**CONFIRMED MINUTES**

**OCTOBER 24-25,2016**

**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, OCTOBER 24, 2016 to TUESDAY, OCTOBER 25, 2016**

# OPENING COMMENTS (daily) – OPEN/CLOSED

## Call to Order / Quorum Check – OPEN/CLOSED

The Elastomer Seals Task Group (SEAL 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 |  |
|  |  |  |  |  |
| \* | Shaun | Brewin | Rolls-Royce | V. Chairperson |
|  | Bob | Dawson | Honeywell Aerospace |  |
| \* | Kent | DeFranco | Lockheed Martin Corporation |  |
| \* | Melissa | Facas | Pratt & Whitney | Proxy for M. Gage |
| \* | Alan | Fletcher | US Air Force |  |
| \* | Manuel | Koucouthakis | Honeywell Aerospace | Chairperson |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Steven | Booker | DuPont |  |
| \* | Dirk | Busmann | Freudenberg Nok |  |
|  | Charles | Clinton | Meggitt (Polymers & Composites) |  |
| \* | John | Dickinson | Parker Hannifan |  |
|  | Bruce | Fuhrmann | Meggitt (Polymers & Composites) |  |
| \* | Mark | Keal | Meggitt (Polymers & Composites) |  |
| \* | Scott | Kronabetter | Micro-Tronics, Inc. |  |
| \* | Lonnie | Naylor | Parker Hannifan / O-Ring Division |  |
| \* | Robert | Nichols | Trelleborg Sealing Solutions |  |
| \* | Joe | Tengco | Parker Hannifan |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Bill | Dumas |
| Jim | Lewis |
| Brittany | McSorley |

## Safety Information: – OPEN/CLOSED

Fire exits from the meeting room were reviewed. Attendees were also requested to inform PRI Staff person of any emergencies.

## Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct – OPEN/CLOSED

## The code of ethics was reviewed and explained to the SEAL TG members; no questions were raised.

## Present the Antitrust Video – OPEN/CLOSED

## The Antitrust Video was discussed with the SEAL TG members; no questions were raised.

## Review Agenda – OPEN/CLOSED

The agenda for the October 2016 meeting was reviewed. Attendees were given the opportunity to discuss their expectations for this meeting. No expectations beyond what was listed in the agenda were expressed.

## Acceptance of Meeting Minutes – OPEN

Motion made by A. Fletcher and seconded by K. DeFranco to approve the June 2016 meeting minutes as written. Motion Passed Unanimously.

# Review Membership Status – open

The voting membership was reviewed and proxy votes were recorded.

Compliance to voting requirements per PD 1100 were reviewed. All SEAL TG Voting Members met the requirements for meeting attendance and voting on letter ballots.

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
* Alternate: ALT
* Task Group Chairperson: CHR
* Vice Chairperson: VCH
* Secretary: SEC
* Supplier: SVM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Company Name** | **Position**  **(new / updated)** | **Meetings Attended (Month/Year)** | |
| Lonnie | Naylor | Parker Hannifin / O-Ring Division | SVM (new) | Oct-2014 | Oct-2016 |
| Steven | Booker | DuPont | SVM (new) | Oct-2015 | Oct-2016 |
| Dirk | Busmann | Freudenberg | ALT SVM (new)  SSC Rep | Oct-2015 | Oct-2016 |
| Charles | Clinton | Meggitt (Polymers & Composites) | Supplier No Voting Rights | Oct-2016 |  |

Motion made by K. DeFranco and seconded by S. Brewin to approve L. Naylor, S. Booker, D. Busmann as SEAL Voting Members/Alternate Voting Members. Motion Passed Unanimously.

Motion made by K. DeFranco and seconded by S. Brewin to approve D. Busmann as SEAL SSC Representative. Motion Passed Unanimously.

