

C.A.S.E. ACS General Session Minutes (Opening) Spring Conference 2007, Dallas Fort-Worth, Texas

Monday, April 23, 2007

Spring 2007 Conference began at 10:05 A.M.

George Worley (American Airlines) welcomed the audience to the Spring 2007 C.A.S.E. Conference.

Gay Bastian (SkyWest) continued with some changes during this conference: Lunch room location change, new dinner location required due to a forecasted storm for Tuesday April 24.

Gay requested attendance at the Committees; she reminded everyone that Sarah McLeod Aeronautical Repair Station Association (ARSA) was at the conference to observe and to answer questions.

George also mentioned that during registration, some members are reflected past due.

- Gay mentioned that payment can be made during this conference.
- A new requirement on the "Roster of Attendance" is to enter the name of the attendee's boss. This is to have an additional contact for the member airline.

Roll call was taken by Mike Zikoski (FedEx) at 10:14 A.M.

Absentees:

Express.Net (B40)

Atlas Air (071)

Gemini Air Cargo (B34)

USA3000 (B50)

Proxies:

Lynden Air Cargo to Alaska

George moved to the Fall 2006 minutes. Motion to accept the minutes as published was made by Ken Davis (FedEx) and seconded by Richard Boucher (SkyWest).

Unanimous vote

Several issues are being considered during the conference and George introduced Sarah McLeod from ARSA. Also, Frank Wiederman (FAA) was welcomed once again. Sarah stated that she was going to make a presentation this afternoon, Monday April 23.

Some of the issues to be voted upon are the approval of "On-line Training". Also, a "basic training" is being considered to cover problems encountered during audits. This training will include auditing techniques, as well as some opportunities for improvement that Level IVs are encountering when evaluating Level IIIs. This training will not be mandatory but it will be useful to support the auditor's knowledge. George obtained support from the audience to go ahead and develop this basic training.

Vinny Martinez (American Airlines) will not be running for the ACS Training Committee chair again. Joel Stackman (ATA Airlines) volunteered for the position via an email (this was withdrawn later during the conference).

George requested support for the chair and Vice-chair positions.

Committee Chair Presentations

Krish De (QANTAS) Newsletter Committee

- Meeting will be held tomorrow at room 3E22. Full agenda, everyone is welcomed.
- This conference, the Newsletter will have a joint meeting with the Membership Committee.
- A quarterly Newsletter is being considered, as opposed to the semi-annual issue.

Vinny Martinez (American Airlines) Training Committee

- Vinny will not re-run for his position of chair.
- Candidates are invited to the meeting. There is a full agenda.
- Meeting will be held at room 3E24B this afternoon and tomorrow.
- Lessons learned during January 2007 training session will be discussed.
- The upcoming July 2007 training session will be previewed.
- Training session has changed to July 15th for the "Train the trainer". The Training sessions will start on July 16th,2007.

Rex Graft (Comair) Standards and Procedures Committee

- Rex reminded the audience that joint Committee Membership & Newsletter Committee meetings were a common thing from years' past. It is being implemented again this conference.
- Agenda for this Committee has been amended -tripled- since it was published on the website. There are two committee positions to fill. Everyone is invited to attend.
- 3E23 Room is the room for this Committee.
- One meeting will be closed doors (15 minutes).
- Problems printing or downloading were discovered during Rev. 50 of the P&P (margins, printing, output) and now that the committee is aware of them, they should not be a problem during Rev. 51.
- Rex volunteered to send the document (Adobe PDF or Word) by email to any members making such a request.
- Rex announced that former associate member representative Leonard LeBlanc -Lenny- (PHI Helicopters) suffered a heart attack but is recovering.

Jim Amick (Spirit Airlines) Database Committee

- Room 3E16 starting 2:00 p.m.
- Everyone is welcomed to the Committee. Full agenda.
- Review of the 2A and 1A allocation processes.
- 2A allocations have been separated in two databases, Fuel Storage and Fuel Into-Plane, with two separate checklist and consequent allocation as two separated entities with two separated audits. This division has created several problems and they are being corrected.
- A new field will be entered into the database to differentiate between a Storage or Into-Plane vendor.
- Jim proposed a change in the 2A allocation period from Jan - Dec. to Jul - Jun.

