**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, OCTOBER 24 to THURSDAY, OCTOBER 27**

# OPENING COMMENTS – OPEN

## Call to Order / Quorum Check

The Nonconventional Machining & Surface Enhancement Task Group (NMSE) 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 |  |
|  |  |  |  |  |
| \* | Christopher | Borg | Gulfstream Aerospace Corporation |  |
|  | Ricardo | Bove | Embraer |  |
| \* | Zeljko | Calija | UTC Aerospace (Goodrich) |  |
| \* | Craig | Clasper | Spirit AeroSystems |  |
|  | Arielle | Corne | Spirit AeroSystems |  |
|  | Christopher | Davison | Spirit AeroSystems |  |
| \* | Vincenzo | DeRosa | Leonardo S.p.A Divisione Velivoli |  |
| \* | Martin | Grepl | Honeywell Aerospace |  |
| \* | Glen | Heide | The Boeing Company |  |
| \* | Joakim | Idetjarn | GKN Aerospace Sweden |  |
| \* | Akiko | Inoue | Mitsubishi Heavy Industries, Ltd |  |
|  | Serge | Labbe | Heroux Devtek |  |
| \* | Marc-Andre | Lefebvre | Heroux Devtek |  |
| \* | Simon | Long | Airbus |  |
| \* | David | McCallister | Pratt & Whitney | Secretary |
|  | Luis | Pacheco | Embraer SA |  |
| \* | Jeffery | Robb | Cessna Aircraft Company |  |
| \* | Mike | Schmidt | GE Aviation | Vice Chairperson |
| \* | Michael | Steele | The Boeing Company |  |
| \* | Nouman | Usmani | GE Aviation |  |
|  | Kara | Warrensford | Honeywell |  |
| \* | Paul | Woolley | Rolls-Royce | Chairperson |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Rachib | Arab | Asco Aerospace Canada/USA |  |
|  | Sandra | Asset | Asco Aerospace Canada/USA |  |
|  | Joe | Beauchemp | LAI Int. |  |
|  | Mark | Breining | Rolled Alloys |  |
|  | Steve | Connally | Curtiss-Wright Surface Technologies |  |
| \* | Kevin | Klingelhafer | Meyer Tool |  |
| \* | Alexander | Klyuch | Blades Technology, Ltd. |  |
| \* | Jeffrey | Kupis | Micro-Tronics, Inc. |  |
| \* | Shelly | Lawless | Meyer Tool | SSC Representative |
| \* | Angelo | Monzo | Barnes Aerospace |  |
|  | David | Osenar | PAKO, Inc |  |
|  | Stan | Revers | Senior Aerospace – Thermal Engineering |  |
|  | George | Siha | Southwest United Canada |  |
| \* | Dawn | Stokes | PTI Industries Inc |  |
| \* | Gigi | Streeter | Barnes Aerospace |  |
|  | Scott | Tansy | Haynes International |  |
|  | Dave | Thompson | DCI Aerotech |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Michael | Graham |
| Mark | Hunkele |
| Jennifer | Kornrumpf |
| Christine | Nesbitt |
| David | Rorick |

## Safety Information – OPEN

Mark Hunkele highlighted the safety information.

## Review Code of Ethics and Meeting Conduct – OPEN

Mark Hunkele reviewed information on this topic (Ref: The Nadcap Attendees Guide).

## Antitrust Video – OPEN

The Task Group reviewed the Antitrust video from Joe Pinto.

## Review Agenda – OPEN

Paul Woolley reviewed the Agenda for the meeting.

## Approval of Previous Meeting Minutes – OPEN

The minutes from June 2016 were approved as written.

# resolve TASK GROUP ballot comments from ac7116/1 – OPEN

The ballot comments were addressed for AC7116/1. The document is required to go back to Task Group ballot, since there were not enough votes to accept the ballot.

Mike Schmidt talked with Mike Graham who explained that there is nothing to be done except those Task Group members that have little involvement in the process need to approve the checklist and comment that they are no interest or involvement in the process.

ACTION ITEM: Mark Hunkele to resolve comments and send AC7116/1 to Task Group for ballot because there were not enough votes to approve. (Due Date: 01-Dec-2016)

# resolve TASK gROUP ballot comments from ac7116/2 – OPEN

There were no ballot comments for AC7116/2. The document is required to go back to Task Group ballot, since there were not enough votes to accept the ballot.

