**CONFIRMED MINUTES**

**OCTOBER 26 - 27, 2016**

**PITTSBURGH, PENNSYLVANIA, 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, 26-OCT-2016 to THURSDAY, 27-OCT-2016**

# OPENING COMMENTS - OPEN

## Call to Order / Quorum Check

The Aerospace Quality Systems (AQS) Task Group was called to order at 10:20 a.m., 26-Oct-2016 by Scott O’Connor.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

All presentations from the meeting are in the AQS folder in Public Documents. Resources – Documents – Public Documents – Aerospace Quality System – Meeting Presentations

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \* | Robin | Borrelli | The Boeing Company |  |
|   | Daniel | Calderwood | BAE Systems MAI |  |
| \* | Saeed | Cheema | Cessna Aircraft Company |  |
| \* | Christopher | Davison | Spirit AeroSystems |  |
| \* | David | Day | GE Aviation | Secretary  |
|   | Claudia | Granados | Honeywell Aerospace |  |
|   | Martha | Hogan-Battisti | The Boeing Company |  |
| \* | Timothy | Krumholz | Rockwell Collins | Vice Chairperson  |
| \* | Tony | Marino | The Boeing Company |  |
|   | Frank | McManus | Lockheed Martin Corporation |  |
| \* | Angelina | Mendoza | UTC Aerospace (Goodrich) |  |
|   | John | Merritt | Sikorsky Aircraft - Lockheed Martin |  |
| \* | Scott | O'Connor | Honeywell Aerospace | Chairperson  |
|   | Chad | Odell | USAF |  |
|   | Michael | Riley | UTC Aerospace (Goodrich) |  |
| \* | David | Staten | Eaton Aerospace Group |  |
|   | Thomas  | Stevick | UTC Aerospace (Goodrich) |  |
|   | Mike | Terry | The Boeing Company |  |
| \* | Trish | Wesemann | The Boeing Company |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Dale | Brewer | Kaman Aerospace |  |
| \* | Cara | Burzynski | AeroDynamics Inc. |  |
|   | Peter | Doyle | Cassavant Assembly and Processing |  |
|   | Sheldon | Emmanuel | DCI Aerotech |  |
| \* | David  | Eshleman | The Young Engineers Inc |  |
|   | JoAnne | Harvala | 3M Company |  |
|   | Greg | Holte | Sandvik Special Metals LLC |  |
|   | Nancy | Howard | Certified Inspection Service Co., Inc. |  |
|   | Tommy | Howland | Lee Aerospace |  |
|   | David | Lindey | Nitrex Metal Technologies - Bodycote Heat Treatment |  |
|   | Johanna | Lisa | Continental Heat Treating / Quality Heat Treating |  |
|   | Craig | Nairn | HEANY Industries, Inc. |  |
|   | Ken  | Nelson | Continental Heat Treating |  |
|   | Susan | Rathje | Oerlikon Metco |  |
|   | Jon | Thomas | 3P Processing Inc |  |
| \* | Jim  | Tuminello | Tech Met Inc. |  |
|   | Blanca | Zilli-Huerta | Bowman Plating Company Inc |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Susan | Frailey |

## Safety Information

Fire exits were reviewed and participants were informed to contact PRI staff in case of medical emergencies.

## Code of Ethics

Page 7 of the Attendees Guide was reviewed and the Code of Ethics video was shown at this meeting.

# Review / ACCEPT - OPEN

## Agenda

The agenda was reviewed. Additional details to some agenda items was provided.

## Approval of Previous Meeting Minutes

The minutes from June 2016 in London, United Kingdom, were reviewed and approved as written.

Motion made by Angelina Mendoza and seconded by Saeed Cheema to approve the minutes as written. Motion passed.

## VOTING MEMBER updates & COMPLIANCE WITH VOTING REQUIREMENTS

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)** |
| John | Merritt | Sikorsky-Lockheed | UVM | JunOct | 20162016 |
| Ken | Nelson | Continental Heat Treating | SVM | JunOct | 20162016 |

* The compliance to voting requirements per PD 1100 were reviewed.

Northrop Grumman – The representative has not met requirements for maintaining their voting rights, for lack of meeting attendance and voting on ballots. Voting rights will be removed per Task Group and Task Group Chairperson.

Eaton – The representative has not met requirements for maintaining their voting rights and for lack of meeting attendance. Voting rights will be maintained per Task Group and Task Group Chairperson. Eaton may provide a second voting member and determine primary and alternate voting members.

DCMA – The representative has not met requirements for maintaining their voting rights, for lack of meeting attendance. Voting rights will be maintained per Task Group and Task Group Chairperson.

