## **UNCONFIRMED MINUTES**

## **FEBRUARY 20-23, 2017**

**NEW ORLEANS, LOUISIANA, 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, 20-FEB-2017 to THURSDAY, 23-FEB-2017**

1. **OPENING COMMENTS**
	1. Call to Order / Quorum Check

The Chemical Processing (CP) Task Group was called to order at 8:00 a.m., 20-FEB-2017.

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 |  |
|  |  |  |  |  |
| \* | Hal | Abel | Raytheon Company |  |
| \* | Malik | Boutoba | Airbus Helicopters |  |
| \* | Carleen | Brubaker | Airbus |  |
| \* | Jeff | Cerre | Textron Aviation |  |
| \* | Ron | Cohen | IAI - Israel Aerospace Industries |  |
| \* | Mike | Coleman | The Boeing Company | Vice Chairperson |
| \* | Arielle | Corne | Spirit AeroSystems |  |
| \* | Katelyn | Crowley | Bell Helicopter |  |
| \* | Karyn | Deming | UTC Aerospace (Goodrich) |  |
|  | Jason | Haley | Triumph Group |  |
|  | Nick | Heiing | Héroux-Devtek Inc. |  |
|  | Shirley | Jones | Triumph Group |  |
| \* | Xiong | Jun | COMAC |  |
| \* | Kazuhiro | Kajima | Mitsubishi Heavy Industries, Ltd. |  |
| \* | Martin | Kolinko | Eaton, Aerospace Group |  |
| \* | Ronald | Kramer | Gulfstream / General Dynamics |  |
| \* | Serge | Labbé | Héroux-Devtek Inc. |  |
|  | Eric | Le Fort | Sonaca |  |
| \* | Caroline | LeClair | U.S. Air Force |  |
| \* | Marc-André | Lefebvre | Héroux-Devtek Inc. |  |
| \* | Susan | Lewis | Lockheed Martin Corp. |  |
|  | Adrien | Maffre | Airbus |  |
|  | Nick | Magnapera | BAE Systems |  |
| \* | Veronique | Marcel | SAFRAN Group |  |
|  | Russell | Mastergeorge | Parker Aerospace |  |
| \* | Steve | McDonough | Triumph Group |  |
| \* | Charles | Mendes | GE Aviation |  |
|  | Brian | Minchuk | The Boeing Company |  |
| \* | Jerker | Nordh | GKN Aerospace Sweden AB |  |
| \* | Jeremy | Phillips | Textron Aviation |  |
| \* | Jonathan | Scudder | Pratt & Whitney |  |
| \* | Richard | Shain | Gulfstream / General Dynamics |  |
| \* | Paul | Slater | Rockwell Collins |  |
| \* | Barry | Snitzer | Rolls-Royce |  |
|  | Ranganathan | Srinivasan | ST Aerospace Ltd. |  |
| \* | Steven | Starr | Honeywell Aerospace |  |
| \* | Mike | Stolze | Northrop Grumman | Chairperson |
|  | Stanley | Trull | Honeywell Aerospace |  |
| \* | Akie | Uchida | Mitsubishi Heavy Industries, Ltd. |  |
| \* | Zia | Usmani | BAE Systems - MAI (UK) |  |
| \* | Shawn | Vierthaler | Spirit AeroSystems |  |
| \* | Michael | Vosatka | Rockwell Collins |  |
|  | Dawn | Wagner | Triumph Group |  |
| \* | Robin | Worley | Parker Aerospace |  |
| \* | Sergey | Yesilevich | UTC Aerospace (Hamilton Sundstrand) |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Mark | Airey | Robert Stuart Ltd. |  |
|  | Matthew | Akin | TrueLogic Company, LLC. |  |
| \* | Daniel | Backus | Har-Conn Chrome |  |
