

# Elastomer Seal Task Group Meeting Agenda

23-Oct-2017 to 24-Oct-2017

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **Manufacture of Elastomer Seals** |

The Elastomer Seals 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.***

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)

8:10 am

2.0 REVIEW DELEGATION STATUS

8:15 am

3.0 AUDITS

8:30 am

4.0 AUDITORS

8:45 am

5.0 CLOSED MEETING ISSUES

8:55 am

6.0 MEETING CLOSE OUT

9:00 am

ADJOURNMENT OF CLOSED MEETING

9:10 am

1.0 Opening Comments (daily)

9:25 am

7.0 Voting Member Updates & Compliance with Voting Requirements

9:45 am

8.0 SEAL Task Group RAIL

9:55 am

9.0 Staff Report

10:20 am

10.0 Review of Procedure Changes

10:35 am

11.0 SSC Report

10:50 am

12.0 Feedback from AMS CE Meeting

11:05 am

13.0 October 2017 Auditor Conference

11:30 am

14.0 Revision of AC7115 Rev. E

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

14.0 Revision of AC7115 Rev. E Continued

5:00 pm

ADJOURNMENT

Tuesday, 24-OCT-2017

8:00 am

1.0 Opening Comments

8:10 am

15.0 AC7122 Testing Methods for Fabric / Textile Materials

10:40 am

16.0 OP 1117 Auditor Consistency

10:55 am

17.0 Audit Effectiveness

11:10 am

18.0 SEAL Task Group Initiatives

11:30 am

19.0 New Business

11:45 am

20.0 Meeting Close Out

12:00 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

ELASTOMER SEALS TASK GROUP DOES NOT MEET ON THIS DAY

8:00 am – 10:00 am

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

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         + 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 | M. Koucouthakis K. Purnell |
| 8:10 am | 1. REVIEW DELEGATION STATUS    * REVIEW THE CURRENT DELEGATION OVERSIGHT AND CONCURRENCE OF THE SEAL AUDIT REPORT REVIEWERS | M. Koucouthakis K. Purnell |
| 8:15 am | 1. AUDITS    * 1. REVIEW SCHEDULED AND CONDUCTED AUDITS      2. DISCUSS PROBLEM AUDITS | M. Koucouthakis K. Purnell |
| 8:30 am | 1. AUDITORS    * 1. DATA ANALYSIS REVIEW – OVERALL AUDITOR PERFORMANCE      2. OP 1117 AUDITOR CONSISTENCY | M. Koucouthakis K. Purnell |
| 8:45 am | 1. CLOSED MEETING ISSUES    * DISCUSSION OF TOPICS THAT REQUIRE CONFIDENTIALITY | M. Koucouthakis K. Purnell |
| 8:55 am | 1. MEETING CLOSE OUT    * 1. REVIEW OF ACTION ITEMS ASSIGNED DURING THE MEETING      2. SET NEXT MEETING AGENDA TOPICS | M. Koucouthakis K. Purnell |
| 9:00 am | ADJOURNMENT OF CLOSED MEETING |  |
| 9:10 am | **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 June 2017 Meeting Minutes | M. Koucouthakis K. Purnell |
| 9:25 am | 1. Voting Member Updates & Compliance with Voting Requirements    * 1. Review Voting Membership      2. Review Voting Membership Meeting Attendance and Voting Participation | M. Koucouthakis K. Purnell |
| 9:45 am | 1. SEAL Task Group RAIL    * Review of the SEAL Task Group Rolling Action Item List (RAIL) | K. Purnell |
| 9:55 am | 1. Staff Report    * 1. Auditor Status      2. Task Group Metrics      3. Most Common NCR’s      4. Latest Changes      5. Future Nadcap Meeting Dates and Locations      6. Staff Engineer Delegation | K. Purnell |
| 10:20 am | 1. Review of Procedure Changes    * 1. Review Changes to General Operating Procedures      2. Review Changes to OP 1114 and OP 1116 SEAL Appendices | M. Koucouthakis K. Purnell |
| 10:35 am | **OPEN** | 1. SSC Report    * Important updates of the Supplier Support Committee | D. Bushmann |
| 10:50 am | 1. Feedback from AMS CE Meeting    * Update on activities that impact the SEALS Task Group | M. Koucouthakis |
| 11:05 am | 1. October 2017 Auditor Conference    * 1. October 2017 Auditor Conference Report Out      2. Auditor Feedback on AC7115      3. Auditor Conference Topics for 2018      4. Auditor Conference Logistics for 2018 | M. Koucouthakis K. Purnell |
| 11:30 am | 1. Revision of AC7115 Rev. E    * Complete incorporation of ballot comments from AC7115 Rev D    * Review AS6414 for development of in-depth questions for AC7115    * Subscriber Requirements    * Shelf -Life Control of Raw Material, Preform and Compounds    * PD2101 | M. Koucouthakis |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:00 pm | **OPEN** | 1. Revision of AC7115 Rev. E Continued    * Complete incorporation of ballot comments from Rev D    * Review AS6414 for development of in-depth questions for AC7115    * Subscriber Requirements    * Shelf -Life Control of Raw Material, Preform and Compounds    * PD2101 | M. Koucouthakis K. Purnell |
| 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    * 1. Call to Order/Verbal Quorum Check         + Introductions | M. Koucouthakis |
| 8:10 am | 1. AC7122 Testing Methods for Fabric / Textile Materials    * 1. Audit Question Updates for AC7122-P      2. Captive Laboratory Audit Questions for Fabric / Textile AC7122 Checklist | M. Koucouthakis K. Purnell |
| 10:40 am | 1. OP 1117 Auditor Consistency    * Review requirements and SEAL TG compliance | M. Koucouthakis K. Purnell |
| 10:55 am | 1. Audit Effectiveness    * Review ;rogress | M. Koucouthakis K. Purnell |
| 11:10 am | 1. SEAL Task Group Initiatives    * Review and update SEAL Task Group initiatives | M. Koucouthakis K. Purnell |
| 11:30 am | 1. New Business    * 1. Time to Address New Topics or Concerns      2. Meeting Attendance | M. Koucouthakis |
| 11:45 am | 1. Meeting Close Out    * 1. Review of Action Items Assigned During the Meeting      2. Set Next Meeting Agenda Topics | M. Koucouthakis |
| 12:00 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

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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. |