

**TASK GROUP MEETING AGENDA
JANUARY 20-22, 2004
THE FIESTA INN
TEMPE, ARIZONA, UNITED STATES**

The Nonconventional Machining and Surface Enhancement (NMSE) Task Group has developed process specific requirements that are contained in the AS7116 series of standards for nonconventional machining and AS7117 for surface enhancement. Processes covered include the following:

Nonconventional Machining

- Electrochemical Machining (ECM)
- Electrochemical Grinding (ECG)
- Electrical Discharge Machining (EDM) –
Fast Hole, Sinker, Wire
- Laser Beam Machining (LBM) –
Cutting, Drilling, Marking

Surface Enhancement

- Shot Peening –
Automated, Computer Controlled,
Flapper, Manual, Peen Forming

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.

MONDAY, JANUARY 19, 2004

4:00 PM

**PLANNING AND OPERATIONS MEETING – TASK GROUP CHAIRS AND
STAFF ENGINEERS ONLY**

8:00 PM

ADJOURNMENT

TUESDAY, JANUARY 20, 2004

NOTE: TODAY'S SESSION IS OPEN TO ALL PARTICIPANTS * UNLESS OTHERWISE
NOTED *****

8:00 AM

1.0

Opening Comments

- 1.1 Call to Order / Quorum Check
- 1.2 Introductions
- 1.3 Routing of Attendance List
- 1.4 Approval of Previous Meeting Minutes

9:15 AM

2.0

Staff Report – Nadcap status update will be presented to the Task Group

9:30 AM

3.0

Auditor Update – Summary of current NMSE auditors and any outstanding issues.

- 10:00 AM 4.0 ***Supplier Support Committee Report***
 4.1 NMSE representatives will present an update on the current activities of this committee. Input for this evening's Supplier Support Committee meeting will also be taken.
- 10:30 AM 5.0 ***Task Group Operational Performance Metrics*** – These metrics are indicative of the overall status of audits projected vs. actual, auditor needed vs. hired, audit cycle time, and so forth.
 5.1 Current status of Nadcap Management Council metrics.
 5.2 NMSE Task Group specific metrics (e.g. findings per auditor, frequency of findings by question, and so forth).
 5.3 evaluation of stoplight metrics; comparison of NMSE stoplight criteria to that of other task groups
- 11:30 AM LUNCH
- 12:30 PM 5.0 ***Task Group Operational Performance Metrics - CONTINUED***
 5.4 PRIME ONLY SESSION
- 1:00 PM 6.0 ***Baseline Audit Criteria Checklists*** – Review and finalize audit checklists. Corresponding sections of the Auditor's Handbook should be reviewed and revised as well.
 6.1 Nonconventional Machining
 6.2 Surface Enhancement
 6.3 Baseline Revisions for Quality System Questions - A representative from the Aerospace Quality Systems (AQS) Task Group will give a presentation on this. This part is scheduled for 1:30 PM - 2:00 PM.
- 5:00 PM ADJOURNMENT
- 5:30 PM **SUPPLIER SUPPORT COMMITTEE MEETING – NMSE SUPPLIER SUPPORT COMMITTEE REPRESENTATIVES WILL ATTEND THIS Nadcap MEETING. OTHER SUPPLIERS, AS WELL AS PRIMES, ARE ENCOURAGED TO ATTEND.**
- 8:00 PM ADJOURNMENT

WEDNESDAY, JANUARY 21, 2004

- 8:00 AM **Nadcap MANAGEMENT COUNCIL MEETING – TASK GROUP CHAIRS AND VICE CHAIRS NEED TO ATTEND THIS MEETING. ALL TASK GROUP MEMBERS ARE ENCOURAGED TO ATTEND.**
- 10:30 AM ADJOURNMENT

NOTE: TODAY'S SESSION IS OPEN TO ALL PARTICIPANTS

- 10:45 AM 4.0 ***Supplier Support Committee Report - CONTINUED***
 4.2 NMSE representatives will present an update on last evening's meeting.
- 11:15 AM 6.0 ***Baseline Audit Criteria Checklists - CONTINUED*** – Review and finalize audit checklists. Corresponding sections of the Auditor's Handbook should be reviewed and revised as well.
 6.1 Nonconventional Machining
 6.2 Surface Enhancement
- 11:30 AM LUNCH
- 12:30 PM 6.0 ***Baseline Audit Criteria Checklists - CONTINUED*** – Review and finalize audit checklists. Corresponding sections of the Auditor's Handbook should be reviewed and revised as well.
 6.1 Nonconventional Machining
 6.2 Surface Enhancement
- 4:00 PM 7.0 OPEN DISCUSSION
 7.1 Electrochemical Drilling (ECD) and Capillary Drilling
 7.2 NMSE Escape Codes for AeroEscape.com
 7.3 NMSE Early Review procedure
 7.4 How to handle audits where the supplier does not currently do any aerospace work for the scope that is being audited. Such a case would be a supplier who wants to start doing aerospace work and is being told that they must be accredited first.
 7.5 Reducing the rounds of NCR responses.
 7.6 Review of Failure Criteria
- 5:00 PM ADJOURNMENT

THURSDAY, JANUARY 22, 2004

NOTE: TODAY'S SESSION IS OPEN TO ALL PARTICIPANTS

- 8:00 AM 6.0 ***Baseline Audit Criteria Checklists - CONTINUED*** – Review and finalize audit checklists. Corresponding sections of the Auditor's Handbook should be reviewed and revised as well.
 6.1 Nonconventional Machining
 6.2 Surface Enhancement
- 11:30 AM LUNCH
- 12:30 PM 6.0 ***Baseline Audit Criteria Checklists - CONTINUED*** – Review and finalize audit checklists. Corresponding sections of the Auditor's Handbook should be reviewed and revised as well.
 6.1 Nonconventional Machining

6.2 Surface Enhancement

3:30 PM	8.0	<i>Next Meeting Date / Location / Develop Agenda</i>
4:00 PM	9.0	<i>Action Item Review / Closing Comments</i>
5:00 PM		ADJOURNMENT