**CONFIRMED MINUTES**

**FEBRUARY 20 – 23, 2017**

 **NEW ORLEANS, LA, 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.**

**WEDNESDAY, 22-FEB-2017 to THURSDAY, 23-FEB-2017**

# OPENING COMMENTS

## Call to Order / Quorum Check

The Aerospace Quality System Task Group (AQS) was called to order at 8:00 a.m., 22-Feb-2017. All participants were reviewed to ensure a proper badge was worn and displayed.

It was verified that only SUBSCRIBER MEMBERS were in attendance during the closed portion of the meeting.

Safety instructions and Conflict of Interest/Code of Ethics topics were covered including the video.

A quorum was established with the following representatives in attendance.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Robin | Borrelli | The Boeing Company |  |
| \* | Saeed | Cheema | Cessna Aircraft Company |  |
|   | Martha | Cordova | The Boeing Company |  |
| \* | Christopher | Davison | Spirit AeroSystems |  |
| \* | David | Day | GE Aviation | Secretary |
|   | Steven | Dix | Eaton Aerospace Group |  |
|   | Claudia | Granados | Honeywell Aerospace |  |
| \* | Timothy | Krumholz | Rockwell Collins | Vice Chair |
| \* | Tony | Marino | The Boeing Company |  |
|   | Frank | McManus | Lockheed Martin Corporation |  |
| \* | Angelina | Mendoza | UTC Aerospace (Goodrich) |  |
| \* | John | Merritt | Lockheed Martin Corporation |  |
| \* | Scott | O'Connor | Honeywell Aerospace | Chair |
| \* | Trish | Wesemann | The Boeing Company |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | NAME |  | COMPANY NAME |  |
|  |  |  |  |  |
| \* | Cara | Burzynski | AeroDynamics Inc. |  |
|   | Ed | Engelhard | Solar Atmospheres Inc. |  |
| \* | David  | Eshleman | The Young Engineers Inc |  |
|  | Johanna | Lisa | Continental Heat Treating  |  |
|   | Lonnie | Naylor | Parker Hannifin |  |
| \* | Ken  | Nelson | Continental Heat Treating |  |
|   | Bryan | Pedrotti | Wyman Gordon Forgings - Houston |  |
|   | John | Robbins | Hillock Anodizing, Inc. |  |
|   | Jon | Thomas | Orizon |  |
| \* | Jim  | Tuminello | Tech Met Inc. |  |

***PRI Staff Present***

|  |  |
| --- | --- |
| Ethan | Akins |
| Mark | Aubele |
| Susan | Frailey |

# Review / Accept – OPEN

## Agenda

The Agenda was reviewed.

## Approval of Previous Meeting Minutes

## The minutes from October 26-27, 2016 were reviewed.

## Motion made by Angelina Mendoza and seconded by Patricia Wesemann to approve the October 2016 meeting minutes as written. Motion Passed

## Succession Plan

The Subscriber members of the AQS Task Group were told to start thinking about possible leadership positions for 2018. This topic will continue to be discussed in future meetings to ensure that leadership positions remain filled.

## Call for New Business

See section 18.0.

# AQS Task Group Tutorial – OPEN

Scott O’Connor and Susan Frailey covered the Task Group Tutorial for the benefit of the first-time attendees.

# VOTING MEMBER updates & COMPLIANCE WITH VOTING REQUIREMENTS - OPEN

The following requests for additions or changes to voting membership were received and confirmed by the Task Group Chairperson pending verification of PD 1100 requirements:

* Subscriber Voting Member: UVM
* Supplier Voting Member: SVM
* Alternate: ALT
* Task Group Chairperson: CHR
* Vice Chairperson: VCH
* Secretary: SEC

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Company** | **Position:****(new / updated role)** | **Meetings Attended(Month/Year)** |
| Martha | Cordova -Landa | Boeing | ALT UVM | Oct 2016 | Feb 2017 |
| Johanna | Lisa | Continental Heat Treating | ALT SVM | Oct 2016 | Feb 2017 |
| Steven  | Dix | Eaton Aerospace | UVM | Oct 2016 | Feb 2017 |
| David | Staten Jr | Eaton Aerospace | ALT UVM – current UVM |  |  |

The compliance to voting requirements per PD 1100 were reviewed. Eaton Aerospace and DCMA have not met requirements for maintaining their voting rights.

Participants that asked for voting rights to the AQS Task Group are outlined in the table above.

Patricia Wesemann will be retiring from Boeing in April 2017. Her voting rights will need to be removed after her retirement.

Motion made by Patricia Wesemann and seconded by Angelina Mendoza to maintain voting rights for those members that are in jeopardy of losing their voting rights. Motion Passed

# AQS RAIL Review / UPDATE – OPEN

The Rolling Action Item List (RAIL) was reviewed and updated by the Staff Engineer.