|  | Frederick | Binda | Paradigm Precision |  |
| \* | Phillip | Brockman | Techmetals |  |
| \* | Stéphane | Chaumeil | GALION |  |
|  | Steve | Connally | Curtiss-Wright |  |
|  | Neil | Cowan | - Independent Contractor (Nadcap Auditor) |  |
| \* | Jim | Cummings | Metal Finishing Company, Inc. |  |
|  | Douglas | Davies | Element Materials Technology |  |
|  | George | Dean | Fountain Plating |  |
| \* | Jim | Denton | B-D Industries, Inc. |  |
| \* | Nathan | Gangloff | RBC Aircraft Products Inc. |  |
|  | Bryan | Hebb | AMS Coatings |  |
|  | Jack | Hillock | Hillock Anodizing |  |
|  | Joseph | Hillock | Hillock Anodizing, INC |  |
|  | Tommy | Howland | Lee Aerospace |  |
|  | Rick | Ingram | Skills Inc. |  |
| \* | Eric | Jacklin | F.M. Callahan & Son Inc. |  |
| \* | Connie | Kelly | Certified Metal Finishing, Inc. |  |
|  | David | Kelly | ASKO Processing Inc. |  |
|  | Amanda | Kirchner | Workflo by beyond Relations, LLC. |  |
|  | Eva | Klein | Blades Technology Ltd. |  |
|  | Dean | Klix | Weatherford Aerospace/Novaria Group |  |
| \* | Keven | Kudelka | Westfield Electroplating Company |  |
|  | Martin | Lapierre | Technologies de Surface Ellison Canada |  |
| \* | Keith | Logan | Saporito Finishing |  |
|  | John | Luman | Chem-Tek Metal Finishing |  |
| \* | Rosa | Martin | Superior Plating |  |
|  | Ian | McDonald | Robert Stuart Ltd. |  |
|  | Cory | McGraw | Orion Industries |  |
|  | Kelly | Millerick | AeroDynamics, Inc. |  |
| \* | Simone | Murphy-Fickenworth | Valence Surface Technologies / Chrome Plus International |  |
| \* | Julie | Nguyen | Element Materials Technology |  |
| \* | Mike | Noettl | Magnetic Inspection Laboratory |  |
|  | Hector | Pichardo | Curtiss Wright Controls |  |
|  | Johanna | Pichardo | Parkdale Mills |  |
| \* | Kim | Porter | Poly-Metal Finishing Inc. |  |
| \* | Dennis | Reidy | CIL Metal Finishing |  |
|  | John | Robbins | Hillock Anodizing, Inc. |  |
|  | David | Satlawa | Fountain Plating Co. Inc. |  |
| \* | Tammi | Schubert | Helicomb International |  |
| \* | Dave | Serbousek | Olympic Scientific Inc. |  |
| \* | Stephen | Simacek | Esterline - Hytek Finishes |  |
| \* | Vitorio | Stana | Avcorp Industries Inc. |  |
| \* | Steve | Stone | Saporito Finishing |  |
|  | Gigi | Streeter | Barnes Aerospace |  |
|  | Yoshiomi | Sukesada | Asahi Kinzoku Kogyo Inc. |  |
|  | Jon | Thomas | Orizon |  |
|  | David | Thompson | DCI Aerotech |  |
| \* | Jim | Tuminello | Tech Met Inc. |  |
| \* | Awwen | Tyrsson | Barnes Aerospace - Ogden |  |
|  | Wilfried | Weber | PFW Aerospace GmbH |  |
|  | Daniel | Wienecke | Nordam Repair Division |  |
|  | Tim | Willyard | NORDAM Repair division |  |
| \* | David | Winter | Olympic Scientific Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Ethan | Akins |
| Nigel | Cook |
| Christine | Nesbitt |

