**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-16 to THURSDAY, 27-OCT-16**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Electronics (ETG) Task Group (TG) was called to order at 8:00 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 |  |
|  |  |  |  |  |
| \* | Roger | Bloomfield | UTC Aerospace (Goodrich) | Vice Chairperson |
| \* | William | Cardinal | UTC Aerospace (Hamilton Sundstrand) |  |
| \* | Roy | Garside | Rolls-Royce | Chairperson |
| \* | Rachel | Grinvalds | Rockwell Collins |  |
| \* | Arnaud | Grivon | Thales |  |
| \* | Nathalie | Lefevre | SAFRAN GROUP |  |
| \* | Vijay | Kumar | Lockheed Martin |  |
| \* | Scott | Meyer | UTC Aerospace (Goodrich) | Secretary |
| \* | Junta | Okutsu | Honeywell Aerospace |  |
| \* | Gilbert | Shelby | Raytheon |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Jim | Barry | Eltek USA Inc. |  |
| \* | Cristiano | Bazzi | SOMACIS S.p.A. |  |
|  | Sean | Binder | Calumet Electronics Corporation |  |
|  | Dave | Dirkman | Quality Circuits, Inc. |  |
|  | Meredith | LaBeau, PhD | Calumet Electronics Corporation |  |
|  | Eric | Lacourt | ERLAC |  |
|  | Mike | Liccketto | CDM Electronics Inc. |  |
|  | William | Michels | Quality Circuits Inc. |  |
| \* | Jeremy | Needs | Ultra Electronics |  |
| \* | Douglas | Schueller | AbelConn LLC |  |
|  | Donald | Tyler | Corfin Industries LLC |  |
| \* | Jennifer | Wagner | Ducommun |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Susan | Frailey |
| Julia | Markardt |
| Shaun | Mbateng |

## Review Safety Information

Fire exits and other safety information presented.

## Review Code of Ethics and Meeting Conduct

Meeting conduct and ethics reviewed.

## Present Antitrust Video

Video watched by all attendees.

# review delegation status– CLOSED

Delegation metrics were reviewed for Susan Frailey and Julia Markardt. The concurrence metric has improved since the last review during the June 2016 London Nadcap Meeting. Task Group will maintain delegation status for both staff engineers.

# misc auditor information (as necessary)– CLOSED

## OP 1117 Auditor Consistency

Task Group reviewed auditor feedback given to each of the auditors by the staff engineers. Task Group concurs with the assessments.

## OP 1118 Audit Observations

No observations have been made since last meeting (London). Several of the new auditors require oversight by the Task Group. Task Group to view scheduled audits for needed over-sight opportunities.

## Auditor Conference

Roy Garside and Susan Frailey presented a brief synopsis of topics covered during the auditor conference. Auditors have proposed adding a quarterly call with the Task Group to improve communication.

Two auditors, Robert McGerry and Robert Reilly, have requested approval for additional checklists. PRI to initiate the approval process for both auditors per the OP 1116 Appendix ETG.

## Auditor Candidate test question review

Not required at this meeting.

# subscriber discussion– CLOSED

## Technical Discussions associated with audit packages

Audit 164549 nonconformance report (NCR) 10. Task Group opinion is the requirement is contained in IPC-6012D but is not explicit. Suggestion to forward to the IPC standards committee for improvement. Retirement of AC7119/3 and inclusion of questions into the core should resolve the issue.

Audit 172998. Went to failure ballot (did not pass). Supplier had many NCRs against the QMS. Continued discussion about having QMS-derived questions in the checklist. No decision made.

Audit 173725. Supplier did not implement environmental controls as a part of corrective action from the previous audit. Task Group reviewed requirements for temperature and humidity. Subscriber with hardware at the Supplier to review part ESD requirements.

## eAuditNet training for new Subscriber Voting Members (as necessary)

Not required at this meeting.

## Review Subscriber Matrix (as necessary)

In reference to ETG, the Subscriber matrix requires updating for Lockheed Martin and Rockwell Collins.

## OP 1117 Annex C

Task Group made updates for submission based on the new slash sheet formats.

## New Business

Roy Garside noted other Task Groups are beginning to include visual acuity standards in their checklists. This leads to adding MSA for visual inspection.

General discussion about service provider accreditations to Electronics. Examples are stand-alone conformal coating houses, programming, and re-packaging. Topic to be further discussed in open meeting under new business.

Task Group reviewed and dispositioned auditor advisories for be expiry, modification, or maintenance.

ACTION ITEM: Scott Meyer to review AC7121 and consolidate all ESD questions into one section via the bfrm. (Due Date: 28 Feb-2017).

