



What You Need to Know About Nadcap[®]

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On behalf of the Supplier Support Committee Leadership Team (SSC LT), I would like to welcome you to the Nadcap program. No question that the journey towards accreditation and participation in Nadcap that you are embarking on includes hard work and cost, but we are sure you will find it beneficial to your company. We are confident that the program is valuable for the supplier community, our industry and, most importantly, for everyone who ever boards an aircraft.

I encourage you to get as fully involved in Nadcap as your time and resources allow.

1. If you can attend Nadcap meetings, I would urge you to do so, so you can attend the Task Group meetings and participate in discussions about audit checklist criteria and Task Group procedures.
2. When you attend your second Task Group meeting you have the opportunity to become a Supplier Voting Member of the task group, strengthening the supplier's voice in the Nadcap program.
3. Join us for the SSC general meeting and the open Nadcap Management Council (NMC) meeting where you hear first-hand about Nadcap policies and plans for the future.
4. In addition, opportunities abound for involvement with SSC sub-teams that work to improve the Nadcap program; you do not have to attend meetings regularly to participate on SSC sub-teams.

If circumstances do not allow you to attend regularly, please take advantage of the on-line resources.

1. On eAuditNet, you can review the minutes of previous Task Group meetings and various supplier-oriented presentations given at meetings.
2. From the SSC page (www.p-r-i.org/nadcap/supplier-support-committee) you can request an experienced mentor to help navigate through the program and download the Supplier Tools spread sheet that provides links to sources of information to help you get answers to many questions.
3. Most importantly, communicate with us and let us know what non-technical concerns you have and what issues you face using the on-line Supplier Request form (<http://cdn.p-r-i.org/wp-content/uploads/2017/01/17181826/SSC-Request-Form-17Jan17.pdf>)

The SSC exists to support you throughout your Nadcap experience. We seek to provide support to and advocacy for all Nadcap Suppliers, new and experienced, those who attend meetings and those who cannot.

All of us involved in the Nadcap Program, from smallest supplier to largest subscriber, know that suppliers are the ultimate key to the success of the aerospace industry and the Nadcap program. We on the SSC are honoured to serve you and look forward to supporting your successful participation in the Nadcap program.

Thank you, and please don't hesitate to let us know how we can help.

Sincerely,



Jonathan Hebben



P.S. You can contact me at NadcapSSC@p-r-i.org if you have any questions or if you have any suggestions to improve this document.

Nadcap Overview

Prior to 1990, the major aerospace companies were auditing their own Suppliers for technical proficiency in areas such as non-destructive testing, welding, and heat treating. This meant a significant workload for the Subscribers, duplicate audits for the Suppliers, and auditors were often forced to become generalists to accommodate the workload.

In 1990, the National Aerospace and Defense Contractors Accreditation Program (NADCAP) was established by key aerospace industry and US government representatives, administered by the not-for-profit Performance Review Institute (PRI). As Nadcap grew internationally, it changed from an acronym (NADCAP) to a brand name (Nadcap ®).

Today, Nadcap represents an unprecedented, cooperative industry effort to improve quality while reducing costs throughout the aerospace and defense industries. It is an approach to conformity assessment that brings together technical experts from all over the world to establish requirements for accreditation, approve Suppliers, and define operational program requirements.

Unlike traditional assessment programs, Nadcap is an industry-managed program. It promotes a standardized approach to quality assurance and a reduction in redundant auditing throughout the aerospace industry. Through Nadcap, industry has joined forces to develop a program that:

- Establishes stringent industry-consensus standards that satisfy the requirements of all participants
- Replaces routine Supplier auditing with one program that is approved through a consensus decision-making process by members from the user community
- Conducts more in-depth, technically superior, special-process audits
- Improves Supplier quality throughout the industry through stringent requirements
- Reduces costs through improved standardization
- Uses technically expert auditors to ensure process familiarity
- Provides more frequent audits for Subscribers and fewer audits for Suppliers

Is it a quality systems audit?

A Nadcap audit differs significantly from an audit for general quality or for compliance to an ISO standard. With those types of audits, the following generic quality question may be used regardless of the nature of the work being audited:

Does the Supplier define the processes employed for calibrating, inspection, measuring, and testing?

To highlight the depth of a Nadcap audit, the following question would be used for non-destructive testing only - each special process would have its own specific question:

Are the fluorescent penetrant inspection (FPI) dryer ovens calibrated every three months at multiple points across the usable range?

