**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 Management 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) Planning & Operations meeting was called to order at 5:00 p.m., 22-Feb-2017.

A quorum was established with the following representatives in attendance:

***Subscriber NMC Voting Members Present (\* Indicates Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Tomohiko | Ashikaga | Mitsubishi Heavy Industries |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce | NMC Vice Chairperson |
| \* | Craig | Bowden | BAE Systems – MAI (UK) |  |
| \* | Jeff | Cerre | Textron Aviation |  |
| \* | Russ | Cole | Northrop Grumman |  |
| \* | Steve | Dix | Eaton, Aerospace Group |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | David | Hansen | USAF (309th Maintenance Wing) |  |
| \* | Scott | Iby | UTC Aerospace (Hamilton Sundstrand) |  |
| \* | Robert | Koukol | Honeywell Aerospace |  |
| \* | Serge | Labbé | Héroux-Devtek |  |
| \* | Marc-André | Lefebvre | Héroux-Devtek |  |
| \* | Jeff | Lott | The Boeing Company | NMC Chairperson |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Roger | Merriman | Textron Aviation |  |
| \* | Scott | O’Connor | Honeywell Aerospace |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Per | Rehndell | GKN Aerospace Sweden AB |  |
| \* | Michael | Roberts | Gulfstream Aerospace Corp. |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence & Space |  |
| \* | Davide | Salerno | Leonardo Aircraft |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | Lindsey | Shaw | Raytheon Co. |  |

***Supplier NMC Voting Members Present (\* indicates NMC Voting Member)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME | TASK GROUP |
|  |  |  |  |  |
| \* | Wilfried | Weber | PFW Aerospace GmbH | Heat Treating |
| \* | Tammi | Schubert | Helicomb International | Measurement & Inspection |
| \* | Jim | Cummings | Metal Finishing Company | Chemical Processing |

***Task Group Chairpersons/Vice Chairpersons Present***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME | TASK GROUP |
|  |  |  |  |  |
|  | Chuck | Beargie | UTC Aerospace (Goodrich) | Conventional Machining as a Special Process |
|  | Al | Berger | GE Aviation | Measurement & Inspection |
|  | Roger | Bloomfield | UTC Aerospace (Goodrich) | Electronics |
|  | Zeljko | Calija | UTC Aerospace (Goodrich) | Nonconventional Machining / Surface Enhancement |
|  | Kent | DeFranco | Lockheed Martin Corp. | Sealants |
|  | Roy | Garside | Rolls-Royce | Electronics |
|  | Dan | Graves | UTC Aerospace (Goodrich) | Materials Testing Laboratories |
|  | Holger | Krueger | Airbus | Welding |
|  | Timothy | Krumholz | Rockwell Collins |  |
|  | Joel | Mohnacky | UTC Aerospace (Hamilton Sundstrand) | Coatings |
|  | Tom | Norris | UTC Aerospace (Goodrich) | Heat Treating |
|  | Richard | Perrett | GKN Aerospace | Composites |
|  | Amanda | Rickman | Raytheon Co. | Materials Testing Laboratories |
|  | Dave | Royce | Pratt & Whitney | Nondestructive Testing |
|  | Mike | Schmidt | GE Aviation | Nonconventional Machining / Surface Enhancement |
|  | Udo | Schuelke | Honeywell Aerospace |  |
|  | Mike | Stolze | Northrop Grumman |  |
|  | Brian | Streich | Honeywell Aerospace |  |
|  | Steve | Tooley | Rolls-Royce | Welding |
|  | Cyril | Vernault | SAFRAN Group | Heat Treating |
|  | Tony | Warren | Airbus | Nondestructive Testing |

***PRI Staff Present***

|  |  |
| --- | --- |
| Ethan | Akins |
| Jerry | Aston |
| Mark | Aubele |
| Linda | Beene |
| Mark | Burval |
| Nigel | Cook |
| Marcel | Cuperman |
| Philip | Ford |
| Susan | Frailey |
| Connie | Hess |
| Rob | Hoeth |
| Mark | Hunkele |
| Scott | Klavon |
| Crystal | Kurtyka |
| Gabe | Kustra |
| Jim | Lewis |
| Bob | Lizewski |
| David | Marcyjanik |
| Julia | Markardt |
| Christine | Nesbitt |
| Kellie | O’Connor |
| Joe | Pinto |
| Justin | Rausch |
| Glenn | Shultz |
| Ian | Simpson |
| Andy | Statham |
| Louise | Stefanakis |
| Michele | Stefanchik |
| Jon | Steffey |
| Elizabeth | Strano |
| John | Tibma |
| Kevin | Wetzel |

## Jeff Lott noted that this meeting is for members of the NMC, Task Group Chairs, Vice Chairs, and PRI Staff.

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

The PRI code of ethics, anti-trust and conflict of interest policy was reviewed.

## The Planning and Ops Agenda was reviewed.

## Approval of Previous Meeting Minutes

## Motion made by Frank McManus and seconded by Richard Blyth to confirm the minutes from the previous meeting. Motion passed and the October 2016 NMC Planning & Operations meeting minutes were approved as written.

# RAIL Review – OPEN

The current Rolling Action Item List (RAIL) was reviewed. Action items P&O-52 and 55 were closed. For specific details, please see the attached RAIL.



Jim Lewis gave a brief presentation on Action Item P&O-45. The sub-team needs a few additional meetings to complete the development of the proposal, which will be presented in June 2017. For more details, please see the attached presentation.



# RISK MITIGATION

Scott Maitland gave a status update on the Risk Mitigation process change. The revised process, where Staff Engineers and Consultant Reviewers will conduct the Risk Mitigation review, was implemented on 01-Jan-2017. For further details on the current status, please see the attached presentation.



