## **CONFIRMED MINUTES**

## **OCTOBER 24-27, 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.**

**MONDAY, 24-OCT-2016 to THURSDAY, 27-OCT-2016**

1. **OPENING COMMENTS**
   1. Call to Order / Quorum Check

The Chemical Processing (CP) Task Group was called to order at 9:00 a.m., 24-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 |  |
|  |  |  |  |  |
| \* | Hal | Abel | Raytheon |  |
|  | Pongpaiboon | Akapaiboon | Triumph Structures (Thailand) Ltd. |  |
| \* | Augusto | Albolino | Finmeccanica SpA - Aeronautics Sector |  |
|  | David | Astle | 309th Maintenance Wing-Hill AFB |  |
|  | Paul | Bevans | Rockwell Collins Inc. |  |
| \* | Carleen | Brubaker | Airbus |  |
|  | Daniel | Calderwood | BAE Systems Military Air & Information |  |
| \* | Jeff | Cerre | Beechcraft Corporation |  |
| \* | Michael | Coleman | The Boeing Company | Vice Chairperson |
|  | Martha | Cordova | The Boeing Company |  |
| \* | Arielle | Corne | Spirit Aerosystems |  |
|  | Katelyn | Crowley | Bell Helicopter |  |
| \* | Karyn | Deming | UTC Aerospace (Goodrich) |  |
| \* | Frédéric | Duhamel | Thales |  |
| \* | Kevin | Farnworth | BAE Systems |  |
| \* | Laurent | Geerts | SONACA |  |
|  | David | Hansen | 309th Maintenance Wing-Hill AFB |  |
| \* | Gerald | Harvey | Triumph Group |  |
| \* | Kazuhiro | Kajima | Mitsubishi Heavy Industries Ltd. |  |
| \* | Martin | Kolinko | Eaton, Aerospace Group |  |
|  | Ronald | Kramer | Gulfstream Aerospace Corporation |  |
| \* | Serge | Labbé | Héroux-Devtek Inc. |  |
| \* | Caroline | LeClair | 309th Maintenance Wing-Hill AFB |  |
| \* | Marc-André | Lefebvre | Héroux-Devtek Inc. |  |
| \* | Susan | Lewis | Lockheed Martin Corp. |  |
| \* | Mihaela | Lupu | SAFRAN |  |
| \* | Nicholas | Magnapera | BAE Systems |  |
|  | Russell | Mastergeorge | Parker Aerospace Group |  |
| \* | Steve | McDonough | Triumph Group |  |
| \* | Charles | Mendes | GE Aviation |  |
| \* | Andrew | Murphy Jr | The Boeing Company |  |
|  | Yuji | Noguchi | Mitsubishi Heavy Industries Ltd. |  |
| \* | Jerker | Nordh | GKN Aerospace Sweden AB |  |
|  | Luis Gustavo | Pacheco | Embraer SA |  |
| \* | Jeremy | Phillips | Cessna Aircraft Company |  |
| \* | Chris | Reilly | UTC Aerospace (Hamilton Sundstrand) |  |
|  | Don | Robert | Spirit Aerosystems |  |
| \* | Jonathan | Scudder | Pratt & Whitney |  |
| \* | Richard | Shain | Gulfstream Aerospace Corporation |  |
| \* | Paul | Slater | Rockwell Collins Inc. |  |
| \* | Barry | Snitzer | Rolls-Royce Corp. |  |
| \* | Steve | Starr | Honeywell Aerospace |  |
|  | Thomas | Stevick | UTC Aerospace (Goodrich) |  |
| \* | Mike | Stolze | Northrop Grumman | Chairperson |
|  | Stanley | Trull | Honeywell Aerospace |  |
| \* | Akie | Uchida | Mitsubishi Heavy Industries Ltd. |  |
| \* | Zia | Usmani | BAE Systems |  |
|  | Alfredo | Valenzuela | Honeywell Aerospace |  |
| \* | Shawn | Vierthaler | Spirit Aerosystems |  |
| \* | Michael | Vosatka | Rockwell Collins Inc. |  |
| \* | Gene | Wallace | Triumph Group |  |
| \* | Wei | Wang | COMAC |  |
|  | Patricia | Wesemann | The Boeing Company |  |
|  | Kimberly | Woodside | Parker Hannifin |  |
|  | Robin | Worley | Parker Hannifin |  |
|  | Jun | Xiong | COMAC |  |
| \* | Sergey | Yesilevich | UTC Aerospace (Hamilton Sundstrand) |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Mark | Airey | Robert Stuart Ltd. |  |
|  | Matthew | Akin | TrueLogic Company |  |
|  | Chavez | Arturo | TIGHITCO LATINOAMERICA |  |
|  | Amy | Azzano | Arrow Gear Company |  |
| \* | Daniel | Backus | Har-Conn Chrome |  |
|  | Ali | Bakr | The Lindgren Group |  |
|  | Christopher | Barrick | Lord Corporation |  |
|  | Josie | Bautista | Weber Metals Inc |  |
|  | Marvin | Brock | Lord Corporation |  |
|  | Phillip | Brockman | Techmetals Inc. |  |
|  | Tim | Brooks | Advanced Integration Technology |  |
|  | George | Bufkin | Davro Inc. |  |
|  | William | Calvert | Calvert Consulting |  |
| \* | John | Carpenter | US Chrome Corporation |  |
| \* | Stephane | Chaumeil | GALION |  |
|  | Bethany | Conley | Techmetals Inc. |  |
|  | Steve | Connally | Curtiss Wright |  |
|  | Charles | Costello | Sun-Glo Plating Company |  |
|  | Neil | Cowan | - Independent Contractor (Nadcap Auditor) |  |
| \* | Todd | Crawford | GKN Aerospace - St. Louis |  |
|  | Joshua | Crockett | Ellison Surface Technologies |  |
|  | Justin | Crumley | Orizon Aerostructures |  |
|  | Joan | Curfman | FN America LLC |  |
|  | Tammy | Davis | Aurora Flight Sciences |  |
|  | Bill | Dhillion | Senior Aerospace - Thermal Engineering |  |
|  | Jim | Dodge | Selfridge Plating Inc. |  |