* 1. Safety Information:

Reviewed fire exits. Informed attendees to contact Performance Review Institute (PRI) staff person with any emergencies.

* 1. Reviewed Code of Ethics (Referenced: Attendees’ Guide) and Meeting Conduct.
	2. Presented the Antitrust Video (only at the first open and first closed meeting of the week for each Task Group).
	3. Reviewed Agenda

##  Acceptance of Meeting Minutes – OPEN

Motion made by Susan Lewis and seconded by Mike Coleman to approve the minutes of the October 2016 meeting after changing spelling “Supllier” to “Supplier” in paragraph 7.0. Motion Passed.

1. **REVIEW DELEGATION STATUS – CLOSED**

James Avery, Nadcap CP Auditor, is being trained up to be a consultant reviewer. James will probably start reviewing audits next week and they will be coming to Task Group review in due course. Per OP 1115 he will need a minimum of 3 Subscribers to review his audits before they can be closed.

The delegation trackers, tfrm07’s, of the delegated audit report reviewers, Mike Graham, Nigel Cook, Robert Nixon, Ethan Akins and John (Jack) Holman were reviewed and they all exceeded criteria for maintaining delegation.

Motion made by Hal Abel and seconded by Jeremy Phillips for delegated reviewers to maintain delegation. Motion Passed.

The trackers for the non-delegated reviewers Christine Nesbitt and Aleck Featherston were also reviewed. There were no issues of concern. Christine Nesbitt and Aleck Featherston have met requirements for being granted delegation.

Motion made by Hal Abel and seconded by Barry Snitzer to grant delegation to Christine Nesbitt and Aleck Featherston. Motion Passed.

ACTION ITEM: Nigel Cook to forward Aleck Featherston’s and Christine Nesbitt’s completed tfrm99k’s to the Document Control Administrator so that eAuditNet can be updated to identify them as delegated (Due Date: 28-Feb-2017).

1. **AUDITOR CONSISTENCY (OP 1117) - CLOSED**

Mike Coleman reviewed the Auditor consistency presentation. The Task Group are green for all the dashboard metrics.

If you want to observe an audit please contact Ethan Akins, eakins@p-r-i.org, to help identify an audit. It is recommended that the prior audit history is reviewed so that audits with limited scope or few/zero Nonconformance’s (NCRs) are avoided.

1. **RESOLUTION BY TASK GROUP ISSUES – CLOSED**

**(Nigel Cook) 168946:** Review Chemical Process (CP) audit due to Type C advisory being issued by the Welding Task Group. The Welding Task Group originally suspended their accreditation but have recently re-instated it. The (Non-Destructive Testing) NDT Task Group have suspended their accreditation but a recent NDT audit had 1 major NCR so they are likely to reinstate. The latest CP audit had 1 minor NCR.

Motion made by Martin Klinko and seconded by Mike Coleman to leave CP accreditation as is. Motion Passed.

**(Nigel Cook) Task Group Review:** If a Subscriber notices a violation to their own specification that the audit report reviewer would not be aware of then identify the issue in TG Review but select “accept with comments” rather than “disapprove”. The issue will still get fixed but there is no need to re-ballot to the Task Group for 7-days.

ACTION ITEM: Nigel Cook to ask NMC if each submission to Task Group Review can be counted as a new item with respect to the NMC cycle time metric (Due Date: 15-Mar-2017).

**(Nigel Cook) Type C Advisories:** If another commodity raises a Type C advisory OP 1109 requires other commodities to review it and decide on their own accreditation of that Supplier. Because there have been several examples where the issuing commodity has withdrawn accreditation and subsequently re-instated it can we add them to resolution by Task Group for the next Task Group meeting rather than rush into a response. OP 1109 does not define any timelines.

Task Group agreed that an email should be sent out alerting the Task Group regarding the advisory and allow Task Group members to either decide on the advisory immediately or wait until next Task Group meeting.

**(Nigel Cook) Allegations of Wrongdoing:** As with Type C advisories, would it be acceptable to just notify the Chair of the allegation (required by OP 1124) and then add it to the resolution by Task Group agenda item of the next meeting.

Task Group agreed that an email should be sent out alerting the Task Group regarding the advisory and allow Task Group members to either decide on the advisory immediately or wait until next Task Group meeting.

**(Nigel Cook) Audit 179106:** This audit is in the Risk Mitigation (RM) process. The Supplier also has an Aerospace Quality System (AQS) audit in RM and has failed to respond correctly, keeps hitting the reply button by mistake. The AQS RM Team have placed their audit into “RM – Suspended” status and the Supplier will now have to appeal to it to resume the RM process for AQS.

The Task Group agreed that there was no purpose working the CP audit whilst the NDT audit is suspended. The audit presently has no assigned review team and none of the Subscribers use them for work requiring Nadcap accreditation.

**AR003:** PRI received an allegation of wrong doing regarding an accredited Chemical Process Supplier. A Chemical Process Task Group sub-team was set up to review the allegation and determined that no further action was required. (OP 1124 requires the outcome of the allegation be documented in meeting minutes)

1. **REVIEW OF THE ROLLING ACTION ITEM LIST (RAIL) – Open**

Nigel Cook reviewed and updated the CP Task Group RAIL.

