

**TASK GROUP MEETING AGENDA
JANUARY 16, 2004
ATK THIOKOL CONFERENCE CENTER
OGDEN, UTAH**

The Composites Task Group is balloting the Composites audit criteria and aerospace standards. Pilot audits are also being conducted.

Notice 1: This agenda is subject to change. Please contact PRI for updated information.

Notice 2: Task Group Members - please help us to conserve expenses. If you are bringing information/documentation to the meeting for distribution, please bring enough copies for all attendees. Unplanned/on-site copy service is expensive and may not be available during meetings. If you would like to forward information to PRI at least three weeks prior to the meeting, we will be happy to provide copies.

TUESDAY, JANUARY 13, 2004 – THURSDAY, JANUARY 15, 2004

NOTE: CLOSED FOR TASK GROUP PRIMES ONLY

8:00 AM **Composites Pilot Audit – Location will be forwarded to Task Group Primes.**

5:00 PM ADJOURNMENT

FRIDAY, JANUARY 16, 2004

NOTE: TODAY'S SESSION IS OPEN TO ALL PARTICIPANTS

8:00 AM	1.0	<p><i>Opening Comments</i></p> <p>1.1 Call to Order / Quorum Check</p> <p>1.2 Introductions</p> <p>1.3 Routing of Attendance List</p> <p>1.4 Approval of Previous Meeting Minutes</p>
8:30 AM	2.0	<p><i>Staff Report</i> – Nadcap status update will be presented to the Task Group</p>
8:45 AM	3.0	<p><i>Composites Task Group Status Update</i></p> <p>3.1 Milestones</p> <p>3.2 Audit Criteria/Standards Development</p> <p>3.3 Pilot Program</p> <p>3.4 Auditors</p>
9:15 AM	4.0	<p><i>Supplier Support Committee Report</i> – Composites representative will present an update on the current activities of this committee.</p>
9:30 AM	5.0	<p><i>Baseline Audit Criteria Update</i> – Team member will present the progress (pilot phase) of the Nadcap Management Council program and the affects on the Composites audit criteria/standards.</p>

9:45 AM	6.0	<i>Nondestructive Testing Task Group Composites Report</i> - NDT focal point of contact will report on the status of incorporating composites requirements into their AC/AS7114
10:00 AM contact	7.0	<i>Materials Testing Task Group Composites Report</i> - MTL focal point of contact will report on the status of incorporating composites requirements into their AC/AS7101
10:15 AM	8.0	<i>Chemical Processing Task Group Composites Report</i> - CP focal point of contact will report on the status of incorporating composites requirements into their AC/AS7108
10:30 AM	9.0	<i>AC/AS7118 Pilot Audit Content Results</i> – The task group will provide feedback on the technical and editorial content of the draft checklists used for the first pilot audit.
12:00 NOON	LUNCH	
1:00 PM	9.0	<i>AC/AS7118 Pilot Audit Content Results - Continued</i>
2:00 PM	10.0	<i>Auditor Handbook Development</i>
1:00 PM	11.0	<i>Composites Task Group Procedure Documentation</i> 11.1 Nadcap Task Group Operating Procedure Appendix 11.2 Preliminary Questionnaire 11.3 Auditor Selection, Approval, and Training 11.4 Composites Questionnaire for Potential Nadcap Auditors 11.5 Scope of Work 11.6 Composites Preparation Instructions 11.7 Scope of Accreditation 11.8 Staff Report
3:00 PM	12.0	<i>Open Discussion</i> 12.1 Prime/Supplier voting membership 12.2 Plans for second pilot audit
4:00 PM	13.0	<i>Next Meeting Date / Location / Develop Agenda</i>
4:30 PM	14.0	<i>Action Item Review / Closing Comments</i>
5:00 PM	ADJOURNMENT	