**CONFIRMED MINUTES**

**FEBRUARY 20-23, 2017**

**NEW ORLEANS, LOUISIANA, USA**

**These minutes are not final until confirmed by the Task Group in writing or by vote at a subsequent meeting. Information herein does not constitute a communication or recommendation from the Task Group and shall not be considered as such by any agency.**

**MONDAY, 20-FEB-2017 to THURSDAY, 23-FEB-2017**

# OPENING COMMENTS – OPEN/CLOSED

## Call to Order / Quorum Check – OPEN/CLOSED

The Coatings Task Group (CTTG) was called to order at 8:00 a.m., 20-Feb-2017.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

A quorum was established with the following representatives in attendance:

***Subscriber Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Mark | Binfield | UTC Aerospace (Goodrich) |  |
| \* | Fabrice | Crabos | SAFRAN Group |  |
| \* | Patrick | Kiernan | Rolls-Royce |  |
|  | Serge | Labbé | Héroux-Devtek Inc. |  |
| \* | Dan | Loveless | Parker Aerospace Group |  |
| \* | Dennis | Meehan | Pratt & Whitney |  |
|  | John | Merritt | Lockheed Martin Corp. |  |
|  | Joel | Mohnacky | UTC Aerospace (Hamilton Sundstrand) | Vice Chairperson |
| \* | Udo | Schuelke | Honeywell Aerospace | Chairperson |
| \* | Jessica | Shepard | GE Aviation |  |
|  | Tetyana | Shmyreva | Rolls-Royce |  |
|  | Ranganathan | Srinivasan | ST Aerospace Ltd. |  |
| \* | Jan | Wigren | GKN Aerospace Sweden AB |  |

***Other Members/Participants Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
|  | Steve | Connally | Curtiss-Wright |  |
| \* | Dale | Harmon | Cincinnati Thermal Spray | Secretary |
|  | Kazuhiko | Kakinuma | IHI Corporation |  |
| \* | Martin | LaPierre | Technologies de Surface Ellison Canada |  |
|  | Marty | McAnulty | LPI Industries, A HEICO Company |  |
| \* | Steve | Payne | Praxair Surface Technologies |  |
|  | Kevin | Ramlal | Oerlikon Metco (Canada) Inc. |  |
| \* | Vern | Talmadge | Arconic Power & Propulsion - Howmet Thermatech Coatings |  |
| \* | David | Thompson | DCI Aerotech |  |
| \* | Jeff | Tomczak | Techmetals, Inc. |  |
|  | Yoshihiro | Tsuda | IHI Corporation |  |
|  | Takamitsu | Watanabe | IHI Corporation |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Connie | Hess |
| Joe | Pinto |
| Justin | Rausch |

## Safety Information – OPEN/CLOSED

Safety information for the meeting, including the crisis and evacuation plans for the hotel, was reviewed.

## Review Code of Ethics and Meeting Conduct – OPEN/CLOSED

Justin Rausch presented a tutorial explaining the functions of Nadcap and the CTTG, and reviewed the Nadcap Code of Ethics.

## Present the Antitrust Video – OPEN/CLOSED

Justin Rausch showed a video on Antitrust, narrated by Joe Pinto, to participants.

## Review Agenda – OPEN/CLOSED

The agenda for the meeting was reviewed. No changes were proposed or made.

## Expectations – OPEN/CLOSED

Attendees were given the opportunity to identify expectations to be addressed during the week of meetings. A list was started in the closed meeting and reviewed again in the open meeting. Expectations beyond agenda items: clarification of the self-audit requirements for the number of job audits to be performed, disposition of AC7109/2 Appendix A, feedback on a potential Memorandum of Understanding (MOU) with the Heat Treatment Task Group for AC7109/7, discussion on the AMS 2750 requirements in AC7108/1, determination on Rolls-Royce’s proposal to include Process Failure Modes and Effects Analysis (PFMEA) into AC7109.

## Acceptance of Meeting Minutes – OPEN

Motion made by Dan Loveless and seconded by Steve Payne to approve the minutes for the October 2016 meeting held in Pittsburgh, Pennsylvania, United States without change. Motion passed.

# REVIEW DELEGATION STATUS – CLOSED

Data was reviewed for CTTG Subscriber concurrence with audit report reviewer decisions. The delegated audit report reviewers (Jim Lewis, Bob Lizewski, and Justin Rausch) met the criteria of over 10% audits reviewed and greater than 90% concurrence. All reviewers also met the criteria of at least ten audits being reviewed for the year. Their delegation is maintained.

# tASK gROUP RESOLUTION – CLOSED

Auditee’s Customer List – The CTTG discussed the Auditee’s Customer list that is viewable on the Audit Details page of an auditee in eAuditNet. Concerns were express that these lists were not accurate. These lists are controlled by the auditees, and the auditees are responsible for keeping them up-to-date. Subscribers must work with auditees to ensure these lists are maintained.