ACTION ITEM: Mark Hunkele to send AC7116/2 to Task Group for ballot. (Due Date: 01-Dec-2016)

# resolve TASK GROUP ballot comments from ac7116/4 – OPEN

The ballot comments were addressed for AC7116/4. The document is approved to go forward with the NMC ballot.

ACTION ITEM: Mark Hunkele to send AC7116/4 to NMC for ballot. (Due Date: 01-Dec-2016)

# resolve NMC ballot comments from ac7116 – OPEN

There were no ballot comments for AC7116. The document is approved for implementation.

ACTION ITEM: Staff Engineer to coordinate issuance of AC7116. (Due Date: 01-Dec-2016)

# STANDARD COUPON (LASER CUTTING) SUB-TEAM REPORT-OUT – OPEN

Martin Grepl of Honeywell gave a presentation on the Standard Coupon (Laser Cutting) sub-team report-out. Jeffrey Kupis of Micro-Tronics noted that the drawing file for creating the standard coupon had a minor error. Nouman Usmani of GE suggested we proceed to have the coupon incorporated into the draft AMS specification.

ACTION ITEM: Jeffrey Kupis of Micro-Tronics will send revised CAD file to Honeywell. (Due Date: 01-Dec-2016)

ACTION ITEM: Noumann Usmani will discuss the best path forward on the AMS specification with Mark Hunkele. (Due Date: 31-Dec-2016)

# review ac7116/3 – OPEN

The Task Group reviewed AC7116/3 and made some revisions. The checklist is now ready for Task Group ballot.

ACTION ITEM: Mark Hunkele to send AC7116/3 to Task Group for ballot. (Due Date: 01-Dec-2016)

# RESOLVE TASK GROUP BALLOT COMMENTS FROM ABRASIVE WATER JET CUTTING CHECKLIST (AC7116/7) – OPEN

The ballot comments were addressed for AC7116/7. The document is approved to go forward with the NMC ballot.

ACTION ITEM: Mark Hunkele to send AC7116/7 to NMC for ballot. (Due Date: 01-Dec-2016)

# RESOLVE NMC BALLOT COMMENTS FROM AC7116/5 – OPEN

There were no ballot comments for AC7116/5. The document is approved for implementation.

ACTION ITEM: Staff Engineer to coordinate issuance of AC7116/5. (Due Date: 15-Dec-2016)

# RESOLVE NMC BALLOT COMMENTS FROM AC7116/6 – OPEN

There were no ballot comments for AC7116/6. The document is approved for implementation.

ACTION ITEM: Staff Engineer to coordinate issuance of AC7116/6. (Due Date: 15-Dec-2016)

# NM AUDIT HANDBOOK SUB-TEAM REPORT-OUT – OPEN

Mike Schmidt of GE commented that several Auditors like the idea of one spreadsheet, listing all the Subscriber specification references for each checklist question. After some discussion, a straw poll was taken to see if NM Subscribers were in favor of the approach. None of the Subscribers are in favor.

Mark Hunkele presented the results of a survey given to Subscribers, Suppliers, and Auditors. The survey was given to all Subscribers, Auditors, and Suppliers to determine the direction to take with the handbook. The results were discussed. The poll was given to assist in the future direction of the subteam. There were 3 top responses: ”(B) Just the guidance”, “(C) Glossary”, and “(D) Introductory guidance for the auditors.”.

Paul Woolley suggested a vote from the NM participants in attendance. 9 people were in favor of (option C) and 8 people were in favor of (option B).

The sub-team will proceed with work on the NM Handbook based on this guidance. Martin Grepl of Honeywell volunteered to replace Alex Pohoata on the sub-team. The other members continue to be Shelly Lawless of Meyer Tool, Nouman Usmani of GE, Paul Woolley of Rolls-Royce, and Dave McCallister of Pratt & Whitney.

ACTION ITEM: Mark Hunkele will schedule conference calls for the NM Audit Handbook Sub-team. (Due Date: 15-Dec-2016)

# Top NM NCRs – nm – open

Mark Hunkele reviewed the Top NM NCRs. There were no questions.