|  | Peter | Doyle | Cassavant Assembly and Processing |  |
|  | John | Dyer | Orizon Aerostructures |  |
|  | Jocelyne | Ferrufino | PERFECT PLATING |  |
|  | Marcos | Ferrufino | Perfect Plating |  |
|  | Joseph | Flaugher | Lord Corporation |  |
| \* | Gary | Fox | Anodyne Inc. |  |
| \* | Chris | Fredrickson | Techmetals Inc. |  |
| \* | Nathan | Gangloff | RBC Aircraft Products Inc. |  |
| \* | Tony | Garcia | Blanchard Metals Processing |  |
|  | Kevin | Gardner | Lord Corporation |  |
|  | Jeremie | Gertan | Metal Finishing Co. |  |
|  | Tom | Gilligan | Aero Dynamics |  |
|  | Mike | Guthmiller | Applied Aerospace Structures Corp. |  |
|  | Justin | Guzman | Aircraft X-Ray Lab |  |
|  | Debra | Hagar | NORDAM Interiors and Structures |  |
|  | Kathie | Hein | US Chrome Corporation |  |
|  | Christian | Holman | B/E Aerospace |  |
|  | Nancy | Howard | Certified Inspection Service Co. Inc. |  |
| \* | Eric | Jacklin | F.M. Callahan & Sons |  |
|  | James | Jankowski | Precise Machining |  |
|  | Connie | Kelly | Certified Metal Finishing, Inc |  |
|  | Amanda | Kirchner | Workflo by beyondRelations |  |
| \* | Richard | Kline | X-R-I Testing |  |
|  | Dean | Klix | Weatherford Aerospace LLC |  |
| \* | Keven | Kudelka | Westfield Electroplating Company |  |
|  | Tommie | Lakes | GKN Aerospace NA |  |
|  | Sue | Lauer | GKN Aerospace |  |
|  | Angela | Leone | Lord Corp-MPD |  |
|  | Tim | Lewis | Lord Corp-MPD |  |
|  | David | Liao | Aerospace Metal Finishing Inc. |  |
|  | Dusty | Little | Ducommun AeroStructures Parsons |  |
|  | Jing | Liu | Aerospace Metal Finishing Inc. |  |
| \* | Keith | Logan | Saporito Finishing |  |
|  | Stefan | Lukas | Boehler Schmiedetechnik GmbH & Co KG |  |
|  | Santiago | Luna | Southwest United Canada |  |
|  | Rich | Madsen | Blanchard Metals Processing |  |
| \* | Rosa | Martin | Superior Plating |  |
|  | James | Mayeski | B/E Aerospace |  |
|  | Jeremy | Miller | Precise Machining |  |
|  | Toni | Miller | Synergy Metal Finishing |  |
|  | Lynne | Nason | Aotco Metal Finishing |  |
| \* | Abdul | Nathani | Hi-Tech Metal Finishing |  |
| \* | Dinh | Ngo | GKN Aerospace Chem-tronics Inc. |  |
| \* | Mike | Noettl | Magnetic Inspection Laboratory Inc. |  |
|  | Marcus | Owens | Timken |  |
| \* | Greg | Penny | Black Oxide Industries Inc |  |
|  | John | Peterson | Wolkerstorfer Company Inc. |  |
| \* | Kimberly | Porter | Poly-Metal Finishing |  |
|  | Orlena | Puckett | Precise Machining |  |
|  | Jason | Randall | Delta Air Lines |  |
|  | Andenet | Ras-Work | Niklaus SA |  |
| \* | Dennis | Reidy | CIL Metal Finishing |  |
|  | Pam | Reinhardt | US Chrome Corporation |  |
| \* | Ken | Rettger | Lord Corp-MPD |  |
| \* | Jim | Ringer | Tech Met Inc. |  |
| \* | Tammi | Schubert | Helicomb International Inc. |  |
| \* | Nicholas | Schumacher | Hohman Plating & Mfg Inc. |  |
| \* | David | Serbousek | Olympic Scientific |  |
|  | David | Sexton | CERTIFIED METAL FINISHING |  |
| \* | Ken | Shouse | Lord Corporation |  |
|  | George | Siha | Southwest United Canada |  |
| \* | Steve | Simacek | Hytek Finishes Company |  |
|  | David | Simon | Barnes Aerospace Lansing |  |
|  | Matthew | Smith | Southwest United Industries |  |
| \* | Vitorio | Stana | Avcorp |  |
| \* | Milton | Stevenson | Anoplate Corporation |  |
| \* | Steve | Stone | Saporito Finishing |  |
|  | Gigi | Streeter | Barnes Aerospace |  |
|  | William | Strong | Epner Technology |  |
| \* | Mitch | Tanner | Triumph Processing, Embee Division Inc. |  |
|  | Jon | Thomas | 3P Processing Inc. |  |
|  | Dave | Thompson | DCI Aerotech |  |
| \* | Jim | Tuminello | Tech Met Inc. |  |
|  | Michael | Turbett | Quality Plating Company of Tulsa Inc |  |
| \* | Awwen | Tyrsson | Barnes Aerospace |  |
|  | Fernando | Valle | LMI Aerospace |  |
|  | Victora | Van Patten | SPS Technologies |  |
|  | Wilfried | Weber | PFW Aerospace GmbH |  |
|  | Daniel | Wienecke | Nordam Repair Division |  |
|  | Tim | Willyard | NORDAM Repair Division |  |
|  | David | Winter | Olympic Scientific |  |
|  | Chris | Wolkerstorfer | Wolkerstorfer Company Inc. |  |
| \* | Matt | Zanolli | Alcoa Howmet Dover Castings |  |
| \* | Brian | Zentis | Lord Corporation |  |
| \* | Blanca | Zilli-Huerta | Bowman Plating Company Inc |  |
|  | Magdalena | Zukowski | Litron Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Ethan | Akins |
| Joyce | Benkart |
| Nigel | Cook |
| Mike | Graham |
| Christine | Nesbitt |

* 1. Safety Information:

Reviewed fire exits. Informed attendees to contact Performance Review Institute (PRI) staff person with any emergencies.

