to review the definitions related to reference materials and have further discussion to strengthen the example given in the checklist (AC7101/2) and add as an appendix to the checklist (AC7101/2). (Due Date: 31-Mar-2017)

A breakout session to develop Audit Criteria for AC7101/6 was held.

ACTION ITEM: Claudia Granados, Sharon Norton, and David Serbousek to further review and obtain written confirmation from ASTM B 117 committee regarding the allowance of additional concentration analysis methods besides current verbiage (measured as specific gravity) in ASTMB117. (Due Date: 31-Mar-2017)

ACTION ITEM: MTL /6 TAG to review the verbiage in the AC7101/6 rev D (draft) to allow additional appropriate methods to analyze concentration and forward the agreement to the Chemical Processing (CP) Task Group. (Due Date: 31-Mar-2017)

# task group issues – OPEN

Potential China Meeting

The Task Group was requested if there would be adequate attendance to conduct a regular Task Group meeting if held in Shanghai or Beijing. There would appear to be enough subscriber support to achieve quorum for a meeting in China, though overall attendance (subscribers and suppliers) would be low.

New Technologies were brought to TG attention as follows:

* AC7109/5 (coating evaluation) test methods that are not currently covered by Coatings (CT)/MTL MOU
* Testing of Additive Manufacturing with the Welding (WLD) TG
* Powder and 3-D printing material characterization testing

ACTION ITEM: MTL TG Subscribers to investigate how MTL can support the Weld TG with material testing in the Additive Manufacturing process. Interested Subscribers - Muriel Malhomme, Jennifer McKeegan, Christian Schwaminger, and other Subscriber members are to follow up with their companies to determine MTL’s path forward. (Due Date: 5-Jun-17)

AC7101/6 audit criteria for sensitizing the specimen was reviewed to determine if accreditation to AC7101/9 is required or showing compliance to AC7101/9 is acceptable. Current wording states ‘in accordance with AC7101/9’. Accreditation to AC7101/9 is not required for laboratories ‘only’ performing the sensitization heat treatment. The laboratory would need to show the furnace being utilized is appropriate for use.

Motion made by Jennifer McKeegan and seconded by Christian Schwaminger to remove from AC7101/6 the requirement of having accreditation to AC7101/9 by adding the applicable basic questions to qualify the furnace:

* If laboratory is accredited to AC7101/9 the following two questions do not apply:
	+ Furnace controls are calibrated yearly
	+ Load control thermocouples are used and replaced or recalibrated quarterly.

Motion passed.

ACTION ITEM: Kevin Wetzel to send approved motion regarding AC7101/9 accreditation in relation to AC7101/6 to MTL /6 TAG to address the appropriate verbiage for the checklist (AC7101/6) revision and for audit handbook supplemental guidance spreadsheet for AC7101/6 prior to the next ballot. (Due Date: 31-Mar-2017)

Motion made by Sharon Norton and seconded by Arielle Corne to add into the AC7101/6 audit handbook guidance that, in addition to the reporting requirements of paragraphs: 4.8, 5.3.2, 5.4.2, 5.5.2, 5.6.2, 5.7.2, 6.7.1, 7.1.7, 8.12, the basic reporting requirements of AC7101/1 are included in the test certificate. Motion passed.

ACTION ITEM: MTL /6 TAG to add guidance in the audit handbook supplemental guidance spreadsheet for AC7101/6 that AC7101/1 reporting requirements apply to AC7101/6 prior to the next ballot. (Due Date: 21-Apr-2017)

# nadcap meeting reports – OPEN

## Supplier Support Committee

Sharon Norton gave an overview of the SSC meeting. For more details, please review the SSC minutes posted on [www.p-r-i.org](http://www.p-r-i.org).

## Planning and Ops

Amanda Rickman reported on the Planning & Ops meeting. For more details, please review the Planning and Ops minutes posted on [www.p-r-i.org](http://www.p-r-i.org).

# mtl program status – OPEN

## NMC Metrics

Kevin Wetzel presented a review of the health of the MTL Task Group via the Dashboard in eAuditNet. The NMC metrics were also reviewed by the Task Group. 1 (one) Red TG metric was reviewed, ‘Supplier Cycle Time’ for January 2017. This was attributed to the review process being completed during the holiday season and numerous plant shutdowns. No action was required.

## Auditor Capacity

Kevin Wetzel presented a review of Auditor Capacity. Capacity can support the current audit requirements. MTL is always looking for additional Auditor candidates.

The Task Group Subscriber Members held an auditor interview with Rob Hoeth.

Motion made by Amanda Rickman and seconded by Lindsay Schurle to approve Rob Hoeth as an auditor candidate, performing T1 and T2 training audits, focusing on areas of weakness. Motion passed.

# meeting wrap up – OPEN

## Affirm Ad-Hoc Committees

No new ad-hoc committees were formed.

## Vote on Handbook Revisions – ‘Confirmed Handbook Content’

Handbook changes developed during the meeting were reported out and confirmed as documented in Action Items.

## Review/Update RAIL

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

## Determine Meeting Objectives for Next Meeting

Meeting objectives were discussed and documented in the draft agenda. These objectives will follow the standard agenda with focus on breakout sessions and the Auditor Conference.

## Compose Agenda for Next Meeting

Time will be allotted for breakout sessions on Tuesday and Wednesday.

The meeting will be four (4) days, Monday through Thursday, with Monday a closed session and Thursday closed during the last hours.

ADJOURNMENT – 23-Feb-2017 – Meeting was adjourned at 12:40 pm

Minutes Prepared by: Claudia Granados, CLAUDIALOURDES.GRANADOS@Honeywell.com

 Rob Hoeth, rhoeth@p-r-i.org.

|  |
| --- |
| \*\*\*\*\* 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: |
| OP1110 Failure criteria | Kevin Wetzel to send criteria to Mike Graham | 10-Mar-17 |
|  |  |  |