**CONFIRMED MINUTES**

**25-OCT-2016**

**PITTSBURGH, PENNSYLVANIA, USA**

**These minutes are not final until confirmed by the Management Council in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Council and shall not be considered as such by any agency.**

**TUESDAY, 25-OCT-2016**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Steering Meeting was called to order at 8:00 a.m., 25-Oct-2016.

It was noted that only NMC Voting Members and invited guests of the chair were in attendance during the meeting.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Latch | Anguelov | SAFRAN Group |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries, Ltd. |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce | Vice Chairperson |
| \* | Craig | Bowden | BAE Systems – MAI (UK) |  |
|  | Daniel | Calderwood | BAE Systems – MAI (UK) |  |
| \* | Jeff | Cerre | Beechcraft |  |
| \* | David | Cianfrini | BAE Systems |  |
| \* | Russell | Cole | Northrop Grumman Corp. |  |
| \* | Steve | Dix | Eaton, Aerospace Group |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | Troy | Grim | Spirit AeroSystems |  |
| \* | Dave | Hansen | Hill AFB |  |
| \* | Martha | Hogan-Battisti | The Boeing Company |  |
| \* | Wendy | Jiang | COMAC |  |
| \* | Jason | Jolly | Cessna Aircraft Company |  |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Ralph | Kropp | MTU Aero Engines |  |
| \* | Serge | Labbé | Héroux-Devtek |  |
| \* | Jeff | Lott | The Boeing Company | Chairperson |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Scott | O’Connor | Honeywell Aerospace |  |
| \* | Ana | Ottani dos Santos | Embraer SA |  |
| \* | Jeremy | Phillips | Cessna Aircraft Company |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
| \* | Tommy | Robinson | Gulfstream Aerospace |  |
| \* | Davide | Salerno | Leonardo Aircraft |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | Lindsey | Shaw | Raytheon Co. |  |
| \* | David | Soong | Pratt & Whitney |  |
|  | Mike | Terry | The Boeing Company |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME | TASK GROUP |
|  |  |  |  |  |
|  | Seth | Austin | GE Oil & Gas |  |
| \* | Corwyn | Berger | Exova | Materials Testing Laboratories |
| \* | Lisa | Donahoe | Alcoa | Supplier Support Committee – Proxy for Dale Harmon |
|  | Melinda | Rombold | SAE International |  |
| \* | Tammi | Schubert | Helicomb International | Measurement & Inspection |
| \* | Vitorio | Stana | Avcorp Industries | Composites |
| \* | Gary | White | Orbit Industries, Inc. | Nondestructive Testing |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Karen | Conroy |
| Susan | Frailey |
| Mike | Graham |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Kellie | O’Connor |
| Joe | Pinto |
| Jon | Steffey |

## Invited Guests of the NMC Chairperson

It was noted that Daniel Calderwood (BAE Systems – MAI), Michael Terry (Boeing), Melinda Rombold (SAE International), Seth Austin (GE Oil & Gas) were invited by the NMC Chairperson to attend this meeting.

The Chairperson also noted that Lisa Donohoe will have Dale Harmon’s proxy for this meeting.

## Code of Ethics, Anti-Trust & Conflict of Interest

Jeff Lott reviewed the Code of Ethics, Anti-Trust and Conflict of Interest policy, and the video was viewed by the group.

## Approval of Previous Meeting Minutes

Motion made by Dave Soong and seconded by Jason Jolly to accept the minutes. Motion passed and the June 2016 NMC Steering meeting minutes were approved as written.

# NMC Membership

Serge Labbé & Marc-André Lefebvre (alternate) of Héroux-Devtek are new voting members, and were confirmed by the Chairperson.

# ROLLING ACTION ITEM LIST (RAIL)

The NMC Steering RAIL was reviewed. To view the full NMC RAIL for all committees and sub-teams, please visit [www.eAuditNet.com](http://www.eAuditNet.com), use the Task Group menu to select Nadcap Management Council, Task Group Work Area, and then click on the “Forum” tab.

