

TASK GROUP MEETING AGENDA
January 19-21, 2004
Fiesta Inn
2100 South Priest Drive
Tempe, Arizona 85282-1192

The Nondestructive Testing Task Group is currently reviewing audit reports and making recommendations to NADCAP Council on accreditation for the following tests:

- κ Liquid Penetrant
- κ Magnetic Particle
- κ Ultrasonic
- κ Radiography

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

NOTE 2: Task Group Members – If you are bringing information/documentation to the meeting for distribution, please bring enough copies for all attendees. (Unplanned copy service is not 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 MEETING LIMITED TO USER MEMBERS (U.M.) ONLY

7:00 a.m. ♦ NADCAP Task Group Orientation Training – New Task Group members
 All new Task Group members must attend this session before being fully qualified to review audit reports.

8:00 a.m. 1.0 Opening Comments
 1.1 Call to Order / Quorum Check
 1.2 Introductions
 1.3 Routing of Attendance List

OLD BUSINESS

8:10 a.m. 2.0 eAuditnet – Update and discussion of process and policies concerning eAuditnet and how they affect the Task Group. Keown

9:00 a.m. 2.1 Requests for Extension – Issuing of Extensions Staff

9:15 a.m. 2.2 Failed Compliance Jobs - Report Staff
 PRI will report on failed Compliances jobs reported thru out the quarter via email. This is a revised format.

9:30 a.m. 2.3 Prime Participation – Site Visits Members
 This is an ongoing effort by the Primes to visit all of the Nadcap NDT auditors on site, applicable Primes will report on any site visits conducted this quarter with the Nadcap auditors.

9:40 a.m. 2.4 Auditor Issues / Advisories / Kaizen Staff
 This will be on on-going agenda item to discuss any auditor issues that have arisen since the last meeting, i.e., promotions, performance, etc. Test Props and training by Honeywell and Bill Spaulding?

9:50 a.m. 2.5 Baseline Checklists Revision – Status Staff
 Discussion of Composite Task Group issues, QML, Compliance Jobs covering composites and equipment requirements.

11:00 a.m. 2.6 Quality Systems Requirements Staff
 Compatibility or AC7004 to 17025 – discussion.

NEW BUSINESS

11:30 a.m. 3.0 OPEN T.B.D.

12:00 p.m. LUNCH

NOTE: THIS MEETING IS OPEN TO ALL PARTICIPANTS

1:00 p.m. 1.0 Opening Comments Keown
 1.1 Call to Order / Quorum Check
 1.2 Introductions
 1.3 Routing of Attendance List
 1.4 Approval of Previous Meeting Minutes

1:10 p.m. 4.0 PRI Staff Report - PRI staff will report on issues of special Staff
 importance including audit forecasts, manpower issues, important general issues related to PRI and the NDT Newsletter.

1:20 p.m. 4.1 Task Group Business Plan / Metrics - Staff
 Updated information to current status as of December 2003.

1:45 p.m. 4.2 Report of PRI Staff Delegation Metrics - Staff
 This information continues to be presented at the meeting, designed to monitor the progress of the NDT program and PRI staff.

2:00 p.m. 4.3 Report of Newsletter - The release of the NDT Newsletter. Keown

2:10 p.m. 4.4 Technical Issues – On-Going Discussion Staff
 Technical issues arising since the last meeting will be discussed. Baseline Checklist Criteria and the new Compliance mandate.

NEW BUSINESS

- 2:30 p.m. 5.0 Industry Standards – A Honeywell Perspective Spalding
 Bill Spalding will present Honeywell's perspective regarding Industry Standards for the Qualification/Certification of NDT Technicians and Honeywell's own Level III program.
- 3:00 p.m. 6.0 Supplier Meetings – The NDT suppliers have this time to report Mitchell
 on whatever important issues that the wish to bring to the group.
- 3:45 p.m. 6.1 OPEN T.B.D.
- 4:00 p.m. ADJOURNMENT
- 4:00 - 8:00 * Planning and Operations Meeting - The Task Group Chairperson and the Senior Staff Engineer are required to attend this meeting. Business Plans will be presented by the Chairpersons.**

TUESDAY, JANUARY 20, 2004**NOTE: THIS MEETING LIMITED TO USER MEMBERS (U.M.) ONLY**

- 8:00 a.m. 1.0 Opening Comments Keown
 1.1 Call to Order / Quorum Check
 1.2 Introductions
 1.3 Routing of Attendance List
- 8:15 a.m. 7.0 Baseline Checklist Criteria – Task group will discuss individual Keown
 Checklists to determine final criteria that will be considered for inclusion in the new revisions.
- 12:00 p.m. LUNCH
- 1:00 p.m. 2.6 Quality System Requirements – The NDT Task Group will meet Keown
 with the AQS Task Group to determine if we will use 17025 as an acceptable quality system and will also discuss the AC7114 and if deletions and/or additions to that document are required.
- 1:45 p.m. 7.0 Checklist Baseline Criteria – Review checklists (continued)
- 5:00 p.m. ADJOURNMENT

WEDNESDAY, JANUARY 21, 2004**NOTE: THIS MEETING LIMITED TO USER MEMBERS (U.M.) ONLY**

8:00–10:30 a.m. Nadcap Management Council Meeting - Task Group Chairmen and PRI Staff are required, and all members are encouraged to attend this informative and important meeting.

10:45 a.m.	1.0 Opening Comments	Keown
	1.1 Call to Order / Quorum Check	
	1.2 Introductions	
	1.3 Routing of Attendance List	
10:50 a.m.	7.0 Baseline Checklist Criteria – Task group will discuss individual Checklists to determine final criteria that will be considered for inclusion in the new revisions. (continued)	Keown
12:00 p.m.	LUNCH	
1:00 p.m.	7.0 Checklist Baseline Criteria – Review checklists (continued)	
5:00 p.m.	ADJOURNMENT	

THURSDAY, JANUARY 22, 2004**NOTE: THIS MEETING LIMITED TO USER MEMBERS (U.M.) ONLY**

This day is set aside for an AS NEEDED basis only and is not to be considered as required.

8:00 a.m.	1.0 Opening Comments	Keown
	1.1 Call to Order / Quorum Check	
	1.2 Introductions	
	1.3 Routing of Attendance List	
8:10 a.m.	7.0 Baseline Checklist Criteria – Task group will discuss individual Checklists to determine final criteria that will be considered for inclusion in the new revisions. (continued)	Keown
12:00 p.m.	LUNCH	
1:00 p.m.	7.0 Checklist Baseline Criteria – Review checklists (continued)	
5:00 p.m.	ADJOURNMENT	