

# Coatings Task Group Meeting Agenda

23-Oct-2017 to 26-Oct-2017

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **Thermal Spray** | **Coating Evaluation** |
| **Vapor Deposition** | **Plating of Coated Parts** |
| **Diffusion Coatings** | **Heat Treating of Coated Parts** |
| **Stripping of Coatings** | **Grinding of Thermal Spray Coatings** |

The Coatings 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. Ballot Comment Resolution AC7109/1
2. Vapor Deposition Technical Briefing
3. Update on Self-Audit Guidance for the Coatings Audit Handbook CI Project

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

9:00 am

2.0 Review Delegation

9:30 am

3.0 TG Resolution

10:00 am

4.0 Auditor Consistency

12:00 pm – 1:00 pm

LUNCH BREAK

1:05 pm

1.0 Opening Comments

1:30 pm

5.0 Voting Member Updates

1:45 pm

6.0 Review Procedure Changes

2:15 pm

7.0 Metrics

2:30 pm

8.0 First Time Supplier Feedback

2:45 pm

9.0 RAIL

3:00 pm

10.0 Industry Standard Champion Report

3:15 pm

11.0 SSC Introduction

3:30 pm

12.0 NCR Analysis

5:00 pm

ADJOURNMENT

Tuesday, 24-OCT-2017

8:00 am

1.0 Opening Comments

8:15 am

13.0 Audit Criteria [Checklist] Revision

10:30 am

14.0 Discussion on AC7108/1 Clarifications

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

15.0 Pyrometry Technical Briefing

3:30 pm

16.0 Annual Program Document Review

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

8:00 am – 10:00 am

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

10:15 am

1.0 Opening Comments

10:30 am

17.0 Continuous Improvement Initiative

12:00 pm – 1:00 pm

Lunch Break

1:05 pm

18.0 Vapor Deposition Technical Briefing

3:30 pm

19.0 Potential Webinar for Root Cause/Corrective Action Guidance

4:30 pm

20.0 Feedback on New Auditor Candidate Interview Questions

5:00 pm

ADJOURNMENT

Thursday, 26-OCT-2017

8:00 am

1.0 Opening Comments

8:15 am

21.0 Feedback on Customer Notification Trial

8:45 am

22.0 Auditor Conference Report

9:45 am

23.0 SSC Report

10:15 am

24.0 NMC, AQS and Planning & Ops Reports

10:45 am

25.0 New Business

11:15 am

26.0 Meeting Recap

11:45 am

27.0 Meeting Conclusion

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
			+ 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. EXPECTATIONS
 | Udo SchuelkeJustin Rausch |
| 9:00 am | 1. Review Delegation Status
	* Jim Lewis, Bob Lizewski, and Justin Rausch
 | Justin Rausch |
| 9:30 am | 1. Task Group Resolution
 | Justin Rausch |
| 10:00 am | 1. Auditor Consistency
	* 1. Review Observation Plan
		2. Review Auditor Consistency Data
			+ Standard Data
			+ Supplier Feedback
			+ Auditor Evaluations and Trends
			+ Observer Feedback [t-frm-01]
			+ Summarize actions taken
		3. Review Dashboard Metrics
 | Justin Rausch |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 1:05 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. Expectations
		7. Acceptance of Meeting Minutes
 | Udo SchuelkeJustin Rausch |
| 1:30 pm | 1. Voting Member Updates & Compliance with Voting Requirements
	* 1. Current Voting Member participation [meeting and ballots]
		2. New Voting Members
		3. Succession Plan
 | Udo Schuelke |
| 1:45 pm | 1. Review of Procedure Changes
	* 1. Review Changes to General Operating Procedures
		2. Review Changes to OP 1114 and OP 1116 CT Appendices
 | Justin Rausch |
| 2:15 pm | 1. Metrics
	* 1. NMC
 | Justin Rausch |
| 2:30 pm | 1. First Time Supplier Feedback
	* Opportunity for first time suppliers to provide feedback on the Nadcap audit process. This is part of the CTTG Continuous Improvement Initiative.
 | Udo Schuelke |
| 2:45 pm | 1. RAIL [Rolling Action Item List] Review
 | Justin Rausch |
| 3:00 pm | 1. Industry Standard Champion Report
	* Review Watch List
 | Dan Loveless |
| 3:15 pm | 1. SSC Introduction
	* Highlight of activities planned for the week
 | Jeff Tomczak |
| 3:30 pm | 1. NCR Analysis
	* 1. Top 10 NCRs for 2015/2016
		2. NCR Paragraph Reference by Auditor Report for 2015/2016
 | Justin Rausch |
| 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/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 8:15 am | 1. Audit Criteria [Checklist] Revision
	* 1. AC7109/1 Rev E Ballot Resolution
 | Justin Rausch |
| 10:30 am | 1. Discussion on AC7108/1 Clarifications
	* Discussion on the expemptions of AMS 2750 allowed by the Chemical Processing Task Group
 | Justin Rausch |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. Pyrometry Technical Briefing
	* Technical presentation on the key aspects of AMS 2750 in regard to AC7109/7
 | Justin Rausch |
| 3:30 pm | 1. Annual Program Document Review
	* OP 1114 CT Appendix, OP 1116 CT Appendix, s-frm-10, s-frm-16, MOUs
 | Justin Rausch |
| 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

(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. |
| 10:15 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 10:30 am | 1. Continuous Improvement Initiative
	* 1. Vapor Deposition Technical Briefing Report-Out
		2. Self-Audit Guidelines Report-Out
		3. Review Project List
		4. Develop New Project Charter
 | Justin Rausch |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:05 pm | **OPEN** | 1. Vapor Deposition Technical Briefing
	* Technical presentation on the key aspects of various vapor deposition processes in regard to AC7109/2
 | Justin Rausch |
| 3:30 pm | 1. Potential Webinar for Root Cause/Corrective Action Guidance
	* Discuss the potential development of a webinar to provide guidance to Auditees on NCR response guidance
 | Justin Rausch |
| 4:30 pm | 1. Feedback on New Auditor Candidate Interview Questions
	* Review of interview where the new Questions were used.
 | Justin Rausch |
| 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/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 8:15 am | 1. Feedback on Customer Notification Trial
	* Review whether required customer notification is flowing back to the appropriate technical authorities
 | Justin Rausch |
| 8:45 am | 1. Auditor Conference Report
	* Discuss activities, outcomes, and actions from the October Auditor Conference
 | Justin Rausch |
| 9:45 am | 1. SSC Report
	* Review of SSC mission, leadership, and activities
 | Jeff Tomczak |
| 10:15 am | 1. NMC, AQS and Planning & Ops Reports
	* Meeting week report outs
 | Vern TalmadgeJoel MohnackyUdo Schuelke |
| 10:45 am | 1. New Business
 | Justin Rausch |
| 11:15 am | 1. Meeting Recap
	* Summary of Key Topics discussed
 | Justin Rausch |
| 11:45 am | 1. Meeting Conclusion
	* 1. Review Expectations
		2. Agenda Items for Next Meeting
		3. Review New Action Items
		4. Meeting Feedback
 | Udo SchuelkeJustin RauschDale Harmon |
| 12:00 pm | ADJOURNMENT |  |