

# Measurement & Inspection Task Group Meeting Agenda

05-Jun-2017 to 08-Jun-2017

Estrel Hotel & Convention Centre

Berlin, Germany

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| AC7130 | AC7130/4 – 3D Structured Light |
| AC7130/1 - CMM | AC7130/5 - Airflow |
| AC7130/2 - Laser Tracker | AC7130/6 - General Inspection |
| AC7130/3 - Articulated Arm |  |

The Measurement & InspectionTask Group covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Monday, 05-JUN-2017

9:00 am

1.0 OPENING COMMENTS (DAILY)

9:15 am

2.0 REVIEW SUPPLIER ADVISORIES

9:30 am

3.0 SUBSCRIBER COMMITMENT TO MANDATE

10:30 am

10 MINUTE BREAK

10:40 am

4.0 GENERAL BUSINESS ITEMS

AND SPECIFIC AUDITOR ISSUES

5.0 AUDITOR EFFECTIVENESS

10 MINUTE BREAK

6.0 AUDITOR OBSERVATIONS COMPLETED

7.0 GENERAL NEW BUSINESS ITEMS

1:00 pm – 2:30 pm

LUNCH BREAK

2:30 pm

1.0 Opening Comments (daily)

2:45 pm

8.0 Voting Member Updates & Compliance with Voting Requirements

3:00 pm

9.0 Review of Procedure Changes

3:15 pm

10.0 Staff Report

3:.45 pm

11.0 SSC Information

4:00 pm

10 MINUTE BREAK

4:10 pm

12.0 M&I Newsletter Update

4:20 pm

13.0 New Business

4:45 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

Tuesday, 06-JUN-2017

8:00 am

1.0 Opening Comments (daily)

8:15 am

14.0 Field Work Briefing

15.0 AQS Checklist Questions Review

16.0 3D Checklist Re-Title Presentation

9:30 am

10 MINUTE BREAK

9:40 am

17.0 Auditor Conference Topics and Training Discussion

18.0 Compliance Jobs – Component/Part Selection Policy

10:30 am

10 MINUTE BREAK

10:40 am

19.0 Handbook - Capability Study Presentation/Training

20.0 Handbook - Test Accurancy Ratio (TAR) Training

21.0 Handbook - CMM Software Verification Training

12:00 pm -1:30 pm

LUNCH BREAK

1:30 pm

22.0 AC7130/6 Changes Review

23.0 Scanners Section Addition for CMM And Articulated Arm Checklists Questions

3:00 pm

10 MINUTE BREAK

3:10 pm

24.0 Document Change Spreadsheet Review

4:30 pm

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

Wednesday, 07-JUN-2017

9:00 am

25.0 M&I Introduction

10:30 am

10 MINUTE BREAK

10:40 am

26.0 Current Checklist Review

12:00 pm

10 MINUTE BREAK

12:10 pm

27.0 Current Checklist Review

1:00 pm – 2:30 pm

Lunch Break

2:30 pm

28.0 Current Checklist Review

3:30 pm

1.0

10 MINUTE BREAK

3:40 pm

29.0 Current Checklist Review

4:00 pm

30.0 Any Other Checklist Business

4:30 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend.

Thursday, 08-JUN-2017

9:00 am – 11:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

11:30 am

1.0 Opening Comments (daily)

11:45 am

31.0 Develop Agenda for Next Meeting

12:00 pm

32.0 RAIL Review

12:45 pm

10 MINUTE BREAK

12:55 pm

33.0 Report Out Planning and Ops, NMC, Globalization and Steering

1:05 pm

34.0 Facilitation Feedback

2:00 pm

ADJOURNMENT

Monday, 05-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am – 10:00 am |  | Supplier Support Committee Leadership Team Opening Reception |
| 10:00 am – 1:00 pm |  | New Supplier Information Session – New Suppliers are encouraged to attend, and all Suppliers are welcome |
| 9:00 am | **CLOSED** | 1. OPENING COMMENTS (DAILY)
	* 1. CALL TO ORDER/VERBAL QUORUM CHECK
			+ VERIFY ONLY SUBSCRIBER MEMBERS ARE IN ATTENDANCE
			+ INTRODUCTIONS
		2. SAFETY INFORMATION:
			+ REVIEW FIRE EXITS IN MEETING ROOM
			+ INFORM PRI STAFF PERSON OF ANY EMERGENCIES
		3. REVIEW CODE OF ETHICS (REF: ATTENDEES’ GUIDE) AND MEETING CONDUCT
		4. PRESENT THE ANTITRUST VIDEO (ONLY @ THE FIRST OPEN AND FIRST CLOSED MEETING OF THE WEEK FOR EACH TASK GROUP)
		5. REVIEW AGENDA
		6. REGISTRATION POLICY REVIEW
		7. REVIEW OF MEETING MINUTES
		8. 2017 FEBRUARY MEETING SUMMARY REPORT
		9. ITAR BRIEF PRESENTATION
 | Chairperson / PRI Staff |
| 9:15 am | 1. REVIEW SUPPLIER ADVISORIES
* A REVIEW OF ADVISORIES ISSUED SINCE THE LAST MEETING
 | PRI Staff |
| 9:30 am | 1. SUBSCRIBER COMMITMENT TO MANDATE (CLOSED)
* DISCUSS MANDATES AND PROPOSED ROLL-OUT PLANS
 | Task Group |
| 10:30 am | 10 MINUTE BREAK |  |
| 10:40 am | 1. GENERAL BUSINESS ITEMS (CLOSED)
* DISCUSS ITEMS RELATING TO NADCAP M&I AUDITS AND ACCREDITATIONS