Mike Zikoski (FedEx) Membership Committee

- Mike provided a status of membership:

Sustaining:	61
Associated:	18
Entry Level:	<u>33</u>
Total:	112
- 56 attending this conference (57 votes present due to proxy).
- 1 new card holding members. COPA.
- Joint membership Committees. Joint support.
- Mentor program review, reassignments.
- Projects. Entry Level and Associate members interest review to avoid unnecessary billing.
- Membership issues are welcomed to this Committee.
- Membership audits pending for some members (TACA is due in June 2007) United Airlines volunteered.

Richard Boucher (SkyWest) Fuel Committee

- Vice-chair position is open.
- 2A Allocation. Separation from 1A allocation will relieve database Committee.
- Review of proposed CACS-10 prior to submitting them to the Standards & Procedures.
- Review CACS 25 and CACS 26 checklists.
- Update members on progress of the G-16 Committee. A new meeting is scheduled for June 2007. A final draft will be ready by then. Anyone interested should leave their email to receive it by mail.
- Cross check for ATA 103.
- Ken Kaiser will be retiring soon. A new Level IV is required. A request for new candidates was made.

Andy Monteith (FedEx) Audit and Compliance Committee

- Elections. Training chair and Secretary.
- Chair elections for Fall 2007 also were mentioned. Audit and Compliance & Newsletter.
- Jack Tarmey (Miami Air) retired. He'll be missed for his support.
- Level IV candidate will be presented to the audience later during the conference (90% acceptance is required).
- Standardization of Level IV. A closed doors meeting will be held on Tuesday 10:00 a.m.
- Joint this Committee meeting this afternoon.

Bob Zitney (ABX Air). Crosscheck C.A.S.E. 1A Standard with CASS

- CASS measures the performance of the vendor.
- After a review of the CASS, it has been determined that C.A.S.E. cannot satisfy the CASS requirements at this point:
 - C.A.S.E. does not monitor the performance during the two year period for the surveillance.
 - C.A.S.E. surveillance is done every two years. CASS surveillance is constant and done by the vendor itself.
 - CASS is mandatory and much more extensive than the C.A.S.E. program and is not limited for substantial maintenance, but for everyone.
 - CASS is the responsibility of the vendor. C.A.S.E. covers the common ground of all operators.
- ATOS system tasks them to report the findings in their ATOS system. Gay commented that this touches the way the industry is headed; we need to work on it hard this session.
- One of the intentions of this week conference is to measure the importance and understand how the C.A.S.E. standard will assist operators and how to comply with CASS.
- Frank Wiederman (FAA) commented that Russell Unangst (3:00 – 5:30 p.m.) will explain in detail the CASS system. He suggested attendance to this meeting.
- George emphasized the importance of the CASS program. FAA will audit the operator CASS program. The responsibility is on the operator.

Ken Davis (FedEx) Vice-chair of Air Carrier Section

- Submitted a number of CACS-10s.
- Continuity of auditor standards.
- Plans to work with the Audit and Compliance Committee.

Meeting adjourned at 11:35 a.m.

C.A.S.E. ACS General Session Minutes (Closing) Spring Conference 2007, Dallas Fort-Worth, Texas

Wednesday, April 25, 2007

Began at 11:04 A.M

George Worley (American Airlines) welcomed back the audience and reminded them that 5:00 p.m. is the scheduled conference closure time.

Gay Bastian report:

Gay's presentation will be available at the webpage.

- A new treasurer has been elected.
- A review of the members was done and non existing members were identified.
- Last three years C.A.S.E. has not made money.
- \$475.00 fee will be enforced if members do not stay at the conference location.
- Membership fee has increased to \$700.00 from \$600.00.
- Training cost increase proposal to \$125.00. Side bars \$75.00.
Ken Nelson (Polar Air Cargo) made a motion to accept increase the training cost to \$125.00.
Jeff Watson (SkyWest) seconded.
Motion approved with one vote against.
- Billing for Training charges to no shows will be enforced.
- Fall Conference 2007. Saint Louis (STL) at the Sheraton.
- Spring 2008. Location still not determined. Miami is being considered.
- Name tags. Keep them for the next conference. Otherwise there is a re-print charge of \$5.00.

Roll call taken by Mike Zikoski (FedEx) at 11:20 a.m.