For specific details, please see the current Chemical Processing Rolling ACTION ITEM List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents > Chemical Processing.

1. **VOTING MEMBER APPROVAL & COMPLIANCE WITH VOTING REQUIREMENTS – OPEN**

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

**New Voting Members:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Company** | **Position:****(new / updated role)** | **Meetings Attended(Month/Year)** |
| George | Bufkin | Davro | SVM | October 2014 | October 2016 |
| Connie | Kelly | Certified Metal Finishing | ALT/SVM | October 2016 | February 2017 |
| Dave | Sexton III | Certified Metal Finishing | SVM | June 2016 | October 2016 |
| Alfredo | Valenzuela | Honeywell | ALT/UVM | October 2012 | October 2016 |
| Ali | Bakr | Nico Products, Inc. | SVM | October 2015 | October 2016 |
| Ron | Kramer | Gulfstream | ALT/UVM | October 2015 | October 2016 |
| David | Winter | Olympic Scientific Inc. | ALT/SVM | October 2015 | October 2016 |
| Jun | Xiong | COMAC | UVM | October 2016 | February 2017 |
| Robin | Worley | Parker Aerospace | UVM | October 2016 | February 2017 |

**Changes to Voting Memberships Since the Last Meeting:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rick | Shain | Gulfstream | ALT/UVM to UVM | NA | NA |
| Raj | Nagarajan | Gulfstream | Removed no longer doing special processes | NA | NA |
| Michael | Francisco | Stabile Plating | Removed due to PD 1100 Compliance | NA | NA |

Motion made by Susan Lewis and seconded by Jeremy Phillips to approve the above changes to voting membership. Motion Passed.

The meeting attendees were requested to submit mfrm01’s to become voting members at least 2 weeks prior to the meeting.

Revision Note dated 09-May-2017: David Winter with Olympic Scientific Inc. was not added to the Task Group due to no profile / not registered in eAuditNet to process mfrm01.

ACTION ITEM: Nigel Cook to arrange for eAuditNet to be updated for the new voting members and removal of voting members who have not met requirements or changed jobs/retired (Due Date: 01-Apr-2017).

# Nadcap Management Council (NMC) METRICS & AUDITOR CAPACITY – OPEN

Ethan Akins reviewed the Auditor capacity graph and NMC Metrics.

On time Certification, Staff Cycle Time and Task Group cycle time were green.

Supplier Cycle Time and Auditor Capacity were red.

Auditor Capacity: PRI has increased advertising for Auditors and there have been several applications which are being reviewed by Ethan Akins and Nigel Cook. Two Auditor interviews have been scheduled for this week and others will happen in due course. The Task Group Members were asked for support in conducting the interviews.

Supplier Cycle Time: It was not permissible to drill down into the Supplier cycle time metrics in the open meeting so an action was given to the Task Group Chair and Lead Staff Engineer to review them.

ACTION ITEM: Nigel Cook and Mike Stolze to review Supplier cycle time metrics to understand why they have gone red (Due Date: 15-Mar-2017).

# auditor conference feedback – Open

**Summary of voided NCRs**: Mike Coleman (Lead), Steve Starr, Nick Magnapera, Christine Nesbitt.

This item will be prepared just prior to the Auditor conference to ensure that latest voided NCRs are included. The presentation will identify the common voided NCRs and provide clarification.

**Verification vs Calibration:** How deep to go for calibration: Andy Murphy (Lead), Tammi Schubert, Mike Noettl, Dave Serbousek, Christine Nesbitt.

The request to NMC to create Nadcap definitions for Calibration, Verification and Standardization will probably not be back incorporated in time for the Auditor conference so this presentation may not occur. Decision to be made at the June meeting.

**AC7108 sections 5.4 and 5.5:** Liao, Nigel Cook. Liao to put together a draft for June 2017.

**Audit Techniques:** Open discussion, No presentation necessary.

**Audit Preparation:** Jose Morales Nigel Cook. Jose to have draft ready for June 2017.

**Chem Milling:** Jim Ringer offered to host training at his facility. Ethan Akins to coordinate with Jim Ringer.

**Cessna Specification Changes:** Cessna are rationalizing their specifications; the presentation will review some of the significant changes. Jeremy Phillips to provide draft presentation by June 2017

**Supplier/Specification Approval Process:** Northrup Grumman, Airbus, Rolls-Royce, and BAE Systems offered to do a presentation on their Supplier/Specification approval process.

