

**TASK GROUP AGENDA****January 19-22, 2004****Fiesta Inn (Tempe, Arizona)****(This hotel is currently sold out. Please see "pri.sae.org" website for alternate hotel information.)**

The Chemical Processing Task Group is conducting audits to demonstrate compliance to SAE AS 7108, AS 7108/1 and AS 7108/2. These audits address the following processes:

- |  |                               |
|--|-------------------------------|
| ✓ Anodizing  | Paint/Dry Film Coatings       |
| ✓ Chemical Cleaning                                      | Plating                       |
| ✓ Chemical Milling                                       | Stripping                     |
| ✓ Conversion/Phosphate Coatings                          | Surface Treatment/Passivation |
| ✓ Etching (Macrostructure, Temper and Blue Etch Anodize) |                               |

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

**NOTICE 2: IF YOU PLAN TO ATTEND THE MEETING, PLEASE BE SURE TO REGISTER BY ACCESSING THE PRI.SAE.ORG WEBSITE OR BY CONTACTING LISA GLAVAN AT 724-772-1616 EXT. 8128. THIS IS NECESSARY TO ENSURE SUFFICIENT COPIES AND SEATING CAPACITY ARE AVAILABLE.**

**Notice 3:** Task Group Members- Please help us to conserve expenses. If you are bringing information to the meeting for distribution, please bring enough copies for all attendees. Unplanned/on site copy service is unavailable at this site. If you would like to forward information to PRI at least 4 weeks prior to the meeting, we would be happy to provide copies.

An open forum for Nadcap Chemical Processing specific issues is now accessible on the web. The *Chemical Processing Forum* is located at **PRI.SAE.ORG** under **PUBLIC FORUMS**, then **CHEMICAL PROCESSING**. This provides reference materials such including the Auditor Handbook, Table 1, Appendix A Presentations, etc.

**MONDAY, JANUARY 19, 2004:**

**\*\*\*TODAY'S MEETING IS CLOSED-PRIME/GOVERNMENT ONLY.\*\*\***

8AM	1.0	Opening Comments
	1.1	Call to order/quorum check
	1.2	Introductions
	1.3	Routing of attendance list
8AM- 12:00NOON	2.0	PRIME ISSUES
12:00-1:00PM		LUNCH
1:00PM-4:00PM	2.0	PRIME ISSUES

**4:00PM- 8:00PM \*\*\*TASK GROUP CHAIRS AND VICE CHAIRS (AND STAFF ENGINEERS PLAN TO ATTEND THE PLANNING AND OPERATIONS MEETING. \*\*\***

**TUESDAY, JANUARY 20, 2004**

**\*\*\*TODAY'S MEETING IS OPEN TO ALL INTERESTED PARTIES. \*\*\***

- |         |     |   |
|---------|-----|---|
| 8AM     | 1.0 | Opening Comments  |
|         | 1.1 | Call to order/quorum check  |
|         | 1.2 | Introductions   |
|         | 1.3 | Routing of attendance list  |
|         | 1.4 | Approval of October 2003 Meeting Minutes  |
|         | 1.5 | Review of Action Item Status  |
| 8:45AM  | 3.0 | AC 7108/2 (Etching)   |
|         |     | The Task Group will finalize review of this document and resolve any remaining comments.                                |
| 11:30AM |     | LUNCH   |
| 12:30PM | 4.0 | Nadcap Management Council and Chemical Processing Task Group Specific Metric Review                                     |
|         |     | Staff Engineers will present updated metrics for Task Group review and development of any necessary corrective actions. |
| 3:30PM  | 5.0 | Final Preparation for AC 7108/3 pilot audits.   |
|         |     | The Task Group will review AC 7108/3 and develop an audit plan for piloting this new checklist.                         |
| 5:00PM  |     | ADJOURN   |

**5:30PM- 8:00PM \*\*\*GENERAL Nadcap SUPPLIER SUPPORT COMMITTEE\*\*\* ALL Nadcap SUPPLIERS ARE ENCOURAGED TO ATTEND.**

**WEDNESDAY, JANUARY 21, 2004:**

**NOTE: TODAY'S MEETING WILL NOT START UNTIL AFTER THE Nadcap MANAGEMENT COUNCIL MEETING WHICH IS BEING HELD FROM 8AM-10:30AM. ALL TASK GROUP MEMBERS ARE ENCOURAGED TO ATTEND THE MANAGEMENT COUNCIL MEETING.**

**\*\*\* TODAY'S SESSION IS OPEN TO ALL INTERESTED PARTIES. \*\*\***

10:45AM	1.0	Opening Comments
	1.1	Call to order/quorum check
	1.3	Routing of attendance list
11:00AM	6.0	Support Committee Update- A supplier support committee representative will brief the Task Group on current activities.
12:00NOON		LUNCH
1:00PM	7.0	Audit Preparation pilot
		The Task Group will finalize plans to pilot the proposal from Larry Phipps of Alcoa Fasteners (Fullerton). The objective is to ensure supplier is prepared for the audit before it is conducted.
2:00PM	8.0	Supplier Support Committee Update- A supplier support committee representative will brief the Task Group on current activities.
2:30PM	9.0	eAuditNet. Lessons Learned. Recommendations for improvement.
5:00PM		Adjournment

**THURSDAY, JANUARY 22, 2004: THIS WILL BE HELD AT THE FIESTA INN (TEMPE, ARIZONA) CONFERENCE CENTRE**

**TRAINING FOR NEW Nadcap CHEMICAL PROCESSING SUPPLIERS.**

**\*\*\* TODAY'S TRAINING SESSION IS OPEN TO ALL INTERESTED PARTIES. THERE IS NO CHARGE TO ATTEND BUT PRE-REGISTRATION IS REQUIRED.\*\*\***

**IN ORDER TO ATTEND THIS MEETING, IT IS EXTREMELY IMPORTANT THAT YOU CONTACT M. GRAHAM OR DINA HEASLEY AT 724-772-1616 EXT. 8117 OR 8114 AND COMPLETE ANY NECESSARY PAPERWORK FOR REGISTRATION BY JANUARY 2, 2004. IF YOU HAVE NOT REGISTERED YOU WILL NOT BE ABLE TO ATTEND THIS MEETING. SPACE IS LIMITED!**

8AM	10.0	NEW SUPPLIER CP TRAINING PROGRAM
		THE INTENT OF TODAY'S TRAINING SESSION IS TO PROVIDE NEW Nadcap SUPPLIERS WITH CHEMICAL PROCESSING (CP) SPECIFIC INFORMATION SUCH AS

CHECKLIST CLARIFICATIONS/COMMON MISUNDERSTANDINGS, REVIEW OF THE CP AUDITOR HANDBOOK, REVIEW OF TYPICAL FINDINGS FROM INITIAL Nadcap CP AUDITS, CORRECTIVE ACTION RESPONSE EXPECTATIONS, CLARIFICATION OF APPENDIX A REQUIREMENTS, CLARIFICATION OF TEST MATRIX AND PROCESS LINE DEFINITION REQUIREMENTS. **ATTENDANCE BY ALL NEW SUPPLIERS IS STRONGLY ENCOURAGED.**

**\*\*\*AT THIS TIME, NO ADDITIONAL SESSIONS ARE PLANNED.\*\*\***

12:00 Noon	LUNCH
1:00PM	10.0 NEW SUPPLIER TRAINING CONTINUED.
3:00PM	11.0 Adjournment