* 1. Reviewed Code of Ethics (Referenced: Attendees’ Guide) and Meeting Conduct.
  2. Presented the Antitrust Video (only at the first open and first closed meeting of the week for each Task Group).
  3. June 2016 Chemical Processing Task Group minutes approved by ballot post meeting. 10:0
  4. Reviewed Agenda.

1. **REVIEW DELEGATION STATUS – CLOSED**

The delegation trackers, tfrm07’s, of the delegated audit report reviewers, Mike Graham, Nigel Cook, Robert Nixon, and Jack Holman were reviewed and they all exceeded criteria for maintaining delegation.

Motion made by Hal Abel and seconded by Mike Coleman for delegated reviewers to maintain delegation. Motion Passed.

The trackers for the non-delegated reviewers Ethan Akins, Christine Nesbitt and Aleck Featherston were also reviewed. There were no issues of concern.

Ethan Akins has met requirements for being granted delegation. Motion made by Susan Lewis and seconded by Gene Wallace to grant delegation to Ethan Akins. Motion Passed.

ACTION ITEM: Ethan Akins to forward his completed tfrm99k to Document Control Administrator so that eAuditNet can be updated to identify him as delegated (Due Date: 18-Nov-2016).

When making a comment in Task Group Review. If the comment requires audit rework but is due to something that the reviewer would not be aware of, e.g. Prime spec requirement, please make a comment that it should not be held against the reviewer’s delegation.

1. **AUDITOR CONSISTENCY (OP 1117) - CLOSED**

Mike Coleman reviewed the auditor consistency presentation.

The sub-team identified 8 auditors for observation in 2017.

If you want to observe an audit please contact Robert Nixon, [rnixon@p-r-i.org](mailto:rnixon@p-r-i.org), to help identify an audit. It is recommended that the prior audit history is reviewed so that audits with limited scope or few/zero Nonconformances (NCRs) are avoided.

Motion made by Hal Abel and seconded by Jeremy Phillips to approve the list of auditors identified for observation in 2017. Motion Passed.

The dashboard metrics and audit observation schedule were reviewed.

1. **auditor conference feedback – closed**

See item 8.

1. **RESOLUTION BY TASK GROUP ISSUES – CLOSED**

**Extensions of Accreditation:** Audit 156402 has already had a 9-month extension and this will expire at the end of October 2016. The previous extension of accreditation ballot, July 2016, had a number of Subscribers not wishing to grant further extensions and some members suggested no further extensions be granted. Any affected Subscribers should work independently with the Suppliers. The Nadcap Management Council (NMC) having been working the issue of alternative audit methods in areas of conflict but have not yet proposed a resolution.

Motion made by Barry Snitzer and seconded by Hal Abel to not grant any further extensions. Motion Passed.

**Export Control:** For consensus (AMS, MIL, ASTM, etc.) specifications, does the Task Group consider the tests performed (periodic and/or lot acceptance testing) to be export controlled under the following circumstances?

1. If the test does not divulge the specific type and class of processing for the hardware observed.
2. If the test does divulge the specific type and class of processing for the hardware observed.

Not all Subscribers present were able, or had authority, to make this decision.

Motion made by Zia Usmani and seconded by Hal Abel that this question be forwarded to NMC. Motion Passed.

ACTION ITEM: Nigel Cook to ask Nadcap Management Council (NMC) if stating a specific lot test or periodic test is not being done, or not being done properly, is a violation of export control regulations. The NCR would not include the acceptance criteria; it would only be about if the test is not being done or not being done per the test requirements (Due Date: 20-Feb-2017).

**Clarification for Section 5.4**: Audit 165798 states they do not perform heat treat and therefore 5.4 and 5.5 is not applicable. For a set point above 250°F where the Supplier only processes test specimens which are destroyed. Given this does the Supplier need to comply with the entirety of 5.4? They apparently already comply with 5.5.

AC7108/4 already allows that load thermocouples can be used instead of compliance to 5.4 if the samples/test pieces are scrapped and not returned to the production batch. If a customer requires the use of a furnace controlled to section 5.4, AMS 2750, then that shall take precedence.

**Spec Violation Classification:** Mike Stolze questioned the Task Group’s decision to classify specification violation NCRs as “Supplier to Evaluate Impact”, e.g. audit 169843 NCR 3.

The Task Group agreed to continue with its present working practice. The NMC are working this issue and we will await their decision.

**Audit Effectiveness:** United Technologies Corp **(**UTC) visited a Supplier that had Nadcap accreditation for CP including Hard Anodize. The solution logs did not contain details of tank changes and the chiller was not capable of cooling the hard anodize solution to the required temperature. During their review they also looked at previous audits and saw that several audits of this Supplier were done by the same auditor and when a different auditor went in the number of NCRs was significantly greater.

Review of data showed that the same auditor went into this Supplier for 5 of the last 8 CP audits and several Heat Treat (HT) audits. Mike Graham is taking the issue of auditor rotation of a Supplier to the Audit Effectiveness sub-team. The programming in eAuditNet will tend to send the same auditor to the same Supplier until a flag, e.g. 3rd consecutive audit, is tripped.