Mike Stolze provided an outline for Northrup Grumman and will have draft presentation available for June 2017

Airbus, Rolls-Royce, SAFRAN and BAE will also have draft presentation for June 2017

**Technical Presentation:** Boeing will be putting together a technical presentation on Chemical Milling. Boeing has also agreed to create a 35-question multiple choice exam which can be used for Auditor proficiency.

**Frozen Planning:** Various Subscribers offered to do presentations on recognition and requirements for safety of flight parts (frozen planning).

Boeing, UTC and Airbus to provide a draft presentation for June 2017.

ACTION ITEM: Christine Nesbitt to work with 2017 Auditor Conference Team Leads to have a draft presentation available for review at the June 2017 Task Group meeting (Due Date: 05-Jun-2017).

# AC7108 REV I AND AC8108/4 REV C – OPEN

Nigel Cook reviewed the drafts of AC7108 Rev I and AC7108/4 Rev C.

ACTION ITEM: Nigel Cook to ballot AC7108 Rev I and AC7108/4 Rev C (Due Date: 15-Mar-2017).

Changed Cognizant Engineering Authority to Design Authority

 Reviewed Temperature Control presentation and modified section AC7108 rev I 5.3.1

# auditor consistency - OPen

Mike Coleman gave a presentation on Auditor consistency. The Task Group was green for all dashboard metrics.

There were 2 feedback items from the Auditors regarding improvements to the process:

**Titanium Cleaning:** I suggest moving 'titanium cleaning, descaling and handling' from AC7108/12NC (5.11) back to AC7108H so that we can address all questions related to "titanium cleaning/descaling and handling" as listed in 5.11 of AC7108/12 no matter ' Titanium cleaning and descaling' is a stand-alone process, a process of macrostructure etch, or an etching process prior to penetrant inspection.

Nigel Cook stated that the requirements in AC7108/12 are for cleaning of titanium as a stand-alone process and by putting them into AC7108 would make them a requirement when pre-cleaning titanium prior to other processing.

ACTION ITEM: Nigel Cook to review AC7108 and all slash sheets for specific requirements on titanium cleaning and present at the next meeting (Due Date: 05-Jun-2017).

**Modified Scope Audits:** I feel we need to get back to, and concentrate more on modified scope audits. I believe the concentration on job audits is more beneficial then auditing quality management items as part of the CP audits. I rarely see issues here is these are typically covered thoroughly in ISO/AS/Customer Audits.

OP 1114 App CP requires that audits return to full scope (standard) after a technical revision is made to the checklist. The checklists have been technically revised therefore all the audits to the new revision will be full scope. After the full audit to the new revision, modified scope frequency will then revert to the scope based on the audit cycle.

# Review of Failure Criteria – OPEn

Nigel Cook reviewed the requirements in OP 1110 for annual review and adoption of Mode B failure criteria. Data analysis of audits conducted in 2016 was reviewed and some options for adoption presented.

Motion made by Susan Lewis and seconded by Zia Usmani to leave failure criteria as is because we do not have a year of audits with the new checklists. Motion Passed.

ACTION ITEM: Nigel Cook to notify Mike Graham of the new OP 1110 Mode B failure criteria (Due Date: 15-Mar-2017).

# NMC SUMMary Report – OPen

The Task Group formulated their presentation to NMC outlining major decisions and items of discussion.

The report out to todays Planning and Ops meeting was also reviewed.

# sub-team report outs – OPEN

**Proficiency Exam Question Review:** The Task Group reviewed the proposed new and amended questions and further changes were required.

ACTION ITEM: A sub-team of Hal Abel (Lead), Steve Starr, Mike Noettl, Mike Coleman, Zia Usmani, Barry Snitzer, Susan Lewis, Phil Brockman, Daniel Backus, Veronique Marcel, Ethan Akins and Nigel Cook to further amend questions for the proficiency tests so that there is a minimum of 35 for each exam (Due Date: 05-Jun-2017).

