

# Coatings Task Group Meeting Agenda

05-Jun-2017 to 08-Jun-2017

Estrel Hotel & Convention Centre

Berlin, Germany

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| **Thermal Spray** | **Coating Evaluation** |
| **Vapor Deposition** | **Plating of Coated Parts** |
| **Diffusion Coatings** | **Heat Treating of Coated Parts** |
| **Stripping of Coatings** | **Grinding of Thermal Spray Coatings** |

The Coatings 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.***

Meeting Objectives:

1. Ballot Comment Resolution for AC7109 and AC7109/1
2. Update on Vapor Deposition Technical Briefing CI Project
3. Update on Auditor Candidate Interview Question List Update CI Project
4. FMEA Discussion
5. Coatings Audit Handbook Update

Monday, 05-JUN-2017

9:00 am

1.0 Opening Comments

1.1 Call to Order/Verbal Quorum Check

1.2 Safety Information:

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.4 Present the Antitrust Video

1.5 Review Agenda

1.6 Expectations

10:00 am

2.0 Review Delegation Status

10:30 am

3.0 Task Group Resolution

11:00 am

4.0 Auditor Consistency

4.1 Review Observation Plan

4.2 Review Auditor Consistency Data

4.3 Review Dashboard Metrics

1:00 pm – 2:00 pm

LUNCH BREAK

2:05 pm

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.2 Safety Information:

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.4 Present the Antitrust Video

1.5 Review Agenda

1.6 Expectations

1.7 Acceptance of Meeting Minutes

2:30 pm

5.0 Voting Member Updates & Compliance with Voting Requirements

5.1 Current Voting Member participation [meeting and ballots]

5.2 New Voting Members

5.3 Succession Plan

2:45 pm

6.0 Review of Procedure Changes

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

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

3:15 pm

7.0 Metrics

7.1 NMC

3:30 pm

8.0 First Time Supplier Feedback

3:45 pm

9.0 RAIL [Rolling Action Item List] Review

4:00 pm

10.0 Industry Standard Champion Report

4:15 pm

11.0 SSC Introduction

4:30 pm

12.0 Use of Commercial Hardware

6:00 pm

ADJOURNMENT

Tuesday, 06-JUN-2017

9:05 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.5 Review Agenda

1.6 Expectations

9:15 am

13.0 Audit Criteria [Checklist] Revision

13.1 AC7109 Rev F Ballot Resolution

13.2 AC7109/1 Rev E Ballot Resolution

12:00 pm

14.0 Heat Treatment of Coatings

1:00 pm – 2:00 pm

Lunch Break

2:05 pm

15.0 Failure Mode Effects Analysis

3:00 pm

16.0 Audit Effectiveness

4:00 pm

17.0 Subscriber Notifications

4:45 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Wednesday, 07-JUN-2017

9:05 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.5 Review Agenda

1.6 Expectations

9:15 am

18.0 Coatings Audit Handbook

18.1 Annual Review/Update

18.2 Root Cause Corrective Action Guidance

18.3 Self-audit Expectations Guidance

12:00 pm

19.0 Coatings Audit Resource Tool

1:00 pm – 2:00 pm

Lunch Break

2:05 pm

20.0 Continuous Improvement Initiative

20.1 Vapor Deposition Technical Briefing Report-Out

20.2 Auditor Candidate Interview Questions List Update Report-Out

20.3 Review Project List

20.4 Develop New Project Charter

4:00 pm

21.0 2016 Auditor Conference

4:45 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.

