

# Non-Destructive Testing (NDT) Task Group Meeting Agenda

05-Jun-2017 to 08-Jun-2017

Estrel Hotel & Convention Centre

Berlin, Germany

|  |  |
| --- | --- |
| **Penetrant** | **Eddy Current** |
| **Magnetic Particle** | **Radiography Digital Detector Array** |
| **Ultrasonic** | **Ultrasonic Rotating Components** |
| **Radiography Film** | **Radiography Computed** |
| **Remote Viewing of Radiographs and Digital Images** |  |

The NDT 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 1234***

**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. Use microphones when speaking
2. Avoid sidebar (small group) conversations
3. Adhere to the agenda, unless otherwise agreed by attending participants

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

9:00 am

1. OPENING COMMENTS (DAILY)

9:15 am

2. REVIEW DELEGATION STATUS

9:30 am

3. TASK GROUP REGULAR BUSINESS ITEMS

10:00 am

4. NEW BUSINESS

11:00 am

BREAK

11:15 am

5. TASK GROUP REVIEW OF AUDITS

11:30 am

6. OP 1117 AUDITOR CONSISTENCY

1:00 pm – 2:00 pm

LUNCH BREAK

2:00 pm

7. NDT Symposium An Update on UV-A LED Lamps

6:00 pm

ADJOURNMENT

Tuesday, 06-JUN-2017

9:00 am

1. Opening Comments (daily)

9:30 am

8. PRI Report / RAIL / NMC Metrics

10:30 am

9. Clarification Data Base

11:00 am

BREAK

11:15 am

10. Review Membership Status

11:45 am

11. Supplier Report & Discussion

12:15 pm

12. Technical Issues and Open Discussion Items

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

1. Opening Comments

2:05 pm

13. Nadcap and NDT Procedure Review

2:30 pm

14. New Business

3:00 pm

BREAK

3:15 pm

15. Auditor Conference

3:45 pm

16. Self Audit & Procedure Attachments

4:00 pm

17. Ad Hoc Team Break Out Session

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

Wednesday, 07-JUN-2017

9:00 am

1. Opening Comments

9:10 am

18. Ad Hoc Team Report Out

9:40 am

19. Method Teams & Document Change Spread Sheet

11:00 am

11:15 am

19. Method Teams & Document Change Spread Sheet

1:00 pm – 2:00 pm

Lunch Break

2:00 pm

1. Opening Comments

2:05 pm

19. Method Teams & Document Change Spread Sheet

3:00 pm

3:15 pm

19. Method Teams & Document Change Spread Sheet

4:15 pm

20. Method Team Report Out

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.

11:45 am

1. Opening Comments

11:50 am

21. Report Out of Planning & Operations Meeting

12:00 pm

22. SSC Report Out on the SSC Meeting

12:20 pm

23. Develop Agenda for October 2017 Meeting

12:30 pm

24. RAIL & Clarification Data Base Review

12:55 pm

25. Meeting Facilitation

1:00 pm – 2:00 pm

ADJOURNMENT

2:00 pm

1. OPENING COMMENTS (DAILY)

2:10 pm

26. Outside Agencies Accreditation Program (OAAP)

6:00 pm

ADJOURNMENT

Monday, 05-JUN-2017

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

|  |  |  |
| --- | --- | --- |
| 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
 | Chair / PRI Staff |
| 9:15 am | 1. REVIEW DELEGATION STATUS
 | PRI Staff |
| 9:30 am | 1. TASK GROUP REGULAR BUSINESS ITEMS
 | PRI Staff |
| 10:00 am | 1. NEW BUSINESS
 | Subscribers / PRI Staff |
| 11:00 am |  | BREAK |  |
| 11:15 am |  | 1. TASK GROUP REVIEW OF AUDITS
 | PRI Staff |
| 11:30 am |  | 1. OP 1117 AUDITOR CONSISTENCY
* AUDIT EFFECTIVENESS
 | Steve McCool / PRI Staff |
| 1:00 pm – 2:00 pm |  | LUNCH BREAK |  |
| 2:00 pm | **OPEN** | 1. NDT Symposium An Update on UV-A LED Lamps
 | TBA |
| 6:00 pm | ADJOURNMENT |  |

