

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

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

**Notice 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 the 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.)

**Note: Title in parentheses next to agenda item indicates discussion leader for the topic. Please be prepared to lead the discussion. If left blank, it is expected that the whole Task Group is involved.**

**MONDAY, JANUARY 19, 2004**

**NOTE: THIS MEETING IS OPEN TO ALL PARTICIPANTS**

- |          |     |  |
|----------|-----|--|
| 8:00 am  | 1.0 | Opening Comments (Chairperson) <ul style="list-style-type: none"><li>1.1 Call to Order / Quorum Check</li><li>1.2 Introductions</li><li>1.3 Routing of Attendance List</li><li>1.4 Approval of Previous Meeting Minutes</li><li>1.5 Nadcap Task Group Communiqué (PRI Staff)</li></ul> |
| 8:10 am  | 2.0 | Task Group Template <ul style="list-style-type: none"><li>2.1 Review Task Group Template</li></ul>   |
| 8:20 am  | 3.0 | NMC Metrics <ul style="list-style-type: none"><li>3.1 Task Group to review charts</li><li>3.2 Prime participation, at meetings and outside meetings</li><li>3.3 Opportunities for improvement</li></ul>  |
| 8:30 am  | 4.0 | Evaluation of Weld Test Coupons (D Snyder) <ul style="list-style-type: none"><li>4.1 Discussion on need for further control</li><li>4.2 Proposals for controlling if required</li></ul>  |
| 9:15 am  | 5.0 | Requirements for welder certification and Inspector qualification (M Irvin) <ul style="list-style-type: none"><li>5.1 Discussion on what controls are required</li><li>5.2 Proposals for inclusion in baseline checklist</li></ul>   |
| 10:00 am | 6.0 | Weld wire cleanliness <ul style="list-style-type: none"><li>6.1 Discussion on whether ARP 1876 is to be included in checklist</li><li>6.2 Proposal for inclusion in baseline checklist</li></ul>   |

- 10.30 am 7.0 NTGOP 001 App IV revision
  - 7.1 Discuss NTGOP changes required to incorporate Failure policy, new working methods (ie use of eauditnet) and delegation for Staff who only review limited numbers of audits
  - 7.2 Ballot proposed changes

11:45 am LUNCH

**NOTE: THIS MEETING IS OPEN TO ALL PARTICIPANTS**

- 1:00 pm 1.0 Opening Comments (Vice Chair)
  - 1.1 Call to Order / Quorum Check
  - 1.2 Introductions
  - 1.3 Routing of Attendance List
- 1.10 pm 8.0 Forum for Supplier issues
  - 8.1 Forum for supplier issues, concerns, clarifications
- 2.00 pm 9.0 How do Task Group obtain greater Supplier participation (B Colcher)
  - 9.1 Proposal for attracting greater supplier participation in task group meetings
- 3.00 pm 10.0 Job Compliance within check sheet
  - 10.1 Discussion on what is expected to be included as part of job compliance. For example weld specification being worked to must be listed and do weld schedules need to be attached
- 3.45 pm 11.0 Supplier contact details
  - 11.1 Discussion on whether there needs to be a Weld Engineer contact to be included either in the audit package
  - 11.2 Proposal for how this is controlled
- 4.30 pm Adjournment

**NOTE: Planning and Operations Meeting will be 4:00 pm – 8:00 pm. This is for Task Group Chairpersons and Staff Engineers only.**

**TUESDAY, JANUARY 20, 2003**

**NOTE: THIS MEETING IS OPEN TO ALL PARTICIPANTS**

- 8:00 am      1.0      Opening Comments (Chairperson)
  - 1.1      Call to Order / Quorum Check
  - 1.2      Introductions
  - 1.3      Routing of Attendance List
  
- 8:10 am      12.0     Planning & Operations Overview (Chairperson)
  - 12.1     Overview of discussion from meeting
  - 12.2     Action items assigned from meeting
  
- 8:45 am      13.0     New Business
  - 13.1     Forum for non-agenda items. Please submit new business issues items to PRI at least 10 days before the meeting to allow for dissemination to the Task Group for preparation
  
- 9:30 am      14.0     Auditor interviews
  - 14.1     Review auditor resumes and applications
  - 14.2     Conduct telephone interviews
  - 14.3     Recommendation for auditor hiring
  
- 11:45 am     LUNCH

**NOTE: THIS PORTION OF THE MEETING IS LIMITED TO USER MEMBERS ONLY**

- 1:00 pm      1.0      Opening Comments (Chairperson)
  - 1.1      Call to Order / Quorum Check
  - 1.2      Introductions
  - 1.3      Routing of Attendance List
  
- 1:10 pm      15.0     eAuditNet
  - 15.1     Identify issues to be addressed
  - 15.2     Task group training on latest enhancements and best practice
  - 15.3     Review reports as required by Task Group
  