# COMMITtee status reports

## Metrics



Richard Blyth updated the NMC on the current activities of the Metrics Committee, and requested Steering approval of the 2017 Committee goals. The NMC approved of these goals. The Metrics Committee has created a sub-team to look at possible changes to the metrics for 2018. There are currently no major issues with the metrics, and all items are green. The Nadcap Effectiveness and Customer Satisfaction sub-team has been sunset as all activities are completed. Richard also requested Steering approval of the eAuditNet enhancement for the proposed document ballot participation metric. The NMC approved of this enhancement.

There were a few updates to the Committee membership and leadership, and noted that there is a vacancy for a Vice Chairperson.

* New Members:
  + Jeff Cerre
  + Bertrand Fath
* Outgoing Members:
  + Jason Jolly (vice chair)
  + Alberto Portal

## Ethics & Appeals



Scott Klavon gave an update on the Ethics & appeals Committee. The Committee will be meeting face-to-face this week in Pittsburgh. There have been 3 appeals since the last meeting: 1 was withdrawn and 2 were denied. There was also an NMC appeal during this Pittsburgh meeting, which was denied. There are currently two documents under review, OP 1124 and OP 1113. For more information, please see the attached presentation.

## Globalization & Strategy



Jeff Lott reviewed the major discussion points from the Committee meeting, which included updates on the Aero Structures Assembly task group, who are developing a business plan; an update on Remote Service Providers, which is still in progress; and discussion about survey questions for a Nadcap Meeting in February 2020 in Shanghai. For more details, please see the attached presentation.

## Oversight



Frank Mariot noted that the Oversight Committee reviewed the summary of Observation Audits from June 2016 – September 2016. The 2016 Oversight Audit is currently on plan to wrap up this month with no serious issues to report. The Committee heard an update from the Audit Effectiveness Sub-Team. For more details, please see the attached presentation.

The Committee approved the 2017 Oversight Audit Plan, and requested formal confirmation by the NMC. The NMC approved the plan unanimously.

## Standardization



Bob Koukol gave an update on the Standardization Committee’s activities. The Committee heard an update on the Failure/Risk Mitigation process, which will become effective on 01-Jan-2017. The Standardized Self-Audit process will be implemented in the first quarter of 2017. The Supplier Merit Sub-Team was asked to address classification of findings related to specification violations as part of their work scope. For more details, please see the attached presentation.

The Proposed Self-Audit roll-out plan was presented to the NMC for agreement. Bob Koukol requested the NMC’s approve of the plan. The NMC approved unanimously.

The Standardization Committee is looking into developing a process that would allow for critical changes to checklists be implemented in a more expeditious fashion.

Frank McManus has agreed to serve as Vice Chair of the Standardization Committee.

# AQS accreditation of Non-Special Process Supplier



Frank McManus gave an update on the sub-team created after the June 2016 NMC Steering Meeting to develop an implementation plan for an accreditation process for non-special process suppliers (generally low risk and low complexity). The sub-team is currently developing a business plan and evaluating potential risks (auditor capacity, cost of an audit, eAuditNet changes, regulator perception, etc). Frank presented the benefits and noted that the team is developing a mitigation plan for the risks to the NMC.For more details, please see the attached presentation.

The sub-team will be soliciting information from the Nadcap Subscribers on the targeted number of suppliers who would need such an accreditation. Honeywell, BAE Systems, and Triumph Group showed possible interest in participating in this accreditation. An additional update will be presented at the February 2017 meeting.

ACTION ITEM: PRI Staff to share the completed gap analysis between AC7004 and AS9100 with the NMC. (Due Date: 22-Feb-2017)

ACTION ITEM: PRI Staff to add Vitorio Stana, Gary White, Lindsey Shaw, Dave Cianfrini, Scott Severson (replacing Kevin Knox) and Frank Mariot to the sub-team. (Due Date: 22-Feb-2017)

