

# Non-Destructive Testing (NDT) Task Group Meeting Agenda

23-Oct-2017 to 26-Oct-2017

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **Penetrant** | **Ultrasonic Rotating Components** |
| **Magnetic particle** | **Radiography Digital Detector Array** |
| **Ultrasonic** | **Radiography Computed** |
| **Radiography Film** | **Remote Viewing of Radiographs and Digital Images** |
| **Eddy Current** |  |

The NDT 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:

1. Use microphones when speaking
2. Avoid sidebar (small group) conversations
3. Adhere to the agenda, unless otherwise agreed by attending participants

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

8:00 am

1.0 OPENING COMMENTS (DAILY)

8:15 am

2.0 REVIEW DELEGATION STATUS

8:30 am

3.0 TASK GROUP REGULAR BUSINESS ITEMS

9:00 am

4.0 NEW BUSINESS

10:00 am

BREAK

10:15 am

5.0 TASK GROUP REVIEW OF AUDITS

10:30 am

6.0 OP 1117 AUDITOR CONSISTENCY

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

7.0 NDT Symposium

5:00 pm

ADJOURNMENT

Tuesday, 24-OCT-2017

8:00 am

1.0 Opening Comments (daily)

8:30 am

8.0 PRI Report / RAIL / NMC Metrics

9:30 am

9.0 Clarification Data Base

10:00 am

BREAK

10:15 am

10.0 Technical Issues and Open Discussion Items

11:00 am

11.0 Nadcap and NDT Procedure Review

11:30 am

12.0 Auditor Conference Report Out

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:05 pm

13.0 Supplier Report & Discussion

1:35 pm

14.0 Review Membership Status

2:30 pm

BREAK

2:45 pm

15.0 New Business

4:30 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

8:00 am – 10:00 am

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

10:45 am

1.0 Opening Comments

10:50 am

15.0 New Business (Continued)

11:15 am

16.0 Ad Hoc Team Break Out Session

11:45 am

17.0 Ad Hoc Team Report Out

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:05 pm

18.0 Method Teams & Document Change Spread Sheet

3:00 pm

BREAK

3:15 pm

18.0 Method Teams & Document Change Spread Sheet (Continued)

4:30 pm

19.0 Method Team Report Out

5:00 pm

ADJOURNMENT

Thursday, 26-OCT-2017

8:00 am

1.0 Opening Comments

8:05 am

20.0 Report Out of Planning & Operations Meeting

8:50 am

21.0 Report Out on the SSC Meeting

9:30 am

22.0 Report Out on AQS Liaison Meeting

10:00 am

BREAK

10:15 am

23.0 Develop Agenda for February 2018 Meeting

11:00 am

24.0 RAIL & Clarification Data Base Review

11:30 am

25.0 Meeting Facilitation

12:00 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 |
| 8:00 am | **CLOSED** | 1. OPENING COMMENTS (DAILY)
	* 1. CALL TO ORDER/VERBAL QUORUM CHECK
* VERIFY ONLY SUBSCRIBER MEMBERS ARE IN ATTENDANCE
	+ 1. INTRODUCTIONS
		2. SAFETY INFORMATION:
* REVIEW FIRE EXITS IN MEETING ROOM
* INFORM PRI STAFF PERSON OF ANY EMERGENCIES
	+ 1. REVIEW CODE OF ETHICS (REF: ATTENDEES’ GUIDE) AND MEETING CONDUCT
		2. PRESENT THE ANTITRUST VIDEO (ONLY @ THE FIRST OPEN AND FIRST CLOSED MEETING OF THE WEEK FOR EACH TASK GROUP)
		3. REVIEW AGENDA
 | Chair / PRI Staff |
| 8:15 am | 1. REVIEW DELEGATION STATUS
	* Review of the t-frm-07
 | PRI Staff |
| 8:30 am | 1. TASK GROUP REGULAR BUSINESS ITEMS
 | PRI Staff |
| 9:00 am | 1. NEW BUSINESS
 | Subscribers / PRI Staff |
| 10:00 am | BREAK |  |
| 10:15 am | 1. TASK GROUP REVIEW OF AUDITS
 | PRI Staff |
| 10:30 am |  | 1. OP 1117 AUDITOR CONSISTENCY
	* AUDIT EFFECTIVENESS
 | Steve McCool / PRI Staff |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **OPEN** | 1. NDT Symposium
	* An Update on UV-A LED Lamps
 | TBA |
| 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 | **OPEN** | 1. Opening Comments (daily)
	* 1. Call to Order/Quorum Check
* Introductions
	+ 1. Safety Information:
* Review Fire Exits in Meeting Room
* Inform PRI Staff person of any emergencies