Absentees:

Express.Net
Atlas Air
Gemini Air Cargo
jetBlue

Proxies:

Lynden Air Cargo to Alaska
American Eagle to American Airlines
Empire to SkyWest
KLM to Northwest
Lufthansa to United Airlines
Mesa to Air Midwest
Pinnacle to Mesaba
ATA to World Airways

Andy Monteith (FedEx) Audit and Compliance Committee

- Committee activity and agenda: Assign new members duties and responsibilities.
- Air Carrier Review Board was held on Sunday, April 22, 2007. The Level IV candidate was Robert Radawiec from ASA. The board found that Mr. Radawiec met expectations and voted to present him before the ACS and that he be added to the Level IV roster. **Unanimously elected.** New Level IV, 1A Standard. Bob stated his desire to assist the organization and has accepted the challenge.
- The A&C Committee had three open positions. These were filled by Mike Teague (Horizon Air); Jeff Watson, (SkyWest); and Ken Fleming (Delta).
- Audit and Compliance Committee chair position is available. Andy Monteith (FedEx) is stepping down.
- Ken Shadursky (USA3000) current Vice-chair has been selected as chair replacing Andy. This will be a six month term (from Spring 2007 to Fall 2007) and election will take place in Fall 2007 as established in the P&P. Andy will remain as a member at large on the A&C Committee at this time.
- Committee discussed and put in place a means to provide the Training Committee with Level IV check-ride data and enhance auditor training program. The Data Base Committee is to construct a Level IV bulletin board to share non-proprietary information. This information in turn will be forwarded to the Training Committee.
- Met with Standards and Procedures Committee to review a CACS-10 about how the A&C handles check-ride failures. The S&P chair felt that the A&C had no authority to levy action on a recurrent check-ride failure (normally, the committee has the person perform two pre-check-ride evaluations and the latter with recommendation for check-ride and in some cases make the auditor go through recurrent training). Only other choice the A&C would have had if our recommendations were challenged would to make a person start over. The A&C felt that that was not the right thing to do. The CACS-10 was amended to reflect what the A&C Committee presently does.
- Level IV standardization meeting.
- Next auditor training session, July 15, 2007.
- Training Committee chair, Secretary, and ACS Secretary elections
 - Secretary ACS. Arturo Torres (TACA).
Re-elected unanimously. Term will end Spring 2009.
 - Training chair Bob Radawiec (ASA).
Elected with two abstentions.
- The A&C general report of activity from Oct. 19, 2006 through April 20, 2007 to the membership. 17 Level III recurrent 1A candidates evaluated. 5 new Level III 1A auditors. 3 Level III 2A candidates evaluated. 2 new Level III 2A auditors. No new Level III 3A candidates this period. One Level IV 1A candidate. No Level IV 2A candidates this period. 4 auditor relocation, other moves or laid off. 6 sustaining member exemptions. 3 Failed recurrent 1A failures. 2 vendor appeals. 9 sustaining member proxies were received. Elections, Training Committee chair (Robert Radawiec, ASA elected);

As an additional note, today April 25 is Andy's birthday.

Richard Boucher (SkyWest) Fuel Committee

- Ron Swingle (Continental Airlines) was voted in as Fuel Committee Vice-chair.
- 4-3-0 changed paragraph 5E2K and will affect changes in CACS in 25A, 26A Title 14 CFR on Fire Extinguishers under title training and safety (fire protection) for all fuel employees to have fuel training (Richard Boucher).
- 4-3-0 page 14 paragraph 8J full flow monitors are not allowed to be used with fuel premixed with FSII additives (Richard Boucher) (Phillips 66 is an example).
- 4-3-0 page 5 add paragraph F The vendor/supplier shall have a quarterly fuel quality validation program (DESC) This is going to be brought to ATA 103 next week.
- Discussion took place over the need/cost/how do we sell the need to vendors and airlines.
- Ken Kaiser stated that tests are cheaper if they are set up on prescribed intervals vs. a vendor doing them ad hoc.
- Will the quarterly checks save on wing engine time?
- Richard asked for Committee member airlines to see what problems we have had related to thermal stability issues such as coking, fuel nozzle etc. The Committee members will send the information ahead to Kevin Baker at Kevin.baker@dla.mil.