Supplier Voting Member – Jim Tuminello has not met requirements for maintaining his voting rights, for lack of meeting attendance. Representative attending the October 2016 meeting. Voting rights will be maintained per Task Group and Task Group Chairperson.

## Succession Plan

No review at this time.

## Call for New Business

See section 15.0 for new business topics and discussions.

# AQS Task Group Tutorial - OPEN

Scott O’Connor presented the tutorial.

# AQS RAIL Review/Update - OPEN

The Rolling Action Item List (RAIL) was reviewed. For specific details, please see the current AQS Rolling Action Item List posted at www.eAuditNet.com, under Public Documents.

Presentation from Item 68 on AQS Auditor training of the AQS Task Group operations was reviewed and the Task Group approved the presentation. Item closed.

Attachment from Item 63 for timeline for the rollout of AC7004F was reviewed. The timeline has the necessary milestones but requires updating of dates for those milestones.

# Misc Reporting – OPEN

## Supplier Support Committee (SSC) Report-Out

The SSC presentation was given by David Eshleman. The Supplier News was shown to all in attendance. This presentation was given in place of the standard SSC presentation that is given before the Tuesday night SSC meeting.

## Nadcap Management Council (NMC) AQS Metrics

Metrics were reviewed in eAuditNet.

## Audit Observations

Reviewed Auditor Observation status. The current Metric is red, does not meet, as 4 of 16 auditors have been observed. All observers need to look to see if there is a conjoined commodity audit and to include both audits as part of their observation.

Susan presented directions on how to find an audit to observe as well as reminded the group of the standing RAIL item #56.

## Certification Bodies Notifications (including Scope Exceptions)

The Task Group reviewed the high-level report for OASIS reporting. Susan Frailey covered the presentation for the number of notifications and exclusions that have been reported.

## AQS Auditor training update/status

Susan Frailey reviewed the number of new auditors that have been approved through the AQS training. It was also mentioned that the training needs to be updated to conform with the revised checklist – AC 7004 rev F. See section 7.0 for action item.

## Delegation

The t-frm-07 was reviewed for both Staff Engineers. The AQS SE reviewed the delegation metrics covering the audit reviewers. Both Mike Gutridge and Susan Frailey met requirements and delegation is continued. Mike’s status is changing slightly as he will be retiring from PRI and will continue as contracted Audit Report Reviewer.

Motion made by David Eshleman and seconded by Tony Marino and Robin Borrelli simultaneously to affirm that Mike Gutridge will approve uninterrupted as a delegated audit reviewer for the AQS Task Group. The Task Group is waiving any requirements that would be imposed on a new consultant audit reviewer. Motion Passed.

# Review of Posted Items in eAuditNet - OPEN

The TG reviewed posted items in the AQS public document folders. This review is intended as a cleanup of the extra posts to eAuditNet. At this time, only advisories required reviewing. Updates are as below.

09-001 – Delete

11-001 – Delete

13-001 – Delete

14-001 – to be reviewed/re-visited at the next meeting, possibly include this in the AQS audit handbook

ACTION ITEM: Susan Frailey or delegate to update/delete eAuditNet items per the notes above. (Due Date: 30-Nov-2016)

# AC 7004 – OPEN

## Checklist

The comments from the preliminary draft ballot were presented. The Staff Engineer led a working session of resolving these ballot comments. All comments were resolved at this meeting.

## Handbook

The Handbook team lead has been transferred to Tim Krumholz. Tony Marino will stay on as a team member with Scott O’Connor, David Day, and Susan Frailey.

## Comparison Document review

This item is due by the end of 2016. A draft will be sent to the Task Group for review and finalization at the February 2017 Nadcap meeting.

ACTION ITEM: Susan Frailey will finalize the ballot draft of AC7004 and officially submit for ballot. (Due Date: 02-Dec-2016)

ACTION ITEM: Susan Frailey will add comment resolution to the February 2017 agenda in the event there are comments from the ballot process. (Due Date: 30-Nov-2016)

ACTION ITEM: Susan Frailey will send out a draft copy of the comparison guide to the Task Group members for review. (Due Date: 31-Dec-2016)

ACTION ITEM: Scott O’Connor to lead team to update the auditor testing material to update it to the latest revision of AC7004F.; Team includes Tony Marino, Saeed Cheema, Sue Frailey, Jim Tuminello, David Eshleman. (Due Date: 31-Jan-2017)

ACTION ITEM: Susan Frailey to send copy of current material to the team above. (Due Date: 05-Nov-2016)

# AQS Newsletter – OPEN

Tabled until the February 2017 Nadcap meeting.