A number of Subscribers have found issues at a Nadcap accredited Suppliers that have not been captured by Nadcap audits. It would be helpful if the Subscribers could provide specific information to Performance Review Institute (PRI) and this could then be compiled to help identify opportunities for improving the audit process.

Subscribers are buying into the Nadcap process and reducing their oversight of Suppliers. The Nadcap process needs to meet its customer expectations in Supplier special process accreditation.

The Task Group agreed to look at audit data to see if there are any concerns on consistency or regional variation.

ACTION ITEM: Ethan Akins to analyze auditor NCR data to see if there are variations between in sector auditors and cross sector auditors (Due Date: 20-Feb-2017).

ACTION ITEM: A sub-team of Mike Coleman, Hal Abel, Zia, Shawn Vierthaler, Sergey Yeselivic, Mihaela Lupu, Nick Magnapera, Jonathan Scudder, Mike Solze and Nigel Cook to deveop a feedback process on subscriber identified non-compliances found in Nadcap audits (Due Date: 20-Feb-2017).

**Appeal 2016-029:** NCR 1 of Audit 165798 was raised because the Supplier was not identifying type/class on their CofC for which hardware was processed. No class was specified on the print or purchase order and the Supplier implemented defaults for his processing in accordance with the specification(Mil-DTL-5541). Supplier’s position was that since the purchase order/print did not identify type/class he was under no obligation to document his processing on the CofC.

Per the corrective action, the Supplier has changed their system and will now require all future orders to specify the Type and Class.

Appeal team voided the finding due to the purchase order not requiring documentation of process applied to hardware.

Is there an expectation that the specific level of processing will always require recording on CofC?

The Task Group concluded that the purchase order/contract must define all required information or it must be rejected/corrected as part of contract review. The CofC must clearly identify the actual processing done, including any agreed deviations.

ACTION ITEM: Nigel Cook to issue an auditor advisory to clarify that a certificate of conformity must clearly identify the processing done (specification, type, class, etc.) even if the contract does not define a specific class or type, and include any agreed deviations (Due Date: 30-Nov-2016).

**Supplier Advisory 2885:** A Type C Supplier advisory has been raised by the Welding Task Group. The Supplier has CP accreditation.

Motion made by Barry Snitzer and seconded by Susan Lewis that no action is required by the CP Task Group at this time and the situation can be reviewed after the Supplier’s CP audit in December 2016. Motion Passed.

ACTION ITEM: Nigel Cook to add review of audit 168946 to the closed meeting agenda for the February 2017 meeting due to Type C Auditor Advisory issued by Welding (Due Date: 20-Feb-2017).

1. **REVIEW OF THE ROLLING ACTION ITEM LIST (RAIL) – Open**

Nigel Cook reviewed and updated the CP Task Group RAIL.

For specific details, please see the current Chemical Processing Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents / Chemical Processing.

1. **VOTING MEMBER APPROVAL & COMPLIANCE WITH VOTING REQUIREMENTS – OPEN**

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

**New Voting Members:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Company** | **Position:**  **(new / updated role)** | **Meetings Attended (Month/Year)** | |
| Arielle | Corne | Spirit Aerosystems | ALT/UVM | Mar-2015 | Oct-2016 |
| Todd | Crawford | GKN Aerospace - St. Louis | Supplier Voting Member (SVM) | Oct-2015 | Oct-2016 |
| Kevin | Farnworth | BAE Systems | Alternate Subscriber Voting Member (ALT/UVM) | Jun-2016 | Oct-2016 |
| Tony | Garcia | Blanchard Metals Processing | Supplier Voting Member (SVM) | Oct-2014 | Oct-2015 |
| Mike | Heninger | GKN Aerospace Chem-tronics Inc. | Alternate Supplier Voting Member (ALT/SVM) | Oct-2014 | Oct-2015 |
| Keith | Logan | Saporito Finishing Company | Alternate Supplier Voting Member (ALT/SVM) | Oct-2014 | Oct-2015 |
| Charles | Mendes | GE Aviation | Subscriber Voting Member (ALT/UVM) | Jun-2016 | Oct-2016 |
| Nicholas | Schumacher | Hohman Plating & Mfg. | Supplier Voting Member (SVM) | Oct-2012 | Oct-2016 |
| Akie | Uchida | Mitsubishi Heavy Industries Ltd | Alternate Subscriber Voting Member (ALT/UVM) | Jun-2016 | Oct-2016 |

**Changes to Voting Memberships Since the Last Meeting:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tomohiko | Ashikaga | Mitsubishi Heavy Industries Ltd | Voting rights removed, changed jobs | NA | NA |
| Craig | Bowden | BAE Systems | Voting rights removed, moved to NMC | NA | NA |
| Peter | Cox | Central Metal Finishing, Inc. | Voting rights removed. Failed to meet ballot and attendance requirements | NA | NA |
| Hirohiko | Hattori | Mitsubishi Heavy Industries Ltd | Voting rights removed, changed jobs | NA | NA |
| Serge | Labbé | Heroux Devtek Inc. | ALT/UVM > UVM | NA | NA |
| Marc-André | Lefebvre | Heroux Devtek Inc. | UVM > ALT/UVM | NA | NA |
| Jim | Oshea | GE Aviation | UVM > Retiring | NA | NA |

Motion made by Hal Abel and seconded by Mike Coleman to approve the above changes to voting membership. Motion Passed.

The meeting attendees were requested to submit mfrm01’s to become voting members at least 2 weeks prior to the meeting.

ACTION ITEM: Nigel Cook to arrange for eAuditNet to be updated for the new voting members and removal of voting members who have not met requirements or changed jobs/retired (Due Date: 18-Nov-2016).

# auditor conference feedback – Open

On the whole the feedback from the Auditors was positive. They felt there was a good balance of technical presentations, checklist clarifications, sharing of best practices.

