

# Sealant Task Group Meeting Agenda

24-Oct-2017 to 25-Oct-2017

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **Sealant Manufacturers** |
| **Sealant Value Added Distributors** |
| **Sealing of Aerospace Assemblies and Components** |

The Sealant 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

**The Sealant Task Group does not meet this day**

Tuesday, 24-OCT-2017

1:00 pm

1.0 Opening Comments (daily)

1:30 pm

2.0 Voting Member Updates and Compliance with Voting Requirements

1:45 pm

3.0 Sealant Task Group Rail

2:00 pm

4.0 Staff Report

2:30 pm

5.0 SSC Report

2:45 pm

6.0 Review of Procedure Changes

3:00 pm

7.0 October 2017 Auditor Conference

3:30 pm

8.0 Feedback from the G-8 and G-9 Meetings

3:45 pm

9.0 Update on Aero Structure Assembly Task Group

4:00 pm

10.0 Sealant Audit Handbook Review

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.

10:10 am

1.0 Opening Comments (daily)

10:15 am

11.0 Sealant Surveillance

11:15 am

12.0 AC7202 and AC7200/1

12:00 pm – 1:00 pm

Lunch Break

1:10 pm

12.0 AC7202 and AC7200/1 Continued

1:30 pm

13.0 Sealant Audit Handbook Review

2:00 pm

14.0 OP 1117 Auditor Consistency

2:15 pm

15.0 Audit Effectiveness

2:25 pm

16.0 Sealant Task Group Initiatives

2:40 pm

17.0 New Business

2:55 pm

18.0 Meeting Close Out

3:00 pm

Adjournment of open meeting

3:15 pm

1.0 OPENING COMMENTS (DAILY)

3:25 pm

20.0 AUDITORS

3:40 pm

21.0 AUDITS

3:55 pm

22.0 REVIEW DELEGATION STATUS

4:00 pm

23.0 SEALANT SURVEILLANCE

4:25 pm

24.0 NEW BUSINESS

4:35 pm

25.0 CLOSED MEETING ISSUES

4:45 pm

26.0 MEETING CLOSE OUT

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 |
|  |  | **The Sealant Task Group does not meet this day** |

Tuesday, 24-OCT-2017

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

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| 1:00 pm | **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 | K. DeFranco  K. Purnell |
| 1:30 pm | 1. Voting Member Updates and Compliance with Voting Requirements    * 1. Review Voting Membership      2. Review Voting Member Meeting Attendance and Voting Participation | K. DeFranco  K. Purnell |
| 1:45 pm | 1. Sealant Task Group Rail    * Review of the SLT Task Group Rolling Action Item List | K. DeFranco  K. Purnell |
| 2:00 pm | 1. Staff Report    * 1. Auditor Status      2. Task Group Metrics      3. Most Common NCR’s      4. Non-Sustaining NCR’s      5. Latest Changes      6. Future Nadcap Meeting Dates and Locations      7. Staff Engineer Delegation | K. Purnell |
| 2:30 pm | 1. SSC Report    * Important updates of the Supplier Support Committee | R. Hendricks |
| 2:45 pm | 1. Review of Procedure Changes    * 1. Review Changes to General Operating Procedures      2. Review Changes to OP 1114 and OP 1116 SLT Appendices | K. Purnell |
| 3:00 pm | 1. October 2017 Auditor Conference    * 1. Auditor Conference Report Out      2. Auditor Feedback on AC7200/1, AC7202, and SLT Audit Handbook      3. Auditor Conference Topics for 2018      4. Auditor Conference Logistics 2018 | K. DeFranco  K. Purnell |
| 3:30 pm | 1. Feedback from the G-8 and G-9 Meetings    * Update of topics discussed | K. DeFranco |
| 3:45 pm | 1. Update on Aero Structure Assembly Task Group    * Update on progress | K. Purnell |
| 4:00 pm | 1. Sealant Audit Handbook Review    * A review of any changes to the Sealant Audit Handbook | K. DeFranco  K. Purnell |
| 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)

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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. | | |
| 10:10 am |  | 1. Opening Comments (daily)    * 1. Call to Order/Quorum Check         + Introductions | K. DeFranco |
| 10:15 am | **OPEN** | 1. Sealant Surveillance    * 1. Review Charts and Open Discussion      2. Review Draft Sealant Surveillance Merit Procedure | K. DeFranco  K. Purnell |
| 11:15 am | 1. AC7202 and AC7200/1    * 1. Ballot Comment Resolution / Revision      2. Future Changes | K. DeFranco  K. Purnell |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:10 pm |  | 1. AC7202 and AC7200/1 Continued    * 1. Ballot Comment Resolution / Revision      2. Future Changes | K. DeFranco  K. Purnell |
| 1:30 pm | **OPEN** | 1. Sealant Audit Handbook Review    * A review of any changes or proposed changes to the Sealant Audit Handbook | K. DeFranco  K. Purnell |
| 2:00 pm | 1. OP 1117 Auditor Consistency    * Review requirements and SLT TG compliance | K. DeFranco  K. Purnell |
| 2:15 pm | 1. Audit Effectiveness    * Address any requests from the NMC Audit Effectiveness Sub-Team | K. DeFranco  K. Purnell |
| 2:25 pm | 1. Sealant Task Group Initiatives    * Review and update SLT Task Group initiatives | K. DeFranco |
| 2:40 pm | 1. New Business    * Time to address new topics of concerns | K. DeFranco |
| 2:55 pm | 1. Meeting Close Out    * 1. Review of Action Items Assigned during the Meeting      2. Set Next Meeting Agenda Topics | K. DeFranco  K. Purnell |
| 3:00 pm | Adjournment of open meeting |  |
| 3:15 pm | **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 | K. DeFranco  K. Purnell |
| 3:25 pm | 1. AUDITORS    * 1. DATA ANALYSIS REVIEW – OVERALL AUDITOR PERFORMANCE      2. OP 1117 AUDITOR CONSISTENCY | K. DeFranco  K. Purnell |
| 3:40 pm | 1. AUDITS    * 1. REVIEW SCHEDUELED AND CONDUCTED AUDITS      2. DISCUSS PROBLEM AUDITS | K. DeFranco  K. Purnell |
| 3:55 pm | 1. REVIEW DELEGATION STATUS    * REVIEW THE CURRENT DELEGATION OVERSIGHT AND CONCURRENCE OF AUDIT REPORT REVIEWERS | K. Purnell |
| 4:00 pm | 1. SEALANT SURVEILLANCE    * 1. REVIEW SEALANT SURVEILLANCE DATA      2. POSSIBLE SUPPLIER MERIT PROGRAM FOR SEALANT | K. DeFranco |
| 4:25 pm | 1. NEW BUSINESS    * OPEN DISCUSSION | K. DeFranco |
| 4:35 pm | 1. CLOSED MEETING ISSUES    * DISCUSSION OF TOPICS THAT REQUIRE CONFIDENTIALITY | K. DeFranco |
| 4:45 pm | 1. MEETING CLOSE OUT    * 1. REVIEW OF ACTION ITEMS ASSIGNED DURING THE MEETING      2. SET NEXT MEETING AGENDA TOPICS | K. DeFranco |
| 5:00 pm | ADJOURNMENT |  |