Nadcap Overview

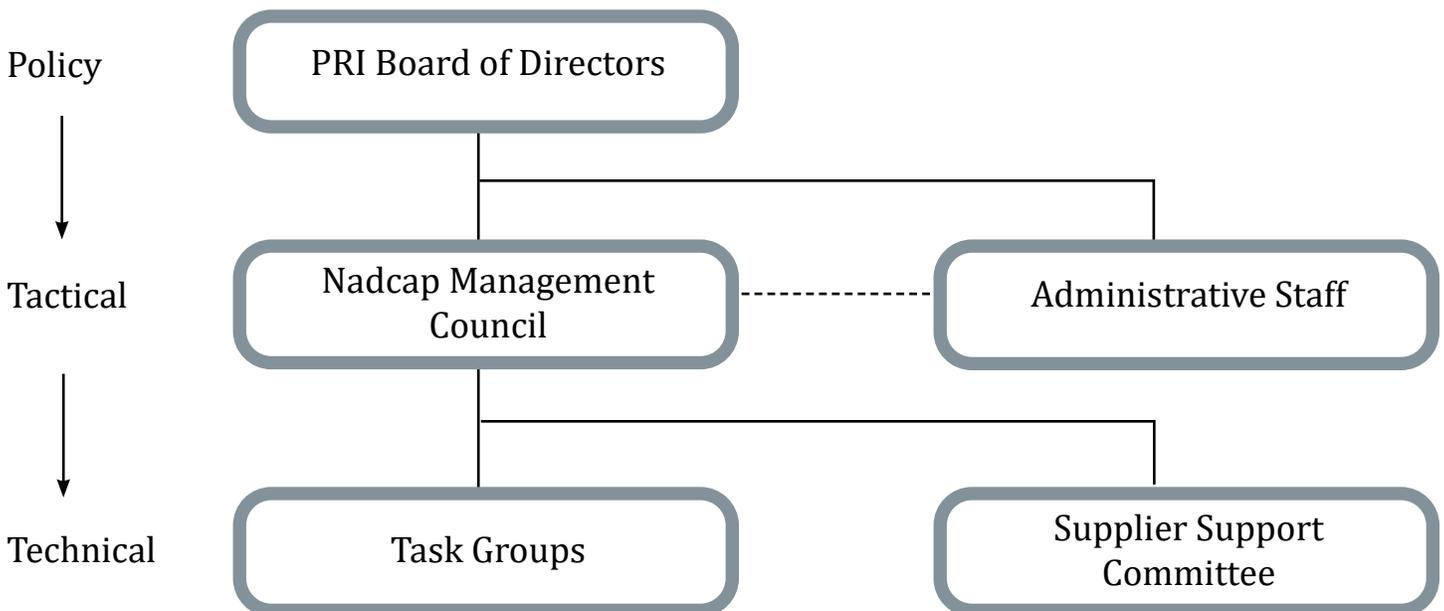
A web poll conducted by the Performance Review Institute in June 2013 showed that 75% of respondents feel Nadcap contributes to overall aerospace industry safety. This is consistent with a Nadcap accredited Supplier survey which reported in 2010 that:

87% of Suppliers report a quality improvement in the areas for which they are Nadcap accredited.

Source: Supplier Survey 2015

- 60% of Suppliers feel that Nadcap accreditation has improved their standardization
- Over one-third (35%) feel that participating in the Nadcap program has helped to decrease their scrap rates
- 41% of Suppliers link reduced rework rates to their Nadcap accreditation, while 44% have experienced reduced escape rates
- More than half of the respondents (54%) feel that Nadcap has assisted them to increase sales or gain new business

Nadcap Organization Structure



Nadcap Supplier Support Committee (SSC)

The SSC exists to represent and be the voice of the Supplier community. The SSC Mission is “to represent the Supplier community and work with the Nadcap Management Council (NMC) to enhance the effectiveness and economical value of the Nadcap system for the mutual benefit of Suppliers and Subscribers”. The SSC works with the NMC on issues directly related to Suppliers.

The Committee is made up of active Nadcap accredited Suppliers who are willing to help new Suppliers through the process, as well as assisting experienced Suppliers to establish, maintain and improve their accredited processes.

The SSC is also comprised of a Supplier Support Committee Leadership Team (SSC LT) which reviews and addresses non-technical concerns raised by Suppliers. The SSC LT members include:



Lei Bao
NCS Testing



Walter Dimmick
Firth Rixson
Forgings LLC



Sergio Dominguez
Canagrosa Lab &
Services



Dale Harmon
CTS Inc.



Jonathan Hebben
Monogram
Aerospace Fasteners



Ronald Hendriks
Chemetall GmbH



Jeremy Needs
Ultra Electronics
Limited



Steve Payne,
Praxair Surface
Technologies



Dennis Reidy
C.I.L. Inc



Jeff Tomczak
Techmetals Inc



Gary White
Element
Middleburg Heights

Nadcap Meeting Supplier Support

The SSC sponsors several face-to-face sessions at the Nadcap meetings. The Supplier Tutorial provides an overview of the Nadcap program, presented by a Supplier; the SSC meeting is a forum for discussion and report-out on important issues for Suppliers; and there is also an informal Question & Answer session where you can meet Performance Review Institute Staff. Check the meeting agenda for details.

Mentoring Program

The SSC offers a Supplier Mentoring program, dedicated to assisting those Suppliers who are new to the process and/or those needing assistance navigating the Nadcap system by providing names and contact information of experienced Nadcap Suppliers. If you would like to work with a Mentor, please send an email to NadcapSSC@p-r-i.org.

If you would like to receive additional information regarding the SSC, please send an email to NadcapSSC@p-r-i.org.

Nadcap Supplier Support Committee

SSC Staff Support Team

To support the SSC - and the interests of the Suppliers - there are Performance Review Institute staff in the Americas office who work on SSC projects. Please contact them if you have any queries.



