

# COMP/NMMM/NMMT Task Group Meeting Agenda

23-Oct-2017 to 26-Oct-2017

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

The Composites, Non Metallic Materials Manufacturing & Non Metallic Materials Testing (COMP/NMMM/NMMT) Task Group covers the following processes:

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| **AC7118** | **AC7122 (P, I and R)** | **AC7124** |
| **Compression Molding** | **AC7122/1 - Mechanical Testing** | **AC7124/1 - Resin Manufacturing** |
| **Core Processing** | **AC7122/2 - Physical Testing** | **AC7124/2 - Prepreg Manufacturing** |
| **Kitting Service Provider** | **AC7122/3 - Chemical Testing** | **AC7124/3 - Adhesives Manufacturing** |
| **Liquid Resin Processing** | **AC7122/4 - Thermal Analysis** | **AC7124/4 - Core Manufacturing** |
| **Metal Bonding** | **AC7122/5 - Flammability** | **AC7124/5- Fiber Manufacturing** |
| **Prepreg/Adhesive Bond/Resin Film Infusion** |  |  |

***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.**

***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, 23-OCT-2017 JOINT COMP/NMMM/NMMT CLOSED MEETING

8:00 am – 9:00 am

**Supplier Support Committee Leadership Team** - Opening Reception

9:00 am – 12:00 pm

**New Supplier Information Session** – New Suppliers are encouraged to attend, and all Suppliers are welcome

8:00 AM

15 MINUTES

1.0 OPENING COMMENTS

8:15 AM

30 MINUTES

2.0 REVIEW DELEGATION STATUS

8:45 AM

90 MINUTES

3.0 COMP/NMMM/NMMT AUDITOR PERFORMANCE REVIEW

10:15 AM

15 MINUTE BREAK

10:30 AM

90 MINUTES

4.0 AUDITOR CONSISTENCY

12:00 PM – 1:00 PM

LUNCH BREAK

1:00 PM

60 MINUTES

5.0 INTERLABORATORY PROFICIENCY TEST UPDATE

2:00 PM

45 MINUTES

6.0 INTERLABORATORY PROFICIENCY TEST PARTICIPATION DISCUSSION

2:45 PM

15 MINUTE BREAK

3:00 PM

2 HOURS

7.0 OPEN DISCUSSION

5:00 PM

ADJOURNMENT

Tuesday, 24-OCT-2017 COMP OPEN MEETING

8:00 am

20 minutes

1.0 Opening Comments

8:20 am

55 minutes

2.0 COMP Staff Report

9:15 am

30 minutes

3.0 Supplier Support Committee Report

9:45 am

15 MINUTE BREAK

10:00 am

2 hours

4.0 AC7118 N/A Guidance

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

30 minutes

5.0 AC7118 Rev D/E Audit Duration

1:30 pm

2 hours

6.0 AC7118 Modified Scope Revision Project

3:30 pm

15 MINUTE BREAK

3:45 pm

30 minutes

7.0 AC7118 Compression Molding Scope and Thermoplastics

3:45 pm

15 minutes

8.0 Open Discussion

4:30 pm

9.0 Meeting Close Out

4:45 pm

ADJOURNMENT

5:00 pm – 7:00 pm

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

5:00 pm – 7:00 pm

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

Wednesday, 25-OCT-2017 Joint NMMM/NMMT Open meeting

8:00 am – 10:00 am

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

10:30 am

20 minutes

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.2 Safety Information:

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.4 Present the Antitrust Video