Action Item: Justin Rausch to propose an eAuditNet enhancement to include an additional search option in the Subscriber QML that would allow Subscribers to identify Suppliers on their Supplier lists that do not identify that Subscriber as a customer. (Due Date: 31-Mar-2017)

# AUDITOR CONSISTENCY – CLOSED

## Review Observation Plan

The 2016 and 2017 audit observation plans were reviewed. One of one candidates requiring observation for the 2016 plan was observed. Additionally, three other observations were performed in 2016. One of seven candidates for observation for 2017 have been observed to date.

One observation report submitted after the October 2016 meeting was reviewed. Feedback was positive and no rating of ‘Does Not Meet’ was given.

## Review Auditor Consistency Data

Auditor consistency data was reviewed. The review included: individual Auditor evaluations and Supplier feedback for all audits conducted between 1-Sep-2016 and 31-Dec-2016; peer comparison of average number of NCRs written per audit day; comparison of the number of NCRs written by an auditor versus the number of NCRs by both the previous and following auditors; and influence of failure criteria on written NCRs per audit. Supplier feedback comments were good. Most of these comments pertained to NCRs that were not identified on the previous audit.

As a result of reviewing the auditor consistency data, the CTTG has requested to do a more thorough evaluation of one auditor who appears to be an outlier in terms of NCR writing compared to his peers.

Action Item: Justin Rausch to develop a more thorough comparison of an auditor with potential consistency concerns. (Due Date: 30-Apr-2017)

## Review Dashboard Metrics

The Coatings dashboard metrics through 31-Jan-2017 were presented by Justin Rausch and reviewed by the Task Group.

Frequency of Auditor Consistency Data Review, Goal Annually: Green – On the February 2017 meeting agenda (Reviewed every meeting).

Subscriber Observations Required, Goal Identified: Green – Identified Based on the CTTG Candidates for Observation Plan, seven observations are required for 2017.

Subscriber Observations Completed, Goal 10% Completed: Green – 14% Completed. One of seven observations required for 2017 have been completed.

Supplier Feedback Question 15, Goal 95%: Yellow – 94% of Auditees answered “Yes” that the auditor was consistent compared to previous auditors for 123 of 132 audits conducted from 01-Jan-2016 to 31-Dec-2016.

# Voting Member Updates & Compliance with Voting Requirements – open

## Current Voting Member Participation [Meetings and Ballots]

The compliance to voting requirements per PD 1100 were reviewed. All Voting Members met the membership requirements.

## New Voting Members

The following requests for additions or changes to voting membership were received and confirmed by the Task Group Chairperson pending verification of PD 1100 requirements:

* Subscriber Voting Member: UVM
* Supplier Voting Member: SVM
* Alternate: ALT
* Task Group Chairperson: CHR
* Vice Chairperson: VCH
* Secretary: SEC

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Company** | **Position:****(new / updated role)** | **Meetings Attended(Month/Year)** |
| Dave | Thompson | DCI Aerospace | SVM (New) | Oct-2016 | Feb-2017 |
| Jessica | Shepard | GE Aviation | ALT UVM (New) | Oct-2016 | Feb-2017 |

## Succession Plan

The current CTTG succession plan was reviewed with Udo Schuelke as the Chairperson, Joel Mohnacky as the Vice-Chairperson, and Björn Kjellman as the Alternate Vice-Chairperson. Dale Harmon is Secretary.

# Review of PRocedure Changes – OPEN

## Review any changes to General Operating Procedures since the last meeting.

Justin Rausch presented the changes made to Nadcap Operating Procedures since the October 2016 meeting.

## Review of any changes to CT specific OP 1114 and OP 1116 Appendices since the last meeting.

No changes were made to OP 1114 App CT or OP 1116 App CT since the October 2016 meeting.

A ballot comment for OP 1114 App CT was resolved.

# Metrics – open

## Nadcap Management Council (NMC)

The NMC metrics through 31-Jan-2017 were presented by Justin Rausch and reviewed by the Task Group.

Auditor Capacity, Goal 130%: Green – 129% capacity projected through Jul 2017.

On-Time Certifications, Goal 98% on-time: Green – 100%; no lapsed certs.

Supplier Merit, Action Target Level 80%: Yellow – 74% on merit as of January 2017.

Cycle Time Oct 2016-Jan 2017, 44 audits

Total, Goal 53 days: Green Nov, Dec, Jan (44, 46, 52) days. Red Oct (62) days,

Staff, Goal 17 days: Green all months (10, 6, 7, 6) days.