- 2:00 pm      16.0     Staff Engineer Review
  - 16.1     Discuss audits compiled by Ian Simpson
  - 16.2     Prime participation in e-audit net reviews
  - 16.3     Discuss requirements for I Simpson to attain delegation
  
- 3:00 pm      17.0     Review of Training Audits
  - 17.1     Review training audits and Lead Auditor recommendations
  - 17.2     Discuss data presented
  - 17.3     Recommendation for hiring or additional actions

- 3:45 pm      18.0    Supplier Advisories
  - 18.1    Nadcap advisories issued against welding
  - 18.2    Prime advisories
  
- 4:00 pm      19.0    Auditor Effectiveness
  - 19.1    Staff engineer to present data on initial vs re-accreditation audits on numbers of NCRs raised for administration vs compliance for each auditor
  - 19.2    Discuss what actions the Task Group wish to take
  - 19.3    Discuss any observation audits by primes
  
- 4:30 pm      20.0    Delegation of Mike Gutridge
  - 20.1    Review delegation status of M. Gutridge based on audits for October meeting
  - 20.2    Maintenance of M. Gutridge delegation
  
- 5:00 pm      Adjournment

**WEDNESDAY, JANUARY 21, 2003**

8:00 – 10:30 am      NMC meeting. All task group members are encouraged to attend

**NOTE: THIS MEETING IS OPEN TO ALL PARTICIPANTS**

- 10:50 am      1.0      Opening Comments (Chairperson)
  - 1.1      Call to Order / Quorum Check
  - 1.2      Introductions
  - 1.3      Routing of Attendance List
  
- 11:00 am      21.0    Supplier Support Committee Actions (Supplier Voting Member)
  - 21.1    Task Group Supplier Voting Representative to present current activities in the Supplier Support Committee
  
- 11:15 am      22.0    Baseline requirements
  - 22.1    For slash sheets not already reviewed, assigned task group members to present proposed baseline criteria. /2 – W Canary; /6 – G Coleman; /7 – G Trewiler; /8 – R Beil; /9 – W Canary
  - 22.2    For those slash sheets where baseline criteria have already been agreed, Staff engineer to present reformatted checklist, which compiles questions into baseline / baseline sub-sections / non-baseline
  - 22.3    Review remaining questions to ensure compliance with current aerospace standard practices

- 12:00 pm LUNCH
- 1:00 pm 1.0 Opening Comments (Chairperson)  
1.1 Call to Order / Quorum Check  
1.2 Introductions  
1.3 Routing of Attendance List
- 1:10 pm 22.0 Baseline requirements  
22.1 For slash sheets not already reviewed, assigned task group members to present proposed baseline criteria. /2 – W Canary; /6 – G Coleman; /7 – G Trewiler; /8 – R Beil; /9 – W Canary  
22.2 For those slash sheets where baseline criteria have already been agreed, Staff engineer to present reformatted checklist, which compiles questions into baseline / baseline sub-sections / non-baseline  
22.3 Review remaining questions to ensure compliance with current aerospace standard practices
- 5:00 pm Adjournment

**THURSDAY, JANUARY 22, 2003**

**NOTE: THIS MEETING IS OPEN TO ALL PARTICIPANTS**

- 8:00 am 1.0 Opening Comments (Chairperson)  
1.1 Call to Order / Quorum Check  
1.2 Introductions  
1.3 Routing of Attendance List
- 8:10 am. 22.0 Baseline requirements  
22.1 For slash sheets not already reviewed, assigned task group members to present proposed baseline criteria. /2 – W Canary; /6 – G Coleman; /7 – G Trewiler; /8 – R Beil; /9 – W Canary  
22.2 For those slash sheets where baseline criteria have already been agreed, Staff engineer to present reformatted checklist, which compiles questions into baseline / baseline sub-sections / non-baseline  
22.3 Review remaining questions to ensure compliance with current aerospace standard practices
- 11:45 am LUNCH
- 1:00 pm 1.0 Opening Comments (Chairperson)  
1.1 Call to Order / Quorum Check  
1.2 Introductions  
1.3 Routing of Attendance List

- 1:10 pm      22.0    Baseline requirements  
                 22.1    For slash sheets not already reviewed, assigned task group members to present proposed baseline criteria. /2 – W Canary; /6 – G Coleman; /7 – G Trewiler; /8 – R Beil; /9 – W Canary  
                 22.2    For those slash sheets where baseline criteria have already been agreed, Staff engineer to present reformatted checklist, which compiles questions into baseline / baseline sub-sections / non-baseline  
                 22.3    Review remaining questions to ensure compliance with current aerospace standard practices
- 3.00 pm      23.0    April 2004 Agenda (PRI Staff)  
                 23.1    Task Group to establish agenda topics for the April meeting
- 3.45 pm      24.0    Review of Action Items  
                 24.1    Verify all action items have been identified and assigned.
- 4.30 pm      25.0    Next Meeting  
                 April 19-22, 2004  
                 Toulouse, France
- 4:45 pm      ADJOURNMENT