ACTION ITEM: Susan Frailey to assure this topic is added to the agenda for the February 2017 AQS meeting. (Due Date: 30-Nov-2016)

# Auditor Conference – Report-out - OPEN

The AQS 2016 Auditor Conference team discussed the presentation given at the Auditor conference on Sunday morning.

# Planning and Operations (P&O) Report Out – OPEN

Scott O’Connor spoke to the discussions from the Planning and Operations meeting.

# AQS Liaison Meeting Report Out – OPEN

Several items were discussed.

* QMS Existence vs. Compliance project (Liaison project)
* Oversight NCR at the M&I Task Group
* COMP asked about 9100 and Human Factors

# Guidance for QMS issues on advisories – OPEN

The Commodity Staff Engineers have requested guidance from AQS on what criteria should be used when determining if there is a quality system breakdown and the AQS Task Group be notified.

Robin Borelli created a starting point for this guidance and the TG provided additional input.

ACTION ITEM: Susan Frailey, Robin Borelli, and David Day to review examples from previous notifications and provide to Susan for the addition to the final version. The examples will be sanitized. (Due Date: 30-Nov-2016)

# Implementation timeline (9100 & 7004) – OPEN

The milestones on the timeline were confirmed. The dates will be adjusted dependent on the approval process flow of the revised AC 7004 checklist. The timeline template is part of the meeting attachments.

# Review OP 1117 Auditor Training – OPEN

Presentation from RAIL Item 68 on AQS Auditor training of the AQS Task Group operations was reviewed and the Task Group approved the presentation.

ACTION ITEM: Susan Frailey to get the AQS auditor training file (Reference Item 68) uploaded to the Auditor Training website. (Due Date: 30-Nov-2016)

# New Business – OPEN

## Frank McManus presented the proposal that was given to Steering to expand Nadcap to accredit non-special process suppliers (NSPS) to AC7004. Frank is keeping the AQS Task Group updated on this proposal.

## From the auditor conference:

### An excel sheet being used as a Quality Record? The supplier must be able to demonstrate how changes are tracked and history is maintained. (For example, a pdf can be generated as the actual record.) Guidance will be included in the AQS Handbook.

### Internal audit frequency and management reviews. The supplier may have any planned interval but the auditor needs to assure that the process is effective. The supplier may then determine the corrective action. Guidance will be included in the AQS Handbook.

## The AQS Task Group is providing guidance to the Measurement & Inspection (M&I) Task Group on the validity of a non-conformance that was written. It was agreed that the non-conformance is valid and requires a response. The AQS TG will continue to support the M&I TG in this effort.

ACTION ITEM: Susan Frailey will add the AC7004 NSPS topic to the agenda for the next meeting (on Thursday AM) (Due Date: 30-Nov-2016)

# Review of Action Items and New Agenda Items - OPEN

Items were reviewed and ensured captured for inclusion to the RAIL.

At 3:30 PM, motion made by Saeed Cheema and seconded by Tim Krumholz to adjourn the open meeting and move to the closed agenda. Motion passed.

At the beginning of the closed session, quorum and subscriber-only attendance was verified.

# AUDIT / AUDITOR REVIEW – CLOSED

There was discussion of an audit in the review cycle. Guidance was given to the Staff Engineer.

# OP 1117 AUDITOR CONSISTENCY – CLOSED

Susan Frailey presented the process for collecting data by auditor and assembling additional data on the auditor and then providing this feedback to the auditor, to meet the requirements of OP 1117. The format of the feedback was reviewed. OP 1117 Annex C was reviewed and revised.

ACTION ITEM: Susan Frailey to forward Annex C to the proper PRI personnel. (Due Date: 30-Nov- 2016)

# NEW BUSINESS – CLOSED

There was discussion of an allegation AR-002 and the resolution of that allegation by the sub-team. The Task Group agreed the resolution was correct.

ACTION ITEM: Susan Frailey to forward the completed allegation form to the proper PRI personnel. (Due Date: 30-Nov-2016)

At 4:15 PM, motion made by Tim Krumholz and seconded by Chris Davison to adjourn the meeting. Motion passed.

ADJOURNMENT – 27-Oct-2016 – Meeting was adjourned at 5:15 p.m.

Minutes Prepared by: David Day, david.day@ge.com

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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\* [x]  NO [ ] \*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
| AC 7004 | Susan Frailey & AQS Coordinator | 2-Dec-2016 |
|  |  |  |