ACTION ITEM: Roger Bloomfield to add the content of 12-001 to the ETG Audit Policy. (Due Date: 31-Dec-2016)

ACTION ITEM: Roy Garside to re-write advisory 13-003. Add requirement for risk assessment. (Due Date: 31-Dec-2016)

ACTION ITEM: PRI Staff Engineers to disposition Auditor Advisories per the task group. List retained in eAuditNet. (Due Date: 31-Dec-2016)

ACTION ITEM: PRI to expire 14-002 when the ETG Audit Policy is released. (Due Date: 20-Feb-2017)

ACTION ITEM: Roger Bloomfield to reword/update 16-001. (Due Date: 31-Dec-2016)

ACTION ITEM: Bill Cardinal to add content of reworded 16-001 to AC7120 handbook. (Due Date: 31-Dec-2016)

# review and/or accept– open

## Review Agenda

Roy Garside and Susan Frailey presented the agenda.

## Acceptance of previous Meeting Minutes

Jim Berry made a motion to accept the previous meeting minutes as written, seconded by Doug Schueller. Motion carried unopposed.

## Membership Status

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)** | |
| N/A |  |  |  |  |  |

The compliance to voting requirements per PD 1100 were reviewed. Lockheed Martin and Cristek Interconnect, Inc. have not met requirements for maintaining their voting rights. Voting rights will be waived/removed per Task Group/Task Group Chairperson.

Lockheed Martin and Cristek Interconnect, Inc. have missed more than two ballots. Due to the many recent ballots, Task Group will allow them to maintain their voting status.

## Succession plan (as applicable)

Not required this meeting.

## Status of Ballots (as applicable)

Julia Markardt gave the current status of checklists in ballot:

• AC7119G approved and effective 5-Mar-2017.

• AC7120E in final day of NMC review and will be effective March or April 2017.

• AC7121D has completed NMC review and will post to eAuditNet soon. Effectivity in March or April 2017.

## Audit Observations Status (OP 1118)

Scott Meyer gave the auditor observation status. No observations performed since the last meeting. Three auditors require observations. One additional new auditor will be ready for an observation after March 2017.

## RAIL

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

# etg appendix update– open

Scott Meyer presented the pending changes to OP 1114 Appendix ETG. Revisions to include topics relating to: Job Audit Definition Criteria, Smart Checklist, and Job Audit Priority.

Roger Bloomfield presented his proposal for an ETG job audit policy.

A priority list in how to select compliance jobs will be added to OP 1114 Appendix ETG. Subscribers with an ETG mandate will be top priority.

ACTION ITEM: Susan Frailey to verify paragraph references of job audit policy for accuracy for each checklist after new update from Roger Bloomfield. (Due Date: 31-Jan-2017)

ACTION ITEM: PRI to send OP 1114 Appendix ETG and OP 1116 Appendix ETG for ballot. (Due Date: 30 Nov-2016)

# comment resolution for all checklists (if needed) – open

Not needed at this meeting.

# supplier support committee (SSC) meeting notification– open

Susan Frailey gave the SSC presentation and encouraged all members to attend.

# review sub-team listing– open

All Task Group sub-team rosters were reviewed and updated. New team listing posted to eAuditNet.

# create presentations– open

## NMC TG report out

## NMC TG report out prepared by the Task Group.

## P&O report out (as required)

The task group reviewed the completed P&O report out given by Roy Garside.

# breakout working sessions for smart checklist questions– open

The task group reviewed pros and cons of implementing Smart Checklist prior to breaking out by sub team.

## AC7119

Gilbert Shelby reported the AC7119 sub team has identified most of the procedural question as candidates for Smart Checklist.

## AC7120

Bill Cardinal reported the AC7120 sub team has identified most of the procedural question as candidates for Smart Checklist.

## AC7121

Scott Meyer reported the AC7121 sub team has identified most of the procedural question as candidates for Smart Checklist.

ACTION ITEM: Sub-team leads to forward copies of checklists with smart checklist questions denoted to PRI Staff Engineer. (Due Date: 28-Oct-2016)

# summary of top ten ncr review– open

## AC7119

Gilbert Shelby presented data from NCRs written against the last two revisions of the checklist.

## AC7120

Bill Cardinal presented a summary of NCRs written against AC7120D.

## AC7121

Scott Meyer presented the NCR data from AC7121C audits.

ACTION ITEM: Vijay Kumar to approach the J-STD-001 committee concerning changing the nickel level in the solder impurity table. (Due Date: 28 Feb-2017)

# breakout sessions– open

## AC7119/5

Gilbert Shelby reported on the progress made towards slash sheet completion.

## AC7120 vs J-STD-001F

Bill Cardinal covered the review of the submitted action items comparing J-STD-001F requirements to covered checklist requirements. Not all team members have completed their actions.

## AC7121 vs. IPC/WHMA-A-620C

Scott Meyer reported on the progress made updating the AC7121 handbook specification references to IPC/WHMA-A-620B.

## AC7120/11

Roger Bloomfield covered the progress made on the slash sheet versus the draft IEC sheet.

## MSA/SPC

Roy Garside presented material received from the Measurement & Inspection (M&I) Task Group. It explains the purpose of MSA.