C. Clinton will be added to SEAL as a Supplier with No Voting Rights as he has only attended one meeting.

Individuals removed from the SEAL TG since the June 2016 Meeting:

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Name** | **Voting Member Type**  **[UVM, SVM, ALT]** |
| DuPont | Sheila Olewine | SVM |
| Meggitt (Polymers & Composites) | Dave Sykes | ALT SVM |

# Review SEAL Task Group RAIL – open

The Rolling Action Item List (RAIL) was reviewed.

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

ACTION ITEM: PRI Staff to post Fabric Reinforced Seals Training that was given at the Nadcap October 2016 Auditor Conference to [www.eauditnet.com](http://www.eauditnet.com). (Due Date: 30-Nov-2016)

# Staff Report – open

B. Dumas presented the PRI Staff Report that included Auditor Status, SEAL TG Metrics, Audit Cycle Time, Most Common NCR’s, Average number of Major and Minor NCR’s, Latest Changes, Future Nadcap Meeting Dates / Locations, and Staff Engineer Delegation Metrics.



ACTION ITEM: PRI Staff to put Top NCRs on eAuditNet under the Public Documents, Elastomer Seals. (Due Date: 30-Nov-2016)

There was concern expressed that the auditors are unable to dig as deep as expected during the job audits due to the number of job audits required. There was a suggestion to use the modified scope process for reaccreditation audits so that not all questions would need to be answered every audit. Another suggestion was to add an additional day for initial audits so that allow additional time to be more thorough during job audits.

# SSC Report – open

A Supplier Support Committee (SSC) update was given that included an overview of the SSC Leadership Team, how the SSC helps Suppliers, current SSC activities, and their new Supplier Initiatives. For additional information please review the SSC minutes posted on the PRI website at [www.p-r-i.org](http://www.p-r-i.org).

# Feedback from AMS CE Meeting – open

The AMS CE Committee expressed the need to update AC7115 based on changes made to AS6414. The inspection standard ISO3601-3 grade CS has been changed to grade S. The AMS7XXX series and AMS3XXX series are due to be released soon and will both require auditors to be trained.

# 2016 Auditor Conference – open

The SEAL TG Auditor Conference was conducted on Saturday, 22-Oct-2016 from 1:00 to 5:00 p.m. and Sunday, 23-Oct-2016 from 9:00-10:30 a.m. Topics included:

* AC7115

Review Checklists

Auditor Feedback

Selection of Job Audits – Job Tracker

Mock Audit (Paper/Demo/Virtual/Coupon)

Level of Specification Review

Verification of Customer Flow down Requirements

* Most Common NCRs and NCR Data Analysis for Auditor Consistency
* Audit Observer, Reviewer, and Supplier Feedback
* Subscriber Audit Expectations – Honeywell
* AC7122-P /2, /3, /5
* AMS CE Industry Standard Update

AS6414 Elastomer Manufacturing Process Specification

AS7XXX Series Standards

* Fabric Reinforced Seals Process
* Group Discussion Question / Answer / Discussion Session

A discussion was held in the conference regarding shelf life requirements.

There were some changes recommended to checklists to improve ease of use.

There was a feeling among the auditors that with all of the added job audits, there is not sufficient time to do a proper, in-depth audit.

# Review AC7115 rev d draft and as6414 – Open

AC7115 Rev D was revised to incorporate changes based on the release of the AS6414.

ACTION ITEM: M. Koucouthakis to review AS6414 3.3.2.1 word “adverse”. (Due Date: 31-Jan-2017)

ACTION ITEM: M. Koucouthakis to take the question of the Note under 4.8.1.2 to AS6414 team to review if this means “at the same time”; is this a Note because it says shall; where is the data that supports the requirement. (Due Date: 31-Jan-2017)

ACTION ITEM: M. Koucouthakis to take the comment on the need to address 5.1.3 of AS6414 “C=0” reference. (Due Date: 31-Jan-2017)

ACTION ITEM: S. Divens and J. Dickinson to review Section 5 of AS6414; title should be Inspection & Test, 5.1 – Visual, 5.2 – Dimensional, 5.3 – Testing. (Due Date: 31-Jan-2017)

ACTION ITEM: M. Koucouthakis to request S. Divens to include S. Booker in the weekly teleconference call for AS6414. (Due Date: 31-Jan-2017)

ACTION ITEM: M. Koucouthakis to ask SAE Committee for a mandate on section 7 of AS6414 and intent of document on AC7122-P. (Due Date: 31-Jan-2017)

ACTION ITEM: M. Koucouthakis to make sure that the AC7122-P includes the requirements found in AS6414. (Due Date: 31-Jan-2017)

# AC7122 Testing Methods for Fabric/Textile Materials – open

This agenda item was postponed until the February 2017 SEAL Meeting.