Scott Klavon is Director of Nadcap Program and Aerospace Operations. He is based at the Performance Review Institute International HQ in Pittsburgh, PA.
T: + 1 724 772 7111
E: sklavon@p-r-i.org



Connie Hess is Manager - Support Services and Customer Relations-Americas. She is based at the Performance Review Institute International HQ in Pittsburgh, PA.
T: + 1 724 772 8660
E: chess@p-r-i.org



Cynthia Nixon is Support Services Coordinator. She is based at the Performance Review Institute International HQ in Pittsburgh, PA.
T: + 1 724 772 8659
E: cnixon@p-r-i.org

Customer Focus

The Performance Review Institute's President & Chief Executive Officer, David Schutt, explains the organization's stakeholder satisfaction philosophy.



“Fulfilling the needs of its customers is the intent of every successful organization. Making our stakeholders a top priority in our decision-making process is crucial. A primary goal of the Nadcap program is providing you— our customers – unquestionable value. Your satisfaction and your feedback are of utmost importance to us.

“Accordingly, we will keep on creating and adding value for every single Nadcap stakeholder. Our aim is to improve the industry as a whole while maintaining a laser focus on our customers’ needs.

“Hopefully, each of you is satisfied with the level of service we offer but there are always opportunities for improvement: an organization that does not listen and stands still fails its stakeholders. So I encourage you to share all constructive feedback with Scott Klavon, Director of the Nadcap Program and Aerospace Operations at sklavon@p-r-i.org.”

Download the PRI Aerospace Dictionary

Confused by the terminology and acronyms? There is a free PRI Aerospace Dictionary available online at www.eAuditNet.com in the Resources - Documents - Public Documents - General Documents section.

Special Processes, Products and Systems Audited by Nadcap

Aero Structures Assembly (ASA)

Hole Preparation, Fastener Installation, Shimming, Electrical Bonding/Bushing/Bearing Installation

Contacts

Christine Nesbitt, Staff Engineer
T: +1 724 772 4073 E: cnesbitt@p-r-i.org
Keith Purnell, Lead Staff Engineer
T: +1 724 772 8685 E: kpurnell@p-r-i.org

Chemical Processing (CP)

Anodizing, Chemical Cleaning, Chemical Milling, Conversion/Phosphate Coating, Etching, Laboratory Evaluation, Paint/Dry Film Coatings, Plating, Stripping, Surface Prep Prior to Metal Bond, Surface Treatment/Passivation, and Vacuum Cadmium & Aluminium IVD

Ethan Akins, Staff Engineer
T: +1 724 772 8524 E: eakins@p-r-i.org
Nigel Cook, Lead Senior Staff Engineer
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E: ncook@p-r-i.org
Leah Markowitz, Staff Engineer
T: +1 724 772 4417 E: lmarkowitz@p-r-i.org
Christine Nesbitt, Staff Engineer
T: +1 724 772 4073 E: cnesbitt@p-r-i.org

Coatings (CT)

Thermal Spray, Vapor Deposition, Diffusion Coating Process, Stripping of Coated Parts, Coatings Evaluation, Plating of Coated Parts, Heat Treating of Coated Parts, and Grinding of Coatings

Justin Rausch, Staff Engineer
T: + 1 724 772 7116 E: jrausch@p-r-i.org

Composites (COMP)

Compression Molding, Core Processing, Kitting Service Provider, Liquid Resin Processing, Metal Bond, and Pre-preg/Adhesive Bonding/Resin Film Infusion

John Tibma, Staff Engineer
T: + 1 724 772 7148 E: jtibma@p-r-i.org

Conventional Machining as a Special Process (CMSP)

Holemaking, Turning, Grinding, Broaching, Milling, and Edge Treatment

Matthew Ghiassi, Staff Engineer
T: +1 724 772 7175 E: mghiassi@p-r-i.org
Mike Graham, Senior Program Manager
T: +1 724 772 8646 E: mgraham@p-r-i.org

Elastomer Seals (SEALS)

O-Rings, Plate Seals/ Rubber Bonded to Substrates, Molded Shapes, Compression Seals, and Compounding

Keith Purnell, Staff Engineer
T: +1 724 772 8685 E: kpurnell@p-r-i.org
Glenn Shultz, Staff Engineer
T: +1 615-382-5075 E: gshultz@p-r-i.org

Staff Engineer Tip ~ Mike Graham

Attend the Nadcap meetings when you can to contribute to checklist development.



Special Process, Products and Systems Audited by Nadcap

Electronics (ETG)

Printed Boards, Printed Board Assemblies, and Cable and Harness Assemblies

Contacts

Ron Curry, Lead Staff Engineer
T: +1 724 772 8649 E: rcurry@p-r-i.org

Susan Frailey, Staff Engineer
T: +1 618 615 4478 E: sfrailey@p-r-i.org

Fluid Distribution Systems (FLU)

Hose Manufacturing, Fittings and Other Machined Components, Couplings, Hose Assembly, Value Added Hose Assembly Distributors, and Titanium Tubing Manufacturers

Keith Purnell, Staff Engineer
T: +1 724 772 8685 E: kpurnell@p-r-i.org

Glenn Shultz, Staff Engineer
T: +1 615-382-5075 E: gshultz@p-r-i.org

Heat Treating (HT)

Metal Systems, Heat Treating Process, Heat Treating Equipment, Brazing, and Hot Forming

