

# CHEMICAL PROCESSING Task Group Meeting Agenda

05-Jun-2017 to 08-Jun-2017

Estrel Hotel & Convention Centre

Berlin, Germany

|  |  |
| --- | --- |
| **ANODISING** | **CONVERSION COATING** |
| **CHEMICAL MILLING** | **CLEANING & PASSIVATION** |
| **ELECTROPLATING** | **ELECTROLESS PLATING** |
| **ETCHING FOR NDT** | **PAINT & DRY FILM APPLICATION** |
| **SURFACE PREP FOR METAL BOND** | **VACUUM CADMIUM & ALUMINIUM IVD** |

The CHEMICAL PROCESSING Task 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.***

Meeting Objectives:

Monday, 05-JUN-2017

9:00 am

1.0 OPENING COMMENTS (DAILY)

9:30 am

2.0 REVIEW DELEGATION STATUS

 REVIEW THE DELEGATION STATUS OF STAFF ENGINEERS

10:00 am

3.0 AUDITOR CONSISTENCY (OP 1117)

11:00 am

4.0 RESOLUTION BY TASK GROUP ISSUES

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

1.0 Opening Comments (daily)

1:30 pm

5.0 RAIL

 Review the Chemical Process Task Group RAIL

2:00 pm

6.0 Voting Member Updates & Compliance with Voting Requirements

2:15 pm

7.0 Review of Procedure Changes



2:45 pm

8.0 NMC Metrics & Auditor Capacity

 Review the NMC Metrics and Auditor Capacity

3:15 pm

ADJOURNMENT

3:15 pm

Breakout Session

 Time for sub-teams to work their actions

Tuesday, 06-JUN-2017

9:00 am

1.0 Opening Comments

9:15 am

9.0 AC7108 Rev I and AC7108/4 Rev C Comment Resolution

11:00 am

10.0 Auditor Consistency (OP 1117)

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

11.0 REACH

2:15 pm

12.0 Sub-Team Report Outs

 Reports outs from any sub-teams that are ready

3:00 pm

ADJOURNMENT

3:00 pm

Breakout Session

 Time for sub-teams to work their actions

Wednesday, 07-JUN-2017

9:00 am

1.0 Opening Comments

9:15 am

13.0 Auditor Conference 2017

 Team leads to provide a strawman of the subject matter to be covered

10:30 am

14.0 NMC Audit Effectiveness

11:30 am

15.0 NMC Summary Report

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

12.0 Sub-Team Report Outs

 Reports outs from any sub-teams that are ready

3:00 pm

ADJOURNMENT

3:00 pm

Breakout Session

 Time for sub-teams to work their actions

4:00 pm

**CP SAT** – Supplier Standing Action Team Meeting – Suppliers Only

5:00 pm – 7:00 pm

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

Thursday, 08-JUN-2017

1:00 pm

1.0 Opening Comments

1:15 pm

16.0 Report Outs: NMC, P&O/CLOSED, CP-SAT, AQS, SSC

2:15 pm

17.0 Any Other Business

2:00 pm

12.0 Sub-Team Report Outs

 Reports outs from any sub-teams that are ready

18.0 Meeting Feedback and Develop Agenda for the Next Meeting

3:00 pm

ADJOURNMENT

3:15 pm

4.0 RESOLUTION BY TASK GROUP ISSUES

 Time set aside if required

Monday, 05-JUN-2017

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

|  |  |  |
| --- | --- | --- |
| 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
 | Mike Stolze |
| 9:30 am | 1. REVIEW DELEGATION STATUS
	* + REVIEW THE DELEGATION STATUS OF AUDIT REPORT REVIEWERS
 | Christine Nesbitt |
| 10:00 am | 1. AUDITOR CONSISTENCY (OP 1117)
	* + REVIEW DASHBOARD METRICS
		+ REVIEW AUDIT OBSERVATION SCHEDULE
		+ REVIEW OBSERVER FEEDBACK
 | Mike Coleman |
| 11:00 am | 1. RESOLUTION BY TASK GROUP ISSUES
	* + REVIEW AUDIT ISSUES
		+ RISK MITIGATION AUDIT REVIEW
 | Nigel Cook |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 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. Acceptance of Meeting Minutes
 | Mike Stolze |
| 1:30 pm | 1. RAIL
* Review the Chemical Process Task Group RAIL
 | Nigel Cook |
| 2:00 pm | 1. Voting Member Updates & Compliance with Voting Requirements
* Confirm any new voting member applications.
* Review compliance with voting requirements of present voting members
 | Nigel Cook |
| 2:15 pm | 1. 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
 | Ethan Akins |
| 2:45 pm | 1. NMC Metrics & Auditor Capacity
* Review the NMC Metrics and Auditor Capacity
 | Ethan Akins |
| 3:15 pm | ADJOURNMENT |  |
| 3:15 pm | Breakout Session* Time for sub-teams to work their actions
 |  |

Tuesday, 06-JUN-2017

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

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 9:15 am | 1. AC7108 Rev I and AC7108/4 Rev C Comment Resolution
* Resolve comments for AC7108
 | Nigel Cook |
| 11:00 am | **OPEN** | 1. Auditor Consistency (OP 1117)
* Summary of closed meeting presentation and discussion
 | Mike Coleman |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 1:15 pm |  | 1. REACH
	* **Review the latest status on REACH**
 | Paul HogbenZia Usmani |
| 2:15 pm |  | 1. Sub-Team Report Outs
* Reports outs from any sub-teams that are ready
 |  |
| 3:00 pm | ADJOURNMENT |  |
| 3:00 pm | Breakout Session* Time for sub-teams to work their actions
 |  |
| 5:00 pm – 7:00 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)

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 9:15 am | 1. Auditor Conference 2017
* Team leads to provide a strawman of the subject matter to be covered
 | Christine Nesbitt |
| 10:30 am | 1. NMC Audit Effectiveness (Jim Lewis)
	* Is the time allocated to complete job audits sufficient? (If NO what is the plan to adjust it)
	* Are pre-audit documents necessary and if not supplied is time added to the audit?
 | Nigel Cook |
| 11:30 am | 1. NMC Summary Report
* Review the NMC Summary Report.
 | Chrstine Nesbitt |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 1:15 pm | 1. Sub-Team Report Outs
* Reports outs from any sub-teams that are ready
 |  |
| 3:00 pm | ADJOURNMENT |  |
| 3:00 pm | Breakout Session* Time for sub-teams to work their actions
 |  |
| 4:00 pm |  | **CP SAT** – Supplier Standing Action Team Meeting – Suppliers Only |  |
| 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)

|  |  |
| --- | --- |
| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| (START TIME) – (END TIME) |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 1:15 pm | 1. Report Outs: NMC, P&O/CLOSED, CP-SAT, AQS, SSC
* NMC
* SSC
* AQS
* Closed/P&O
* CP-SAT
 | Various |
| 2:15 pm | 1. Any Other Business
	* Please let Nigel know if you have any other business
		1. Takuya Konno (MHI) requests that the CPTG raise an auditor advisory to provide clarification that salt concentration testing of condensate for ASTM B117 must be done by SG method.
 | Nigel Cook |
| 2:00 pm | 1. Sub-Team Report Outs
* Reports outs from any sub-teams that are ready
 |  |
|  | 1. Meeting Feedback and Develop Agenda for the Next Meeting
 | Mike Stolze |
| 3:00 pm | ADJOURNMENT |  |
| 3:15 pm | **CLOSED** | 1. RESOLUTION BY TASK GROUP ISSUES
* Time set aside if required
 | Nigel Cook |