# NEW BUSINESS – NM – OPEN

Shelly Lawless invited suppliers to attend the SSC meeting. Chris Borg volunteered to attend the meeting.

# REVIEW DELEGATION STATUS – closed

Delegation data was reviewed.

Brian Manty performed 37 audit reviews in the latest period, and the Task Group monitored 63.6% of the NCRs in the period with 100% concurrence. Delegation maintained.

Mark Hunkele is not yet a delegated reviewer. He performed 101 audits in the latest period, and the Task Group monitored 100% of the NCRs in the period with 100% concurrence. Mark left the meeting and we were joined by PRI Staff member Jennifer Kornkrumpf, who assisted in the discussion. OP1115 and OP1114 Appendix NM and OP1114 Appendix SE were reviewed. The only issue noted was the one year time requirement.

Motion made by Paul Woolley and seconded by Mike Schmidt to waive the one year requirement and grant delegation authority to Mark Hunkele. Motion passed unanimously for both NM and SE.

ACTION ITEM: Paul Woolley will complete t-frm-99K for both NM and SE and give to Mark Hunkele for approval. (Due Date: 31-Oct-2016)

# INITIAL AUDITOR TRAINING SUB-TEAM REPORT-OUT – CLOSED

Mark Hunkele presented the NM subteam report-out of training material and examination. He noted that the material was reviewed with the Auditors, who made some constructive comments. These comments were addressed during the meeting. The training material and examination are ready for use.

Mark Hunkele presented the SE subteam report-out of training material and examination. He noted that the material was reviewed with the Auditors, who made some constructive comments. These comments were addressed during the meeting. The training material and examination are ready for use.

Both sub-teams, under the guidance of Mark Hunkele, did a great job between Nadcap meetings, to bring this project to completion. These sub teams are considered finished.

# REPORT-OUT ON AUDITOR CONSISTENCY WEIGHTED MATRIX SUB-TEAM – closed

Mark Hunkele reported on Auditor Consistency Weighted Matrix subteam. Task Group was generally very happy with the new matrix. The Task Group requested the “Attended Auditor Conference” category be changed from 1 point, to 0.5 point per day (e.g. Saturday and Sunday). The Task Group would like to review this type of report in future meetings, rather than go through all the detailed metrics, as we have done previously.

ACTION ITEM: Mark Hunkele to revise Weighted Matrix to give 0.5 points per day of Auditor Conference attendance. So an auditor attending both days would get +1 point and an auditor missing both days would get -1. (Due Date: 15-Dec-2016)

ACTION ITEM: Mark Hunkele to present the Auditor Consistency Weighted Matrix with updated information in February 2017 meeting, to compare trending to this October 2016 data. Perform comparision between this meetings overall scores with next meetings. (Due Date: 15-Jan-2017)

# auditor CONSISTENCY – CLOSED

The discussion of this topic occurred in conjunction with Item 16.0. Auditors with performance issues noted in the Auditor Consistency Weighted Matrix will be reviewed again at the next meeting for performance trends.

# AUDITOR FREQUENTLY ASKED QUESTIONS (FAQS) – CLOSED

Ken Johnson noted that each checklist has duplication in the General section vs. the Job Audit section. The Task Group reviewed his comments, and determined that both sections of the checklist are necessary. The Task Group asked Mark to send a response to Ken.

ACTION ITEM: Mark Hunkele to provide feedback to Ken Johnson, stating that the duplication in comments is required in order to get a complete job audit. (Due Date: 15-Nov-2016 )

# OBSERVATION AUDITS – CLOSED

Two NM Observation Audits were conducted in the last period.

Kennith Johnson by Cessna’s Jeff Robb -162600

Richard Scott by GE’s Ajith Alex -167780

Six SE Observation Audits were conducted in 2016

Geunhyun Jo by Boeing’s Michael Steele - 168166

Geunhyun Jo by Cessna’s Saeed Cheema - 165433

Kennith Johnson by Boeing’s Glen Heide -162205

Jas Malhotra by GE’s Michael Schmidt -162270

Michael Ditoro by UTAS Goodrich’s Zeljko Calija-163062

Michael Ditoro by GE Michael Schmidt - 165456

No major concerns were raised.

However, there are not enough observation audits being conducted for NM auditors.