# AUDITS – closed

The current SEAL TG audit schedule for the next seven (7) months was reviewed; Subscribers were encouraged to observe audits to support the requirements of OP 1117 – Auditor Consistency.

One audit was in Staff Engineer, Supplier, or Task Group Review.

No Suppliers have signed up to be accredited for Fabric Reinforced Seals Manufacturing at this time.

It was discussed that audit 167374 was approaching the failure criteria for rounds and late days.

# AUDITORS – closed

M. Koucouthakis requested that the interview process be waived for a current auditor candidate who had worked for a Subscriber previously and has a high level of experience. The SEAL Task Group Subscriber Members decided to review the application and resume prior to deciding.

ACTION ITEM: PRI Staff to send out auditor candidate’s resume to the Subscriber Voting Members for them to review and to determine if following the interview process is needed. (Due Date: 30-Nov-2016)

The SEAL TG reviewed the auditor observation schedule. The SEAL TG newest auditor requires observation. This auditor has an audit scheduled for 22-Nov-2016 to 23-Nov-2016 and 02-Feb-2017 to 03-Feb-2017. No one is available to observe at this time. M. Koucouthakis will look into having another Honeywell employee observe either of these audits.

ACTION ITEM: M. Koucouthakis to look into another Honeywell employee observing audits for newest SEAL auditor. (Due Date: 15-Nov-2016)

Data Analysis - Overall Auditor Performance / OP 1117 Auditor Consistency

Auditor performance was reviewed, including Audit Observation Feedback, Average and Total NCRs per Day written by the Auditors, and Reviewer / Supplier audit feedback. This information is used for evaluating Auditor Consistency. There was a limited amount of data to review because of the small number of Auditors and audits. No actions were required.

# REVIEW DELEGATION STATUS – closed

The SEAL TG reviewed the delegation tracking form for K. Purnell. Staff Engineer. K. Purnell met the minimum criteria of having at least 10% of findings reviewed by the task group Subscribers with at least a 90% concurrence rate. The Staff Engineer maintains delegated status.

The SEAL TG reviewed the delegation tracking form for J. Lewis, Staff Engineer. All of J. Lewis’s audits were reviewed by the Task Group. J. Lewis did not meet the minimum criteria to become delegated at this time.

# CLOSED MEETING ISSUES – closed

No other issues were discussed.

# mentoring new subscriber members – Closed

This agenda item was tabled until the February 2017 SEAL TG Meeting.

# MEETING CLOSE OUT – closed

All action items were reviewed and due dates established. For specific details, please see the current SEAL TG Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

The February 2017 SEAL TG Closed Meeting Agenda topics will include:

* Audits
* Auditors
* 2017 Auditor Conference Agenda and Topics
* Mentoring New Subscriber Members
* Review Delegation Status
* Closed Meeting Issues
* Meeting Close Out

# OP 1117 – Auditor Consistency – open

The SEAL TG reviewed its Auditor Consistency progress and Auditor Consistency Tracking Spreadsheet. All actions were up to date.

# Audit Effectiveness – open

The SEAL TG Audit Effectiveness spreadsheet was reviewed. No further action is needed at this time.