**Quality System Requirements:** Mike Coleman has provided information to the AQS Task Group on compliance vs existence for AC7108 and its slash sheets. At the AQS Liaison meeting David Day said that they were waiting on responses from other commodities and should be reviewing them at the June 2017 meeting.

ACTION ITEM: Mike Coleman to liaise with the AQS group regarding a response to the list of CP questions from AC7108 and its slash sheets that potentially violate PD 1100 requirements for existence of, rather than compliance to, quality system requirements (Due Date: 05-Jun-2017).

**Recording Solution Temperatures:** A sub-team of Stephen Judge (Lead), Jim Cummings, Gene Wallace and Christine Nesbitt to review the CP Audit Criteria and the CP Audit Handbook and propose amendments for recording solution temperatures.

The team presented their proposal but it did not include any changes to the checklist. If they want to define minimum recording requirements the checklist must be amended to define them.

After the Task Group reviewed the proposal AC7108 Rev I draft was amended to add an additional question on validation of the temperature control system to maintain temperature when parts are being processed.

**Calibration/Verification:** A sub-team of Steve Starr (Lead), Mike Coleman, Yuhui Sun, Mark Montreuil, Jerker Nordh, Christine Nesbitt, Tammi Schubert and Vitorio Stana was set up to address calibration/verification requirements for various instrument types used in the support of chemical processing (conductivity meters, pH meters, eddy current thickness testers, magnetic thickness testers, XRF, etc.) and consider raising to NMC as a standardization issue.

Mike Coleman gave the presentation to NMC and they will consider it.

**Etch Rate Test Panels:** A sub-team of Karyn Deming (Lead), Mike Coleman, Jeremy Phillips, Mariusz Stanczyk, Mike Stolze and Christine Nesbitt to review checklist requirements regarding the re-use of etch rate test panels.

The sub-team presented their latest information and asked for feedback from the CP-SAT Committee. The information from CP-SAT is that most Suppliers do not reuse etch rate test pieces.

From open discussion in the Task Group the main issue is having etch rate test pieces of the same material and in the same condition as production parts.

ACTION ITEM: A sub-team of Karyn Deming (Lead), Mike Coleman, Jeremy Phillips, Mariusz Stanczyk, Mike Stolze and Christine Nesbitt, Mike Noettl, Matt Zanolli, Gigi Streeter, Jeremie Gerten to continue developing the proposal for reuse of etch rate test panels and consider lot testing versus periodic testing, what does “same processed condition” mean, purpose of etch rate test (weekly solution control test using a defined panel, daily test to determine process time for production) (Due Date: 05-Jun-2017).

**Missed Non-Compliances:** A sub-team of Hal Abel, Zia Usmani, Jonathan Scudder and Nigel Cook to investigate concerns that numerous Nadcap audits have missed non-compliances.

No report out.

This activity has now been moved to the Auditor Consistency Team plus Jim Cummings.

ACTION ITEM: The Auditor Consistency Team and Jim Cummings to develop a process for collating information on NCRS missed during Nadcap Audits and present it to the June Task Group meeting (Due Date: 05-Jun-2017)

**Specification Revision for Auditor Conference:** Rather than trying to review the changes to several specifications it may be better to just list the industry specifications that have been revised in the last year. The training in the Auditor conference needs to enforce the need for the Auditor to still obtain a copy of the specification and review it as part of the job audit. It was agreed to review the most common specifications and the following list was identified.

ACTION ITEM: Ethan Akins to assign specification reviews to Hal Abel (2), Mike Stolze (2), Zia Usmani (2), Mike Noettl (2), Mike Coleman (2), Jeremy Phillips (2), Caroline LeClair (/13 specs) and Veronique Marcel (ENs), and coordinate with them so that presentations are available for the 2017 Auditor conference (Due Date: 15-Sep-2017).

**AC7108/1**: AS5528, MIL-F-18264, MIL-PRF-22750, MIL-PRF-23377, MIL-PRF-85285, MIL-PRF-85582.

**AC7108/2:** MIL-STD-867

**AC7108/5:** AMS-C-81769:

**AC7108/7:** AMS-C-8837, MIL-DTL-83488

**AC7108/8:** MIL-A-8625, EN2101

**AC7108/9:** AMS290 – Nickel, QQ-P-416 – Cad, AMS2411 – Silver, AMS2460 – Chrome

**AC7108/10:** AMS 2404, AMS-C-26074

**AC7108/11:** MIL-DTL-5541, DOD-P-16232, MIL-DTL-13924, TT-C-490

**AC7108/12:** ASTM B912, AMS 2700, EN2516

**AC7108/13:** AMS 2451, MIL-STD-865

1. **any other business – OPEN**

**Job Tracker Information:** Task Group Subscribers would like a report tool to pull job tracker information for their Supplier base.

