**CONFIRMED MINUTES**

**22-FEB-2017**

**NEW ORLEANS, LOUISIANA, USA**

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

**WEDNESDAY, 22-FEB-2017**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Steering Meeting was called to order at 8:00 a.m., 22-Feb-2017.

It was noted that only NMC Voting Members and invited guests of the chair were in attendance during the meeting.

The Chairperson also noted that Gary White will have Dale Harmon’s proxy for this meeting.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce |  |
| \* | Jeff | Cerre | Textron Aviation |  |
| \* | Russ | Cole | Northrop Grumman Corp. |  |
| \* | Steven | Dix | Eaton, Aerospace Group |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | Troy | Grim | Spirit AeroSystems |  |
| \* | Dave | Hansen | USAF (309th Maintenance Wing) |  |
| \* | Scott | Iby | UTC Aerospace (Hamilton Sundstrand) | |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Serge | Labbé | Héroux-Devtek |  |
| \* | Jeff | Lott | The Boeing Company | Chairperson |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
| \* | Michael | Roberts | Gulfstream Aerospace |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence & Space |  |
| \* | Davide | Salerno | Leonardo Aircraft |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | Lindsey | Shaw | Raytheon Co. |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME | TASK GROUP |
|  |  |  |  |  |
| \* | Jim | Cummings | Metal Finishing Company | Chemical Processing |
| \* | Tammi | Schubert | Helicomb International | Measurement & Inspection |
| \* | Vitorio | Stana | Avcorp Industries | Composites |
| \* | Vern | Talmadge | Arconic Power & Propulsion | Materials Testing Laboratories |
| \* | Wilfried | Weber | PFW Aerospace GmbH | Heat Treating |
| \* | Gary | White | Orbit Industries | Nondestructive Testing |

***PRI Staff Present***

|  |  |
| --- | --- |
| Kellie | O’Connor |
| Bob | Lizewski |
| Joe | Pinto |
| Scott | Klavon |
| Justin | McCabe |
| Carol | Martin |
| Connie | Hess |
| Jon | Steffey |
| Jim | Lewis |
| Mark | Aubele |
| Glenn | Shultz |

The Chairperson also noted that Gary White will have Dale Harmon’s proxy for this meeting.

## Code of Ethics, Anti-Trust & Conflict of Interest

Jeff Lott reviewed the Code of Ethics, Anti-Trust and Conflict of Interest policy, and the video was viewed by the group.

## Approval of Previous Meeting Minutes

Motion made by Russ Cole and seconded by Richard Blyth to accept the minutes. Motion passed and the October 2016 NMC Steering meeting minutes were approved as written.

# NMC Membership

Michael Roberts of Gulfstream and Shelly Lawless of the Nonconventional Machining and Surface Enhancement Task Group were introduced as new voting members, and were confirmed by the Chairperson. There were two outgoing members of the NMC, Tommy Robinson (Gulfstream) and Kevin Knox (Rockwell Collins), and one additional change to the membership is that Scott Severson, previously the Alternate for Rockwell Collins, will become the main voting member, replacing Kevin Knox. All of these changes were confirmed by the NMC Chairperson.

# ROLLING ACTION ITEM LIST (RAIL)

The NMC Steering RAIL was reviewed. To view the full NMC RAIL for all committees and sub-teams, please visit [www.eAuditNet.com](http://www.eAuditNet.com), use the Task Group menu to select Nadcap Management Council, Task Group Work Area, and then click on the “Forum” tab.

# COMMITtee status reports

## Metrics



Richard Blyth updated the NMC on the current activities of the Metrics Committee. The performance metrics are all currently green. There is a sub-team of the Committee which is looking at potential new metrics, which met face to face in New Orleans. Additionally, the document ballot participation metric was reviewed, and the committee will begin reviewing the NMC participation as well at each Metrics meeting.