They proposed a number of subjects for the next conference:

* **Summary of voided NCRs**: Mike Coleman (Lead), Steve Starr, Nick Magnapera, Christine Nesbitt.
* **Verification vs Calibration:** How deep to go for calibration: Andy Murphy (Lead), Tammi Schubert, Mike Noettl, Dave Serbousek
* **AC7108 sections 5.4 and 5.5:** Karyn Deming (Lead),

ACTION ITEM: Nigel Cook to check with Liao to see if he is willing to present on AC7108 5.4 and 5.5 at the 2017 Auditor Conference (DUE DATE: 20-Feb-2016).

* **Audit Techniques:** Open discussion
* **Audit Preparation:** Can Jose redo his presentation on audit preparation.

ACTION ITEM: Nigel Cook to check with Jose to see if he is willing to redo his previous presenation on audit preparation (DUE DATE: 20-Feb-2016).

* **Chem Milling:** Jim Ringer offered to host training

ACTION ITEM: Ethan Akins to work with Jim Ringer to arrange chemical milling training just prior to, or just after, the October 2017 Auditor Conference (DUE DATE: 20-Jun-2016).

The auditors had a number of suggestions that they asked to be addressed/reviewed:

|  |  |
| --- | --- |
| Suggestion | Response |
| Add CAG to periodic testing section of job audits to state that test records need to be reviewed. | There are about 50 job audits so this would be a huge task. Alternative solution to be investigated. |
| Allow fewer job audits for /2 if the Supplier does limited scope or limited part numbers | This is already covered by OP 1114 App CP. Staff engineer can agree fewer job audits and note it in the audit notes. |
| AC7108/4 should be Rev C; previous version was Rev B. | Not correct, document revision has been done correctly. There is an error between the Word version and the electronic version. Joyce investigating |
| Is AC7108/14 required for overhaul if Supplier is stripping the existing coating and then re-applying it. | The Task Group agreed that AC7108/14 will be required for overhaul where the Supplier is receiving a part for stripping and recoating. |
| Scope verification, remove or re-organize the slash sheet scopes within the AC7108 scope. | The Task Group agreed to revise the scope of AC7108 in s-frm-09 to list the slash sheets in order of slash sheet number rather than process name. |
| Can Supplier be forced to verify the scope when the audit is scheduled? | Request NMC look at having the Supplier confirm the scope of the audit when it is scheduled. |
| Make it a requirement for the Supplier to provide the specification list so an NCR can be written against it rather than the auditors have to chase it and correct it. | Task Group agreed to clarify the requirement and allow an NCR to be written if the list does not contain the required information or errors/omissions are identified in the audit. |
| Add wording in AC7108 that, as a minimum the onsite periodic tests required for the job audits completed shall be reviewed using AC7108/4 App B. Other periodic tests in the scope should be audited if time allows. | The Task Group agreed to reword the present requirements so that a minimum of 8 or 100% of the test methods in the scope, whichever is less, be audited and additional test methods in the scope audited as time permits. |
| Amend the Section NA statement for AC7108/4 App B test methods to clarify Section NA applies if the test is not done on site. | AC7108/4 to be amended. |
| Review CP Audit Handbook regarding review of test results. Handbook may require second person to review tests done in-house and this is no longer required for AC7108 | The Audit Handbook to reviewed and corrected as required. |
| Repeated questions in slash sheets | The intent of the checklist strategy was to make sure those questions were addressed more thoroughly and in all areas that required them. |
| Clarification of what Boeing specifications require a TUS of the process solutions | Clarified that this is a substantiation test and is not required to be periodically repeated. If the plumbing of the tank is changed then it should be rechecked.  The auditor can request demonstration of compliance during the job audit. |
| Clarification on Prime’s expectation when checking conductivity of solutions less than 5µS. What conductivity should the standard be? | SAFRAN requires the standard to be in the same scale as the solution to be measured.  A sub-team was formed in the open meeting to address this. |
| Number of Appendix B Test Method Audits: Previous requirement was a minimum of 8 as applicable, present requirement is all those required by jobs audited. The will be some occasions where the jobs audited do not cover all test methods listed in the scope. | Checklist wording to be amended regarding the number of test methods to be audited. The intent is still to audit a minimum of 8 if done. |

The Task Group also proposed a number of additional subject items for next year’s Auditor Conference:

**Cessna Specification Changes:** Cessna are rationalizing their specifications, the presentation will review some of the significant changes.

**Supplier/Specification Approval Process:** Northrup Grumman, Airbus, Rolls-Royce, and BAe Systems offered to do a presentation on their Supplier/Specification approval process.

**Technical Presentation:** Boeing offered to do another special process technical specification.

**Frozen Planning:** Various Subscribers offered to do presentations on recognition and requirements for safety of flight parts (frozen planning).

ACTION ITEM: Nigel Cook to review sfrm09 to clearly state that AC7108/14 is required when stripping is done as part of an overhaul process, i.e. coating stripped and then re-applied (Due Date: 20-Feb-2017).

ACTION ITEM: Nigel Cook to revise the scope of AC7108 within sfrm09 to list the slash sheets in order of slash sheet number rather than process name (Due Date: 20-Feb-2017).

ACTION ITEM: Nigel Cook to request PRI/NMC look at having the Suppliers positively confirm the scope of the audit when it is scheduled (Due Date: 20-Feb-2017).

ACTION ITEM: A sub-team of Mihaela Lupu, Zia Usmani, Alfredo Valenzuela, Jerker Nord and Christine Nesbitt to provide clarification on the conductivity of the standard(s) used to calibrate a conductivity meter when checking conductivity of solutions less than 5µS (Due Date: 20-Feb-2017).

ACTION ITEM: Christine Nesbitt to work with 2017 Auditor Conference Team Leads to have a strawman available for review at the next meeting (Due Date: 20-Feb-2017).