- The DESC presently does audit for the quarterly checks.
- A discussion took place regarding reducing the checklists into one to make a more manageable document to use.
- Ron Swingle (Continental) will be sending a copy of the checklist he created for Committee members to review.
- We need an open forum to get more air carriers on board.
- Richard will send the Global Fuel Standard draft to fuel Committee members. A lot of changes have been made. AS6401 is to be the official title.
- Jim Amick (Spirit) presented to the meeting about the allocation and the time frame. The proposal is to change the time frame from spring to spring or fall to fall etc. The allocation process was discussed and decided to stay from January to December. The allocation will start in August and run to September.
- Global Standard (G16) has another meeting in June in Louisville and hope to get the standard draft out by December for comments/feedback.
- Richard will email the draft of the G16 to Committee members for our review.
- Bill has a draft of the ATA 103. Richard would like to do a comparative study of the 2A and the 103.
- Bill urged fuel Committee members to sit on the ATA 103 Committee. Airlines need more presence as vendors, who once were only allowed to give recommendations, are now voting on policies. This presents a conflict of interest.
- Richard will send a copy of all of the 2A vendors to Lee to compare the list of DESC vendors vs. C.A.S.E. 2A.
- Richard will make a CACS 10 to change the 2A regarding testing results receipts prior to pipeline receipt.
- Again, Richard is asking for the airlines to see what problems we have had related to thermal stability issues such as coking, fuel nozzle and increased maintenance on engines out of cycle times. Send the information ahead to Kevin Baker at Kevin.baker@dla.mil
- Keep the C.A.S.E. 2A 4-3-0 page 9 B. 1 and suggest that ATA 103 2-3 under Pipeline Delivery under the note on page 11 (last paragraph) and changed the note under the table on page 12 be made to read similar.
- Add clarification to tanker compartments on page 11 based on ATA 103 change.
- Richard and Ron went to the Ops Committee meeting at 11:00 am while the rest of the Committee continued.
- ATA 103 has a change to monitor filter information.
- The Committee reviewed the user's guide. Bill will review it and send it out to the members for review and feedback. The goal is to make it easier for the vendors to author their own P&P.
- Blue tint to fuel – can be due to chromium and it should be at the finery. ATA 103 3.1 recoverable product for aviation use.
- It is Ken Kaiser's last C.A.S.E. conference, so Ken was acknowledged and thanked for his contributions to C.A.S.E. and the Fuel Committee.
- The 2A training was discussed. As to whether we should change it to include more auditor technique? Should we teach less of the standard that was included in the last training class?
- Should we have recurrent training and if so should it be different from the current training – one day vs. two day, standard vs. technique. It'll be discussed it with Training Committee.
- Bill asked that we all consider putting the 2A in our company fuel servicing manual.

Homework assignments

- Compare ATA 103 and evaluate different sections against the C.A.S.E. 2A and see if there are any differences that are not addressed in the 2A. Also, edit the 2A for errors at the same time.
 - 2-4 for fuel storage requirements Ernst Bennford and Ron Swingle (Continental)
 - 2-5 for fuel storage inspections Mike Goering, Kevin Baker, and Steve Pear
 - 2-6 Hydrant systems – Richard and Ted Kelker
 - 2-7 Fueling Equipment Dave Allison and Colette
 - 2-8 Fueling Equipment Inspections – Bill and Tom Gillespie
- Everyone to go back to our airlines to see what problems we have had related to thermal stability issues such as coking, fuel nozzle, and increased maintenance on engines out of cycle times. Send the information ahead to Kevin Baker at Kevin.baker@dla.mil.
- Richard asked that we write articles for the newsletter. DESC will write one for the next newsletter.

Mike Zikoski (FedEx) Membership and Promotions Committee

Krish De (QANTAS) Newsletter Committee

- April 25 (today) is the due date to submit articles for the Newsletter Committee. The new issue will come out June 8th, 2007. The next issue will be December 21, 2007.
- The Committee is working on another membership package including a presentation and a brochure, so members can present it to their management.
- Logo change discussion.
- Aero Republica is a new associate member.
- Air Korea Associate member.
- Glenn Delaney reviewed the flowchart and CACS Forms 1, 1A, 1S. A CACS-10 form will be prepared.
- Commitments have been secured to perform four non-DOD membership audits.
- Training/information on ethics and cultural changes.