Jerry Aston, Program Manager
T: +44 (0) 1332 869 273
E: jaston@p-r-i.org

Mark Burval, Staff Engineer
T: +1 724 772 8692 E: mburval@p-r-i.org

Marcel Cuperman, Senior Staff Engineer
T: +1 412 367 2547 E: mcuperman@p-r-i.org

Rob Hoeth, Staff Engineer
T: +1 724 772 8657 E: rhoeth@p-r-i.org

Staff Engineer Tip

You will gain the most benefit from Nadcap if you actively participate. Learn how to become a Task Group Voting Member.
~ Mark Aubele



Materials Testing Laboratories (MTL)

ISO/IEC 17025 Equivalency (AC7006), Chemical Analysis, Mechanical Testing, Metallography (Micro & Macro), Hardness, Corrosion, Microhardness, Fastener Testing and Specimen Heat Treating, and Test Specimen Preparation

Rob Hoeth, Staff Engineer
T: +1 724 772 8657 E: rhoeth@p-r-i.org

Justin Rausch, Staff Engineer
T: + 1 724 772 7116 E: jrausch@p-r-i.org

Kevin Wetzel, Senior Staff Engineer
T: +1 724 772 8652 E: kwetzel@p-r-i.org

Measurement and Inspection (M&I)

Coordinate Measuring Machine (CMM), Laser Tracker, Articulating Arm, Mass Airflow Measurement of Turbine Engine Parts, and General Inspection

David Marcyjanik, Staff Engineer
T: +1 724 772 7113 E: dmarcyjanik@p-r-i.org

Metallic Materials Manufacturing (MMM)

Forgings

Staff Engineer Tip

Read the relevant procedures before your audit so you clearly understand your role in the Nadcap audit process.

~ Jim Lewis



Contacts

Jim Lewis, Program Manager

T: +1 724 772 8688 E: jlewis@p-r-i.org

Jerry Aston, Program Manager

T: +44 (0) 1332 869 273

E: jaston@p-r-i.org

Non Metallic Materials Manufacturing (NMMM)

Raw Material Manufacturing of Resin, Prepreg, Adhesive Film, Core, and Fiber

John Tibma, Staff Engineer

T: + 1 724 772 7148 E: jtibma@p-r-i.org

Nonconventional Machining & Surface Enhancement (NMSE)

Electrochemical Machining (ECM), Electrochemical Grinding (ECG), Electrical Discharge Machining (EDM), Laser Beam Machining (LBM), Laser Part Marking (LPM), Spark Erosion Grinding (SEG), Abrasive Water Jet Machining (AWJM), and Computer Controlled Peening, Automated Peening, Peen Forming, Flapper Peening, and Manual Peening

Mark Hunkele, Lead Staff Engineer

T: +1 724 772 8689 E: mhunkele@p-r-i.org

Christine Nesbitt, Staff Engineer

T: +1 724 772 4073 E: cnesbitt@p-r-i.org

Non Metallic Materials Testing (NMMT)

Mechanical Testing, Physical Testing, Chemical Testing, Thermal Testing and Flammability Testing for Class A: Composites, and Class B: Adhesive/Adhesive Primers

John Tibma, Staff Engineer

T: + 1 724 772 7148 E: jtibma@p-r-i.org

Non-Destructive Testing (NDT)

Magnetic Particle, Liquid Penetrant, Ultrasonic, Radiography, Digital Radiography (DDA & CR), and Remote Image & Film Viewing

Phil Ford, Lead Senior Staff Engineer

T: +44 (0) 1443 225 545

E: pford@p-r-i.org

David Marcyjanik, Staff Engineer

T: +1 724 772 7113

E: dmarcyjanik@p-r-i.org

Elizabeth Strano, Staff Engineer

T: +1 724 772 8651 E: estrano@p-r-i.org

Special Process, Products and Systems Audited by Nadcap

Sealants (SLT)

Manufacture, Packaging, and Application of Aerospace Sealants

Contacts

Keith Purnell, Staff Engineer
T: +1 724 772 8685 E: kpurnell@p-r-i.org

Glenn Shultz, Staff Engineer
T: +1 615-382-5075 E: gshultz@p-r-i.org

Welding (WLD)

Additive Manufacturing (Laser and electron beam powder bed metallic), Diffusion Welding, Electron Beam Welding, Flash Welding, Friction/Inertia Welding, Fusion Welding (includes GTAW, PAW and Foundry in-process/casting repair), Laser Welding, Percussion Stud Welding, Resistance Welding (spot, seam and projection), Torch/Induction Brazing, Welder/ Welding Operator Qualification, and Evaluation of Welds (bend test and metallographic)

Contacts

Gabe Kustra, Staff Engineer
T: +1 724 772 8673 E: gkustra@p-r-i.org

Ian Simpson, Program Manager
T: +44 (0) 1332 869 272
E: isimpson@p-r-i.org

Aerospace Quality Systems (AQS)

Nadcap recognizes valid 9100 and 9110 quality system approvals, and other equivalent translations as recognized by IAQG, performed and certified by registrars that are approved and listed in the IAQG OASIS database (www.iaqg.org/oasis). The scope of 9100 and 9110 accreditations should not contain the exception to 8.5.1.2 Validation of Control of Special Processes or 7.5.2 Validation of Processes for Production and Service Provision, as applicable.