# Audit Effectiveness – OPen

No additional report.

# NMC Metrics & Auditor Capacity – open

Ethan Akins reviewed the auditor capacity graph and NMC Metrics. All were green except Supplier Merit, which was yellow.

# NMC SUMMary Report – OPen

The Task Group formulated their presentation to NMC outlining major decisions and items of discussion.

# AC7108 Rev I – OPEN

AC7108 Rev I draft was reviewed. There were some additional changes to be made based on the items agreed at this meeting. Because it has been several years since technical changes have been considered it was agreed to post the draft checklist in the Task Group Work Area in eAuditNet and allow people to comment. The additional proposed changes will be incorporated and reviewed at the February 2017 meeting prior to being balloted.

Because the AC7108/4 checklist is so interrelated to AC7108 it will also need to go through the same review and ballot process.

ACTION ITEM: Nigel Cook to complete the previously proposed changes to AC7108 and AC7108/4 and post them to the Chemical Process Task Group Work Area in eAuditNet to allow comments to be captured (Due Date: 30-Nov-2016).

ACTION ITEM: Nigel Cook to compile comments on the AC7108 and AC7108/4 checklists into the draft documents for review at the next meeting (Due Date: 20-Feb-2017).

# sub-team report outs – OPEN

**Proficiency Exam Pass Mark:** The subteam of Hal Abel (Lead), Steve Starr, Mike Noettl, Mike Coleman, Zia Usmani, Barry Snitzer, Susan Lewis, Phil Brockman, Daniel Backus, Veronique Marcel and Ethan Akins to revisit the recommendation to increase exam pass mark and the need for TG Chairperson or Vice Chairperson to approve candidates who do not meet the score.

Ethan presented the sub-team’s recommendations. The sub-team proposed to amend the pass mark to ≥75% on average and require TG Chairperson/Vice Chairperson approval to progress if the average is below 75%.

Motion made by Mike Coleman and seconded by Daniel Backus to amend OP 1116 App CP to require a proficiency exam pass mark of ≥75% on average and require TG Chairperson/Vice Chairperson approval to for a candidate to progress if the average is below 75%. Motion Passed.

ACTION ITEM: Nigel Cook to amend the OP 1116 App CP to require a proficiency exam pass mark of ≥75% on average and require TG Chairperson/Vice Chairperson approval to progress if the average is below 75% (Due Date: 30-Nov-2016).

**Proficiency Exam Question Review:** The subteam of Hal Abel (Lead), Steve Starr, Mike Noettl, Mike Coleman, Zia Usmani, Barry Snitzer, Susan Lewis, Phil Brockman, Daniel Backus, Veronique Marcel, Ethan Akins to write additional questions for the proficiency tests so that there is a minimum of 35 for each exam, propose amendments to current questions, change the allowable time to be 1 minute per question rounded up to the closest 5 minutes, and amend the exam so only one question is viewable at a time.

Motion made by Mihaela Lupu and seconded by Jim Ringer to have a 1 minute per question duration for candiates who’s primary language is English and 1 minute 30 seconds for candiates who’s primary language is not English (English as a second language). Motion Passed.

ACTION ITEM: Ethan Akins to work with the auditor proficiency exam website administrator to have a 1 question showing at a time and a 1 minute per question duration for candiates who’s primary language is English and 1 minute 30 seconds for candiates who’s primary language is not English (Due Date: 20-Feb-2017).

**Isolation of Hoists:** The subteam of Shawn Vierthaler (Lead), Hal Abel, Nigel Cook, Paul Slater, Carleen Brubaker to continue to investigate the need for the work to be electrically isolated/insulated from the hoist and reword AC7108 para 5.3.14 accordingly. The main issue is current leakage from the hoist motor.

Motion made by Shawn Vierthaler and seconded by Jeremy Philips to accept the sub-team’s proposal for rewording of AC7108 para 5.3.14. Motion Passed.

ACTION ITEM: Nigel Cook to amend AC7108 para 5.3.14 per the sub-team’s recommendation on the electrical isolation of hoists (Due Date: 30-Nov-2016).

**Quality System Requirements – Slash Sheets:** A subteam of Mike Coleman (Lead), Karyn Deming, Zia Usmani, Michael Vosatka, Dennis Reidy, Susan Lewis, Angelina Mendoza, Bill Heeter and Christine Nesbitt to review all chemical process slash sheets for “compliance to” and “existence of” quality system elements.

The slash sheets have been reviewed by the sub-team and a list of “questionable” paragraphs identified. This list of “questionable” paragraphs will be presented to the Aerospace Quality System (AQS) group for comment.

ACTION ITEM: A sub-team of Mike Coleman (Lead), Karyn Deming, Zia Usmani, Michael Vosatka, Dennis Reidy, Susan Lewis, Angelina Mendoza, Bill Heeter and Christine Nesbitt to present their list of slash sheet questions that may violate checklist criteria to the AQS Task Group for review and report back at the next meeting (Due Date: 20-Feb-2017).

**Quality System Requirements – AC7108:** A subteam of Mike Coleman (Lead), Karyn Deming, Zia Usmani, Michael Vosatka, Dennis Reidy, Susan Lewis, Angelina Mendoza, Christine Nesbitt. To review AC7108 Rev H paras 3.4.1, 3.4.2, 3.4.3, 3.6.2, 3.6.3, 3.6.4, 3.8.1, 3.8.3, 3.9.1, 4.2.2.1, 4.2.2.1.1, 4.2.2.2, 4.2.2.3, 4.2.4, 4.4.1, 4.4.3. 4.4.4, 4.5.1, 4.5.2, 4.5.3, 4.5.6, 4.5.7, 5.2.1, 5.3.3, 5.4.6, 5.4.7, 5.5.2, 5.6.7, 5.7.2 against PD 1100 requirements for “compliance to” and “not existence of” quality system elements and propose either alternative wording or recommend deletion.