# Board of directors’ feedback

Joe Pinto gave an update on the activities the PRI Board of Directors is working on. The Board met in Miami in early October 2016. There is a lot of interest in the Customer Support and Communication activities, such as the Nadcap newsletters and the symposia, which will continue as planned for 2017. There was a sub-team of Board, NMC, and Task Group representatives that looked at the frequency of Nadcap Meetings. Based on the survey results from the June 2016 meeting, and the team’s recommendation, the Board has agreed that Nadcap should continue to hold three meetings per year. The Board is currently concerned about the Supplier Advisory process, particularly how data is compiled and how it is communicated when a Prime discovers an issue. They have asked PRI to look at ways of improving this communication process so that the information can be effectively distributed to all necessary parties while satisfying any legal concerns that Prime companies may have, so that the Primes can have the appropriate visibility of any problems that have been discovered. This topic will likely be discussed during the Ethics & Appeals Committee meeting.

# eAuditNet enhancements



Jon Steffey gave a brief update on the latest eAuditNet enhancements, notably the Job Tracker, which went live recently, the Supplier Advisory transition, and scheduling automation for mass checklist revisions. Jon also highlighted some of the in-progress and in-queue projects, which include Risk Mitigation process improvements, “My Watch List” customizable supplier tracking, and User Interface improvements. For more details, please see the attached presentation.

Jon will look into creating a summary description of high level enhancements to make available for public consumption.

# Supplier support committee (SSC)



Dale Harmon, gave an update on the SSC activities taking place in Pittsburgh this week. The SSC Meeting this evening will include survey action report out and breakout sessions. The Committee has revised their OP 1123 which will now be balloted to NMC. Annual objectives have been developed, including on-time closing of RAIL items, Leadership Team (LT) attendance and reviewing of SSC events feedback scores and comments. For more details, please see the attached presentation. Additionally, it was announced that Dennis Reidy (C.I.L.) has been named as the new lead of the Metrics Sub-Team.

Dale Harmon also reviewed the actions resulting from the 2015 Supplier Survey. For more information, please see the attached presentations.

There was a question regarding whether there was any linkage between the SSC and the Nadcap Supplier Symposia and if there has been any feedback provided on the effectiveness of the symposia.

ACTION ITEM: Scott Klavon to report to Steering on the results of the feedback surveys from the Nadcap Symposia. (Due Date: 22-Feb-2017)

# other issues / new business

## Subscriber Policies on Nadcap

Pascal Blondet noted that Airbus has a policy where they explain all the commodities that they require their suppliers to be accredited to Nadcap. It was proposed that there be a common place in eAuditNet to publish a high-level summary of each Subscribers’ policy on Nadcap. It was suggested that perhaps instead of publishing the actual documents, that the links to each Subscriber’s policy be published, so there would be no need to maintain the documents within eAuditNet.

ACTION ITEM: PRI Staff to explore where this list of links would be placed. (Due Date: 22-Feb-2017)

ACTION ITEM: PRI Staff to request the links to Subscriber policies on Nadcap from each NMC Subscriber. (Due Date: 22-Feb-2017)

## Validation of Participant



Following the discussion at the June 2016 Steering meeting, Kellie O’Connor presented multiple options to the NMC on how the registration process could be altered to verify the Subscriber attendees. For more details, please see the attached presentation.

The NMC agreed to have PRI Staff send the final list of pre-registered Subscriber attendees to each Subscriber company’s NMC representative and eAuditNet Company Administrator prior to the meeting, allowing each company to flag or remove any individuals from the Subscriber list.

For on-site registrations, the NMC agreed that each Subscriber registrant will receive a grey Guest badge until they can return to the registration desk with another pre-registered & vetted member of that company as proof of their Subscriber status. Until such time, they will be unable to enter any Closed meetings or participate as a Subscriber.

ACTION ITEM: PRI Staff to develop a communication to all Subscribers regarding the new registration practice, and highly encourage all attendees to pre-register in order to avoid delays in participating in the meetings. (Due Date: 22-Feb-2017)

ADJOURNMENT – 25-Oct-2016 – Meeting was adjourned at 11:00 a.m.

Minutes Prepared by: Kellie O’Connor, [koconnor@p-r-i.org](mailto:koconnor@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: |
|  |  |  |