In addition, Nadcap recognizes ISO/IEC 17025 and AC7006 for testing laboratories, including nondestructive testing laboratories and etch audits performed in support of nondestructive testing laboratories. The ISO/IEC 17025 scope of accreditation must include testing and be from an approved ILAC accreditation body. AC7006 accreditation must be through the Nadcap Materials Testing Laboratories Task Group. Where no existing recognized quality system approval exists, Nadcap requires AC7004/AC7006 assessment to support the special process accreditation.

Task Groups may define quality system requirements which are more stringent than AC7004 by documenting the requirements in both the Nadcap Audit Criteria and in the Task Group specific OP 1114 Appendix.

You can contact Susan Frailey, Staff Engineer (T: +1 618 615 4478, E: sfrailey@p-r-i.org) with questions.

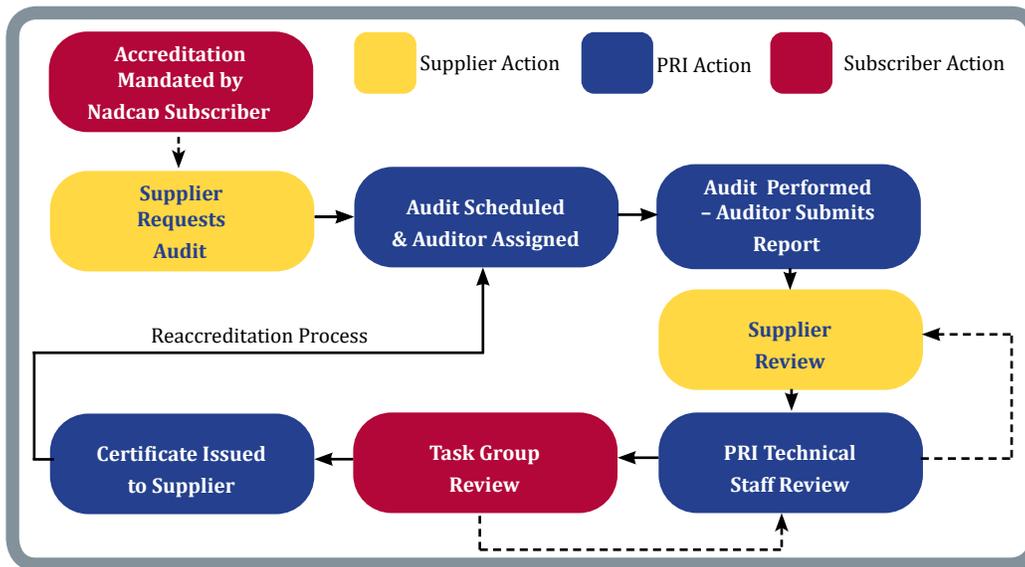
Do you have a Task Group question?

Task Groups have SSC Task Group Representatives - Suppliers who act as a liaison between the SSC and the Task Group. They can advise you on Task Group related inquiries. For information contact NadcapSSC@p-r-i.org

Nadcap Audit Flowchart

The Nadcap process typically begins with a notification from a customer to the Supplier that they should attain accreditation, although some companies choose to pursue Nadcap accreditation without prompting.

The Supplier contacts the Performance Review Institute to request the audit, which is scheduled according to the timeframe and content expectations of the Supplier and the customer. An appropriate auditor is assigned. Nadcap auditors typically have over 30 years' experience in their field and are contracted after a rigorous selection process into which the Subscribers and Suppliers input.



After the audit, a report is submitted electronically via eAuditNet, the audit software program used by Nadcap. The Supplier has an opportunity to respond to any non-conformances identified and the report, with responses reviewed by the relevant Performance Review Institute Staff Engineer. *

When the Staff Engineer is satisfied that the root cause of all non-conformances has been identified and sustaining corrective action has been implemented, the entire report is submitted to the special process Task Group. This body of Nadcap Subscribers, who are also experts in the special process, verify the conclusion of the Staff Engineer and approve the audit for certification.

At any stage, the Staff Engineer or Task Group may request more information before progressing the audit to the next stage.

* A Staff Engineer acts as a single point of contact between PRI and Suppliers, clarifying checklist questions, audit responses and anything else to do with the Nadcap special processes.

When can I contact a Staff Engineer?

You can contact a Staff Engineer when you have doubts about pre-audit checklist answers or the Staff Engineer's expectations of NCR responses. Staff Engineers will also answer questions related to Task Group operations and any questions related to Nadcap.

When can I not contact a Staff Engineer?

Staff Engineers cannot be asked for technical consultations. They will not discuss audit results or advise on how to respond to findings. What they can do is provide some direction in terms of the expectations.

Nadcap Audit Flowchart, Nadcap Reaccreditation and eAuditNet Overview

Nadcap Reaccreditation

Nadcap accreditation is an ongoing activity. Once initial certification has been issued, the next audit is usually automatically scheduled. Once the audit has been scheduled, notification is sent via email to you and the assigned auditor. Please check as soon as possible if the scheduled dates are not suitable and contact the Performance Review Institute if they need to be changed.

Commodities with merit, initial accreditation is based on a twelve-month cycle. However, the actual period of initial accreditation depends on audit performance. For example: if the initial audit takes place on 1 September 2013, the expiry date of the accreditation will be 31 January 2015 - regardless of when accreditation is actually granted. So, for the well-prepared Supplier who is audited on 1 September 2013, receives zero or few non-conformances and gains accreditation on 1 November 2013, the accreditation period is actually longer than twelve months. But for the ill-prepared Supplier who is audited on 1 September 2013, receives a number of non-conformances and gains accreditation on 15 February 2014, the accreditation period is actually shorter than twelve months. The same process applies to reaccreditation audits.