Vinny Martinez (American Airlines) Training Committee

Summary

- A review to the test was made including the 1A and P&P courses.
- Some questions were reviewed (reworded, eliminated) to clear them up.
- Committee is working on additional questions for the test.
- Material on the presentation has not been reviewed yet due mainly to the fact that June 15, 2007 is the new issue day of the new P&P Rev. 51.
- Due to July 2007 is the next training conference, an update of the material will be performed based on Rev. 51. This will be an intensive task for this committee.
- Vinny thanked several members for their assistance during this conference.
- Auditor techniques training will be offered. This will include ethics and it will start as a sidebar and may become an on-line course. One manner planned is to handle it through playing roles on an environment similar to the show "The Apprentice". At the end, the exercise will be criticized.
- Also, an electronic test is being considered.
- Manual amendments may be required to the above proposal.

Details of meetings

Training Committee Attendees – Spring Conference 2007

		Committee Member
Richard Parsons	UPS	No
Russell Day	Kalitta Air	Yes
James Dunna	ASA	Yes
Vinny Martinez	American Airlines	Yes
Bob Radawiec	ASA	Yes
Arturo Rodriguez	American Eagle Executive	Yes
Durand Crutchfield	ExpressJet	Yes
Hubert Low	United Airlines	Yes
Marco Kazmi	Miami Air	Yes
Boris Zúñiga	Aero Republica	No
Susan Armstrong	Hamilton Sundstrand	Yes
Harold Chesak	The Boeing Company	Yes

The next C.A.S.E. training session will be held July 15th thru the 19th, 2007 at the Embassy Suites DFW South Hotel. Class schedules have been established as follows:

Sunday –	July 15 th , 2007 –	C.A.S.E. Train-the-Trainer course (if needed)
Monday –	July 16 th , 2007 –	C.A.S.E. auditing techniques in the morning (Susan Armstrong), Level III/IV Meeting in the afternoon (Andy Monteith)
Tuesday –	July 17 th , 2007 –	P&P courses for ACS and ARSS (full day)
Wednesday –	July 18 th , 2007 –	1A course (full day) and 2A course (part 1 of 2)
Thursday –	July 19 th , 2007 –	2A course (part 2 of 2), Database course in the morning, 3A course in the afternoon

Class sizes will be limited to 35 students per room. Therefore, cut off date to enroll in classes must be promptly established by the C.A.S.E. BOD and/or GM. This will enable us to properly plan for class sizes, Instructors, and cost.

Once Training session starts, students will not be allowed to change classes in an effort to “complete” class earlier in order to catch flights.

The following individuals have volunteered to take on the following tasks:

Hubert Low:

- Revise 1A presentation to current revision
- Include MIP-G slides in the 1A presentation

Vinicio Martinez:

- Revise 3A presentation to current revision
- Revise 3A written test to current revision

Marco Kazmi:

- Revise 1A open/closed book tests to current revision
- Revise 1A open/closed book test keys

James Dunna:

- Revise ACS P&P open/closed book tests to current revision
- Revise ACS P&P open/closed book test keys

Arturo Rodriguez:

- Revise ACS P&P presentation to current revision
- Review C.A.S.E. Handbook for possible updates to current auditor situations and/or techniques.

Susan Armstrong:

- Develop a new sidebar addressing preferred audit techniques, including a role-play exercise at the end of the course in order to provide constructive criticism and pointers. The sidebar will be offered for the first time during the Summer 2007 training session.

ARSS Training Committee members:

- Revise ARSS P&P tests to current revision
- Revise ARSS P&P test keys

Fuel Committee members:

- Revise 2A presentation to current revision
- Revise 2A tests to current revision

Several individuals expressed interest in facilitating classes during the Summer 2007 training session. However, they were hesitant about confirming. They plan approach their respective companies in order to secure support before contacting the Training Committee.

Rex Graft (Comair) Standard and Procedures Committee

Rex thanked the Committee and the personnel helping and attending to this presentation.

Changes to the P&P include:

Changing “requirement” to “portion of CASS” to further clarify the purpose of C.A.S.E.; 1-1-0, Para. 3.

The FAA has found that C.A.S.E. is an acceptable means of complying with the vendor surveillance and analysis portion of CASS required by 14 CFR 121.373 (a) and 135.431 (a).