AND SPECIFIC AUDITOR ISSUES | PRI Staff |
|  | 1. AUDITOR EFFECTIVENESS (CLOSED)
 | PRI Staff |
|  | 10 MINUTE BREAK |  |
|  | 1. AUDITOR OBSERVATIONS COMPLETED (CLOSED)
 | PRI Staff |
|  | 1. GENERAL NEW BUSINESS ITEMS (CLOSED)
 | Task Group |
| 1:00 pm – 2:30 pm |  | LUNCH BREAK |  |
| 2:30 pm | **OPEN** | 1. Opening Comments (daily)
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		5. Review Agenda
		6. Registration Policy Review
		7. Review of Meeting Minutes
		8. 2017 February Meeting Summary Report
		9. ITAR Brief Presentation
		10. Acceptance of Previous Meeting Minutes
 | PRI Staff |
| 2:45 pm | 8.0 Voting Member Updates & Compliance with Voting Requirements* Review of Requirements for Current Voting Members and Review New Voting Member Requests
 | PRI Staff |
| 3:00 pm | 9.0 Review of Procedure Changes* Review any changes to General Operating Procedures since the last meeting
* Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting
 | PRI Staff |
| 3:15 pm | 1. Staff Report
 | PRI Staff |
| 3:.45 pm | 1. SSC Information
 | Curtis Harvey  |
| 4:00 pm | 10 MINUTE BREAK |  |
| 4:10 pm | 1. M&I Newsletter Update
 | PRI Staff |
| 4:20 pm | 1. New Business
 | Task Group |
| 4:45 pm | ADJOURNMENT |  |

Tuesday, 06-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 8:00 am  | **OPEN** | 1. Opening Comments (daily)
 | Chairperson |
| 8:15 am | 1. Field Work Briefing
* A brief in regards to progress and a working session to discuss how this will affect the M&I audit and the Task Group determined expectations.
 | PRI Staff |
|  | 1. AQS Checklist Questions Review
 | PRI Staff |
|  | 1. 3D Checklist Re-Title Presentation
 | Randy Becker |
| 9:30 am | 10 MINUTE BREAK |  |
| 9:40 am | 1. Auditor Conference Topics and Training Discussion
 | PRI Staff |
|  | 1. Compliance Jobs – Component/Part Selection Policy
 | PRI Staff |
| 10:30 am | 10 MINUTE BREAK |  |
| 10:40 am | 1. Handbook - Capability Study Presentation/Training
 | Randy Becker |
|  | 1. Handbook - Test Accurancy Ratio (TAR) Training
 | Steve Row |
|  | 1. Handbook - CMM Software Verification Training
 | Norm Gross |
| 12:00 pm -1:30 pm | LUNCH BREAK |  |
| 1:30 pm | 1. AC7130/6 Changes Review
 | Lisa Leonard |
|  | 1. Scanners Section Addition for CMM And Articulated Arm Checklists Questions
 | Norm Gross |
| 3:00 pm | 10 MINUTE BREAK |  |
| 3:10 pm | 1. Document Change Spreadsheet Review
 | Task Group |
| 4:30 pm | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, 07-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| 9:00 am  | **OPEN** | 1. M&I Introduction
	* An insight into the origins of the Nadcap M&I Program and purpose. The Task Group, current mandates, accreditation process and eAuditNet M&I document location
 | PRI Staff |
| 10:30 am  | 10 MINUTE BREAK |  |
| 10:40 am  | 1. Current Checklist Review
	* AC7130
 | Task Group |
| 12:00 pm | 10 MINUTE BREAK |  |
| 12:10 pm  | 1. Current Checklist Review
	* AC7130 (Continued)
 | Task Group |
| 1:00 pm – 2:30 pm  | Lunch Break |  |
| 2:30 pm  | 1. Current Checklist Review
	* AC7130/1
 | Task Group |
| 3:30 pm  | 10 MINUTE BREAK |  |
| 3:40 pm  | 1. Current Checklist Review
	* AC7130/2 and AC7130/3
 | Task Group |
| 4:00 pm | 1. Any Other Checklist Business
 | Task Group |
| 4:30 pm  | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm | **NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, 08-JUN-2017

(quorum must be verbally established DAILY at the beginning of each meeting)

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| --- | --- |
| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 11:30 am | OPEN | 1.0 Opening Comments (daily) | Chairperson |
| 11:45 am  | 1. Develop Agenda for Next Meeting
	* Determine number of days and agenda items for the October 2017 meeting.
 | PRI Staff - All |
| 12:00 pm | 1. RAIL Review
	* Review existing RAIL items for potential closure and RAIL items from this meeting.
 | PRI Staff - All |
| 12:45 pm | 10 MINUTE BREAK |  |
| 12:55 pm | 1. Report Out Planning and Ops, NMC, Globalization and Steering
 | Tammi Schubert |
| 1:05 pm  | 1. Facilitation Feedback
 | PRI Staff - All |
| 2:00 pm | ADJOURNMENT |  |