Motion made by Jeremy Phillips and seconded by Mike Stolze to request PRI develop a reporting tool to pull job tracker information for their Supplier base. Motion Passed.

ACTION ITEM: Nigel Cook to request to PRI Management that PRI develop a reporting tool to allow Subscribers to pull job tracker information for their Supplier base (Due Date: 15-Mar-2017).

**Open Meeting Presentations:** All open meeting presentations to be posted to eAuditNet Public Documents.

ACTION ITEM: Nigel Cook to arrange for all open meeting presentations to be posted to eAuditNet Public Documents (Due Date: 15-Mar-2017).

**Auditor Approval:** OP 1116 defines several requirements for Auditor approval but allows the Task Group to waive them. Ethan Akins and Christine Nesbitt have been staff engineers for more than one year and have observed several audits. We would like the Task Group to waive the proficiency exam, Task Group interview, and T1 audit.

Motion made by Mike Coleman and seconded by Zia Usmani to waive the proficiency exam, task group interview and T1 audit for Ethan Akins and Christine Nesbitt. Motion Passed.

ACTION ITEM: Nigel Cook to notify Jennifer Eckels that the CPTG have agreed to waive the proficiency exam, Task Group interview and T1 audit requirements for Christine Nesbitt and Ethan Akins (Due Date: 15-Mar-2017)

**Preliminary Questionnaire:** The preliminary questionnaires for CP and NDT for the AC7108/2 checklist are not the same so we have been asked to make them the same. The PQs for CP and NDT were reviewed and will both be amended to be the same as CP but with immersion and local listed against Macrostructure Etch and Nital/Temper Etch.

ACTION ITEM: Nigel Cook to amend the CP PQ to break out immersion etch and local (swab) etch for Macrostructure Etch and Nital/Temper Etch (Due Date: 15-Mar-2017).

**Jane Vitti:** Jane was a previous Lead Auditor for CP. She has redone all the training, the T1 and T2 audits, and has completed 2 audits as an approved Auditor. We would like to make Jane a Lead Auditor but OP 1116 requires her to complete 10 audits on her own unless approved by the Task Group.

Motion made by Susan Lewis and seconded by Karyn Deming to make Jane Vitti a Lead Auditor. Motion Passed.

**Task Group Meeting in Asia:** NMC have requested the following question be asked, “Will your Task Group conduct a regular Task Group meeting if held in Shanghai or Beijing (in 2020)?” and the answer reported back by the 27th February. At least 12 Subscribers said they would support the meeting.

**Approval of Audit Handbook Changes:** There are no Handbook changes.

**Approval of Audit Review Guideline Changes:** There are not guideline changes.

**White Light Meter Calibration:** The Non-Destructive Testing (NDT) Task Group, via Andy Bakewell, have requested that we change the calibration requirements in AC7108/2 for white light meters because it is not consistent with the NDT requirement.

Christine’s presentation on white light meter calibration was reviewed. Although many Prime specifications defined white light meter requirements and the need for the meter to be calibrated the method of calibration was not defined. The task Group were happy with the present AC7108/2 requirements for calibration but would amend to define a minimum of 3 points covering the range of use.

The review also identified specification requirements for less that 200ft/candles for macrostructure etch so the minimum requirement in AC7108/2 should be amended to address this.

ACTION ITEM: Nigel Cook to amend AC7108/2 for white light meter calibration to require 3-point calibration over the range of use and to allow less than 200ft/candles is allowed by specification (Due Date: 20-Oct-2017).

**Self-Audit and other Pre-Audit Documents:** An enhancement has been made to eAuditNet to allow auditees to upload their pre-audit documents rather than send them to the Auditor (post or email). An email from the NMC was sent to Nadcap participants on the 7th Feb 2017 that stated, “An enhancement was recently (January 27, 2017) incorporated into eAuditNet to allow the Auditee to post their completed Self-Audit as well as other pre-audit documents required (as defined in the applicable checklist) to be submitted to the Auditor prior to their audit. Task Groups will notify the Auditors and Suppliers when they plan to utilize this enhancement. (This will likely be part of the 90-day notice when the revised checklists are issued.)”