Clarification. Informative
No approval from the members required.

Better defining with whom audit information is shared; 1-1-0, para. 4:

Membership and participation in C.A.S.E. is a way of maintaining continuing analysis and surveillance over vendors/suppliers and parts distributors at reduced manpower and cost. This is accomplished by sharing information and the burden of on-site visits with other air carriers who are sustaining members of C.A.S.E.

Clarification. Informative.
No approval from the members required

Give power to appoint members to serve on Committees/working groups if volunteers do not come forward to ACS chair; 1-3-0, p. 1, new para. 1.H.:

H. The Air Carrier Section chair may appoint people from member airlines to Committees or working groups if no volunteers come forward to fill these positions.

Jerry Walker (Empire Airlines) made a motion to accept. Vinny Martinez (American Airlines) seconded.
3 opposed and 2 abstentions.
Approved.

Clarify what meeting minutes are to be produced/distributed; 1-5-0, Para. 1.F.:

A. The secretary shall assemble, publish, and distribute the minutes from all C.A.S.E. Spring and Fall general session meetings of the Air Carrier Section.

Ken Nelson (Polar Air Cargo) made a motion to accept. Glenn DeLaney (Kalita Air) seconded.
Approved unanimously

To encourage leadership participation and prohibit the consolidation of power; 1-6-0, para. 1.B.:

B. The Operations Committee is made up of the Air Carrier Section chair, vice-chair, and the various standing Committee chairs identified in chapter five of this manual. No member may hold more than one position on the Operations Committee at any given time beginning with the Spring meeting of 2009. Prior to the Spring meeting of 2009, no member may be elected or re-elected to a position on the Operations Committee if another representative from that member is continuing to serve on the Committee. Should a vice-chair of a standing Committee become a chair due to the departure of the elected chair, that person may serve on the Operations Committee until the next scheduled election of that Committee. The Air Carrier Section chair shall also act as chair of the Operations Committee.

Discussion on this item: The main opposition was that the organization intention is to not restrict, but to increase the opportunity of participation.

Bill Battisti (USAir) made a motion to reject, Ron Swingle (Continental) seconded.

53 agreed on rejection. 12 opposed.

Change rejected.

Adding a temporary revision process; 1-8-0, new para. 2.G.:

G. Temporary Revisions

7. *In order to address instances when it may be absolutely necessary to add, change, or delete policies and procedures outside of the standard revision cycle, a temporary revision (TR) shall be utilized.*
8. *If membership vote has not been completed, the Standards and Procedures chair circulates a draft along with mail ballots via electronic mail (e-mail) to the sustaining member representatives **for a 15 day review, comment period, and subsequent vote.***
9. *If approved by membership, the TR shall be issued. Issuance would be by posting on the website, in addition to e-mailing copies to the member representatives.*
10. *Temporary revisions will have the words “Temporary Revision” and the effective date in the footer of each page.*
11. *Temporary revision pages will be placed facing the affected pages that are being changed.*
12. *The Revision Record will have “TR” placed in the “Rev.” column of each change.*
13. *During the next revision cycle, the Revision Record will be revised, removing the “TR”, the policy will be incorporated, and the inserted page(s) will be removed.*

Temporary Revisions. Discussion on this subject included an electronic version and a comment period for the TR. If the TR is not agreed upon, a CACS 10 can be submitted at the next conference. Item 2 is being expanded to include “...for 15 day review, comment period, and subsequent vote”.

Motion to reject Mason Rashid (UA) motion to reject the amendment. Richard Parsons (UPS) seconded.

3 votes to reject. 62 against.

Motion to accept the proposed paragraph as amended was made by Ken Nelson (Polar Air Cargo). Shawn Factor (Air Tran) seconded. 3 votes against, 62 in favor.

Approved as amended.

Modify the vendor appeal to address when a vendor feels their deletion was not due to non-compliance; 1-9-4; para. 1.A.:

- A. *The Air Carrier Section membership realizes that on occasion a vendor may have a reason to appeal the decision of an individual auditor in situations where that vendor believes that the deletion from the Register was for reasons other than non-compliance to the Standard.*

Ken Nelson (Polar Air Cargo) made a motion to accept as written. Felipe Reyes (Air Canada) seconded.

