**CONFIRMED MINUTES**

**OCTOBER 24, 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**

# OPENING COMMENTS

Call to Order / Quorum Check

The NMC Audit Effectiveness Rolling Sub-Team Action was called to order at 3:23 p.m.

It was verified that only VOTING MEMBERS and approved guests were in attendance.

Seth Austin, Stanley Trull, and Ronit Weisblit were approved as guests by the Chair.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Latch | Anguelov | SAFRAN Group |  |
|  | Seth | Austin | GE Aviation |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce |  |
| \* | Craig | Bowden | BAE Systems Air & Information |  |
| \* | Jeff | Cerre | Beechcraft |  |
| \* | David | Cianfrini | BAE Systems |  |
| \* | Steve | Dix | Eaton Aerospace |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | Troy | Grim | Spirit Aerospace |  |
| \* | Martha | Hogan - Battisti | The Boeing Company |  |
| \* | Wendy | Jiang | COMAC |  |
| \* | Jason | Jolly | Cessna Aircraft Company |  |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Ralph | Kropp | MTU Aero Engines AG |  |
| \* | Jeff | Lott | The Boeing Company |  |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Ana | Ottani Dos Santos | Embraer S.A. |  |
| \* | Mark | Rechtsteiner | GE Aviation | Chairperson |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
| \* | Tommy | Robinson | Gulfstream Aerospace |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | Lindsey | Shaw | Raytheon Co. |  |
|  | Stanley | Trull | Honeywell Aerospace |  |
|  | Ronit | Weisblit | Israel Aerospace Industries |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Mike | Graham |
| Scott | Klavon |
| Jim | Lewis |
| Joe | Pinto |
| Cath | Rush |
| Jon | Steffey |

A motion made to accept the June 2016 Minutes by Ralph Kropp. The June 2016 Minutes were approved.

# REVIEW BACKGOUND OF ISSUES/TEAM

A presentation was reviewed on the background of the sub-team. In 2014, a concern was raised about accredited Nadcap suppliers where on-site investigations by Subscribers identified significant issues that were not detected in the prior Nadcap audit(s). The NMC Audit Effectiveness Sub-Team was formed to address the issue. Input and recommendations were gathered from Auditors and Task Groups that resulted in action items being developed and worked.

# Review Status of Proposed Actions

The statuses of the prioritized actions were reviewed. Several actions have already been completed (e.g. confidential auditor feedback, Auditor Conference template revisions, Job Tracker). Procedures requiring a self-audit have been balloted and approved and will be released shortly.

An eAuditNet enhancement has been submitted that will allow for two audit contacts. Its priority was not known.

Jim Lewis provided a review of data regarding time to verify previous corrective actions. The just released OP 1110 currently allows adding additional time to a re-entry audit to have time added for verification of corrective actions. The data will need to be analyzed further to see what effects adding time would have. The proposal is to look at break points of 12, 16, and 20 findings and determine what commodities are affected and the percentage of re-entry audits. Another possibility discussed was to always add half a day to a re-entry audit.

ACTION ITEM: Jim Lewis to further analyze verification of corrective action data at breakpoints of 12, 16, and 20 NCRs and determine effect on commodities and re-entry audits for review by the Task Group at a future meeting. (Due Date: 25-Nov-2016)

# Review Task Group responses

Mark Rechtsteiner summarized Task Group responses to the letter that was sent to Task Group Chairs on 3-Aug-2016, requesting the Task Groups to define, document, and train to expectations for:

* Auditor selection of job audits
* Use of paper/demo/virtual/coupon job audits when production parts are not available
* The level of sub-tier specifications that are to be reviewed as part of job audits
* Validation of customer requirements as part of job audits.

Most groups had the expectations defined and documented and all had agreed to incorporate it into the Auditor Conference. Most had some actions that they still had to complete. It was agreed that this would be on a future Planning and Ops agenda.

ACTION ITEM: Jim Lewis to follow up with TGs that have committed to actions regarding performance of job audits (Due Date: 31-Dec-2016)

ACTION ITEM: Mark Aubele to add agenda item to a future Planning and Ops meeting for the review of TG information related to Audit Effectiveness requests for job audit performance. (Due Date: 31-Jan-2017)

Additional methods for ensuring that Auditors know customer/Subscriber requirements were discussed. Task Group members should work to include key Subscriber specific requirements in an audit through the Audit Criteria or supplements. It was noted that if Supplier lists are maintained current with PRI, there is better information for both Subscribers and Auditors regarding for whom an Auditee performs work. It was also discussed that the self-audit may also allow Auditees to enter locations of customer requirements.

A new audit approach was proposed where “experts” would review Auditee procedures prior to the audit against customer specification requirements. It was agreed that this would be discussed at a future date.

ACTION ITEM: Mark Rechtsteiner and Jim Lewis to send a communication to NMC Voting Members encouraging work with TG members to document key Subscriber requirements in Audit Criteria or supplements. (Due Date: 30-Nov-2016)

ACTION ITEM: Mark Rechtsteiner and Jim Lewis to issue a letter to NMC encouraging Subscribers to provide PRI with a current Supplier list. (Due Date: 30-Nov-2016)

# auditor assignments

Scott Maitland brought up an issue where a Subscriber representative went into a Nadcap accredited company and found issues that should have been identified during an audit. The Auditors were assigned in accordance with the requirements, which are that an Auditor cannot perform the audit more than twice in a row without approval. However, this still allows the same Auditor to perform two out of every three audits, or even four out of five. This will be discussed further at a later date.

# Any Other Business

No new business was discussed.

ADJOURNMENT – 24-Oct-2016 – Meeting was adjourned at 4:36 p.m.

Minutes Prepared by: Jim Lewis [jlewis@p-r-i.org](mailto:jlewis@p-r-i.org)

Cathy Rush [crush@p-r-i.org](mailto:crush@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: |
|  |  |  |
|  |  |  |