

# Electronics Task Group (ETG) Meeting Agenda

23-Oct-2017 to 26-Oct-2017

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **AC7119 Printed Boards** | **AC7119/2 Flexible & Rigid-Flexible Printed Boards** |
|  | **AC7119/3 High Density Interconnect Printed Boards** |
|  | **AC7119/4 Printed Board Personnel Qualification** |
| **AC7120 Circuit Card Assemblies** | **AC7120/1 Printed Board Assemblies Personnel Qualifications** |
|  | **AC7120/2 General Soldering of Circuit Card Assemblies** |
|  | **AC7120/3 Plated Through-Hole Technology (PTH)** |
|  | **AC7120/4 Surface Mount Technology (SMT)** |
|  | **AC7120/5 Mixed Metallurgy BGAs** |
|  | **AC7120/6 Lead Free Soldering** |
|  | **AC7120/7 Conformal Coating of Circuit Card Assemblies** |
|  | **AC7120/8 Encapsulation** |
|  | **AC7120/9 Programming** |
|  | **AC7120/10 Final Testing** |
|  | **AC7120/11 Repackaging** |
| **AC7121 Cable & Harness Assemblies** | **AC7121/1 Cable & Harness Asssemblies Personnel Qualifications** |

The Electronics Task Group (ETG) 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, 23-OCT-2017

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

9:00 am

1.0 OPENING COMMENTS (DAILY)

9:15 am

2.0 REVIEW AGENDA

9:30 am

3.0 REVIEW DELEGATION STATUS

10:00 am

4.0 MISC AUDITOR INFORMATION (as necessary)

10:30 am

5.0 AUDITOR CANDIDATE TEST QUESTION REVIEW (AS NEEDED)

11:30 am

6.0 REVIEW SUBSCRIBER MATRIX (AS NECESSARY)

11:45 am

7.0 TECHNICAL DISCUSSIONS

12:00 am – 1:00 pm

LUNCH BREAK

1:00 pm

1.0 OPENING COMMENTS (DAILY)

1.1 CALL TO ORDER/QUORUM CHECK

9.0 NEW BUSINESS

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4:30 pm

10.0 EAUDITNET TRAINING FOR NEW SUBSCRIBER VOTING MEMBERS (AS NECESSARY)

5:00 pm

ADJOURNMENT

Tuesday, 24-OCT-2017

8:00 am

1.0 Opening Comments (daily)

8:30 am

10::00 am

12.0 Review of Procedure Changes

12.1 Review any changes to General Operating Procedures since the last meeting

12.2 Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting

10:30 am

13.0 Supplier Support Committee (SSC) Meeting Notification

11:00 am

14.0 Review Sub-Team listing

11:15 am

15.0 Comment Resolution for any ballot / b-frm

15.1 AC7119 Core and /2

15.2 AC7120/11 repackaging

12:00 am – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments (daily)

1:15 am

15.0 Comment Resolution for any ballot / b-frm (continued)

4:30 am

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

8:00 am – 10:00 am

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

10:20 am

1.0 Opening Comments (daily)

10:30 am

16.0 Presentations

16.1 Subscriber findings

16.2 Status on De-paneling

16.3 Gold Removal

16.4 AC7120/1 Update

11:45 am

17.0 AC7120 Core/X, AC7121, AC7119 Handbook Review

12:00 am – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments (daily)

1.1 Call to Order/Quorum Check

1.2 Introductions

1:05 pm

17.0 AC7120 Core/X, AC7121, AC7119 Handbook Review (continued)

4:30 pm

ADJOURNMENT

Thursday, 26-OCT-2017

8:00 am

1.0 Opening Comments (daily)

1.1 Call to Order/Quorum Check

1.2 Introductions

8:05 am

18.0 Working Sessions

18.1 De-paneling

18.2 Jet Printing (SPI)

18.3 MSA

18.4 Review new IPC revisions

18.5 Review IPC-1601

18.6 Review J-STD-001 F to G

18.7 Review IPC/WHMA-A-620 C

18.8 AC7119/5 RF Boards

12:00 am – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments (daily)