ACTION ITEM: Verify K. Purnell issued the Audit Effectiveness Auditor Advisories; if not the Auditor Advisories need to be issued. (Due Date: 31-Jan-2017)

# AS6414 Molded Elastomer Component Manufacturing Process Requirements – open

The newly released AS6414 standard was reviewed. The SEAL TG broke into three sub teams to compare the new standard requirements to the draft of AC7115 Rev. D. K. DeFranco and J. Harrison reviewed Compounding; A. Fletcher and S. Brewin reviewed Manufacturing; M. Koucouthakis and I. Tomlin reviewed Inspection. Results of the comparison are to be emailed to K. Purnell so he can incorporate any identified required changes into the draft AC7115 checklist. A revised draft will be emailed to the SEAL TG for comment. Some issues identified in AS6414 which may require revision are 3.3.2 which references an ISO 9100 quality system and section 4.2 requirements for blended compounds.

# SEAL Task Group Initiatives – open

SEAL TG created the following list of activities and rated them as High (H), Medium (M), or Low (L) priority and if they are (A) Active, (N) Not Active, or (C) Closed. The list was created so the SLT TG maintains focus on its high priority tasks.

(HA1) Creating a cheat sheet of Subscriber specification requirements for possible future prime supplement development.

(HA1) Captive Laboratory Audit Questions for Fabric / Textile AC7122 Checklist

(HA1) NMC Compliance Checklist for AC7115 Rev. C

(HA1) Revised OP 1116 appendix to include reference to SEAL TG training materials

(HA1) Provide feedback on AS6414 to AMS CE Committee

(LA1) 2017 Auditor conference topics

(LA1) 2017 Auditor conference Training Materials

(MA1) Track future changes for next revision of AC7115 after a few audits are conducted

(MA) Monitor progress of AMS2750/1 Sub-Team Press / Curing oven control for potential seal curing oven slash sheet.

(MA) Mixing Facilities – Take Question of Audit Mandate to SAE AMS CE Elastomers Committee

(MA) Quality system applicable to mixing facility (QPG)

(LN) New Subscriber Mentor Program (PRI new training may address; TG needs to review)

(LN) Value Added Distributors (Purchase Order Flow down)

(HC) Monitor Progress on AS Standard / ARP for Seal Manufacturing

(HC) Communicate Need for Creating an AS Standard to Address Fabric Reinforced Seals

(HC) Formal SEAL specific auditor training program AC7115C, Fabric Reinforced.

# New Business – open

OP 1114 Appendix SEAL changes were discussed to be aligned with OP 1114. Significant discussion was on the topic of where to put the requirement to have the AC7122-P for captive labs. This should be for the QPL suppliers and Nadcap suppliers that are looking for an Elastomer Seals accreditation. This requirement is already in AS6414 and will be identified in the AC7115 Rev D and then will need to be identified in Nadcap procedure.

OP 1116 Appendix Changes for Alignment with OP 1116

# The changes to OP 1116 were discussed and the OP 1116 Appendix SEAL was updated and balloted to incorporate those changes from OP 1116. The OP 1116 Appendix SEAL is in ballot to the SEAL TG; voting members were encouraged to go in and review the document and ballot to maintain voting requirements. Meeting Close Out – open

All action items were reviewed and due dates established. For specific details, please see the current SEAL Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

Agenda Topics for February 2017 Nadcap Meeting in New Orleans, Louisiana, USA were determined.

Open agenda topics will include:

* Membership Review
* SEAL RAIL Review
* Staff Report
* SSC Report
* Feedback from AMS CE Meeting
* AC7122 Testing Methods for Fabric/Textile Materials
* Audit Effectiveness
* OP 1117 Auditor Consistency
* Review AC7115 Rev. D and AS6414
  + Placement of AC7122-P Requirement
* 2017 Auditor Conference Agenda and Topics
* Seal Initiatives
* New Business
* Meeting Close Out

ADJOURNMENT – 25-Oct-2016 – Meeting was adjourned at 12:00 p.m.

Minutes Prepared by: Brittany McSorley [bmcsorley@p-r-i.org](mailto:bmcsorley@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  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
| AC7115 | B. McSorley & J. Lewis | 30-Jan-2017 |
| OP 1114 Appendix Seal | J. Lewis | 30-Jan-2017 |