

Seq. III Inventory Control Task Force Conference Call Minutes

Date: 10/12/11

Agenda:

- 1.) Roll Call
 - a. Jason Bowden, Matt Bowden, Bruce Matthews, Ed Altman, Charlie Leverett, Mark Mosher, Jerry Brys, Dave Caproni
- 2.) Approval of Minutes from Sept. 28th conference call – Jason Bowden / Charlie Leverett - Approved
- 3.) Review Inventory Control Guidelines (focusing on FIFO procedure) (updated file attached)
 - a. The group wants to make sure that the correct grace period timeframe is determined in order to protect the labs that have prebuilt engines, etc.. The group agreed that the purpose of this procedure is to have better lab practices and not to turn good material into scrap.
 - b. **Action Item:** Labs to look at their inventory and report to Jason Bowden what they believe would be a suitable Grace Period for FIFO.
 - c. **Action Item:** Jason Bowden to work with TMC in developing language in FIFO procedure to account for mistakes made at lab level past Grace Period.
- 4.) Review of Critical Parts
 - a. The group reviewed the Critical Parts list again and moved items that do not have an effect on test severity to non-critical status.
- 5.) Review of Updated Form 12
 - a. It was determined that Connecting rods can be removed from Form 12 as all rods are now power medal.
 - b. **Action Item:** Jason Bowden to enter sample batch & serial numbers into Form 12 so labs can properly fill this form out in the future.
- 6.) Meeting Adjourned