11:05 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.5 Review Agenda

1.6 Expectations

11:15 am

22.0 SSC Report

11:45 am

23.0 NMC, AQS and Planning & Ops Reports

12:15 pm

24.0 New Business

12:45 pm

25.0 Meeting Conclusion

25.1 Review Expectations

25.2 Agenda Items for Next Meeting

25.3 Review New Action Items

25.4 Meeting Feedback

1:00 pm

ADJOURNMENT

Monday, 05-JUN-2017

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

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| 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 |
| 9:00 am | **CLOSED** | 1. Opening Comments (daily)
	* 1. Call to Order/Verbal Quorum Check
			+ Verify only Subscriber Members are in attendance
			+ 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)
		5. Review Agenda
		6. Expectations
 | Udo SchuelkeJustin Rausch |
| 10:00 am | 1. Review Delegation Status
	* Jim Lewis, Bob Lizewski, and Justin Rausch
 | Justin Rausch |
| 10:30 am | 1. Task Group Resolution
 | Justin Rausch |
| 11:00 am | 1. Auditor Consistency
	* 1. Review Observation Plan
		2. Review Auditor Consistency Data
			+ Standard Data
			+ Supplier Feedback
			+ Auditor Evaluations and Trends
			+ Observer Feedback [t-frm-01]
			+ Summarize actions taken
		3. Review Dashboard Metrics
 | Justin Rausch |
| 1:00 pm – 2:00 pm |  | LUNCH BREAK |  |
| 2:05 pm | **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)
		5. Review Agenda
		6. Expectations
		7. Acceptance of Meeting Minutes
 | Udo SchuelkeJustin Rausch |
| 2:30 pm | 1. Voting Member Updates & Compliance with Voting Requirements
	* 1. Current Voting Member participation [meeting and ballots]
		2. New Voting Members
		3. Succession Plan
 | Udo Schuelke |
| 2:45 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
 | Justin Rausch |
| 3:15 pm | 1. Metrics
	* 1. NMC
 | Justin Rausch |
| 3:30 pm | 1. First Time Supplier Feedback
	* Opportunity for first time suppliers to provide feedback on the Nadcap audit process. This is part of the CTTG Continuous Improvement Initiative.
 | Udo Schuelke |
| 3:45 pm | 1. RAIL [Rolling Action Item List] Review
 | Justin Rausch |
| 4:00 pm | 1. Industry Standard Champion Report
	* Review Watch List
 | Dan Loveless |
| 4:15 pm | 1. SSC Introduction
	* Highlight of activities planned for the week
 | Jeff Tomczak |
| 4:30 pm | 1. Use of Commercial Hardware
	* Develop guidance on how auditors are to audit commercial parts
 | Justin Rausch |
| 6:00 pm | ADJOURNMENT |  |

Tuesday, 06-JUN-2017

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

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| 9:05 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 9:15 am | 1. Audit Criteria [Checklist] Revision
	* 1. AC7109 Rev F Ballot Resolution
		2. AC7109/1 Rev E Ballot Resolution
 | Justin Rausch |
| 12:00 pm | 1. Heat Treatment of Coatings
	* Should AC7109/7 be shortened and AC7102/8 be used?
 | Justin Rausch |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:05 pm | **OPEN** | 1. Failure Mode Effects Analysis
	* Discussion on the potential implementation of FMEAs
 | Justin Rausch |
| 3:00 pm | 1. Audit Effectiveness
 | Justin Rausch |
| 4:00 pm | 1. Subscriber Notifications
	* Potential improvements to ensure customer notifications are being sent to the correct representatives.
 | Justin Rausch |
| 4:45 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, 07-JUN-2017

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

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| 9:05 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 9:15 am | 1. Coatings Audit Handbook
	* 1. Annual Review/Update
		2. Root Cause Corrective Action Guidance
		3. Self-audit Expectations Guidance
 | Justin Rausch |
| 12:00 pm | 1. Coatings Audit Resource Tool
	* Review and update of the Coatings Audit Resource Tool
 | Justin Rausch |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:05 pm | **OPEN** | 1. Continuous Improvement Initiative
	* 1. Vapor Deposition Technical Briefing Report-Out
		2. Auditor Candidate Interview Questions List Update Report-Out
		3. Review Project List
		4. Develop New Project Charter
 | Justin Rausch |
| 4:00 pm | 1. 2016 Auditor Conference
	* Create Agenda
 | Justin Rausch |
| 4:45 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. |
| 11:05 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 11:15 am | 1. SSC Report
	* Review of SSC mission, leadership, and activities
 | Jeff Tomczak |
| 11:45 am | 1. NMC, AQS and Planning & Ops Reports
	* Meeting week report outs
 | Vern TalmadgeJoel MohnackyUdo Schuelke |
| 12:15 pm | **OPEN** | 1. New Business
 | Justin Rausch |
| 12:45 pm | 1. Meeting Conclusion
	* 1. Review Expectations
		2. Agenda Items for Next Meeting
		3. Review New Action Items
		4. Meeting Feedback
 | Udo SchuelkeJustin RauschDale Harmon |
| 1:00 pm | ADJOURNMENT |  |