**CONFIRMED MINUTES**

**OCTOBER 24-26, 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, OCTOBER 26 to THURSDAY, OCTOBER 27**

# OPENING COMMENTS – OPEN

## Call to Order / Quorum Check - OPEN

The Aero Structure Assembly Task Group was called to order at 10:17 a.m., 26-Oct-2016.

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 |  |
|  |  |  |  |  |
|  | Tomohiko | Ashikaga | Mitsubishi Heavy Industries Ltd. |  |
|  | Fath | Bertrand | Airbus Helicopters |  |
|  | Alexandre | Bourgeois | Bombardier, Inc. |  |
|  | Craig | Bowden | BAE Systems Air & Information (MAI) |  |
|  | Russell | Cole | Northrop Grumman Corporation |  |
|  | Vincenzo | De Rosa | Leonardo Aircraft |  |
|  | Alan | Fletcher | US Air Force - Wright Patterson |  |
|  | Slade | Knightly | 309th Maintenance Wing-Hill AFB |  |
|  | Christopher | Lowe | Spirit AeroSystems, Inc. |  |
|  | Scott | Maitland | UTC Aerospace (Goodrich) |  |
|  | Jose | Moreno | Airbus Defense and Space |  |
|  | Larry | Olsen | Northrop Grumman Corporation |  |
|  | Ashley | O’Shea | The Boeing Company  |  |
|  | Luis | Pacheco | Embraer S.A. |  |
|  | Samuel | Riddle | Leonardo S.p.a. - Helicopters |  |
|  | Davide | Salerno | Leonardo Aircraft |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Scott | Bartell | Lee Aerospace, Inc. |  |
|  | Tommy | Howland | Lee Aerospace, Inc. |  |
|  | Tammi | Schubert | Helicomb Intl. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Bill  | Dumas |
| Jennifer | Kornrumpf |

## Safety Information – OPEN

Fire exits were reviewed. Attendees were instructed to notify PRI Staff in case of any emergencies.

## Review Code of Ethics and Meeting Conduct – OPEN

Participants were reminded to follow the code of ethics and meeting conduct.

## Present the Antitrust Video – OPEN

The video regarding anti-trust compliance was viewed.

## Review Agenda – OPEN

The agenda for the meeting was reviewed. There were no changes.

## Approval of Previous Meeting Minutes – OPEN

The minutes from the April 2016 conference call were reviewed and approved.

ACTION ITEM: Jennifer Kornrumpf to contact eAuditNet Support to have an “Aero Structure Assembly” folder added to the Public Documents section within the eAuditNet website. (Due Date: 30-Nov-2016)

ACTION ITEM: Jennifer Kornrumpf to post conference call minutes, and meeting presentations into the “Aero Structure Assembly” folder within eAuditNet. (Due Date: 30-Nov-2016)

# MEMBERSHIP UPDATES & COMPLIANCE WITH VOTING REQUIREMENTS – OPEN

All Subscribers and Suppliers in attendance agreed to support future conference calls and Nadcap meetings until Voting Membership is established by the technical experts assigned by their companies. Once this sub-team becomes an official Task Group, Subscriber and Supplier Voting Members will be voted on.

Craig Bowden of BAE Systems volunteered to be “Acting Chairperson” and Chris Lowe of Spirit AeroSystems volunteered as “Acting Vice-Chairperson” for this meeting to establish a leadership team. An official leadership team will be voted on once this sub-team becomes an official Task Group.

# OVERVIEW OF THE AERO STrUCTURE ASSEMBLY TASK GROUP – OPEN

Craig Bowden discussed the history of the evolution of the Aero Structure Assembly Task Group up to the present. Bill Dumas gave an overview of the Nadcap Program as many attendees had never been part of a Task Group prior to this meeting.

# OBJECTIVE AND GOALS – OPEN

The Task Group reviewed the objective and goals of this meeting which include: the Aero Structure Assembly Scope, proposed checklist layout with Special Processes, and the timeline for developing the Business Plan.

The Task Group decided that monthly WebEx conference calls are needed to work on the objective and goals. To cover various time zones of attendees, it was suggested that 2 hours from 9:00 a.m. to 11:00 a.m. on Tuesdays would work best.

ACTION ITEM: Jennifer Kornrumpf to schedule monthly WebEx conference calls for the Task Group. (Due Date: 15-Nov-2016)

ACTION ITEM: Subscribers to communicate to their Suppliers the need to support the Aero Structure Assembly Task Group Nadcap meeting in February. (Due Date: 31-Jan-2017)

# VALIDATE AUDIT SCOPE – OPEN

The Task Group discussed validating the audit scope. A motion was made by Craig Bowden and seconded by Chris Lowe to approve: “This Audit Criteria is intended for use to survey a facility seeking accreditation from Nadcap for Aero Structure Assembly. Scope of accreditation can include but is not limited to hole preparation, fastener installation, bushing and bearing installation, shimming, and electrical bonding. The Purpose of the accreditation is to access a Supplier’s ability to consistently produce an Aero Structures Assembly that conforms to the customer’s procurement requirements. (Scope of accreditation excludes system installation, pumps, actuators, cockpit systems, wiring harnesses, jigs / fixtures and MRO)” as the audit scope. Motion Passed.

The Task Group agreed to the following additions to the proposed audit structure:

AC7XXX – Nadcap Audit Criteria for Aero Structures Assembly – needs a definition section.

AC7XXX/1 – Nadcap Audit Criteria for Aero Structures Assembly (Fastening) – needs a clamp-up and a temporary fastening sections.

AC7XXX/2 – Nadcap Audit Criteria for Aero Structures Assembly (Bushing and Bearing Installation) – needs a thermal fit section added to both busing and bearing and renamed the suggested ‘Anaerobic Compound’ section to ‘Adhesive Bonded’.