Supplier, Goal 28 days: Green Nov, Dec (23, 28) days. Red Oct, Jan (39, 32) days

The CTTG analyzed the increase in Cycle Time and the previous trends identified trends based on number of zero NCR audits, 5+ NCR audits, and cumulative late days are still contributing to the cycle time issues in months that Red. Another trend is that first round responses typically do not follow the required Root Cause/Corrective Action format.

Action Item: Justin Rausch to propose an update the Root Cause/Corrective Action guidance linked to each NCR and submit it to other Staff Engineers for review. (Due Date: 30-Apr-2017)

# first time supplier feedback – open

Two first time Suppliers were in attendance. Overall, the comments on the Nadcap process were good. The Suppliers did express a concern over the lack of common Subscriber requirements and a desire for fewer Subscriber audits once a Nadcap accreditation is achieved.

# rail (rolling action item list) – open

The Rolling Action Item List (RAIL) was reviewed.

For specific details on all RAIL items, please see the current Coatings Rolling Action Item List posted at [www.eAuditNet.com](http://www.eAuditNet.com), under Public Documents.

# INDUSTRY STANDARD CHAMPION REPORT – OPEN

The Coatings Industry Standard watch list was reviewed. Dan Loveless reported that no changes were made since the October 2016 meeting.

As a follow-up to the discussion during the October 2016 meeting, Jan Wigren and Justin Rausch reported that the changes made to ISO 6508-1 do not affect the CTTG.

# SSC Introduction – open

Jeff Tomczak, Coatings representative to the Supplier Support Committee (SSC), presented an overview of the SSC and its activities along with the agenda items for Tuesday’s general SSC meeting.

# OP 1110 – Open

Proposed OP 1110 Mode B Failure Criteria for initial and reaccreditation audits were reviewed to establish the criteria for 2017. Criteria were calculated using 2 years of data (2015 and 2016) for initial audits and 1 year of data (2016), with a failure threshold of 96.5%. For initials, the calculated criteria are nearly identical to the existing criteria for Major NCRs and more than 1 NCR per day less for Total NCRs compared to existing criteria. For reaccreditations, the calculated criteria are 1 NCR less for Major NCRs and almost identical for Total NCRs per audit day, compared to existing criteria.

The CTTG decided to maintain the existing criteria from 2016.

# Revision of MOU for AC7108/1 – Open

The CTTG developed a proposed revision of the MOU for AC7108/1 to add ownership of the checklist (Chemical Processing Task Group) and to change the current tradename used in the MOU to the term ceramic metallic corrosion protection coatings. The proposed change also includes a request giving the CTTG the ability to comment on revisions prior to them being balloted.

ACTION ITEM: Justin Rausch to submit the proposed revision of the AC7108/1 MOU to the Chemical Processing Task Group. (Due Date: 31-Mar-2017)

Martin LaPierre presented proposed clarifications to AC7108/1 based on current AMS 2750 requirements.

ACTION ITEM: Martin LaPierre and Joshua Crockett to redo the proposal, documenting the proposed changes using track changes to make it clearer what the proposed changes to the AC7108/1 guidance are. (Due Date: 28-Apr-2017)

ACTION ITEM: Justin Rausch to schedule a WebEx for the CTTG to review the redone proposed clarifications of AC7108/1 before submitting to the Chemical Processing Task Group. (Due Date: 05-May-2017)

ACTION ITEM: Justin Rausch to submit the proposed clarification of AC7108/1 to the Chemical Processing Task Group after CTTG review. (Due Date: 12-May-2017)

# audit criteria (checklist) revision – open

## AC7109/5 Rev G Ballot Resolution

Ballot comments to AC7109/5 Rev G were resolved. This checklist is ready for Task Group affirmation ballot.

## AC7109/2 Rev D Appendix Discussion

The CTTG resolved to remove the proposed appendix to AC7109/2 based on concerns over whether all of the parameters are required by industry standard or Subscriber specification and are consistent across all equipment.

## AC7109 Rev F

A revision of AC7109 Rev F was begun and completed. This revision includes the introduction of new self-audit requirements along with changes to implement preferred wording developed by the CTTG. This checklist is ready for Task Group ballot.

The proposed addition of PFMEA was tabled until a decision is made by the NMC Sub-Team that was formed to discuss the topic. The concerns are whether the topic is too prescriptive and if it belongs in a special process audit.

## AC7109/1 Rev E

A revision of AC7109/1 Rev E was begun and completed. This revision includes proposed clarification for several requirements, updates to standardize wording across checklists with similar requirements, and changes to implement preferred wording developed by the CTTG. This checklist is ready for Task Group ballot.

Additionally, ballot comments were addressed for AC7109/3 Rev G and AC7109/6 Rev D.

# Continuous Improvement Initiative – Open

## Vapor Deposition Technical Briefing Report-Out

The Vapor Deposition Technical Briefing Sub-Team has not conducted any meetings yet, as it was awaiting a decision on Appendix A of AC7109/2. The focus of the Sub-Team will shift from understanding new Nadcap requirements to understanding the technology.

