

# Aerospace Quality Systems (AQS) Task Group Meeting Agenda

7-Jun-2017 to 8-Jun-2017

Estrel Hotel & Convention Centre

Berlin, Germany

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| **AC7004 revision E** |

The Aerospace Quality Systems (AQS) Task Group covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Monday, 05-JUN-2017

9:00 am – 10:00 am

Supplier Support Committee Leadership Team Opening Reception

10:00 am – 1:00 pm

New Supplier Information Session – New Suppliers are encouraged to attend, and all Suppliers are welcome

Tuesday, 06-JUN-2017

5:00 pm – 7:00 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

5:00 pm – 6:30 pm

**AQS Liaison -**  All Commodity Liaisons and AQS Subscriber Task Group Members are encouraged to attend.

Wednesday, 07-JUN-2017

9:00 am

1.0 Opening Comments (daily)

9:20 am

2.0 Review/Accept

9:45 am

3.0 AQS Task Group Tutorial

10:00 am

4.0 AQS RAIL Review/Update

10:15 am

5.0 Misc Reporting

11:00 am

6.0 Review of Posted Items in eAuditNet (as necessary)

11:15 am

7.0 AQS Liaison Report Out

11:30 am

8.0 AQS Newsletter

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

1.0 Opening Comments

2:05 pm

9.0 Voting Member Updates & Compliance With Voting Requirements

2:15 pm

10.0 Review of Procedure Changes

2:30 pm

11.0 AC 7004

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend.

Thursday, 08-JUN-2017

9:00 am – 11:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

11:20 am or

20 min after NMC ends

1.0 Opening Comments

11:30 am

12.0 NSPS (Non-Special Process Suppliers) Update

12:00 pm

13.0 Planning and Operations (P&O) Report Out

12:15 pm

14.0 NMC Effectivity Sub-Team

12:30 pm

15.0 Management of Change

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

1.0 Opening Comments

2:05 pm

16.0 Auditor Testing Material

4:00 pm

17.0 New Business

4:30 pm

18.0 Review of Action Items and Agenda Items for Next Meeting

4:45 pm

ADJOURNMENT OF OPEN SESSION

5:00 pm

1.0 OPENING COMMENTS

5:05 pm

19.0 AUDIT / AUDITOR REVIEW

5:25 pm

20.0 AUDITOR OBSERVATIONS

5:35 pm

21.0 DELEGATION

5:45 pm

22.0 NEW BUSINESS

6:00 pm

ADJOURNMENT

Monday, 05-JUN-2017

|  |  |  |
| --- | --- | --- |
| 9:00 am – 10:00 am |  | Supplier Support Committee Leadership Team Opening Reception |
| 10:00 am – 1:00 pm |  | New Supplier Information Session – New Suppliers are encouraged to attend, and all Suppliers are welcome |

Tuesday, 06-JUN-2017

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| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |
| 5:00 pm – 6:30 pm |  | **AQS Liaison -**  All Commodity Liaisons and AQS Subscriber Task Group Members are encouraged to attend. SUBSCRIBERS ONLY |  |

Wednesday, 07-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am | **OPEN** | 1. Opening Comments (daily)
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
 | Scott O’Connor |
| 9:20 am | 1. Review/Accept
	* 1. Agenda
		2. Minutes from previous meeting
			+ Need to reapprove Oct 2016 minutes
		3. Succession Plan (as necessary)
		4. Call for New Business Items
 | STAFF ENGINEER |
| 9:45 am | 1. AQS Task Group Tutorial
 | Scott O’Connor |
| 10:00 am | 1. AQS RAIL Review/Update
 | STAFF ENGINEER |
| 10:15 am | 1. Misc Reporting
	* 1. SSC Report-out
		2. NMC/AQS Metrics
		3. Audit Observations
		4. Certification Bodies Notifications (including exclusions taken)
		5. AQS Auditor training update/status
		6. Delegation
 | David EishmanStaff EngineerStaff EngineerStaff EngineerStaff EngineerStaff Engineer  |
| 11:00 am | 1. Review of Posted Items in eAuditNet (as necessary)
	* 1. Review any items that are posted to AQS public documents to ensure valid/current
 | STAFF ENGINEER |
| 11:15 am  | 1. AQS Liaison Report Out
 | DAVID DAY |
| 11:30 am | 1. AQS Newsletter
 | SCOTT O’CONNOR |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order / Quorum Check
		2. Introductions as necessary
 | SCOTT O’CONNOR |
| 2:05 pm | 1. Voting Member Updates & Compliance With Voting Requirements
	* 1. Membership review
 | STAFF ENGINEER |
| 2:15 pm | 1. Review of Procedure Changes
	* 1. Review any changes to General Operating Procedures since the last meeting
		2. Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting
 | STAFF ENGINEER |
| 2:30 pm | 1. AC 7004
	* 1. Checklist – NMC ballot comment resolution (if necessary)
		2. Effectivity date of new draft
		3. Handbook – review draft
		4. Comparison document – review draft
		5. Auditor conference
 | STAFF ENGINEERALL ATTENDEES |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm | **NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, 08-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 11:20 am or20 min after NMC ends | **OPEN** | 1. Opening Comments
	* 1. Call to Order / Quorum Check
		2. Introductions as necessary
 | SCOTT O’CONNOR |
| 11:30 am | 1. NSPS (Non-Special Process Suppliers) Update
 | FRANK MCMANUS |
| 12:00 pm | 1. Planning and Operations (P&O) Report Out
 | SCOTT O’CONNOR |
| 12:15 pm |  | 1. NMC Effectivity Sub-Team
 | STAFF ENGINEER |
| 12:30 pm |  | 1. Management of Change
	* 1. It was discussed that most TG’s do not have any questions addressing document changes for an established process. As an example an inspection is done to ABC Rev 2. When it changes to Rev 3, what process catches mistakes in that process? AQS is going to look into a possible question or two that TG’s could use to address.
 | STAFF ENGINEER |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order / Quorum Check
		2. Introductions as necessary
 | SCOTT O’CONNOR |
| 2:05 pm | 1. Auditor Testing Material
	* 1. Review of draft material
 | SCOTT O’CONNOR |
| 4:00 pm | 1. New Business
	* 1.
 | ALL ATTENDEES |
| 4:30 pm | 1. Review of Action Items and Agenda Items for Next Meeting
 | DAVID DAYSTAFF ENGINEER |
| 4:45 pm | ADJOURNMENT OF OPEN SESSION |  |
| 5:00 pm | **CLOSED** | 1. OPENING COMMENTS
	* 1. Call to Order/Verbal Quorum Check
		2. Verify only Subscriber Members are in attendance
 | SCOTT O’CONNOR |
| 5:05 pm | 1. AUDIT / AUDITOR REVIEW
 | Subscribers |
| 5:25 pm | 1. AUDITOR OBSERVATIONS
	* 1. REVIEW AND DISCUSSION
 | Subscribers |
| 5:35 pm | 1. DELEGATION
 | STAFF ENGINEER |
| 5:45 pm | 1. NEW BUSINESS
 | Subscribers |
| 6:00 pm | ADJOURNMENT |  |