# Task group report / discussion time

## Composites (COMP)

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Richard Perrett gave the COMP Task Group Chair report. Key accomplishments for the last year include the completion of AMS 2750/1 Composites Pyrometry Draft, as well as released a significant revision of AC7118. Upcoming projects include additional work on AC7118 to add Kitting Service Providers in the scope. Some of the concerns within the Task Group include the transition of Chair and Vice Chair, the transition of the PRI Coordinator, and Auditor turnover. The Task Group requests support from the NMC in encouraging Subscribers to participate in auditor interviews.

Scott Klavon noted that the issue with lack of Subscriber support during the auditor interviews is becoming a widespread problem across most Task Groups. One suggestion was for the Task Groups to poll the members on when the best availability is for all members.

## Chemical Processing (CP)



Mike Stolze gave an update on CP’s activities, which include the implementation of checklist strategy, review of the CP Audit Criteria for existence versus compliance of quality system requirements. Key projects for the upcoming year include assessing effects of the new checklist structure, and revising the audit criteria for existence vs. compliance of quality system requirements. Some of the risks and changes within the Task Group include Subscriber support at meetings and on sub-teams (such as auditor interviews, auditor observations, etc.), risk mitigation of legacy audits, and increasing NMC requirements during auditor conference not leaving sufficient Task Group time. The Task Group requests NMC support on the standardization of the terms calibration, standardization, and verification.

## Coatings (CT)



Joel Mohnacky gave the report for the Coatings Task Group. The Task Group has implemented their Grinding of Coatings (AC7109/8) checklist, developed an Auditor Skills Matrix to identify potential training opportunities, created a Glossary of Terms and a Preferred Terms list, as well as provided a technical briefing to Auditors on the AMS 2750 requirements. Key projects for the upcoming year include a technical briefing on Vapor Deposition, a revision of the list of interview questions for Auditor candidates, and development of guidance on how Subscriber frozen process requirements differ. The Task Group has no issues or concerns at this time.

## Nondestructive Testing (NDT)



Dave Royce updated the NMC on NDT’s activities, including approval of a new checklist for remote film / image interpretation, and a checklist for Etch Inspection in conjunction with Chemical Processing. Upcoming projects include a supplier symposium covering UV-A LED Inspection lamps, oversight of National Aerospace NDT Boards (NANDTB’s), which is being worked by the NDT Task Group as the Outside Agency Accreditation Program (OAAP) and considering methods of NDT for the Additive Manufacturing Process. There are no anticipated issues or concerns requiring NMC support.

## Nonconventional Machining & Surface Enhancement (NMSE)



Mike Schmidt gave the Chairperson report for NMSE. Key accomplishments for the past year include developing an auditor consistency weighted matrix, adding compliance assessment guidance to their 14 checklists, and completion of initial auditor training and proficiency exams. The Task Group is working on reviewing updates for the auditor handbooks. There has been a leadership transition, with Paul Woolley stepping down as Chair, Mike Schmidt transitioning into the Chair role, and Zeljko Calija becoming the Vice Chair.

# Remote service providers



Mark Aubele gave a presentation on the NMC Globalization & Strategy Committee discussions regarding Remote Service Providers. For more details, please see the attached presentation.

A Remote Service Provider is defined as an organization that performs services at facilities or locations not at the address of accreditation, where work is temporarily performed utilizing portable equipment. The remote facility is not covered by the same quality system as the provider (main facility). The audit process would be conducted in a similar manner to a main/satellite facility, however the accreditation would only be held by the main facility. The remote facilities would remain as linked audits to the main facility. Compliance jobs would be conducted at the remote facility that is audited. This is critical, as the very nature of this audit is for the supplier to demonstrate that they can conduct their process remotely.

Any suggestions, feedback, and volunteers to join the sub-team can be sent to Mark Aubele (maubele@p-r-i.org).

# Audit effectiveness



Mark Rechtsteiner gave an update on the Audit Effectiveness Sub-Team’s activities. For more details, please see the attached presentation.

Short term next steps for the sub-team include the asking the Task Groups to evaluate whether the time allocated to complete job audits enables the auditor to dig into all expected details & depth. There is also a need for the Task Groups to evaluate if the pre-audit documents are truly necessary prior to the audit if there is a good thorough self-audit. The sub-team is also evaluating whether time needs to be added to an audit for complexity, and/or for language barriers.

ACTION ITEM: Kellie O’Connor to send presentation out to Task Groups for feedback. (Due Date: 23-Feb-2017 – COMPLETED)

# Planning & ops meeting format



Mark Aubele reviewed the survey results from the October 2016 meeting.

Suggested changes based on the results would be:

* Task Group (TG) reports revised to address a limited number of key issues of interest
* TG reports are posted electronically prior to the meeting and available but will be discussed only on an as needed basis
* NMC reports are limited to essential items requiring Task Group involvement/input
* Open discussion time for issues brought forth by the TG’s or NMC
* Planning & Ops meeting to be held on Wednesday (this is default coming in 2018)
* Meeting to be limited to 1.5 hours

It was suggested that perhaps a short summary of the current Task Group report information be displayed at each meeting. It was agreed by the group to pursue the above as a basis for the new format going forward.

# other issues / new business / discussion

## RAIL Review

One new action was identified during this meeting.

## 

## Meeting Feedback

No feedback was received.

# ADJOURNMENT –22-feb-2017

Meeting was adjourned at 6:55 P.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: |
|  |  |  |
|  |  |  |
|  |  |  |