1.5 Acceptance of Meeting Minutes

1.6 Review of Voting Member Status

1.7 Review Agenda

10:50 am

40 minutes

2.0 NMMM/NMMT Staff Report

11:30 am

30 minutes

3.0 Supplier Support Committee (SSC) Meeting Report

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

60 minutes

4.0 Interlaboratory Proficiency Test Update

2:00 pm

15 MINUTE BREAK

2:15 pm

60 minutes

5.0 AC7124/6 Thermoplastic Prepreg Manufacture

3:00 pm

60 minutes

6.0 AC7122 Restructuring and Error Correction Project Update

4:00 pm

15 MINUTE BREAK

4:15 pm

7.0 Aerospace Quality Systems (AQS) Update

4:30 pm

ADJOURNMENT

Thursday, 26-OCT-2017 Joint NMMM/NMMT Open meeting

8:00 am

20 minutes

8.6 Review Agenda

8:20 am

60 minutes

9.0 Grip Alignment Update

9:20 am

10 MINUTE BREAK

9:30 am

90 minutes

10.0 Open Discussion

11:00 am

11.0 Meeting Close Out

11:15 am

ADJOURNMENT

Monday, 23-OCT-2017 JOINT COMP/NMMM/NMMT CLOSED MEETING

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

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **Supplier Support Committee Leadership Team** - Opening Reception | |
| 9:00 am – 12:00 pm |  | **New Supplier Information Session** – New Suppliers are encouraged to attend, and all Suppliers are welcome | |
| 8:00 AM  15 MINUTES | **CLOSED** | 1. OPENING COMMENTS    * 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      5. REVIEW AGENDA | TARA CAMPBELL |
| 8:15 AM  30 MINUTES | 1. REVIEW DELEGATION STATUS    * DELEGATION REVIEW OF CONSULTANT REVIEWERS AND STAFF ENGINEER | JOHN TIBMA |
| 8:45 AM  90 MINUTES | 1. COMP/NMMM/NMMT AUDITOR PERFORMANCE REVIEW    * AUDITOR STATISTICS    * REVIEW SUBMITTED OBSERVATION AUDIT FORMS    * OBSERVATION AUDIT STATISTICAL REVIEW | JOHN TIBMA |
| 10:15 AM | 15 MINUTE BREAK |  |
| 10:30 AM  90 MINUTES | 1. AUDITOR CONSISTENCY    * AUDITOR CONSISTENCY METRICS ALGORITHM REVIEW    * AUDITOR SURVEY RESULTS    * OBSERVATION AUDIT SELECTION | RICHARD PERRETT |
| 12:00 PM – 1:00 PM |  | LUNCH BREAK |  |
| 1:00 PM  60 MINUTES | **CLOSED** | 1. INTERLABORATORY PROFICIENCY TEST UPDATE    * FINAL RESULTS | JOHN HRYCUSHKO |
| 2:00 PM  45 MINUTES | 1. INTERLABORATORY PROFICIENCY TEST PARTICIPATION DISCUSSION    * SHOULD AC7122-P CAPTIVE LABS BE REQUIRED TO PARTICIPATE? | JOHN TIBMA |
| 2:45 PM | 15 MINUTE BREAK |  |
| 3:00 PM  2 HOURS | 1. OPEN DISCUSSION    * + - TOPICS THAT HAVE COME UP SINCE THE PREVIOUS MEETING | JOHN TIBMA |
| 5:00 PM | ADJOURNMENT |  |

Tuesday, 24-OCT-2017 COMP OPEN MEETING

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

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| 8:00 am  20 minutes | **OPEN** | 1. Opening Comments    * 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      5. Acceptance of Meeting Minutes      6. Review of Voting Member Status      7. Review Agenda | Tara Campbell |
| 8:20 am  55 minutes | 1. COMP Staff Report    * Recent Activities    * Auditor Status    * Procedure Review    * Audit Statistical Summary    * Auditors Conference Summary    * Future Meeting Information | John Tibma |
| 9:15 am  30 minutes | 1. Supplier Support Committee Report | Vitorio Stana |
| 9:45 am | 15 MINUTE BREAK |  |
| 10:00 am  2 hours | 1. AC7118 N/A Guidance    * Proposed guidance for AC7118 questions lacking handbook guidance explaining when it is appropriate to check the NA box | Angelina Mendoza |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm  30 minutes | **OPEN** | 1. AC7118 Rev D/E Audit Duration    * Are revisions needed to audit duration criteria? | Tara Campbell |
| 1:30 pm  2 hours | 1. AC7118 Modified Scope Revision Project    * Digital Product Definition & First Article Inspection Comment Resolution    * Operator Self Verification    * Implementation Documents | Lance Loeks |
| 3:30 pm | 15 MINUTE BREAK |  |
| 3:45 pm  30 minutes | 1. AC7118 Compression Molding Scope and Thermoplastics    * Proposed revisions for making this scope and job audit suitable for the use of thermoplastic composites | John Tibma |
| 3:45 pm  15 minutes | 1. Open Discussion    * Topics that have come up since the previous meeting | John Tibma |
| 4:30 pm | 1. Meeting Close Out | Tara Campbell |
| 4:45 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend. |  |

Wednesday, 25-OCT-2017 Joint NMMM/NMMT Open meeting

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

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| --- | --- | --- | --- |
| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. | | |
| 10:30 am  20 minutes | **OPEN** | 1. Opening Comments    * 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      5. Acceptance of Meeting Minutes      6. Review of Voting Member Status      7. Review Agenda | Tara Campbell |
| 10:50 am  40 minutes | 1. NMMM/NMMT Staff Report    * Recent Activities    * Auditor Status    * Procedure Review    * Audit Statistical Summary    * Auditors Conference Summary    * Future Meeting Information | John Tibma |
| 11:30 am  30 minutes | 1. Supplier Support Committee (SSC) Meeting Report    * Recap of SSC Meeting | Vitorio Stana |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm  60 minutes | **OPEN** | 1. Interlaboratory Proficiency Test Update    * Final Results | John Hrycushko |
| 2:00 pm | 15 MINUTE BREAK |  |
| 2:15 pm  60 minutes | 1. AC7124/6 Thermoplastic Prepreg Manufacture    * Progress report on development of this new audit criteria | Andreas Mastorakis |
| 3:00 pm  60 minutes | 1. AC7122 Restructuring and Error Correction Project Update    * Eliminating inconsistencies and errors regarding proficiency testing    * Potentially merging AC7122 & AC7122-I    * Review of grip alignment questions | John Tibma |
| 4:00 pm | 15 MINUTE BREAK |  |
| 4:15 pm | 1. Aerospace Quality Systems (AQS) Update    * AQS Liaison Report Out | Sally Spindor |
| 4:30 pm | ADJOURNMENT |  |

Thursday, 26-OCT-2017 Joint NMMM/NMMT Open meeting

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

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| 8:00 am  20 minutes | **OPEN** | 1. **Opening Comments**     * 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. Acceptance of Meeting Minutes      5. Review of Voting Member Status      6. Review Agenda | Tara Campbell |
| 8:20 am  60 minutes | 1. Grip Alignment Update    * Proposed Checklist Questions    * Proposed Handbook Clarification    * Exova Dimensional Verification Trials Results | Natalia Becerra |
| 9:20 am | 10 MINUTE BREAK |  |
| 9:30 am  90 minutes | 1. Open Discussion    * Topics that have come up since the previous meeting | John Tibma |
| 11:00 am | 1. Meeting Close Out | Tara Campbell |
| 11:15 am | ADJOURNMENT |  |