For specific details, please see the current AQS Rolling Action Item List posted at www.eAuditNet.com, under Public Documents.

# Misc Reporting – OPEN

## Supplier Support Committee Report-Out

## Dave Eshleman reviewed the SSC presentation and discussed activity.

## Nadcap Management Council (NMC)/AQS metrics

## The metrics in eAuditNet were reviewed. A presentation was given to attendees as to where the metrics are located.

## Audit Observations

## All Suppliers were encouraged to accept Observers, as they are there to audit the Nadcap process, not the Supplier. Operating Procedures OP1117 Auditor Consistency and OP 1118 Audit Observers were discussed so that everyone is aware of the requirements and rules pertaining to Audit Observers.

## Certification Bodies Notification (including exclusions taken)

## A presentation was given on the number of Certification Bodies (CB) notifications that have been made to date. These notifications are done at the request of the commodity task groups. Also in the presentation was the number of exclusions to AS/EN/JISQ 9100’s 7.5.2 ‘special process’ requirement. It was discussed that some of the exclusions are valid, as not all Nadcap accredited suppliers perform a special process.

## AQS Auditor training update/status

## New auditor training statistics were presented. These statistics are for the number of Auditor candidates that have gone through the AQS created training to qualify them to become AQS auditors for the Nadcap program. There is currently a RAIL item, with a team, that is revising the training to account for the new revision of the AC7004 checklist (see agenda item 17.0).

## Top 10 NCRs

The Top 10 non-conformances (NCRs) were reviewed for the current revision of the AC7004 checklist. The NCRs were reviewed as a total number and then also reviewed per year to see any trends.

# AC 7004 - OPEN

## Checklist

## Susan Frailey led a discussion to resolve the remaining AC7004F draft comments. Actions are recorded in the comment resolution spreadsheet and the draft of the AC7004F document.

## Handbook

## The team is continuing to work on the handbook. The handbook will be ready to be published when the AC7004 checklist is published. All meeting participants were encouraged to review the handbook and make suggestions for improvements.

## Comparison document

The comparison document was sent out to the AQS Task Group in early 2017. Susan Frailey encouraged all voting members to scrutinize the document to ensure accuracy before it is published.

## Auditor Conference

## The Task Group discussed the need for extensive auditor training to take place in October 2017 due to the changes in the AC7004 checklist requirements. This topic will be discussed in greater detail during the June 2017 Nadcap meeting.

ACTION ITEM: Susan Frailey to submit the AC7004F draft to NMC for ballot. (Due Date: 31-Mar- 2017)

# Review of Posted Items in eAuditNet (as NECESSARY) - OPEN

All items in the AQS public folder were reviewed. Auditor data from 2010 needs to be removed.

ACTION ITEM: Susan Frailey to delete from eAuditNet those items identified above (Due Date: 31-Mar-2017)

# AQS Newsletter – OPEN

Scott O’Connor described the process used by the Non-Destructive Task Group and his personal process, within Honeywell, for publishing a newsletter. The AQS Task Group needs commitments to provide content. The newsletter would be posted in eAuditNet, and would be on an as-needed basis. The group decided not to pursue a specific inclusion in the larger Nadcap program newsletter.

ACTION ITEM: Susan Frailey to add the “Need for a Newsletter?” as a standing agenda item. (Due Date: 31-Mar-2017)

ACTION ITEM: Scott O’Connor to assemble a team and develop an outline of the newsletter (Due Date: 7-Jun-2017)

# Review of Procedure Changes – OPEN

Susan Frailey went through the Summary of Procedure Changes presentation.

# AQS Liaison Report Out – OPEN

Scott O’Connor and David Day described the discussion and issues raised during the Liaison meeting of 21-Feb-2017:

The liaison project was discussed. This is the project to review commodity checklists to assure questions are of effective compliance rather than existence of the Quality Management System (QMS). The members were asked to complete the initial review for concerns by 31-Mar-2017. This will allow the overall review to be presented back to the group in the June 2017 Nadcap meeting.

The Heat Treat (HT) Task Group passed on that AQS might need to address an issue of an allegation of wrongdoing. This will be discussed during the closed session.

Measurement and Inspection (M&I) Task Group had a question on a supplier having Boeing QMS approval to support a commodity accreditation. The group pointed to PD 1100 and stated that this proposal would be unacceptable.

Electronics (ETG) had a question if a supplier could use an external standard as a “work instruction?” The consensus of the group was that this would be insufficient to assure the operator had all the needed information to perform the process.

# Failure Criteria Review – OPEN

Susan Frailey led a discussion on adjusting or maintaining the failure criteria.