There was no report out on this item.

**Processing of Periodic Test Pieces:** A subteam of Steve Starr (Lead), Dennis Reidy, Mike Coleman, Zia Usami, Hal Abel, Nick Magnapera and Jim Cummings was appointed to draft a proposal to relevant committees to amend MIL-8625 and MIL-DTL-5541 regarding the need to process panels with production parts and what constituted “production.”

Proposed changes were sent to the specification owner. MIL-A-8625 has been drafted and MIL-DTL-5541 is planned to be drafted. Item Closed.

**Recording Solution Temperatures:** A subteam of Stephen Judge (Lead), Jim Cummings, Gene Wallace and Christine Nesbitt to review the CP Audit Criteria and the CP Audit Handbook and propose amendments for recording solution temperatures.

The team presented their proposal but it did not include any changes to the checklist. If they want to define minimum recording requirements the checklist must be amended to define them.

ACTION ITEM: A sub-team of Stephen Judge (Lead), Jim Cummings, Gene Wallace, Andy Murphy, Jeremy Phillips, Jim Dodge, Dave Sexton, Charles Costello and Christine Nesbitt to review the CP Audit Criteria and the CP Audit Handbook and propose minimum requirements for recording solution temperatures and examples of how meet to meet those requirements. (Due Date: 20-Feb-2017).

**Calibration/Verification:** A subteam of Steve Starr (Lead), Mike Coleman, Yuhui Sun, Mark Montreuil, Jerker Nordh, Christine Nesbitt, Tammi Schubert and Vitorio Stana was set up to address calibration/verification requirements for various instrument types used in the support of chemical processing (conductivity meters, pH meters, eddy current thickness testers, magnetic thickness testers, XRF, etc.) and consider raising to NMC as a standardization issue.

The sub-team presentation identified that there is presently no clear definition for calibration, verification or standardization and proposed definitions.

Motion made by Mike Coleman and seconded by Jeremy Phillips to take the definitions presented to NMC Standardization for acceptance as Nadcap definitions. Motion Passed.

ACTION ITEM: Nigel Cook to propose to NMC that they adopt Nadcap definitions for Calibration, Verification and Standardization (Due Date: 20-Feb-2017).

**Etch Rate Test Panels:** A subteam of Karyn Deming (Lead), Mike Coleman, Jeremy Phillips, Mariusz Stanczyk, Mike Stolze and Christine Nesbitt to review checklist requirements regarding the re-use of etch rate test panels.

Sub-team to continue with their proposal but need to address: Lot testing versus periodic testing, what does “same processed condition” mean, purpose of etch rate test (weekly solution control test using a defined panel, daily test to determine process time for production).

Additional sub-team members are: Mike Noettl, Matt Zanolli, Gigi Streeter, Jeremie Gerten (Metal Finishing Co).

ACTION ITEM: A sub-team of Karyn Deming (Lead), Mike Coleman, Jeremy Phillips, Mariusz Stanczyk, Mike Stolze and Christine Nesbitt, Mike Noettl, Matt Zanolli, Gigi Streeter, Jeremie Gerten to continue developing the proposal for reuse of etch rate test panels and consider lot testing versus periodic testing, what does “same processed condition” mean, purpose of etch rate test (weekly solution control test using a defined panel, daily test to determine process time for production) (Due Date: 20-Feb-2017).

**Missed Non-Compliances:** A subteam of Hal Abel, Zia Usmani, Jonathan Scudder and Nigel Cook to investigate concerns that numerous Nadcap audits have missed non-compliances.

No report out.

**pH Calibration:** Mike Coleman to request Boeing review the need for pH meter verification to bracket the expected test results. These were reviewed back at Boeing and they require bracketing. Item Closed.

# auditor consistency - OPen

Mike Coleman gave a presentation on auditor consistency. The Task Group was green for all dashboard metrics.

The Task Group asked if the questions in supplier feedback could be reviewed to see if changes could be made to get better feedback. The Task Group was advised that they had been reviewed not that long ago but suggestions for better questions are always welcome. The questions are universal throughout Nadcap so any suggestions will be forwarded to the relevant NMC committee.

Nigel explained that the supplier feedback is not seen by the Auditor. The system was recently amended to remove the supplier feedback score from the auditor evaluation score. Supplier feedback scores are now fed back to the auditor on a periodic basis so that comments are not traceable to a specific audit/Supplier.

1. **any other business – OPEN**

**Approval of Audit Handbook Changes:** Nigel Cook presented the changes to the CP Audit Handbook.

Motion made by Hal Abel and seconded by Jim Ringer to approve the changes to the CP Audit Handbook. Motion Passed.

***ACTION ITEM: Nigel Cook to issue the amended CP Audit Handbook (Due Date: 30-Nov-2016).***

**Approval of Audit Review Guideline Changes:** There were no proposed changes to the CP Audit Review Guidelines.

Motion made by Jim Ringer and seconded by Susan Lewis to approve the changes to the CP Audit Review Guidelines. (1 opposed) Motion Passed.

ACTION ITEM: Nigel Cook to issue the amended CP Audit Review Guidelines (Due Date: 30-Nov-2016).

**White Light Meter Calibration:** The NonDestructive Testing (NDT) Task Group, via Andy Bakewell, have requested that we change the calibration requirements in AC7108/2 for white light meters because it is not consistent with the NDT requirement.

AC7108/2 A5.4 Is the white light meter used to perform the white light meter check calibrated and does the calibration cover the range of use? (also at B5.4, C5.4, D5.4)

AC7114:

8.1.1 Is there a procedure that flows down calibration requirements for NDT related equipment?

8.1.2 Does the procedure specify the number of points to be checked for each instrument and reference to the accuracy required and the range?