ACTION ITEM: PRI to schedule AC7119 sub-team Webex for 22-Dec-2016 from 11-12 Eastern and 19-Jan-2017 from 11-12 Eastern. (Due Date: 18-Nov-2016)

ACTION ITEM: Roger Bloomfield to send AC7120/11 to identify Suppliers for comments by end of November. (Due Date: 4-Nov-2016)

ACTION ITEM: Roger Bloomfield to incorporate comments into the AC7120/11 and send PRI. (Due Date: 31-Dec-2016)

ACTION ITEM: PRI to format AC7120/11 and send to 7120 sub team for review. (Due Date: 31-Jan-2017)

ACTION ITEM: Roger Bloomfield to present final draft of proposed AC7120/11 update to Task Group during February 2017 Nadcap meeting. (Due Date: 20-Feb-2017)

# review and report out of legacy b-frm status– open

Old bfrm was not located. A new bfrm was created and posted in eAuditNet which will have a separate tab for each checklist. File will be write-protected by staff engineers. Updates will be sent by Task Group members to PRI for inclusion into the master file.

***ACTION ITEM: PRI to format and save new b-form and update read-only file in the public folder. There will be a page for each checklist and slash sheet. (Due Date: 30-Nov-2016)***

# checklist revision handbook update-working sessions– open

## AC7119

Gilbert Shelby gave status on the handbook update. The origin table has been divided up amongst the session members for update. Handbook has been updated to the latest revision.

## AC7120

Bill Cardinal updated the Task Group on the progress to update for the current slash sheet format.

## AC7121

Scott Meyer reported the AC7121 has completed the update of the reference table to current IPC/WHMA-A-620B requirements.

ACTION ITEM: PRI to update/input AC7119 core and slash sheets into the handbook format. (Due Date: 18-Nov-2016)

ACTION ITEM: Bill Cardinal to divide AC7120 handbook tasks and send out to the team. (Due Date: 30-Nov-2016)

ACTION ITEM: PRI to update/input AC7120 core and slash sheets into the handbook format. (Due Date: 18-Nov-2016)

# various report outs– open

## AQS Liaison

Gilbert Shelby summarized the activity of the AQS meeting. During an M&I oversight audit the auditor felt some questions were asking QMS existence questions. Questions are likely acceptable if the question asks if a procedure has relevant provisions. The AQS liaison project is awaiting responses from several Task Groups.

## SSC

Doug Schueller reported on the activities of the SSC. Items included notice of address changes, and Task Group participation. There will be an SSC format change for the February 2017 meeting in which several activities will be moved from Tuesday to Monday morning.

The planned self-audit submittal requirement elicited a lot of response from the suppliers, primarily how long the documents will remain in the system.

## Planning & Ops

Roy Garside summarized the Planning and Ops discussions.

• The supplier self-audit submittal requirement elicited much discussion.

• The Smart Checklist implementation has been deemed a technical change by the members presented and will require ETG to re-ballot the checklists. The ballot will also include the three required self-audit questions as mandated by the NMC.

• The new risk mitigation process will take effect on 1 January 2017.

## IPC

Scott Meyer (with input from other IPC committee members in ETG) updated the Task Group on the status of IPC standards and IPC standards committee activities.

# New business– open

## New Technologies-chip on board (and spreadsheet)

It was noted that we need to do something about this but no action generated during this meeting.

## AC7120 and the number of days for an audit

Task Group reviewed proposed AC7120 slash sheet time updates. AC7120/7 was revised to 0.5 days, retaining a full scope audit at four days. Stand-alone accreditation to testing, programming, and repackaging are not ready as stand-alone audits at this time.

ACTION ITEM: PRI to update s-frm-16 per the recommendation of the Task Group. (Due Date: 31-Dec-2016)

ACTION ITEM: Doug Schueller to prepare presentation concerning APQP for February 2017 Nadcap Meeting. (Due Date: 20-Feb-2017)

# meeting closure items– open

## Future Working Session Topics

Common Electronics NCRs written at subscribers/suppliers.

## Review Priority List

Project priority list was updated by the Task Group. Update posted on eAuditNet.

## Review Membership

Notes in previous section of minutes. The Task Group will review membership again during the February 2017 meeting.

## Review Sub-team list

Updates made as required. See revised sub-team list posted in eAuditNet.

## RAIL Review

RAIL was updated as necessary. A revised RAIL will be posted to eAuditNet after the meeting.

## Review Action Items

Action items reviewed for accuracy with the Task Group.

## Set Agenda for Next Meeting

Agenda set for the February 2017 New Orleans, Louisiana Nadcap Meeting and will be posted on the PRI webpage.

ACTION ITEM: Scott Meyer to work with PRI to complete and post ETG supplier welcome package. (RAIL 242/23) (Due Date: 31-Dec-2016)

ADJOURNMENT – 27-Oct-2016 – Meeting was adjourned at 3:18 p.m.

Minutes Prepared by: Scott C. Meyer, [scott.meyer@utas.utc.com](mailto:scott.meyer@utas.utc.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\*  NO  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
| OP 1114 Appendix ETG | PRI Staff | 30-Nov-2016 |
| OP 1116 Appendix ETG | PRI Staff | 30-Nov-2016 |