It all depends on effectively preparing for the audit. For commodities without merit, please see commodity specific OP 1114 Appendices for details.

eAuditNet Overview

eAuditNet is an online system for everything relating to Nadcap audits. The biggest benefit of eAuditNet is the reduction in operating costs for the industry:

- eAuditNet has eliminated paperwork
- eAuditNet facilitates real-time interaction, regardless of location or time - 24 hours per day, 365 days per year
- All stakeholders share responsibility in the knowledge that eAuditNet provides the structure to function efficiently and effectively

Suppliers use eAuditNet extensively: from requesting a quote to scheduling an audit; from carrying out thorough audit preparation to responding effectively to non-conformances after the audit in order to gain accreditation promptly. The site houses many useful documents to help you navigate the Nadcap process: User Guides, Tutorials, and other helpful Supplier documents. Just complete the free registration at

www.eAuditNet.com and go to the Documents application under Resources. In addition, eAuditNet also contains the online Qualified Manufacturers List (QML), which is a searchable database of certified Nadcap Suppliers. Procurement can use the QML to research and contact Nadcap accredited potential Suppliers.

Is Your eAuditNet Profile Up To Date?

Please keep your contact details up-to-date on eAuditNet to ensure you receive important information regarding your audit. Please notify Performance Review Institute Scheduling of any changes (see page 21).

The Supplier Tool Sheet

The SSC has put together a list of useful links to help you navigate through the Nadcap process. View the Supplier Tool Sheet at <http://p-r-i.org/nadcap/supplier-support-committee/>

Frequently Asked Questions

Q: Should my company get Nadcap accreditation?

This is a key question and it's really one that must be resolved between you and your customer/s. Most aerospace Suppliers pursue Nadcap accreditation because it has been mandated by their customer/s, although some make the decision independently. It is up to you to balance the needs of your customer/s and your business with the demands of the Nadcap audit.

Q: What are the benefits of Nadcap accreditation?

Nadcap accredited Suppliers report many benefits associated with Nadcap accreditation:

- 60% of Suppliers report improved standardization (Source: Nadcap 20th Anniversary Survey, 2010)
- 69% of stakeholders believe that Nadcap contributes to the overall aerospace industry's safety record (Source: Performance Review Institute poll, 2010)
- 87% of Nadcap accredited companies report improvements in quality in the area(s) related to their Nadcap accreditation(s). (Source: Supplier Survey 2015)

“Nadcap accreditation has helped to raise our profile and respect within UK industry. We have targeted and won better “class” of business.”

Source: Nadcap 20th Anniversary Survey, 2010

Q: If my company decides to become Nadcap accredited, what do we need to do next?

The first step is to contact Performance Review Institute Scheduling (see page 21) to request the audit. They will give you access to eAuditNet so you can access the relevant audit checklists and associated reference material to help in your audit preparation. They will also provide you with a quote. It is recommended that you conduct a self-audit using the Nadcap audit checklist/s and implement sustaining root cause corrective actions on any non-conformances you identify. When you feel you are prepared - or you are confident in the timeline you have established for your audit preparation - please contact the Performance Review Institute to arrange the initial audit.

Q: How long does Nadcap accreditation last?

Initial accreditation is linked with the date of the audit, not the date on which accreditation is granted. The table below details the dates. For further clarification please review the section on reaccreditation (see page 13) or alternatively contact Performance Review Institute Scheduling to ask any questions.

What month is your audit?	Your accreditation will expire the following year on:
September, October, November	31 January
December, January, February	30 April
March, April, May	31 July
June, July, August	31 October

Frequently Asked Questions

Q: What is the Supplier Merit Program?

The Supplier Merit Program awards reduced scope and/or extended frequency audits to Suppliers based on audit performance, determined by the relevant Task Group.

Initial audits shall have an accreditation period of 12 months from the first quarter in which it is eligible for review. The first two (2) reaccreditation audits shall have an accreditation period of 12 months from the previous expiration. Subsequent reaccreditation audits shall be awarded 12, 18 or 24 months based on Supplier performance. Note that AQS and MTL do not have a merit program.

“Sales have increased more than 200%. Earlier we ...were known only in India ... After Nadcap we have worldwide recognition ...our customer base was only 5 earlier and after Nadcap our customer base has increased to 15.”

Source: Nadcap 20th Anniversary Survey, 2010

Q: Are the rules governing the Nadcap audit process published anywhere?

Yes, the program is governed by a Program Document and Operating Procedures:

1. Program Document 1100 Nadcap Program Requirements (PD 1100) – A policy level document defining the Nadcap program.
2. Nadcap Operating Procedures (OP 11XX and Appendices) – Documents detailing the specific procedures by which Nadcap operates.

You can access these via www.eAuditNet.com. For the Program Document, please go to Resources – Documents – Procedures and Forms – Nadcap Program Document. For all Nadcap Operating Procedures, please go to Resources – Documents – Procedures and Forms – Nadcap Operating Procedures.

Q: Is there any kind of pre-audit support available from the Performance Review Institute?