AC7114/1:

5.14.2 Is calibration performed at a minimum of three points to establish linearity?

Andy Bakewell has spoken to equipment manufacturers and they have stated that there is no need for the calibration points to cover the range of use.

ACTION ITEM: Christine Nesbitt to work with Subscribers to review their specifications for etch inspection (Anodic, BEA, Macrostructure and Nital) to determine white light meter calibration requirements (Due Date: 20-Feb-2017).

**Adding Quality System Questions to AC7108:** Request that the TG review current checklist with respect to writing up NCRs against Supplier Quality System. Other Task Groups have questions in their checklist that essentially ask or state that a Supplier can be written up against their quality system even if AC7004 is not part of their audit.

We can only write NCRs against checklist paragraphs in the scope of the audit. If an audit has multiple NCRs and it becomes evidence during review that they indicate failure of the same quality system element, then at least one of the NCR responses must clearly address the systemic issue.

ACTION ITEM: Nigel Cook to amend the audit review guidelines to clarify that if there are several NCRs where the Supplier identifies the same quality system element for the root cause then the reviewer must ensure that one of the NCRs clearly addresses the Root Cause Corrective Action (RCCA) for all (Due Date: 30-Nov-2016).

**OP 1114 App CP:** Received a request from NMC Standardization that we amend OP 1114 App CP to clearly state that a violation to a technical requirement of a specification requires “Supplier to Evaluate Impact” box to be checked, therefore resulting in a major NCR.

Motion made by Susan Lewis and seconded by Mike Coleman to amend OP 1114 App CP to define the need to identify deviations to specification requirements as “Suppliers to evaluate impact” box to be checked. Motion Passed.

ACTION ITEM: Nigel Cook to amend OP 1114 App CP to state that NCRs identifying deviations to specification requirements shall have the “Supplier to evaluate impact” box checked. (Due Date: 30-Nov-2016).

**Review of Specification Changes for Auditor Conference**: Have a subteam review the size of the task. Sub-team for industry specifications (possibly a sub-team for each slash sheet, Subscribers to do their own specifications. Superseded revisions can disappear from the websites so it can be difficult to compare revisions and identify the changes. Some systems do offer redline documents.

ACTION ITEM: A sub-team of Steve Starr, Zia Usmani, Serge Labbe, Susan Lewis, Barry Snitzer, Hal Abel and Ethan Akins to review the scope of the NMC Audit Effectiveness Subteam requirement to do an annual review of specification changes for presentation at the annual auditor conference and suggest a process for achieving it or identify significant barriers (Due Date: 20-Feb-2017).

# Report Outs – OPEN

**Nadcap Management Council (NMC):** Tammi Schubert gave a report out from the NMC meeting.

**Supplier Support Committee (SSC):** Eric Jacklin gave a report out from the Supplier Support Committee (SSC) meeting.

**Aerospace Quality System (AQS):** Mike Coleman gave a report out regarding his role as the AQS representative.

**Closed Meeting:** Mike Stolze gave a report out on items in the closed meeting that are subject to the open meeting.

Presentation on audit effectiveness

Changes to Risk Mitigation process, due for implementation on 01-Jan-2017. The new process will be more like normal audit review but will require quorum to close an audit. There is also an additional fee.

**Chemical Processing - Supplier Action Team (CP-SAT):** Mike Noettl gave a report out from the CP-Standing Action Team (SAT) meeting.

**MIL-8625 Taber Testing**: Now closed due to new revision.

**Unacceptable Visual Conditions (UVC):** These are still an issue and data collection is ongoing.

**Checklist Strategy:** How will the Task Group be analyzing and reporting the effect of the new checklists on auditor consistency and NCRs/audit. Can some data analysis be done for June 2017?

ACTION ITEM: Ethan Akins to review audits conducted to AC7108 Rev H and compare NCRs per audit to the previous Rev G audit (Due Date: 20-Jun-2017).

**Redundant Audits:** Some Suppliers are starting to have 3rd party companies coming in to do special process audits on behalf of a Subscriber and from direct customers due to Subscriber requests. More data and specific information to be collected.

**Shop Layout:** Auditors have been asking for shop layout drawings identify every tank and Supplier must grey out areas that are not part of the CP audit.

ACTION ITEM: Nigel Cook to send out an auditor advisory defining the content of the shop drawing (Due Date: 18-Nov-2016).

**Checklist Revision Frequency:** Felt the frequency of revisions was too high. The Rev H was a re-organization of questions and no technical changes occurred.

**Supplier Support:** Requested that Suppliers get more involved in sub-team meetings. The agenda for the next meeting in posted within 4 weeks and identifies the active sub-teams.

**MIL-DTL-5541:** The new revision is addressing the concern regarding processing test panels with a production batch.

# Registration, Evaluation, AuthoriZation and Restriction of Chemicals (REACH)

Zia Usmani gave an update on REACH

# meeting feedback and develop the agenda for the next task group meeting

Continue with breakout sessions, arrange auditor interviews around these meetings, retain REACH as an agenda item (Airbus Presentation), keep Monday closed and 3 days open.

NMC report out needs to be submitted too early.

ADJOURNMENT – 27-Oct-2016 – Meeting was adjourned at 4:20 pm.

Minutes Prepared by:

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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  \*If yes, the following information is required: | | |
| **Documents requiring revision:** | **Who is responsible:** | **Due Date:** |
| OP 1114 App CP | Nigel Cook | 20-Feb-2017 |
| CP Audit Handbook | Nigel Cook | 18-Nov-2016 |
| CP Review Guidelines | Nigel Cook | 18-Nov-2016 |
| AC7108 Rev I (Draft) | Nigel Cook | 30-Nov-2016 |
| AC7108/4 Rev C (Draft) | Nigel Cook | 30-Nov-2016 |
| OP 1116 Ap CP | Nigel Cook | 30-Nov-2016 |