ACTION ITEM: Mark Hunkele to send out the upcoming schedule of audits, with priority Auditors listed, tailored to region (e.g. US, Europe, Asia). (Due Date: 15-Dec-2016)

# AUDIT EFFECTIVENESS – closed

The Job Audit Policy was discussed in detail. The Task Group made some changes to the Job Audit Policy that will need to be communicated with the Auditors. The Task Group is now satisfied with the content.

ACTION ITEM: PRI to publish Job Audit Policy to eAuditNet. (Due Date: 15-Dec-2016)

ACTION ITEM: Mark Hunkele to send out an Auditor Advisory that the Job Audit Policy is now posted on eAuditNet and highlight the suggested changes to the policy. (Due Date: 30-Dec-2016)

# OCTOBER 2016 AUDITOR CONFERENCE FEEDBACK – closed

Mark Hunkele provided a summary of presentations given at the Auditor Conference. 80% of the NMSE auditors were in attendance.

* A report out on Staff Engineer issues for 2016.
* A review of the new Abrasive Waterjet Checklist by Nouman Usmani of GE Aviation.
* Review of the current issues and use of the Job Tracker.
* Subteams have worked on initial auditor training for NM and SE, and review of the presentations developed was done with the auditors.
* Auditing techniques according to NMSE auditor Arthur Corfe.
* Martin Grepl of Honeywell reported out on the progress of the Laser Coupon.
* A review of the latest revisions to the Spark Erosion Grinding Checklist by Nouman Usmani of GE Aviation.
* Prime Specific Training:
  + Rolls-Royce – Specification requirements for Laser Machining.
  + Honeywell – Update on electronic specifications and requirements.
  + Boeing – Updates on D1-4426 website for finding specifications and requirements.
  + GE – Review of new spec requirements.
* Roundtable discussion on Audit effectivess requirements from the NMC Audit Effectiveness subteam.
* Roundtable on NCR classification. Review of typical examples of minors converted to Major.

21.1 Follow-up to Auditor Questions:

The Auditors requested clarification on Nonsustaining Corrective Actions. Specifically, to be a “repeat finding”, does the finding need to be for the exact issue, or for a similar issue with the same failed corrective action. The Task Group discussed the issue, and concluded that the finding would need to be for the exact issue.

Another question arose, “If an auditor writes a major nonconformance, and it is downgraded to a minor nonconformance, do they get penalized?” Mark followed up with Mike Graham and was informed that it is up to the discretion of the Audit Reviewer as to whether to penalize the Auditor on his auditor evaluation. If further information was brought to the attention of the Audit Reviewer that was not previed to the Auditor at the time of the audit, the Auditor will not be penilized, but if it is something that the Auditor should have known, a deduction will be made to his evaluation score.

An Auditor asked about AC7117/2 questions 9.6.19 and 9.6.20 on shot flow and shot flow control needing an “NA” response. The Task Group agrees that the “NA” option will stay in the questions.

An Auditor asked if something should be written up as a nonconformance, if it violates the Checklist question by not having a parameter in the technique sheet, but the Prime has approved the technique sheet. The Task Group agrees that it should be written up as a nonconformance regardless of the Prime approval of the technique sheet.

An issue identified by a Supplier during their self audit, when the corrective actions were not implemented prior to the Nadcap audit, is to be written as an NCR during the Nadcap audit. Corrective actions must be fully implemented. Reference Auditor Advisory 14-001.

Voided finding – AC7117/2 question 9.6.7. “Is part masking identified on the technique sheet and correctly followed in production?” Technique Sheet was followed, but the Inspector found an issue with part of the masked surface being indented. The Task Group agreed the finding should be voided.

The Task Group discussed a voided finding from audit 168804 regarding a value for shot flow being placed on the technique sheet without a tolerance. The Task Group discussed whether tolerances should be listed for a value listed on the Data Card. The Task Group agreed that there should be a tolerance for all values listed on the technique sheet.

Paul Huyton asked a question related to AC7117/2 question 9.7.5 as to whether saturation curves need to be completed if the Suppliers saturation curve procedure can be reviewed instead to save time. The Task Group agreed to leave the question as is and not incorporate his suggestion.

Paul Huyton asked a question related to AC7117/2 question 9.6.20 (that it needs an NA). The Task Group has already put the NA in the current draft of AC7117/2.

An auditor requested the ability to accept a nonconformance on site.