	+ 1. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		2. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		3. Review Agenda
		4. Acceptance of Meeting Minutes
 | Chair / PRI Staff |
| 8:30 am | 1. PRI Report / RAIL / NMC Metrics
	* New Members Presentation
	* The administration of the Nadcap program
	* Review of the Rolling Action Item List (RAIL); including reviewing RAIL items closed since the last meeting
	* Review the health of the Nadcap program through Nadcap Management Council (NMC) metrics
 | PRI Staff |
| 9:30 am | 1. Clarification Data Base
* Database contains clarifications associated with the NDT Checklists brought forward by Suppliers / User Subscribers. Resolution of clarifications may result in potential changes to the checklist. The status of the database is discussed.
 | Andy Bakewell |
| 10:00 am | BREAK |  |
| 10:15 am | 1. Technical Issues and Open Discussion Items
* Address and review new issues relating to the NDT industry and Nadcap
 | Task Group |
| 11:00 am |  | 1. Nadcap and NDT Procedure Review
	* Key Nadcap procedure changes are summarized since the last Task Group meeting
	* Discuss revisions to procedures pertinent to the Nadcap NDT Task Group
 | PRI Staff |
| 11:30 am |  | 1. Auditor Conference Report Out
* Auditor conference update
 | PRI Staff |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Verbal Quorum Check
		2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		3. Introductions of any attendees not previously done
 | Chair |
| 1:05 pm | 1. Supplier Report & Discussion
* Supplier report out of activities and requests for NDT Task Group action if required
 | Gary White |
| 1:35 pm | 1. Review Membership Status

• Review Subscriber and Supplier Membership status  | PRI Staff |
| 2:30 pm | BREAK |  |
| 2:45 pm | 1. New Business
* Subscriber Communications with the supply chain “Newsletters/ Symposiums”
 | Task Group |
| 4:30 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

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

|  |  |
| --- | --- |
| 8:00 am – 10:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 10:45 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Verbal Quorum Check
		2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		3. Introductions of any attendees not previously done
 | Chair |
| 10:50 am | 1. New Business (Continued)
* Subscriber Communications with the supply chain “Newsletters/ Symposiums”
 | Task Group |
| 11:15 am | 1. Ad Hoc Team Break Out Session
* Supplier Symposium
* Grit Blasting
* Outside Agency Accreditation Program (OAAP)
 | Task Group |
| 11:45 am | 1. Ad Hoc Team Report Out
 | Ad-Hoc Team Leads |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Verbal Quorum Check
		2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		3. Introductions of any attendees not previously done
 | Chair |
| 1:05 pm | 1. Method Teams & Document Change Spread Sheet
* Discuss and resolve ballot comments for all audit criteria
 | Task Group |
| 3:00 pm | BREAK |  |
| 3:15 pm | 1. Method Teams & Document Change Spread Sheet (Continued)
* Discuss and resolve ballot comments for all audit criteria
 | Task Group |
| 4:30 pm | 1. Method Team Report Out
 | Method Team Leads |
| 5:00 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
	* 1. Call to Order/Verbal Quorum Check
		2. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		3. Introductions of any attendees not previously done
 | Chair |
| 8:05 am  | 1. Report Out of Planning & Operations Meeting
 | Chair |
| 8:50 am | 1. Report Out on the SSC Meeting
 | Gary White |
| 9:30 am | 1. Report Out on AQS Liaison Meeting
 | Alain Bouchet |
| 10:00 am | BREAK |  |
| 10:15 am | 1. Develop Agenda for February 2018 Meeting
 | PRI Staff |
| 11:00 am | 1. RAIL & Clarification Data Base Review
 | Andy Bakewell / PRI Staff |
| 11:30 am | 1. Meeting Facilitation
 | Chair |
| 12:00 pm |  | ADJOURNMENT |  |