Yes, in addition to the training (see page 17), you can request a pre-assessment audit using a Nadcap auditor BEFORE the actual Nadcap accreditation audit. A Nadcap auditor will visit your site to conduct this audit. All of the data from the audit is left with the Supplier. There is no need to close out any findings. The only findings which will be sent to Subscribers are findings which may potentially impact hardware. Please contact Performance Review Institute Scheduling for more details (see page 21).

There are more frequently asked questions on the Performance Review Institute website (www.p-r-i.org) but please do not hesitate to contact any member of the Performance Review Institute staff directly if you have a question.

Nadcap Meetings

Nadcap meetings take place three times per year and function as a forum for Nadcap Subscribers and Suppliers to ensure continual improvement in special process and product quality in the aerospace industry.

All Nadcap participants are encouraged to attend the meetings to improve their understanding and experience of the Nadcap program. The meetings also provide valuable learning and networking opportunities.

The meeting schedule, agendas and minutes are posted at www.p-r-i.org/Nadcap in the Nadcap meetings section.



Case Study: F.M. Callahan & Son, USA



Eric Jacklin from F.M. Callahan & Son has attended over 25 Nadcap meetings and has been a member of the SSC Leadership Team since 2008.

“Attending a Nadcap meeting from a supplier’s perspective is a chance to learn and get energized by the Nadcap experience. But to fully benefit from it you must be active and take advantage of every resource provided.

“The SSC sponsored events are something our company has capitalized on, and we’ve significantly improved our Nadcap audit performance.

“When the Nadcap meeting week comes to an end I feel inspired and full of ideas to take back to my company. The SSC sessions are consistently useful. So many suppliers can directly benefit from them by just attending. It’s that simple.”



Photos from Top: Nadcap Appreciation Dinner in Istanbul (2009); SSC LT members at the Nadcap meeting in Pittsburgh (2015); Task Group meeting in Dublin (2014); Nadcap Management Council meeting in Pittsburgh (2015).

Training Opportunities

Training opportunities are available in a range of formats. They have all been developed to complement your Nadcap audit journey, making it easier for you to understand - and benefit from - the Nadcap program as well as share your expertise with your colleagues.

Introduction to PRI/Nadcap

Introduction to PRI/Nadcap, formerly known as NCSI, is an online presentation that reviews key aspects of the Nadcap program in order to enhance your experience with the Nadcap process through education and improve overall audit performance.

Visit www.PRI-Training.com to register to attend one of the free webinars.

Training at Nadcap Meetings

In 2020, the Performance Review Institute is offering PRI Training classes at Nadcap meetings. Due to the popularity of these sessions, places are allocated on a first-come, first-served basis. To date, topics have included:

- Root Cause Corrective Action
- How to Prepare for a Nadcap Audit
- Contract Review
- 9100 Changes
- Internal Auditing Systems

Learn more and register at www.PRI-Training.com or ask at the PRI Training desk at the Nadcap meeting.



Professional Development Opportunities

In addition to the sessions at Nadcap meetings, PRI Training holds Quality- and Special Process-focused classes all around the world in multiple languages. There is a fee for these classes.

For full details, please visit www.PRI-Training.com

PRI Perspectives

The Performance Review Institute issues free, short executive briefs that cover a range of topics including:

- Nadcap Audit Preparation Timeline
- Internal Auditing Techniques:*
 - Data Gathering
 - Identifying Easy Targets
 - Preparing for an Internal Audit
- Root Cause Corrective Action
- Why Mentoring Benefits Everyone*

* NEW

These resources and many more are available on the PRI website. Please visit the Media Center at www.p-r-i.org

Export Control – Supplier Resources

The Performance Review Institute and the Nadcap program are committed to complying with all governmental Export Control regulations. The International Traffic in Arms Regulations (ITAR) and the Export Administration Regulations (EAR) are two important United States Export Control laws that affect the manufacturing, sales and distribution of technology. ITAR contains a United States Munitions List (USML) of restricted articles and services. EAR contains a Commerce Control List (CCL) of regulated commercial items, including those items that have both commercial and military applications. As Suppliers (and potential exporters), your responsibilities under these Export Control regulations can be broad, and often difficult to interpret. The following resources are available to assist you in educating yourself / your staff on Export Control rules:

- The Directorate of Defense Trade Controls (DDTC) is an arm of the US Department of State and has responsibility for the control of the export and import of defense articles and services. The DDTC website, outreach program including seminars, and compliance program guidelines can be found on the below websites.
www.pmddtc.state.gov/index.html
www.pmddtc.state.gov/outreach/documents/inhouse_seminars.pdf
www.pmddtc.state.gov/compliance/documents/compliance_programs.pdf
- The International Traffic in Arms Regulations (“ITAR,” 22 CFR 120-130) is available on the following website.
http://www.pmddtc.state.gov/regulations_laws/itar.html
- The Bureau of Industry and Security (BIS) is the export regulations arm of the U.S. Department of Commerce and is responsible for implementing and enforcing the Export Administration Regulations (EAR), which regulate the export and re-export of most commercial items. The items regulated by BIS are often referred to as “dual-use” – items that have both commercial and military or proliferation applications – but purely commercial items without an obvious military use also are subject to the EAR. There are many training presentations and FAQ’s available for download (free of charge) at the web addresses below:
<http://www.bis.doc.gov/index.php/compliance-a-training/export-administration-regulations-training/online-training-room>
www.bis.doc.gov/exportlicensingqanda.htm
- The U.S. Commercial Service is the trade promotion arm of the U.S. Department of Commerce’s International Trade Administration and helps U.S. companies get started in exporting to global markets. A representative from your local office is available to answer questions on Export Control and to provide additional resources (free of charge) on the topic:
www.trade.gov/cs/

Export Control – Responsibilities

As Nadcap participants, it is critical that you ensure the appropriate handling of all Export Controlled materials within your facility at all times. Failure to do so could leave you and/or your organization vulnerable to criminal/administrative charges. The following safeguards have been built into the Nadcap audit process for your protection.