Motion made by Mike Schmidt and seconded by Glen Heide to not allow the auditors to accept nonconformances on site. Motion passed.

Some concerns were raised from the Auditors that they should not have to reattach the old job trackers to the current audit.

Motion made by Jeff Robb and seconded by Glen Heide that Auditors do not need to attach or update the old Job Tracker into the current audit. Motion passed.

An auditor had a question regarding violations of customer specifications and their classification of minor or major. The Task Group discussed this at length.

Motion made by Mike Schmidt and seconded by Glen Heide to revise OP1114 App NM and OP1114 App SE to generate a major NCR whenever there is any violation to a Subscriber or Industry specification. Motion passed unanimously.

An auditor had a question about AC7117/2 questions 9.6.1-9.6.25. If something is controlled by a part program, then the Supplier must still list the controlled value on the technique sheet an NA response is not permitted in this situation the question must be answered as yes or no.

The Auditors asked how deep to drill regarding specifications referenced in other specifications. The Task Group concurred that the drill down needed to go as deep as necessary to cover the requirements.

ACTION ITEM: Mark Hunkele to send an Auditor Advisory regarding a “repeat finding”, only applying to the exact same issue. (Due Date: 15-Dec-2016)

ACTION ITEM: Mark Hunkele to send an Auditor Advisory to all Auditors, if something violates the Checklist question, it should be written up as a nonconformance, even if the Prime has approved the technique sheet that has violated the checklist. (Due Date: 15-Dec-2016)

ACTION ITEM: Mark Hunkele to provide feedback to all Auditors, regarding findings discovered by the Supplier during the self audit when corrective actions were not implemented prior to the Nadcap audit, is to be written as an NCR during the Nadcap audit (refer them to General Auditor Advisory 14-001). (Due Date: 15-Dec-2016)

ACTION ITEM: Mark Hunkele to provide feedback to Paul Huyton on the two questions posed regarding AC7117/2 question 9.6.20 and 9.7.5. (Due Date: 15-Dec-2016)

ACTION ITEM: Mark Hunkele to send an Auditor Advisory that nonconformances cannot be accepted on site. (Due Date: 15-Dec-2016)

ACTION ITEM: Mark Hunkele to send an Auditor Advisory regarding a Customer or Industry specification violation being an automatic Major NCR. (Due Date: 15-Dec-2016)

ACTION ITEM: PRI to revise OP1114 Appendix NM and Appendix SE to state that a Customer or Industry specification violation being an automatic Major NCR. (Due Date: 15-Jan-2017)

ACTION ITEM: Mark Hunkele to provide feedback to Auditors regarding AC7117/2 questions 9.6.1-9.6.25: If something is controlled by a part program and this is the reason that they don’t have it listed in their technique sheet, an NA response is not permitted. (Due Date: 15-Nov-2016)

ACTION ITEM: Mark Hunkele to send an Auditor Advisory regarding drilling down as deep as necessary in Customer Specifications to cover the requirements. (Due Date: 30-Nov-2016)

# NEW BUSINESS – CLOSED

Mark Hunkele brought up an issue with satellite audits. After some discussion, the Task Group agreed that the failure criteria applies separately to the parent and satellite facility.

As a follow-up from the June 2016 meeting, Mark Hunkele sent out a survey to all Auditors, regarding audit length vs. number of job audits. 91% said that the Audits were of the correct length. 57% of auditors responded that audit length should not be calculated from number of job audits.

Subsequently, discussion ensued on the length of the audit relative to the number of machines at a Supplier. It was revealed that the new job tracker does not list all the machines for each process. The Task Group would like Mark to ask Informatics if the number of machines can be determined for each Supplier. If so, then the Task Group would like to consider basing the audit length on number of machines.

Motion made by Glen Heide and seconded by Simon Long to split OP 1116 into NM and SE. Motion passed unanimously.