## Auditor Candidate Interview Questions List Update Report-Out

The Auditor Candidate Interview Questions Sub-Team reported that most of the list has been reviewed and updated. One additional meeting will be scheduled to complete the task.

## Review Project List

The Continuous Improvement Projects and Potential Technical Briefing lists were reviewed.

## Develop New Project Charter

No additional projects were chartered, as the two active sub-teams will continue.

# Self-audit Requirement Overview – OPEN

The introduction of the new standardized self-audit requirements was discussed. The CTTG determined that no additional pre-audit documents will be required beyond the checklist. Job audit requirements will remain consistent with current requirements for all checklists, except for AC7109/5. The AC7109/5 self-audit job requirements will be verification of all tests within the scope of accreditation with at least one of the tests being witnessed. The requirements from OP 1105 will not be enforced until the revision of AC7109 Rev F is completed to introduce the new self-audit questions.

Action Item: Justin Rausch to issue an Auditor Advisory indicating the self-audit requirements from OP 1105 are not to be enforced until AC7109 Rev F is effective. (Due Date: 10-Mar-2017)

# Potential New Technologies – open

The CTTG discussed several new technologies that could potentially be added to Coatings requirements, but none are applicable to current Nadcap Coatings Subscribers. The group will continue to monitor this annually. New technologies mentioned include cold spray, suspension spray, coating of additive manufacturing parts, alternate surface preparation technologies, and various new test and inspection methods.

# ssc report – open

Jeff Tomczak presented an overview of supplier news and other items of interest from the SSC meeting held Tuesday afternoon. For complete details, see published minutes of the SSC posted on [www.p-r-i.org](http://www.p-r-i.org).

# NMC, aqs, AND PLANNING & OPS REPORT – OPEN

Vern Talmadge updated the CTTG on items of interest from the Nadcap Management Council (NMC). For complete details, see published minutes of the NMC posted on [www.p-r-i.org](http://www.p-r-i.org).

Joel Mohnacky reported out on the Aerospace Quality Systems (AQS) liaison meeting. AQS is continuing to review checklists for QMS redundancy. AQS is developing guidance on how to word requirements to look for compliance as opposed to existence.

Udo Schuelke briefed the CTTG on items of interest from the Planning and Ops meeting. Major discussion topics were: potential lengthening of audits due to complexity and translation issues, the Planning and Ops meeting format and length, the need for pre-audit documentation with the introduction of new self-audit requirements.

# new business – open

Technical briefings presented as auditor training will also be presented to the Task Group as an educational tool.

Vern Talmadge asked for clarification relative to AC7109/7 on application to the heat treatment of parts by Coatings Suppliers. The Heat Treating Task Group has expressed concern over the applicability of this checklist. Currently, the checklist is used for heat treatments directly related to coated parts. Discussions will continue about a potential MOU with the Heat Treating Task Group to potentially provide insight for AC7109/7.

Action Item: Justin Rausch to issue an Auditor Advisory indicating that the requirement in AC7109/7, Paragraph 5.2.1.7 will not be enforced as this question is based on a misinterpretation of AMS 2750 Table 1. (Due Date: 10-Mar-2017)

# meeting conclusion – open

## Review Expectations

All expressed expectations for this meeting were met.

## Agenda Items for Next Meeting

The next meeting will be June 05-08, 2017 in Berlin, Germany. Proposed agenda items beyond the standard items include: ballot comment resolution for AC7109 and AC7109/1; review and potential improvement of root cause/corrective action guidance; addition of self-audit guidance to the CT Audit Handbook; updates for the Vapor Deposition and Auditor Interview Question List Update sub-teams; development of the October 2017 Auditor Conference agenda; update of the CT Audit Resource guide; discussion on the potential inclusion of PFMEA.

## Review New Action Items

New action items were documented by CTTG Secretary, Dale Harmon. For details, see the Coatings Rolling Action Item List (RAIL) posted at [www.eAuditNet.com](http://www.eAuditNet.com).

## Meeting Feedback

Meeting feedback was positive. The meeting room location was favorable.

ADJOURNMENT – 23-Feb-2017 – Motion made by Udo Schuelke and seconded by Vern Talmadge to adjourn the meeting at 11:45 a.m. Motion passed.

Minutes Prepared by: Dale Harmon dharmon@cts-inc.net

 Justin Rausch jrausch@p-r-i.org

RAIL: See [www.eAuditNet.com](http://www.eAuditNet.com)/Public Documents/Coatings

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| --- |
| \*\*\*\*\* For PRI Staff use only: \*\*\*\*\*\*Are procedural/form changes required based on changes/actions approved during this meeting? (select one)YES\* [ ]  NO [x] \*If yes, the following information is required: |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |
|  |  |  |