**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

Call to Order / Quorum Check

The NMC Audit Effectiveness Rolling Sub-Team Action was called to order at 1:06 p.m.

It was verified that only VOTING MEMBERS and approved guests were in attendance.

Mike Roberts from Gulfstream will be becoming a Voting Member and was approved as a guest by the Chair.

A quorum was established with the following representatives in attendance:

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Pascal | Blondet | Airbus |  |
| \* | Richard | Blyth | Rolls-Royce |  |
| \* | Craig | Bowden | BAE Systems Air & Information |  |
| \* | Jim | Cummings | Metal Finishing Company, Inc. |  |
| \* | Bertrand | Fath | Airbus Helicopters |  |
| \* | Troy | Grim | Spirit Aerospace |  |
| \* | Scott | Iby | UTC Aerospace |  |
| \* | Serge | Labbe | Heroux-Devtek, Inc. |  |
| \* | Jeff | Lott | The Boeing Company |  |
| \* | Scott | Maitland | UTC Aerospace (Goodrich) |  |
| \* | Frank | Mariot | Triumph Group |  |
| \* | Frank | McManus | Lockheed Martin Corp. |  |
| \* | Scott | O’Connor | Honeywell Aerospace |  |
| \* | Mark | Rechtsteiner | GE Aviation | Chairperson |
|  | Mike | Roberts | Gulfstream |  |
| \* | Norberto | Roiz-Lafuente | Airbus Defense |  |
| \* | Victor | Schonberger | Israel Aerospace Industries |  |
| \* | David | Salerno | Leonardo D.V. Velivoli |  |
| \* | Lindsey | Shaw | Raytheon Co. |  |
| \* | Vern | Talmadge | Arconic Power & Propulsion |  |
| \* | Wilfried | Weber | PFW Aerospace GmbH |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Mark | Aubele |
| Scott | Klavon |
| Jim | Lewis |
| Bob | Lizewski |
| Joe | Pinto |
| Cath | Rush |
| Ian | Simpson |
| Jon | Steffey |

Motion made Frank McManus to accept the October 2016 minutes. Motion passed.

The October 2016 minutes were approved as written.

# Multiple Audit Contacts

The status of the eAuditNet enhancement that will allow audits to have two contacts was reviewed. It was stated that the enhancement is currently scheduled to be started in the second quarter of 2017.

# Task Group Actions

The status of Task Group actions relative to expectations for the performance of job audits was reviewed. It was confirmed that all Task Groups have defined and documented the requirements or are compliant with their plan to do so by the end of the February 2017 meeting.

# Time for Verification of Corrective Actions

Data regarding time to verify previous corrective actions and the proposal to add time at break points was reviewed. Staff Engineers had expressed concern that Auditees may be concerned with adding time and cost for something that they believe is already included in the audit. It was noted, though, that this is for a “high” number of NCRs. It was suggested that Staff Engineers should be encouraged to consider additional time for verification of corrective actions on a case by case basis, using the bias function in eAuditNet.

ACTION ITEM: Jim Lewis to communicate to Staff Engineers to consider adding time to an audit for verification of previous corrective actions for audits with greater than 12 NCRs on a case by case basis, using the bias function in eAuditNet. (Due Date: 30-Apr-2017)

# Auditor Assignment

# A potential issue was raised regarding the current practice for assigning the same auditor on consecutive audits. An issue was identified at a Chemical Processing supplier. However, it is not clear if the issue is due to it being the same auditor or if there is another issue. The Chemical Processing TG needs to investigate this further to determine the true issue.

# Pre-Audit Documents

Data collected from Task Groups on the documents required to be submitted prior to the audit and the time and expectations for auditors in reviewing them was presented. The data indicated that Task Groups are inconsistent in the documents they request and that some Task Groups’ expectations require more than two hours for auditors to complete pre-audit prep.

ACTION ITEM: Jim Lewis to ask Task Groups to consider the documents that they require for pre-audit preparation to determine if they are necessary or if they can be addressed in another manner. (Due Date: 30-Apr-2017)

The new functionality to upload the self-audit and other pre-audit documents to eAuditNet was discussed. A concern was raised regarding the security of restricted export controlled and proprietary information if uploaded to eAuditNet. It was explained that restricted technical data should not be uploaded to eAuditNet at any time, including with self-audits and other pre-audit documents. It was also identified that there are security controls in place to prevent unauthorized access and the documents are only available to the Auditor and the Auditee.

ACTION ITEM: Scott Klavon and Jon Steffey to communicate to Suppliers regarding the security of pre-audit information, stressing that this information is seen by Auditors only. (Due Date: 30‑Apr-2017)

# Proposed Actions

The list of proposed actions was reviewed and statuses were updated. Lower priority actions, which have not been being worked, were reviewed to determine if any should now be done.

ACTION ITEM: Jim Lewis to add the topic of additional audit time for complexity or language issues to a future Planning and Ops meeting. (Due Date: 8-Jun-2017)

ACTION ITEM: Jim Lewis and Mark Rechtsteiner to look further into sending an Auditor survey related to Audit Effectiveness and report back to the Sub Team. (Due Date: 8-Jun-2017)

ACTION ITEM: Scott Klavon to work with Jennifer Eckels on the implementation of requesting information from Auditors upon termination of contracts. (Due Date: 30-Jun-2017)

# Potential New Audit Approach

A short brainstorm session was held to evaluate the pros and cons of a new audit approach where experts would review Auditee procedures prior to the audit against customer specification requirements and the on-site audit would focus on compliance to procedures. The data will be evaluated at a future meeting.

# ANY OTHER BUSINESS

It was requested that there be a formal process for Subscribers to inform Task Groups of concerns identified at an Auditee that should have been identified during an audit and require a root cause corrective action response to the NMC.

ACTION ITEM: Jim Lewis to develop a process of reporting and requiring corrective action for issues identified at an Auditee that should have been identified during an audit. (Due Date: 8‑Jun‑2017)

ADJOURNMENT – 20-February-2017 – Meeting was adjourned at 3:00 p.m.

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

Cathy Rush [crush@p-r-i.org](mailto:crush@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: |
|  |  |  |
|  |  |  |