***ACTION ITEM: Staff Engineer to send out an Auditor Advisory on the Task Groups decision to consider satellites on separate failure criteria than the main. (Due Date: 15-Jan-2017)***

ACTION ITEM: Staff Engineer to separate OP1116 into two documents for NM and SE. (Due Date: 15-Jan-2017)

ACTION ITEM: Mark Hunkele to ask Informatics if the number of machines can be determined for each Supplier. (Due Date: 30-Nov-2016)

ACTION ITEM: If Informatics has a solution to the number of machines, Mark Hunkele to addan agenda item for the February 2017 meeting: consider basing the audit length on the number of machines. (Due Date: 30-Jan-2017)

# RESOLVE TASK GROUP BALLOT COMMENTS FROM AC7117 – OPEN

There were no ballot comments for AC7117. The document is approved for the NMC ballot.

ACTION ITEM: Staff Engineer to send AC7117 to the NMC for ballot. (Due Date: 15-Dec-2016)

# RESOLVE NMC BALLOT COMMENTS FROM AC7117/1 – OPEN

There were no ballot comments for AC7117/1. The document is approved for implementation.

ACTION ITEM: Staff Engineer to coordinate issuance of AC7117/1. (Due Date: 15-Dec-2016)

# resolve TASK GROUP ballot comments for ac7117/2 – OPEN

The ballot comments were addressed for AC7117/2. The document is approved to go forward with the NMC ballot.

ACTION ITEM: Mark Hunkele to send AC7117/2 to NMC for ballot. (Due Date: 01-Dec-2016)

# RESOLVE NMC BALLOT COMMENTS FROM AC7117/3 – OPEN

There were no ballot comments for AC7117/3. The document is approved for implementation.

ACTION ITEM: Staff Engineer to coordinate issuance of AC7117/3. (Due Date: 15-Dec-2016)

# RESOLVE NMC BALLOT COMMENTS FROM AC7117/4 – OPEN

There were no ballot comments for AC7117/4. The document is approved for implementation.

ACTION ITEM: Staff Engineer to coordinate issuance of AC7117/4. (Due Date: 15-Dec-2016)

# RESOLVE NMC BALLOT COMMENTS FROM AC7117/5 – OPEN

There were no ballot comments for AC7117/5. The document is approved for implementation.

ACTION ITEM: Staff Engineer to coordinate issuance of AC7117/5. (Due Date: 15-Dec-2016)

# DISCUSS TOP SE NCRS – OPEN

Mark Hunkele reviewed the Top SE NCRs for each of the checklists. There were no questions.

# NEW BUSINESS – SE – OPEN

Mark Hunkele introduced Christine Nesbitt, Staff Engineer from the Chemical Processing Task Group. PRI would like Christine to get involved with Audit reviews for NMSE audits, as a backup to Mark. The plan would be to train her in the New Auditor Training and Prime location training on Surface Enhancement and Nonconventional Machining.

Mark Hunkele performed the RAIL review.

# REPORT-OUTS – OPEN

Paul Woolley reported on the NMC meeting.

Shelly Lawless reported on the SSC meeting. There were concerns with the requirement to upload the pre-audit results 30 days prior to the audit.

# RESULT OF NMC SURVEY ON NUMBER OF TASK GROUP MEETINGS – OPEN

Mark Hunkele gave the results of the survey, and the decision from the Joint BOD/Nadcap/PRI to keep the meeting frequency at 3 face to face meetings per year.

# SE AUDIT HANDBOOK UPDATES – OPEN

Mark Hunkele presented the results of a poll given to Subscribers, Suppliers, and Auditors. The results were discussed. The poll was given to assist in the future direction of the subteam. There were 3 top responses: ”(B) Just the guidance”, “(C) Glossary”, and “(D) Introductory guidance for the auditors.”.

Paul Woolley suggested a vote from the SE participants in attendance. 10 people were in favor of (option C) and 10 people were in favor of (option B).

Paul Woolley asked whether the Task Group wanted to generate a spreadsheet similar to that created by CMSP. The spreadsheet has a list of all the Checklists questions, with a cross-reference to Subscriber specification paragraphs.

Paul Woolley suggested a vote from the SE participants in attendance, to determine if they wanted to create such a checklist. 2 people were in favor of creating the checklist, whilst 5 were not in favor.

The Task Group began working on the Handbook revision. A sub-team will proceed with work on the SE Handbook based on this guidance. A subteam composed of Simon Long of Airbus, Zeljko Calija of UTC Aerospace, Glen Heide of Boeing, Mike Schmidt of GE Aviation, and Paul Woolley of Rolls-Royce will continue to work on the Handbook until the February 2017 meeting.