Changes to membership were made as follows:

* New Members:
  + Michael Roberts
  + Shelly Lawless
* Removed:
  + Tommy Robinson
* New Vice Chair: Lindsey Shaw

## Ethics & Appeals



Scott Iby gave an update on the Ethics & appeals Committee. The Committee met face-to-face this week and reviewed a proposal for a revised process for allegation handling, as well as a draft communication to all Nadcap stakeholders regarding antitrust. There is currently one open appeal.

Changes to membership were made as follows:

* New Members:
  + Michael Roberts
  + Lindsey Shaw
* New Vice Chair: Victor Schonberger

## Globalization & Strategy



Jeff Lott reviewed the major discussion points from the Committee meeting, which included updates on the Aero Structures Assembly task group, who are finalizing their business plan; an update on Remote Service Providers, and how the audit process will work; and an update on the Nadcap Meeting in February 2020 in Shanghai. In addition, there was a short presentation on a potential new area, Rotor Balancing. For more details, please see the attached presentation.

## Oversight



Frank Mariot noted that the Oversight Committee reviewed the summary of Observation Audits and there was an uptick in the number of observation audits declined by Suppliers (a 20% increase). The Committee requests that the NMC support the Oversight audit by ensuring that Task Group auditors are given the time needed to perform a thorough audit. The Committee is currently considering whether a formal process is needed to track actions and follow-up when auditors did not meet the expectations of a Subscriber in an observation.

## Standardization



Bob Koukol gave an update on the Standardization Committee’s activities. The Committee heard updates on the Revised Risk Mitigation Process and the Self-Audit Submittal Requirements. The Merit sub-team gave an update on their status, proposing clarified definitions of Major NCRs and revised merit criteria. The Committee accepted a proposal for the concept of a streamlined checklist ballot process for urgent changes, however there are still some additional considerations, such as changes needed to eAuditNet. A new sub-team was formed to evaluate the process for management of change. Finally, the Committee reviewed proposed clarifications of definitions for calibration, verification, and standardization.

ACTION ITEM: Standardization Committee’s Checklist Changes Sub-team to map the process to eAuditNet and further understand the impact to eAuditNet and other systems.

## Subscriber Accreditation



Pascal Blondet gave an update on the Subscriber Accreditation Committee’s activities during their meeting this week. The Committee discussed a simplified Option B audit scheduling process, and also discussed the future of the Committee, and it was agreed to meet once per year in October.

# 2016 Supplier symposia feedback



Scott Klavon reviewed the overall feedback from the 2016 Supplier Symposia survey results. For more details, please see the attached presentation.

The feedback has been overwhelmingly positive, and a majority of the attendees have never attended a Nadcap Meeting, which is the intended target audience for these symposia.

# PRI Board of directors Feedback

Joe Pinto gave an update on the upcoming PRI Board of Directors meeting in March. He noted that one of the current Board initiatives is the improvement of Customer Support, which is the reason for the Supplier Symposia, as well as the Nadcap Newsletter, which is now being published three times per year. The Board is also in discussions about audits in places where there are potential safety issues and auditors are not currently willing to travel. As part of this, PRI brought in an outside party, LSDS, to give training to the Auditors on travel safety and security. Additionally, at the next Board meeting, the Board will hear a proposal on having LSDS conducting a review of safety conditions in all locations where Nadcap audits take place, and keeping the audit schedules in mind, their local contacts would keep PRI informed if conditions are not safe for travel, and would provide additional services as needed.

There is one new Board member from Honeywell who will be nominated at the meeting in a couple of weeks.

Joe Pinto noted that this will be Jeff Lott’s last meeting as NMC Chairperson, and thanked him for his service as Chair. Richard Blyth, currently the Vice Chairperson, will be nominated to become Chairperson at the Board meeting, and Frank McManus will be nominated as the new Vice Chairperson.

# AC7004 accreditation of Non-Special Process Supplier



Frank McManus gave an update on the sub-team’s activities. For more details, please see the attached presentation.

The team has determined the cost of the audit, as well as the length. They are currently considering accreditation term length, with two options up for consideration, and costs will need to be evaluated for each option. The preferred option is to mirror the current Nadcap merit model.