Motion made by David Day and seconded by Robin Borelli to maintain the failure criteria at the current levels. Motion passed

# Guidance for QMS issues – OPEN

This issue was discussed in October 2016 and a draft document was written. The draft document was reviewed and modified slightly and approved through consensus.

ACTION ITEM: Susan Frailey to provide this guidance to other Staff Engineers for dissemination to Subscriber voters as when to request Certification Body or AQS Task Group) notification. (Due Date: 31-Mar-2017)

# NSPS (Non-Special Process Suppliers) Update – OPEN

Frank McManus provided an update on the topic. Presentation attached in meeting presentations in eAuditNet – AQS public folder.

# Exclusions taken in 9100 – OPEN

The group concurred that any clauses determined to be Not Applicable and recorded in OASIS will be compared to the allowable NA responses in AC7004.

ACTION ITEM: Susan Frailey to work with PRI Informatics to determine if a recording of the allowable “Not Applicable Clauses” can be recorded in eAuditNet for those organizations. (Due Date: 31-May-2017)

ACTION ITEM: Susan Frailey to work with the document owner of PD1100 to incorporate the suggested wording as noted above. (Due Date: 31-May 2017) Completed during the meeting

# Planning and Operations (P&O) Report Out – OPEN

Scott O’Connor reviewed the discussions that occurred during the previous evening’s meeting.

# Auditor Testing Material – OPEN

Susan Frailey led a discussion on creating additional questions to be used when initially qualifying an AQS auditor that has entered the Nadcap program without all the prerequisites.

The existing questions need to be updated as they refer to AC7004E.

ACTION ITEM: Susan Frailey to send the current test questions, scenarios, etc. to Scott O’Connor to distribute to his team. (Due Date: 28-Feb-2017) Completed during meeting

ACTION ITEM: Scott O’Connor and his team are to have the auditor candidate testing material ready to present at the June 2017 Nadcap meeting. They will have interim meeting(s) to assure success. (Due Date: 31-May-2017)

# New Business – OPEN

## Susan Frailey presented a change in the AQS certificate issuance process. AQS will no longer withhold certification pending commodity certificate. If there is a commodity issue, the AQS certificate can be withdrawn or suspended, as necessary.

## There was a straw vote on attendance in Asia. The Subscribers concurred that there would be a quorum. The Suppliers in the room might not be able to attend.

## Johanna Lisa asked a question on a “closed” NCR from an internal audit. The requirement is complete containment even if long term corrections are not complete. Containment assures compliance to requirements.

## Auditor training will include a counterfeit part section to assure that we reduce the incidence of NCRs that are not valid.

# Review of Action Items and Agenda Items for Next Meeting - OPEN

For the June agenda, add time to discuss the October Auditor Conference if the time available is limited (90 minutes). Other agenda items to be added as notes in minutes.

The open meeting was concluded at 2:45 p.m.

Quorum was re-established and badges confirmed.

# AUDIT / AUDITOR REVIEW – CLOSED

No audit required discussion at this time.

# OP 1117 AUDITOR CONSISTENCY – CLOSED

Susan Frailey presented the required data set from OP 1117, including NCRs by auditor with normalized data. Those auditors with an average NCR rate more than 2 standard deviations above the group average were reviewed. One was a small sample size and the others had 1 or two audits that drove their individual averages up. No action will be taken on this metric.

The reviews by the audit reviewers and suppliers were examined. No action is being taken on this data.

Observer comments were reviewed. No actions required.

The list of target auditors will include those approved through the AQS training process.

ACTION ITEM: Susan Frailey to ask at SE SWAT to have Staff Engineers request auditors to assure profiles are up to date as the AQS Task Group has noted potential errors in Conflict of Interests not being noted. (Due Date: 31-May-2017)

ACTION ITEM: Susan Frailey to ask at SE SWAT if Staff Engineers share observation results with other Staff Engineers when the auditor supports multiple TGs. (Due Date: 31-May-2017)

# NEW BUSINESS – CLOSED

## Earl Pruitt brought to AQS’ attention a concern that has come to HT. The supplier has an AS9100 certificate, not AC7004 accreditation. Earl will keep AQS informed if any action needs to be taken by AQS.

## Audit reviewers’ delegation metrics were reviewed. The t-frm-07s were reviewed. The percentages for quorum and concurrence were well above minimum.

## Motion made by Tony Marino and seconded by John Merritt to continue delegation of both Susan Frailey and Mike Gutridge. Motion Passed.

ADJOURNMENT – 23-Feb-2017 – Meeting was adjourned at 4:00 p.m. as moved by Trish Wesemann and seconded by David Day. Motion carried

Minutes Prepared by: David Day, david.day@ge.com

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