The Task Group requested the CP-SAT committee to review and make a proposal.

**Sector Analysis of Audit Results:** Ethan Akins gave a presentation on audit results based on sector analysis. Conclusions were difficult due to limited data and large standard deviations but the was a general impression that Auditors were less effective when auditing outside of their region.

ACTION ITEM: Auditor consistency team to review presentation and report back at the next meeting (Due Date: 05-Jun-2017).

# Report Outs – OPEN

**Nadcap Management Council (NMC):** Jim Cummings gave a report out of present NMC activities.

**Supplier Support Committee (SSC):** Eric Jacklin gave a report out from the Supplier Support Committee (SSC) meeting.

**Aerospace Quality System (AQS):** Mike Coleman gave a report out regarding his role as the AQS representative.

The status of the Checklist review for Existence vs. Compliance was discussed; not all Task Groups have submitted their possible anomalies as of this meeting, hoping to have the remainder in by June Meeting.

David Day – GE Aviation to review once all TG provide data. Will review side by side to see if he can detect patterns for reasoning behind questions, e.g. do the questions show a trend across various Task Groups related to a particular area or issue.

Discussions still talk to how to write a compliance question rather than an Existence question. Starting a question with “Is there a procedure” does not necessarily mean the question is not a compliance question

David Day stated the AQS review results are to be taken as guidance no action is mandatory; revision is at the discretion of each Task Group. (Note sure this is a correct statement, PD 1100 6.2.1.c states, “Quality system questions shall be utilized to test for compliance and not for existence of quality system elements.”)

**Closed Meeting:** Mike Stolze gave a report out on items in the closed meeting that are subject to the open meeting.

**Chemical Processing - Supplier Action Team (CP-SAT):** Mike Noettl gave a report out from the CP-Standing Action Team (SAT) meeting.

* **Self-Audit:** The CP-SAT recommend that the Task Group do not mandate a method for making the pre-audit documents available to the Auditor and allow the Auditor and Supplier to agree the method.

Motion made by Serge Labbé and seconded by Susan Lewis to not mandate a method for making the pre-audit documents available to the Auditor. Motion Passed.

ACTION ITEM: Nigel Cook to issue an Auditor advisory identifying that the CP Task Group not mandate a method for making the pre-audit documents available to the Auditor and leave the method to be agreed between the Supplier and Auditor (Due Date: 15-Mar-2017).

* **Etch Rate Panel Re-Use:** The general opinion of the CP-SAT committee is that Suppliers have an internal procedure and only use panels once. On only limited occasions are panels resurfaced and used again.
* **MIL-DTL-5541and C-5541:** The specifications require test panels to be run with parts and processed within 35 days. The specification owners have agreed to change the specifications to require test panels to be run under the same conditions as production. Can the Task Group raise an Auditor Advisory to permit the intent of the specification?

The Task Group would not approve the Auditor advisory request. The present revision of the specification must be complied with or Supplier’s seek approval of a deviation from their customers.

ACTION ITEM: Hal and Mike to get an implementation commitment from NAVAIR (Due Date: 05-Jun-2017).

* **Training of Operators:** There is a weakness in the surface finishing industry for training of operators and inspectors and AS9100 Rev D will include requirements for maintaining knowledge. There are various bodies such as NASF that provides training and details are on their websites. The courses are often available online.

# Registration, Evaluation, AuthoriZation and Restriction of Chemicals (REACH)

There was no REACH update at this meeting.

# meeting feedback and develop the agenda for the next task group meeting

Monday, 1/2 day closed and ½ day open.

1 hour closed meeting at the end of Thursday.

ADJOURNMENT – 23-FEB-2017 – Meeting was adjourned at 12:30 pm.

Minutes Prepared by:

 Ethan Akins eakins@p-r-i.org

 Joyce Benkart jbenkart@p-r-i.org

 Nigel Cook ncook@p-r-i.org

 Christine Nesbitt cnesbitt@p-r-i.org