

**TASK GROUP MEETING AGENDA
JANUARY 19 - 22, 2004
FIESTA INN
TEMPE, AZ.**

The Heat Treating Task Group is currently reviewing audit reports and making recommendations to Nadcap for heat treatments consisting of Alloys using the following various heat treating processes:
Metal systems – Carbon & Alloy Steels, Tool Steel, Stainless Steel, pH Steel, Cast Iron, Aluminum Alloys, Titanium Alloys, Heat Resisting Alloys, Other Nonferrous Metals
Heat Treating Process – Normalizing, Annealing, Hardening and Tempering, Solution Heat Treating, Aging, Carburizing
Heat Treating Equipment – Furnace, Pyrometry, Instrumentation, Atmospheric Control System, Brazing

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 4 weeks prior to the meeting, we will be happy to provide copies.

MONDAY, JANUARY 19, 2003

NOTE: THIS MEETING IS OPEN TO ALL MEMBERS

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|---------|-----|--|---------|
| 8:00 AM | 1.0 | Opening Comments | Gourley |
| | 1.1 | Call to Order / Quorum Check | |
| | 1.2 | “User Members and Pending Users are required to comply with the Nadcap Personal Code of Ethics and Conflict of Interest Policy as defined in SAE AS7003. For a copy of this policy, please contact your Special Process Staff Engineer.” | |
| | 1.3 | Introductions | |
| | 1.4 | Routing of Attendance List | |
| 8:15 AM | 2.0 | Review of checklist comments | Gourley |
| | 2.1 | AC7102 Rev. C - review comments | |
| | 2.2 | Carburizing slash sheet - review comments | |
| | 2.3 | Nitriding slash sheet - review comments | |

	2.4	Brazing slash sheet	- review comments	
12:00 PM		LUNCH		
1:00 PM	2.5	Aluminum slash sheet	- review comments	
2:00 PM	3.0	Auditor Handbook	review	
4:00 PM		ADJOURNMENT		
4:00 PM – 8:00 PM		<u>PLANNING AND OPERATIONS (Task Group Chairperson and Staff Engineer to Attend)</u>		

TUESDAY, JANUARY 20, 2004

8:00 AM.	1.0	Opening Comments		Gourley
	1.3	Call to Order / Quorum Check		
	1.4	“User Members and Pending Users are required to comply with the Nadcap Personal Code of Ethics and Conflict of Interest Policy as defined in SAE AS7003. For a copy of this policy, please contact your Special Process Staff Engineer.”		
	1.3	Introductions		
	1.4	Routing of Attendance List		
8:15 AM	4.0	AMS2750 Rev. D - review modifications and formulate Nadcap response		Gourley
12:00 AM		LUNCH		
11:00 AM	5.0	Begin Modification of AS7102		Gourley
3:00 PM	6.0	Baseline check sheet		Gourley
5:00 PM		ADJOURNMENT		

WEDNESDAY, JANUARY 21, 2004**NOTE: THIS MEETING IS OPEN TO ALL MEMBERS****8:00 AM-10:30 AM: Nadcap Management Council Meeting. All Task Group Members are requested to attend the Management Council Meeting**

10:30 AM	1.0	Opening Comments	Gourley
	1.1	Call to Order / Quorum Check	
	1.2	“User Members and Pending Users are required to comply with the Nadcap Personal Code of Ethics and Conflict of Interest Policy as defined in SAE AS7003. For a copy of this policy, please contact your Special Process Staff Engineer.”	
	1.3	Introductions	
	1.4	Routing of Attendance List	
10:40 AM	7.0	Supplier Support Committee Update	Engelhard
11:00 AM	5.0	Begin Modification of AS7102 (cont'd)	Gourley
12:00 PM		LUNCH	

NOTE: THIS MEETING IS LIMITED TO USER MEMBERS ONLY

1:00 PM	1.0	Opening Comments	Gourley
	1.1	Call to Order / Quorum Check	
	1.2	“User Members and Pending Users are required to comply with the Nadcap Personal Code of Ethics and Conflict of Interest Policy as defined in SAE AS7003. For a copy of this policy, please contact your Special Process Staff Engineer.”	
	1.3	Introductions	
	1.4	Routing of Attendance List	
1:10 PM	2.0	Prime review of Audits in E-Audit Net and E-Audit Net Enhancements	Stefanakis
3:00 PM	3.0	Planning and Ops and NMC report	Gourley
3:30 PM	4.0	Baseline Check sheet	Gourley
5:00 PM		ADJOURNMENT	

THURSDAY, JANUARY 22, 2004**NOTE: THIS MEETING IS LIMITED TO USER MEMBERS ONLY**

8:00 AM	1.0	Opening Comments	Gourley
	1.1	Call to Order / Quorum Check	
	1.2	“User Members and Pending Users are required to comply with the Nadcap Personal Code of Ethics and Conflict of Interest Policy as defined in SAE AS7003. For a copy of this policy, please contact your Special Process Staff Engineer.”	
	1.3	Introductions	
	1.4	Routing of Attendance List	
8:15 AM	2.0	Delegation of Staff review	Gourley
9:15 AM	3.0	Staff Engineer training	Gourley
12:00 AM		LUNCH	
1:00 PM	3.0	Review of Baseline check sheet (Cont’d)	Gourley
2:30 PM	4.0	Supplier Merit per NTGOP App III	Gourley
3:00 PM	5.0	April Meeting agenda	Gourley
4:00 PM	6.0	New Business	Gourley
5:00 PM		ADJOURNMENT	