AC7XXX/3 – Nadcap Audit Criteria for Aero Structures Assembly (Electrical Bonding) – needs ground stud installation and straps and jumpers sections.

# SUBSCRIBER AERO STRUCTURE ASSEMBLY AUDIT CHECKLIST – OPEN

In order to start creating audit checklists, the Task Group Subscribers and Suppliers were tasked to inquire if their facilities have Internal Aero Structure Assembly Audit Checklists, and if they have them, to share them with the Task Group. If companies cannot share their checklists or do not have internal checklists, Task Group members are requested to develop lists of questions to be included which can be used during the checklist development conference calls.

ACTION ITEM: Subscribers and Suppliers to research if they have Internal Audit Aero Structure Assembly checklists and if the checklists can be shared with the Task Group. (Due Date: 31-Dec-2016)

 ACTION ITEM: Subscribers and Suppliers to create lists of questions to be included in the checklist development. (Due Date: 31-Dec-2016)

# SUBSCRIBER AUDIT MANDATES – OPEN

The Task Group reviewed the presentation for Aero Structure Task Group Subscriber Audit Mandates. Currently 3 Subscribers have indicated that mandates will be sent and provided approximate number of Supplier Audits.

Mandate information is important because the Task Group uses the number of participating Subscribers, Subscriber Mandates, and estimated number of Supplier Audits to justify the business case.

ACTION ITEM: Subscribers to develop estimated number of Supplier Audits and submit Supplier Lists to PRI. (Due Date: 31-Dec-2016)

# SUPPLIERS THAT REQUIRE ACCREDITATION – OPEN

The Task Group reviewed the presentation regarding Suppliers that require Accreditation. The Task Group identified 2 key questions that needs to be answered during the checklist development:

1. Is this Task Group going to use AC7004 or only AS/EN/JISQ9100 as a valid Quality System requirement?
2. Are there additional slash sheets needed other than the 3 initially identified?

One other concern the Task Group discussed was audit length. Audit Length needs to be a key factor when deciding the number of slash sheets especially when combined with the number of job audits. The Task Group needs to consider if the auditor can complete the audit in the time allotted.

ACTION ITEM: Subscribers to double check what Quality System Certification will be accepted by their company: AC7004, AS/EN/JISQ9100 or other. (Due Date: 31-Dec-2016)

# BUSINESS PLAN – OPEN

The Task Group reviewed the Business Plan that was developed by Measurement & Inspection (M&I). The Task Group discussed topics that will need to be included for the Aero Structures Assembly Business Plan and agreed to use the M&I presentation as an example to follow. Russ Cole from Northrop Grumman and Tommy Howland from Lee Aerospace volunteered to start developing the Aero Structure Assembly Business Plan.

ACTION ITEM: Jennifer Kornrumpf to email Russ Cole and Tommy Howland the Measurement & Inspection Business Plan examples. (Due Date: 30-Nov-2016)

ACTION ITEM: Russ Cole & Tommy Howland to start developing the Aero Structure Assembly Business Plan. (Due Date: 31-Jan-2017)

# AEROSTrUCTURE ASSEMBLY TASK GROUP INITIATIVES – OPEN

The document, Aero Structure Assembly Task Group Initiatives, was discussed by the Task Group. The Task Group agreed to keep the original seven (7) initiatives:

* Validate the Audit Scope
* Validate Proposed Checklist Layout
* Subscribers to Provide Audit Questions from their Internal Audit Checklists
* Confirmation of Internal commitment to Audit Mandates
* List of Suppliers that will Require Accreditation
* Develop Business Plan for February 2017 Nadcap Meeting
* Draft Checklists and slash sheets (for manual and semi-automatic processes)

The Task Group decided that based on topics discussed during this meeting, six (6) additional initiatives are needed:

* Automatic Drilling Processes
* Automatic Fastener Installation
* Subscribers to validate Quality System Requirements
* Determine Auditor Requirements
* Prepare required Operating Procedure Appendices
* Identify sub-processes that would be covered by other Task Groups

# NEW BUSINESS – OPEN

The Task Group decided that sections need to move from AC7XXX/1 – Nadcap Audit Criteria for Aero Structures Assembly (Fastening) into the core checklist, AC7XXX – Nadcap Audit Criteria for Aero Structures Assembly:

* Hole Preparation
* Metallic Materials
	+ Drill
	+ Ream
	+ Deburr and Relief
* Non- Metallic Materials
	+ Drill
	+ Ream
	+ Deburr and Relief

# MEETING CLOSE OUT – OPEN

Action Items that were captured during this meeting were reviewed.

The Task Group agreed that the current format of 2 days (held on Wednesday & Thursday) should remain for furture meetings since many Attendees support other Nadcap Task Groups in addition to Aero Structure Assembly. The Task Group decided the February Nadcap Meeting Agenda will cover the following topics:

* Opening Meeting – Introduction, Safety Information, Code of Ethics, Antitrust Video, etc.
* Membership Updates & Compliance with Voting Requirements
* Overview of the Aero Structure Assembly Task Group
* Business Case Presentation by Russ Cole & Tommy Howland
* Subscriber Internal Audit Checklist Questions
* Checklist Development
* Aero Structure Assembly Task Group Initiatives
* New Business
* Review Action Item List (RAIL)
* Next Meeting Agenda Topics
* Meeting Close Out

ADJOURNMENT – 27-Oct-2016 – Meeting was adjourned at 12:15 p.m.

Minutes Prepared by: Jennifer Kornrumpf jkornrumpf@p-r-i.org

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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\* [ ]  NO [x] \*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |
|  |  |  |