

**TASK GROUP MEETING AGENDA  
JANUARY 19-21, 2004  
FIESTA INN  
PHOENIX, ARIZONA**

This task group has published the standard and checklists (AS7101 and AC7101/1-9; AC7101/11; AC7006) for Materials Testing Laboratories. Types of tests being accredited:

- Chemical Analysis
- Mechanical Testing
- Metallography (Micro & Macro)
- Microhardness
- Hardness
- Corrosion/Stress Corrosion
- Differential Thermal Analysis
- Heat Treatment of Specimens
- Fastener Testing
- ISO/IEC 17025 Requirements

**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 the information to PRI at least three weeks prior to the meeting, we will be happy to provide copies for the meeting.

**MONDAY, JANUARY 19, 2004**

**NOTE: THIS PORTION OF TODAY’S MEETING IS LIMITED TO USER MEMBERS**

- |            |     |  |        |
|------------|-----|--|--------|
| 8:00 a.m.  | 1.0 | Opening Comments<br>1.1 Call to Order / Quorum Check<br>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 the Staff Engineer.”<br>1.3 Introductions<br>1.4 Routing of Attendance List |        |
| 8:00 a.m.  | 2.0 | Prime User Review and Discussion of Agenda Items<br><br>Prime Users’ review and discussion of the incorporation of :<br>Major/Minor NCR Criteria<br>NACLA Update<br>eAuditNet<br>Other Agenda Items  | Primes |
| 11:30 a.m. | 3.0 | BREAK  |        |

**MONDAY, JANUARY 19, 2004****NOTE: THIS PORTION OF TODAY'S MEETING IS OPEN TO ALL PARTICIPANTS**

- |           |     |   |         |
|-----------|-----|---|---------|
| 1:15 p.m. | 1.0 | OPENING COMMENTS  | Kastner |
|           |     | 1.1 Call to Order / Quorum Check<br>1.2 Introductions<br>1.3 Routing of Attendance List<br>1.4 Approval of Meeting Minutes<br>1.5 Set Agenda  |         |
| 1:30 p.m. | 2.0 | NACLA FULL EVALUATION STATUS  | Luoni   |
|           |     | A discussion of the NACLA evaluation of the Nadcap program and PRI's compliance with ISO Guide 58 will be presented. The current status of the evaluation will be discussed. The activities of the quarter will be summarized and timetables presented, if available.                   |         |
| 1:50 p.m. | 3.0 | REVIEW OF IPT STATUS  | Luoni   |
|           |     | A review of the 3 <sup>rd</sup> quarter program, the upcoming 1st quarter-2004 program, and any comments relative to the functioning of the process shall be discussed.   |         |
| 2:10 p.m. | 4.0 | CLASSIFICATION OF MAJOR/MINOR NCRS  | Luoni   |
|           |     | The Task Group is developing classification of Major and Minor NCRs as they relate to Materials Testing requirements. Both an overall description, plus specific checklist sections that would require classification of nonconformances as a Major nonconformances, will be presented. |         |
| 2:45 p.m. |     | BREAK   |         |
| 3:05 p.m. | 5.0 | CLASSIFICATION OF MAJOR/MINORS NCRS (continued)   |         |
| 3:30 p.m. | 6.0 | REVISION OF CHECKLIST MATRICES  | Luoni   |

The updating of and revisions to the testing matrices (AC7101/2 Figure 1; AC7101/3 Figure 1; AC7101/4 Figure 1; AC7101/5 Figure 1; and AC7101/7 Figures 1 and 1A) will be discussed. Any suggestions for improving the matrices would be appreciated. The Chemistry Matrix, in particular, results in a significant number of audit nonconformances. The typical response is that the matrix is confusing. A revision to the matrix, in the form of a checklist revision, to be balloted following the meeting, is the goal of this discussion. The subcommittee that was created consists of: Jonathan Hebben (Alcoa Fastening Systems), Donna Tornicelli (Durkee Testing Labs), and John Low (Timet). They are to supply information at the January meeting.

4:50 p.m. ADJOURNMENT

**TUESDAY, JANUARY 20, 2004**

**NOTE: THIS PORTION OF TODAY'S MEETING IS OPEN TO ALL PARTICIPANTS**

8:00 a.m.	1.0	OPENING COMMENTS	Kastner
		1.1 Call to Order / Quorum Check	
		1.2 Introductions	
		1.6 Routing of Attendance List	
		1.7 Approval of Meeting Minutes	
		1.8 Set Agenda	

8:15 p.m.	2.0	MECHANICAL TESTING MACHINE ALIGNMENT	Grote
		Vogel Grote, MTS Systems, will present information concerning Load Frame Alignment. The discussion will include alignment techniques of the past, present, and future; angular and concentric adjustment using an alignment fixture vs. conventional methods; and why it is important to use a strain-gauged specimen.	

9:15 p.m. BREAK

9:35 a.m. 3.0 NON-METALLIC TESTING REQUIREMENTS Jackson

The results of the subcommittee will be discussed and presented. This subcommittee was formed to create Nadcap requirements for Composite Testing, which expanded to Non-Metallics, using any Prime-supplied composite testing documents and ASTM requirements. The team consists of Jason Jackson - Vought Aircraft (Lead), Andreas Mastorakis – GEAE, Frank Lennert – The Boeing Co., Shen Yeh – Northrop Grumman, Jim Rossi – Westmoreland Mechanical Testing and Research, Niko Gjaja – The M&P Lab, John Brunet – OCM Test Laboratories, Paul Braun – Cincinnati Testing Labs, and Sabah Fattohi – Cytec Engineered Materials Inc.

11:30 a.m. 4.0 ADDITIONAL AGENDA ITEMS

The formal agenda for the next meeting shall be determined.

11:50 a.m. 5.0 ADJOURNMENT

**TUESDAY, JANUARY 20, 2004**

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1:00 p.m. 1.0 Prime User Review and Discussion of Agenda Items Primes

eAuditNet Usage – A discussion of eAuditNet review of audit reports will be conducted. Problems, comments, accolades, etc. will be welcome.  
 Status of Supplier Advisories  
 Other Agenda Items – Any other Task Group Business

2:30 p.m. 2.0 BREAK

2:50 p.m. 3.0 Agenda Items

4:30 p.m. 4.0 ADJOURNMENT