Tuesday, 06-JUN-2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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
	+ 1. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		2. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		3. Review Agenda
		4. Acceptance of Meeting Minutes
 | Chair / PRI Staff |
| 9:30 am | 1. PRI Report / RAIL / NMC Metrics
	* The administration of the Nadcap program
	* Review of the Rolling Action Item List (RAIL); including reviewing RAIL items closed since the last meeting
	* Review the health of the Nadcap program through Nadcap Management Council (NMC) metrics
 | PRI Staff |
| 10:30 am | 1. Clarification Data Base
* Database contains clarifications associated with the NDT Checklists brought forward by Suppliers / User Subscribers. Resolution of clarifications may result in potential changes to the checklist. The status of the database is discussed.
 | Andy Bakewell |
| 11:00 am |  | BREAK |  |
| 11:15 am |  | 1. Review Membership Status

• Review Subscriber and Supplier Membership status  | PRI Staff |
| 11:45 am |  | 1. Supplier Report & Discussion
* Supplier report out of activities and requests for NDT Task Group action if required
 | Gary White |
| 12:15 pm |  | 1. Technical Issues and Open Discussion Items
* Address and review new issues relating to the NDT industry and Nadcap
 | Task Group |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Verbal Quorum Check
		2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		3. Introductions of any attendees not previously done
 | Chair |
| 2:05 pm |  | 1. Nadcap and NDT Procedure Review
	* Key Nadcap procedure changes are summarized since the last Task Group meeting
	* Discuss revisions to procedures pertinent to the Nadcap NDT Task Group
 | PRI Staff |
| 2:30 pm |  | 1. New Business
	* Subscriber Communications with the supply chain “Newsletters/ Symposiums”
 | Task Group |
| 3:00 pm |  | BREAK |  |
| 3:15 pm |  | 1. Auditor Conference
* What topics are to be covered during the conference
 | Task Group |
| 3:45 pm |  | 1. Self Audit & Procedure Attachments
* Are the procedures required to be attached prior to the audit
 | Task Group |
| 4:00 pm |  | 1. Ad Hoc Team Break Out Session
* Supplier Symposium
* Grit Blasting
* Outside Agency Accreditation Program (OAAP)
 | Task Group |
| 4:30 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)

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Verbal Quorum Check
		2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		3. Introductions of any attendees not previously done
 | Chair |
| 9:10 am | 1. Ad Hoc Team Report Out
 | Ad-Hoc Team Leads |
| 9:40 am | 1. Method Teams & Document Change Spread Sheet
* Discuss and resolve ballot comments for all audit criteria
 | Task Group |
| 11:00 am | **BREAK** |  |
| 11:15 am |  | 1. Method Teams & Document Change Spread Sheet
* Discuss and resolve ballot comments for all audit criteria
 | Task Group |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Verbal Quorum Check
		2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		3. Introductions of any attendees not previously done
 | Chair |
| 2:05 pm | 1. Method Teams & Document Change Spread Sheet
* Discuss and resolve ballot comments for all audit criteria
 | Task Group |
| 3:00 pm | **Break** |  |
| 3:15 pm | 1. Method Teams & Document Change Spread Sheet
* Discuss and resolve ballot comments for all audit criteria
 | Task Group |
| 4:15 pm | 1. Method Team Report Out
 | Method Team Leads |
| 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)

|  |  |
| --- | --- |
| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 11:45 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Verbal Quorum Check
		2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		3. Introductions of any attendees not previously done
 | Chair |
| 11:50 am | 1. Report Out of Planning & Operations Meeting
 | Chair |
| 12:00 pm | 1. SSC Report Out on the SSC Meeting
 | Gary White |
| 12:20 pm | 1. Develop Agenda for October 2017 Meeting
 | PRI Staff |
| 12:30 pm | 1. RAIL & Clarification Data Base Review
 | PRI Staff / Andy Bakewell |
| 12:55 pm | 1. Meeting Facilitation
 | Chair |
| 1:00 pm – 2:00 pm |  | ADJOURNMENT |  |
| 2:00 pm | **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)
2. REVIEW AGENDA
 | Chair |
| 2:10 pm | 1. Outside Agencies Accreditation Program (OAAP)
 | Jon Biddulph |
| 6:00 pm | ADJOURNMENT |  |