1.1 Call to Order/Quorum Check

1.2 Introductions

1:05 pm

19.0 Various Report Outs

19.1 AQS Liaison

19.2 SSC

19.3 Planning & Ops

19.4 IPC

1:45 pm

20.0 Voting Member Updates & Compliance with Voting Requirements

2:00 pm

21.0 New Business

21.1 New Technologies

3:00 pm

22.0 Meeting Closure Items

5:00 pm

ADJOURNMENT

Monday, 23-OCT-2017

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

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| 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 | |
| 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) | ROY GARSIDE |
| 9:15 am | 1. REVIEW AGENDA | STAFF ENGINEER |
| 9:30 am | 1. REVIEW DELEGATION STATUS | STAFF ENGINEER |
| 10:00 am | 1. MISC AUDITOR INFORMATION (as necessary)    * 1. OP 1118 AUDIT OBSERVATIONS      2. AUDITOR STATISTICS      3. OP 1117 ANNEX C | SCOTT MEYER |
| 10:30 am | 1. AUDITOR CANDIDATE TEST QUESTION REVIEW (AS NEEDED) | STAFF ENGINEER |
| 11:30 am |  | 1. REVIEW SUBSCRIBER MATRIX (AS NECESSARY) |  |
| 11:45 am |  | 1. TECHNICAL DISCUSSIONS    * 1. AUDIT PACKAGES      2. NCR CONCERNS      3. SUPPLIER DISCUSSION (IF REQUESTED)      4. SUBSCRIBER VOTING METRICS | SUBSCRIBERS |
| 12:00 am – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **CLOSED** | 1. OPENING COMMENTS (DAILY)    * 1. CALL TO ORDER/QUORUM CHECK         + INTRODUCTIONS | ROY GARSIDE |
|  | 1. **PRESENTATION MATERIAL (AS NECESSARY)**    * 1. NMC TASK GROUP REPORT OUT      2. P&O REPORT OUT | ROY GARSIDE  STAFF ENGINEER |
|  | 1. NEW BUSINESS    * 1. EXTENSIONS REQUIRED (LONGER THAN 3 MONTHS OR SUPPLIER REQUEST)      2. MERIT – ABILITY FOR SE TO WITHDRAW PER SUSAN’S REQUEST      3. FAILURE THRESHOLD CALCULATION      4. ISSUING P AND C TYPE ADVISORIES (SPEC VIOLATIONS, ADD CRITERIA) | ANY SUBSCRIBER  STAFF ENGINEER |
| 4:30 pm | 1. EAUDITNET TRAINING FOR NEW SUBSCRIBER VOTING MEMBERS (AS NECESSARY) | STAFF ENGINEER |
| 5:00 pm | ADJOURNMENT |  |

Tuesday, 24-OCT-2017

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

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| 8:00 am |  | 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) | ROY GARSIDE |
| 8:30 am |  | 1. **Review and/or Accept**    * 1. Review Agenda      2. Acceptance of Previous Meeting Minutes      3. Sucession Plan (as applicable)      4. Status of Ballots (as applicable)      5. Guidelines for Selection of Auditors of Electronics (OP 1116 Appendix ETG)      6. Audit Observations Status (OP 1118)      7. RAIL      8. Call for New Business      9. Audit Effectiveness | ROY GARSIDE |
| 10::00 am | **OPEN** | 1. Review of Procedure Changes    * 1. Review any changes to General Operating Procedures since the last meeting      2. Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting | STAFF ENGINEER |
| 10:30 am | 1. Supplier Support Committee (SSC) Meeting Notification | DOUG SCHUELLER |
| 11:00 am |  | 1. Review Sub-Team listing | ROY GARSIDE |
| 11:15 am |  | 1. Comment Resolution for any ballot / b-frm    * 1. AC7119 Core and /2      2. AC7120/11 repackaging | ALL ATTENDEES |
| 12:00 am – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 1:15 am | 15.0 Comment Resolution for any ballot / b-frm (continued) | STAFF ENGINEER |
| 4:30 am | 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

(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. | | |
| 10:20 am | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 10:30 am | 1. Presentations    * 1. Subscriber findings      2. Status on De-paneling      3. Gold Removal      4. AC7120/1 Update | SUBSCRIBERS  ROGER BLOOMFIELD  VIJAY KUMAR  NATHALIE LEFEVRE |
| 11:45 am | 1. AC7120 Core/X, AC7121, AC7119 Handbook Review | ALL PARTICIPANTS |
| 12:00 am – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 1:05 pm | 1. AC7120 Core/X, AC7121, AC7119 Handbook Review (continued) | ALL PARTICIPANTS |
| 4:30 pm | ADJOURNMENT |  |

Thursday, 26-OCT-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)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 8:05 am | 1. Working Sessions    * 1. De-paneling      2. Jet Printing (SPI)      3. MSA      4. Review new IPC revisions      5. Review IPC-1601      6. Review J-STD-001 F to G      7. Review IPC/WHMA-A-620 C      8. AC7119/5 RF Boards | ALL ATTENDEES |
| 12:00 am – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check      2. Introductions | ROY GARSIDE |
| 1:05 pm | 1. Various Report Outs    * 1. AQS Liaison      2. SSC      3. Planning & Ops      4. IPC | Gilbert Shelby  Doug Schueller  Roy Garside  Scott Meyer |
| 1:45 pm | 1. Voting Member Updates & Compliance with Voting Requirements | STAFF ENGINEER |
| 2:00 pm | 1. New Business    * 1. New Technologies | ALL ATTENDEES |
| 3:00 pm | 1. Meeting Closure Items    * 1. Future Working Session Topics      2. Review Priority List      3. Review Membership      4. Review Sub team list      5. RAIL Review      6. Review Action Items      7. Set Agenda for Next Meeting | ALL ATTENDEES |
| 5:00 pm | ADJOURNMENT |  |