Before the Audit

During the audit scheduling process in eAuditNet, the Supplier will be asked:

For the commodity to be audited, is there any work performed at the audit site that is “restricted” under ITAR and/or EAR?

The answer to this question is of critical importance, and will ensure an auditor with an appropriate Export Control status is sent to your site by PRI to conduct your Nadcap audit.

If you do not know the answer to this question at the time of scheduling your audit, please contact your customer.

It is the Supplier’s responsibility to answer this question correctly. Should a restricted auditor arrive at a Supplier site to conduct an audit and there is only Export Controlled material available for the audit, rescheduling/penalty charges will be assessed by PRI to the Supplier.

If there is any doubt about the Export Control status of any part or process that is selected for a Nadcap Audit, contact the customer for verification of status.

During the Audit

Upon arrival at a Supplier facility, the auditor will advise you of their EC Status.

Confirm that the Auditor’s EC Status is unrestricted if you have answered the ITAR/EAR question yes.

Your other responsibility during the audit is to maintain control of Export Control documents. This includes making sure the Auditor does not remove restricted technical data from the facility.

Important Definitions

EC Status – Restricted: Auditor barred from performing audits of work restricted by ITAR/EAR.

EC Status – Unrestricted: Auditor permitted full access to ITAR/EAR data; US Citizen or US Permanent Resident.

Exporter: Any individual or organization that sends materials, products, or information originating within the US to a recipient outside of the country.

Export Control – Responsibilities (cont.)

After the Audit

Subscribers have access to all information (including corrective action responses and attachments) in the audit and are procedurally required to review all audits prior to issuance of accreditation. Many of these Subscribers are not authorized to access ITAR/EAR restricted information.

Given the accessibility of eAuditNet to users across the world, under no circumstances is Export Controlled restricted technical data to be entered into eAuditNet or posted as objective evidence. Including this information in eAuditNet as part of your response or objective evidence is considered an unauthorized export of restricted technical data.

Submitting Objective Evidence

Do not attach objective evidence that includes restricted technical data to your response in eAuditNet.

Objective evidence that includes restricted technical data must be submitted to the following email address: restricteddata@p-r-i.org

Please contact your assigned audit report reviewer if you have any questions about submitting objective evidence.change.

The US Commercial Service is the government office to whom suppliers can reach out for support on all things related to Export Control. They welcome enquiries from all over the world. To find the contact information for your local office, please visit <http://export.gov/usoffices/index.asp>.

Don't forget to get involved!

There are many ways in which Suppliers can participate more actively in the Nadcap program and in particular the Nadcap meetings. The SSC Sub-teams offer a perfect opportunity to get involved. Sub-teams are created to meet a Supplier need: either by providing a service to assist Suppliers or by seeking to improve the Nadcap system for all. Ongoing SSC Sub-teams include:

- **The Supplier Helpdesk** - a helpdesk at Nadcap meetings staffed by experienced Suppliers who answer any questions that attendees may have on the Nadcap meeting or Nadcap process.
- **Communications** - a sub-team formed to provide timely and pertinent information to both new and seasoned Suppliers.
- **Mentoring** - a free service which provides new Suppliers with the name and contact details of an experienced Supplier whom they can contact with queries on the Nadcap program.
- **The Supplier Survey** - a biennial survey conducted to gain feedback on Suppliers' Nadcap experience, with a view to identifying opportunities for process improvement.

If you would like to become involved in the Supplier Support Committee or any of their initiatives, please contact NadcapSSC@p-r-i.org.

Getting Started

For most companies and individuals new to the Nadcap process, or who want to learn more about it, the Scheduling department is the first point of contact. The staff listed below can answer all your general questions and identify the right person for you to talk to when you have technical questions.



Linda Novak is the Manager of Auditor Planning & Scheduling. She is based at the Performance Review Institute International HQ in Pittsburgh, PA in the USA.

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Jamie Ayres is a Scheduling CSR, also based at the Performance Review Institute International HQ in Pittsburgh, PA. Jamie looks after initial audits in the Americas sector.

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Tips from Nadcap Audit Scheduling



The audit is a comprehensive assessment for compliance to customer requirements - make sure you understand your customers' expectations and ask questions if you are unsure.



Conduct a self-audit using the Nadcap audit checklists before scheduling the audit - this will help you work out how much you need to do before the auditor arrives.



Access eAuditNet as soon as you can for useful guidance in the Resources section and to download the audit checklists.



In www.eAuditNet.com go to: Resources - Documents - Public Documents - General Nadcap User Information / Audit Information - How to Register Company/ Request Quote/Schedule Audit



Hailing Li is based at the PRI Asia office in Beijing, China. She is responsible for scheduling Nadcap audits in Australia and all Asian countries.

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