

# CHEMICAL PROCESSING Task Group Meeting Agenda

23-Oct-2017 to 25-Oct-2017

Omni William Penn Hotel

Pittsburgh, Pennsylvania, USA

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| **ANODISING** | **CONVERSION COATING** |
| **CHEMICAL MILLING** | **CLEANING & PASSIVATION** |
| **ELECTROPLATING** | **ELECTROLESS PLATING** |
| **ETCHING FOR NDT** | **PAINT & DRY FILM APPLICATION** |
| **SURFACE PREP FOR METAL BOND** | **VACUUM CADMIUM & ALUMINIUM IVD** |

The CHEMICAL PROCESSING 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)

8:30 am

2.0 REVIEW DELEGATION STATUS



9:00 am

3.0 AUDITOR CONSISTENCY (OP 1117)

10:00 am

4.0 RESOLUTION BY TASK GROUP ISSUES

12:00 pm – 1:00 pm

LUNCH BREAK

1:00 pm

1.0 Opening Comments (daily)

1:30 pm

5.0 RAIL

2:00 pm

6.0 Voting Member Updates & Compliance with Voting Requirements

2:15 pm

7.0 Review of Procedure Changes

2:45 pm

8.0 NMC Metrics & Auditor Capacity

3:15 pm

ADJOURNMENT

3:15 pm

Breakout Session

 Time for sub-teams to work their actions

Tuesday, 24-OCT-2017

8:00 am

1.0 Opening Comments

8:15 am

9.0 Review AC7108/2 and /15 for proposed updates

 Pre-ballot review of checklists

10:00 am

10.0 Auditor Consistency (OP 1117)

10:30 am

11.0 Audit Handbook and Review Guidelines

11:30 am

12.0 NMC Summary Report

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1:15 pm

13.0 REACH

2:00 pm

14.0 Sub-Team Report Outs

 Reports outs from any sub-teams that are ready

3:00 pm

ADJOURNMENT

3:00 pm

Breakout Session

 Time for sub-teams to work their actions

4:00 pm – 5:00 pm

**CP SAT** – Supplier Standing Action Team Meeting – Suppliers Only

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend.

5:00 pm – 7:00 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged 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

1.1 Call to Order/Quorum Check

1.2 Introductions

1.3 Code of Ethics/Antitrust and Meeting Conduct

1.4 Review Agenda

10:30 am

15.0 Auditor Conference 2017

 Review of auditor conference and select subjects for the next one.

12:00 pm – 1:00 pm

Lunch Break

1:00 pm

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.2 Introductions

1.3 Code of Ethics/Antitrust and Meeting Conduct

1.4 Review Agenda

1:15 pm

16.0 Report Outs: NMC, P&O/CLOSED, CP-SAT, AQS, SSC

2:00 pm

17.0 Any Other Business

2:30 pm

14.0 Sub-Team Report Outs

 Reports outs from any sub-teams that are ready

18.0 Meeting Feedback and Develop Agenda for the Next Meeting

3:00 pm

ADJOURNMENT

3:00 pm

Breakout Session

 Time for sub-teams to work their actions

Break Out Sub-Teams:

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
 | Mike Stolze |
| 8:30 am | 1. REVIEW DELEGATION STATUS
	* + REVIEW THE DELEGATION STATUS OF AUDIT REPORT REVIEWERS
 | Christine Nesbitt |
| 9:00 am | 1. AUDITOR CONSISTENCY (OP 1117)
	* + REVIEW DASHBOARD METRICS
		+ REVIEW AUDIT OBSERVATION SCHEDULE
		+ REVIEW OBSERVER FEEDBACK
 | Mike Coleman |
| 10:00 am | 1. RESOLUTION BY TASK GROUP ISSUES
	* + REVIEW AUDIT ISSUES
		+ RISK MITIGATION AUDIT REVIEW
 | Nigel Cook |
| 12:00 pm – 1:00 pm |  | LUNCH BREAK |  |
| 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 Meeting Minutes
 | Mike Stolze |
| 1:30 pm | 1. RAIL
* Review the Chemical Process Task Group RAIL
 | Nigel Cook |
| 2:00 pm | 1. Voting Member Updates & Compliance with Voting Requirements
* Confirm any new voting member applications.
* Review compliance with voting requirements of present voting members
 | Nigel Cook |
| 2:15 pm | 1. Review of Procedure Changes
* Review any changes to General Operating Procedures since the last meeting
* Review any changes to your specific OP 1114 and OP 1116 Appendices since the last meeting
 | Ethan Akins |
| 2:45 pm | 1. NMC Metrics & Auditor Capacity
* Review the NMC Metrics and Auditor Capacity
 | Ethan Akins |
| 3:15 pm | ADJOURNMENT |  |
| 3:15 pm | Breakout Session* Time for sub-teams to work their actions
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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
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 8:15 am | 1. Review AC7108/2 and /15 for proposed updates
* Pre-ballot review of checklists
 | Nigel Cook |
| 10:00 am | 1. Auditor Consistency (OP 1117)
* Summary of closed meeting presentation and discussion
 | Mike Coleman |
| 10:30 am | 1. Audit Handbook and Review Guidelines
	* Review of proposed changes to the CP Audit Handbook and Audit Review Guidelines.
	* Review for content with respect to Observation NCRs (Karyn Deming)
 | Nigel Cook |
| 11:30 am | 1. NMC Summary Report
	* Complete the NMC Summary Report.
 | Chrstine Nesbitt |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 1:15 pm | 1. REACH
	* Review the latest status on REACH
 | TBA |
| 2:00 pm | 1. Sub-Team Report Outs
* Reports outs from any sub-teams that are ready
 | Various |
| 3:00 pm | ADJOURNMENT |  |
| 3:00 pm | Breakout Session* Time for sub-teams to work their actions
 |  |
| 4:00 pm – 5:00 pm |  | **CP SAT** – Supplier Standing Action Team Meeting – Suppliers Only |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting –** Task Group Chairs & Staff Engineers are required to attend. |  |
| 5:00 pm – 7:00 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged 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. |
| 10:15 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 10:30 am | 1. Auditor Conference 2017
* Review of auditor conference and select subjects for the next one.
 | Christine Nesbitt |
| 12:00 pm – 1:00 pm |  | Lunch Break |  |
| 1:00 pm | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
		2. Introductions
		3. Code of Ethics/Antitrust and Meeting Conduct
		4. Review Agenda
 | Mike Stolze |
| 1:15 pm | 1. Report Outs: NMC, P&O/CLOSED, CP-SAT, AQS, SSC
	* NMC
	* SSC
	* AQS
	* Closed/P&O
	* CP-SAT
 | Various |
| 2:00 pm | 1. Any Other Business
	* Please let Nigel know if you have any other business
 | Nigel Cook |
| 2:30 pm | 1. Sub-Team Report Outs
* Reports outs from any sub-teams that are ready
 |  |
|  | 1. Meeting Feedback and Develop Agenda for the Next Meeting
 | Mike Stolze |
| 3:00 pm | ADJOURNMENT |  |
| 3:00 pm | Breakout Session* Time for sub-teams to work their actions
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Break Out Sub-Teams:

1. A subteam of Mike Coleman (lead), Gene Wallace, Jeremy Phillips, Karyn Deming and Christine Nesbitt to review AR005 and report back at the next meeting.
2. A sub-team of Andy Murphy (Lead), Tammi Schubert, Mike Noettl, Dave Serbousek and Christine Nesbitt to contact other Task Groups and get agreement/buy-in to the definitions of Calibration, Verification and Standardization and then incorporate them into OP 1102.
3. The Auditor Consistency Team, plus Hal Abel, Zia Usmani, Serge Labbe, Phil Brockman and Jim Cummings to develop a process for collating information on NCRS missed during Nadcap Audits and present it to the June Task Group meeting.