**CONFIRMED MINUTES**

**21-FEB-2017**

**NEW ORLEANS, LOUISIANA, USA**

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

**TUESDAY, 21-FEB-2017**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Nadcap Management Council (NMC) Globalization & Strategy Committee was called to order at 2:00 p.m., 21-Feb-2017.

It was noted that only NMC Voting Members were in attendance for this voting members only meeting, with the exception of the following invited guests of the Chairperson:

* Michael Roberts, Gulfstream
* Stanley Trull, Honeywell Aerospace

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | David | Bale | Pratt & Whitney Canada |  |
| \* | Richard | Blyth | Rolls-Royce |  |
| \* | Craig | Bowden | BAE Systems – MAI (UK) |  |
| \* | Steven | Dix | Eaton, Aerospace Group |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | Robert | Koukol | Honeywell Aerospace |  |
| \* | Serge | Labbé | Héroux-Devtek |  |
| \* | Jeff | Lott | The Boeing Company | Chairperson |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Michael | Roberts | Gulfstream Aerospace |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence & Space |  |
| \* | Davide | Salerno | Leonardo Aircraft |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
|  | Stanley | Trull | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME | TASK GROUP |
|  |  |  |  |  |
| \* | Tammi | Schubert | Helicomb International | Measurement & Inspection |
| \* | Wilfried | Weber | PFW Aerospace GmbH | Heat Treating |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Justin | McCabe |
| Kellie | O’Connor |
| Michele | Stefanchik |
| Jon | Steffey |

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

Jeff Lott reviewed the Code of Ethics, Anti-Trust and Conflict of Interest policy.

## Approval of Previous Meeting Minutes

Motion made by Richard Blyth and seconded by Frank McManus to accept the previous minutes. Motion passed and the October 2016 NMC Globalization & Strategy Committee meeting minutes were approved.

# ROLLING ACTION ITEM LIST (RAIL)

The Rolling Action Item List (RAIL) was reviewed.

For specific details, please see the attached NMC RAIL.



# AERO Structures assemblies



Jim Lewis gave a progress report on the Aero Structures Assemblies group. For more information, please see the attached presentation.

The Aero Structures Assembly (ASA) working group had their first meeting in October 2016, and is meeting again in New Orleans. The Acting Chairperson is Craig Bowden. ASA has been meeting monthly via WebEx to work on the base checklist, and to identify assembly processes to be incorporated. They are also working on their business plan, which they intend to finalize during the face-to-face meetings this week.

Next steps include presenting the Business Plan to the NMC, PRI, and the PRI Board of Directors to receive full approval as a Nadcap Task Group.

# remote service providers



Mark Aubele gave a status update on the Remote Service Providers sub-team. For more details, please see the attached presentation.

The sub-team has developed the following definition of “Remote Service Provider”: 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 site is not covered by the same quality system as the provider (main site). The team has also developed some terminology definitions, including Base or Main Facility and Remote Facility.

The audit process would be treated similarly to a main facility with one or more satellites, except the “satellites” (remote facility) would not be accredited. Each remote facility and the main facility will be processed by the Staff Engineer until all issues are resolved. The purpose of this audit is to demonstrate that the supplier has the capability to provide for a special process to be conducted at a remote facility. Once accredited, that supplier will be able to apply that accreditation to any remote facility. The audits would be put in withheld as they are completed until all audits are ready to be sent to Task Group Review together. An important distinction is that only the main facility would be accredited. The remote facilities would remain as linked audits to the main.

Next steps include soliciting Task Group input by presenting at Planning & Ops, continuing to evaluate the process, and then presenting a finalized process, possibly as early as June 2017.

# Nadcap Meetings in Asia Sub-Team



Kellie O’Connor gave an update on the Nadcap Meetings in Asia. The Task Groups are discussing the survey this week to determine if they will conduct a regular Task Group meeting in China, and responses are due on Monday, 27-Feb-2017. Scott is on the next Board agenda to request a statement from the Board in support of meeting in Asia, which would be published in the next Nadcap newsletter. Additionally, the sub-team which was created to plan and prepare for this meeting will have its initial meeting on 09-Mar-2017, with regular meetings planned monthly afterwards. For more details, please see the attached presentation.

# Rotor Balancing



Scott Klavon noted that in November 2016, PRI was contacted by a representative of SAE EG1A Balancing Committee, who was looking to establish a balancing accreditation program and wanted to discuss a possible fit within Nadcap. This is a preliminary heads-up to make the Committee aware of the interest. For more details, please see the attached presentation.

# OTHER BUSINESS

## There was a question about the 2017 Nadcap Symposia locations. The target locations have been identified (11-Apr-2017 in Tokyo, 13-Apr-2017 in Shanghai, Cincinnati, Wichita, Seattle, Toulouse, Seville, Manchester, and possibly Bangalore), however none of them beyond the two in China and Japan have been finalized as of now. Final locations and dates will be emailed to the NMC once the contracts have been signed.

ADJOURNMENT – 21-Feb-2017 – Meeting was adjourned at 3:30 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: |
|  |  |  |
|  |  |  |