ACTION ITEM: Mark Hunkele to create a spreadsheet with all of the checklist questions for the SE checklists, and send to GE, Airbus, and UTC Aerospace for creation of the Subscriber requirements matrix. (Due Date: 15-Jan-2017)

ACTION ITEM: Mark Hunkele will schedule conference calls for the SE Audit Handbook Sub-team. (Due Date: 15-Dec-2016)

# SUCCESSION PLANNING – OPEN

Zeljko Calija of UTC Aerospace was nominated to become the Vice Chairperson. The Task Group voted unanimously to approve him. Paul Woolley will step down as chair at the February 2017 meeting.

# TASK GROUP METRIC REVIEW – OPEN

Mark Hunkele presented the current metrics (certificates issued, on-time certs, Supplier merit, cycle time, Auditor capacity).

Dave McCallister questioned why Goodrich was still listed in the chart, while UTC had no balloting. Goodrich was acquired by UTC several years ago.

The Asia Auditor capacity is strained. Akiko Inoue expressed concern that Audits would be delayed. She asked that PRI put more effort into hiring Asia Auditors.

ACTION ITEM: Staff Engineer to find ways to obtain more Asian Auditor applicants (e.g. advertising, networking). (Due Date: 15-Dec-2016)

ACTION ITEM: Coordinator to revise Prime Balloting chart to change Goodrich to UTC Aerospace. (Due Date: 15-Dec-2016)

# REVIEW MEMBERSHIP STATUS – OPEN

## Confirm Any New Voting Member Applications

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)** | |
| Tomohiko | Ashikaga | Mitsubishi Aircraft Corporation | ALT UVM  UVM switching to ALT UVM | NA | NA |
| Craig | Clasper | Spirit AeroSystems | UVM SE | June 2016 | October 2016 |
| Martin | Grepl | Honeywell | UVM NM & SE | Feb 2016 | June 2016 |
| Akiko | Inoue | Mitsubishi Aircraft Corporation | UVM NM & SE  ALT UVM switching to UVM | NA | NA |

## The request for ALT was denied for Serge Labbe from Heroux Devtek, due to a lack of participation

Asahi Kinzoku Kogyo / Yoshiomi Sukesada has not attended the last 4 meetings. The Task Group needs to find out if he is able to attend. If he cannot attend, then the Task Group needs to decide if he will be permitted to retain his voting priveliges.

ACTION ITEM: Mark Hunkele will contact Serge Labbe, to inform him of Task Group decision. (Due Date: 15-Dec-2016)

ACTION ITEM: Mark Hunkele will contact Yoshiomi Sukesada, to determine his intentions. (Due Date: 15-Dec-2016)

## Review Compliance with Voting Requirements of Present Voting Members

The compliance to voting requirements per PD 1100 was reviewed. All Voting Members have met requirements for maintaining their voting rights on NM. For SE, Zeljko Calija of UTC Aerospace and Joakim Idetjarn did not participate in the last 3 ballots. The Task Group Chairperson agreed to retain their voting rights, as both members are extremely active on the Task Group.

# NEW BUSINESS – CLOSED

The Task Group developed the initial cut at the agenda for the February 2017 meeting.

The Task Group discussed the addition of Christine Nesbitt as an Audit Reviewer.

Due to her lack of previous knowledge and experience in NM and SE, the Task Group expressed reluctance at having her immediately start reviewing audits, prior to the training outlined:

Completion of Initial Auditor Training (NM and SE modules), including passing the exams.

Visit to an NM and SE facility for On-The-Job training.

ACTION ITEM: Mark Hunkele will coordinate the training of Christine Nesbitt. (Due Date: 30-Dec-2016)

ADJOURNMENT – 27-OCT-2016 – Meeting was adjourned at 3:30 p.m.

Minutes Prepared by: David McCallister [david.mccallister@pw.utc.com](mailto:david.mccallister@pw.utc.com)

|  |  |  |
| --- | --- | --- |
| \*\*\*\*\* 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: |
| OP1114 Appendix NM | Mark Hunkele | February 2017 |
| OP1114 Appendix SE | Mark Hunkele | February 2017 |
| OP1116 Appendix NM | Mark Hunkele | February 2017 |
| OP1116 Appendix SE | Mark Hunkele | February 2017 |