The team is now working to collect Subscriber lists of non-special process suppliers (NSPS) to identify and engage common suppliers for pilot audits. The pilots are expected to be conducted in 3rd quarter of 2017, and the group is hoping to launch accreditations by year end. If a NSPS holds a higher-level accreditation (AS9100 or ISO 9001), then AC7004 will not be required. The team is assessing AS9120 and other 3rd party IAF accredited audits.

It was noted that it is important to ensure the ISO 9001 is issued by an acceptable registrar, and there will need to be a method of recognizing who an approved registrar would be. IAQG has a list of approved registrars for issuing ISO 9001, so this was suggested as a starting point for determining the acceptable registrars.

One thing which will need to be very clearly communicated that this will not be accepted in lieu of a required quality management system for Nadcap special process suppliers. The intent is that this is a support service to be offered for non-special process suppliers who would not otherwise hold a 9100 or ISO 9001 certificate. This topic will be brought up at the next sub-team meeting for further discussion.

# eAuditNet enhancements



Jon Steffey gave a brief update on the latest eAuditNet enhancements, notably the Risk Mitigation updates and the self-audit submittal requirements. Jon also highlighted some of the in-progress and in-queue projects, which include financials software integration (such as invoice integration and auditor expense report integration), multiple audit contacts and contact types, “My Watch List” customizable supplier tracking, and User Interface improvements. For more details, please see the attached presentation.

# PRI Laboratory Accreditation



Joe Pinto presented on the PRI/ANAB Joint Accreditation Program. PRI has signed an agreement with ANAB where PRI will schedule, conduct, and review the ISO/IEC 17025 audit, and submit a completed audit package to ANAB. The Materials Testing Laboratory (MTL) Task Group will make the accreditation decision and issue the accreditation for Nadcap. ANAB will make the accreditation decision and issue the accreditation for ISO/IEC 17025. Initially, the program will be limited to MTL audits conducted within the United States. Details have not yet been finalized, and are currently being developed. The agreement is non-exclusive, so once the process is finalized with ANAB, there is the possibility of working with other interested parties as well. For more details, please see the attached presentation.

# Supplier support committee (SSC)



Dale Harmon, gave an update on the SSC activities taking place in New Orleans this week. The Committee is looking for Suppliers to assist on the Asian Support sub-team. The SSC Meeting took place earlier in the week, and they heard an update on the NMC Self-Audit initiative, a report out on the action items from the 2015 Supplier Survey, as well as forming a team for the 2017 survey. The Committee held break-out sessions on creating an Auditee Communications Kit, and also How to Better Communicate in Today’s World.

Membership Changes include:

* Nancy Vancil has resigned as Helpdesk Lead, currently seeking a new volunteer
* There are two new Task Group representatives:
  + Dirk Busmann (Elastomer Seals)
  + Curtis Harvey (Measurement & Inspection)

# other issues / new business

## Bob Koukol requested that the Nadcap SE SWAT Team consider developing a process for properly training auditors when a substantial change is made to the audit process.

ACTION ITEM: PRI Staff SE SWAT Team to develop a process for properly training auditors when a substantial change is made to the audit process.

## Tammi Schubert noted that some Task Groups allow the same person to represent their Task Group on the NMC and the SSC, and she would like to see some standardization. In addition, there are some Task Groups who allow their new voting members to begin voting at the beginning of their second Task Group meeting, while others wait to confirm new voting members until the end of the Task Group Meeting, so their voting rights begin at the third meeting. (Add as action for Standardization).

ACTION ITEM: Standardization Committee to consider standardizing whether the same or different individuals can represent the Task Group on the NMC and SSC.

ACTION ITEM: Standardization Committee to investigate how and when the Task Groups approve new voting members for possible standardization.

ADJOURNMENT – 22-Feb-2017 – Meeting was adjourned at 10:00 a.m.

Minutes Prepared by: Kellie O’Connor, [koconnor@p-r-i.org](mailto:koconnor@p-r-i.org)

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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  \*If yes, the following information is required: | | |
| Documents requiring revision: | Who is responsible: | Due date: |
|  |  |  |