**CONFIRMED MINUTES**

**FEBRUARY 20. 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**

# OPENING COMMENTS – CLOSED

## Call to Order / Quorum Check – CLOSED

The Checklist Changes Sub-Team was called to order at 9:00 a.m., 20-Feb-2017.

It was verified that only VOTING MEMBERS and approved guests were in attendance during the closed portion of the meeting.

S. Trull was recognized as an approved guest.

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, Ltd. |  |
| \* | Fath | Bertrand | Airbus Helicopters |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce | Chairperson |
| \* | Craig | Bowden | BAE Systems - MAI (UK) |  |
| \* | Jeff | Cerre | Textron Aviation |  |
| \* | Russell | Cole | Northrop Grumman |  |
| \* | Steven | Dix | Eaton, Aerospace Group |  |
| \* | Troy | Grim | Spirit AeroSystems |  |
| \* | Scott | Iby | UC Aerospace (Hamilton Sundstrand) |  |
| \* | Bob | Koukol | Honeywell Aerospace |  |
| \* | Serge | Labbé | Héroux-Devtek Inc. |  |
| \* | Jeff | Lott | The Boeing Company |  |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Scott | O'Connor | Honeywell Aerospace |  |
| \* | Mark | Rechtsteiner | GE Aviation |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defence & Space |  |
| \* | Davide | Salerno | Leonardo S.p.A. - Divisione Velivoli |  |
| \* | Victor | Schonberger | IAI - Israel Aerospace Industries |  |
| \* | Scott | Severson | Rockwell Collins |  |
| \* | Lindsey | Shaw | Raytheon Co. |  |
|  | Stanley | Trull | Honeywell Aerospace |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Jim | Cummings | Metal Finishing Company, Inc. |  |
| \* | Dale | Harmon | Cincinnati Thermal Spray |  |
| \* | Vern | Talmadge | Arconic Power & Propulsion - Howmet Thermatech Coatings |  |
| \* | Wilfried | Weber | PFW Aerospace GmbH |  |
| \* | Gary | White | Orbit Industries, Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Joseph | Pinto |
| Ian | Simpson |

# EXPEDITED CHECKLIST REVISION PROCESS – CLOSED

A proposal to reduce the time necessary to publish and use a revised checklist under unique circumstances was reviewed. The proposal was to shorten the Task Group ballot time to seven days and have an allowance to waive the 90-day implementation period under circumstances such as incorrect checklist interpretation or undue financial burden. It was revised to clarify that the 7-day ballot can be done without the waiving of the 90-day implementation and that the waiving of the 90-period should only be when requirements are being lowered, not raised.

The proposal was accepted with these changes and will be taken to the NMC Standardization Committee for further action and a decision on moving forward.

ADJOURNMENT – 20-Feb-2017 – Meeting was adjourned at 10:00 a.m.

Minutes Prepared by: Jim Lewis, [jlewis@p-r-i.org](mailto:jlewis@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: |
|  |  |  |
|  |  |  |