Unanimously approved.

Add stronger language requiring members to fulfill audit obligations; 2-0-0, para. 2.A.3):

- 2.A.3) *Further, member airlines shall commit to allocating appropriate resources (time, money, expertise, etc.) to fulfill audit obligations to the highest degree of safety.*

Gay Bastian (SkyWest) made a motion to accept. Patrick Thatcher (Go Jet) seconded.

Unanimously approved.

Add requirement to allow other members to audit usage lists; 2-0-0, para. 2.A.7):

7. *Maintain a list of approved vendors/suppliers for control and internal dissemination. The member must also assure that the usage list submitted to the C.A.S.E. Data Center be updated when vendors are removed from or added to the list of approved vendors/suppliers. These lists will be audited for accuracy and completeness by other members during the course of membership audits (see 1-9-0, 2.B.).*

Jeff Watson (SkyWest) made a motion to accept as revised. Dave Allison (Delta Airlines) seconded. 3 votes opposed.

Approved as revised.

To document the procedure used to regain authorization following failure of a re-current check-ride; 2-3-1, 2.F. and 7.C.1)c):

- F. *The Level IV Evaluator conducts the check-ride and files a written report (CACS-5) with the Audit and Compliance Committee chair. The report shall contain the name of the agency audited, an evaluation of the candidate auditor's capabilities, the candidate's signature in the ethics statement block (for both initial and recurrent check-rides), and a recommendation to approve or disapprove the candidate auditor. If the recommendation is to disapprove, the report must give supporting reasons and an individual re-qualification plan be developed by the Level IV to define what the auditor must do before re-applying to complete another check-ride. The Audit and Compliance Committee will have the final approval of the re-qualification plan and will notify the appropriate parties. The Level IV Evaluator also records the Level III candidate's satisfactory communication skills on the candidate's qualification record (CACS-4).*

- c) *Successfully pass a check-ride with any appropriate Level IV Evaluator every two years. Should the auditor not successfully pass a check-ride, the Level IV Evaluator is responsible for developing an individual re-qualification plan defining what the auditor must do before attempting to re-gain authorization. The Audit and Compliance Committee shall approve this plan. This may include recurrent training, further observations/pre-check-ride evaluations, additional audits, or combinations thereof. Once the re-qualification plan is completed, the auditor may re-apply to complete a check-ride.*

Ron Swingle (Continental) made a motion to accept. Shawn Factor (AirTran) seconded. 1 vote opposed.

Approved.

To create a window for recurrent check-ride completion to allow flexibility in planning; 2-3-1, new NOTE: after 7.C.1)c):

NOTE: In order to allow flexibility in setting up a check-ride, the check-ride may be performed within a three calendar month window without the re-authorization month having to be changed. For example, if a check-ride is due in June, the auditor could perform the check-ride in May, June or July but the recurrent check-ride would remain as June two years hence. Check-rides done in advance of the window would result in a change of the month recurrency is due.

This will only affect the recurrent check rides. Shawn Factor (AirTran) made a motion to accept. Patrick Thatcher (Go Jet) seconded.

Unanimously approved.

Delete "for cause"; 3-2-0, para. 5 Title:

- 5 *Deleting Vendor/Supplier and Parts Distributors from The Register.*

Clarification. Informative. No approval required.

Add “without the need for an on-site audit”, change “should” to “shall”, and remove “immediately”; 3-2-0, para. 5.A.:

A. *A vendor/supplier or parts distributor, without the need for an on site audit, shall be deleted from the Register for:*

Motion to accept was made by Ken Nelson (Polar Air Cargo). David Allison (Delta) seconded. 1 vote opposed.
Approved.

Modify reasons for mandatory deletion; 3-2-0, para. 5.B.:

B. *In addition to the reasons listed in paragraph A of this section, as a result of an on-site audit, a vendor shall be removed from the Register for:*

- 1) *Failing to implement corrective action(s),*
- 2) *Refusing to sign the Vendor Expectations and Limitations prior to closure of the audit process,*
- 3) *Failing to perform work in accordance with customer instruction(s),*
- 4) *Refusing to permit an audit from a C.A.S.E. authorized auditor requesting to perform an allocated audit to a C.A.S.E. standard,*
- 5) *Failing to correct audit findings within the time limits agreed upon with the auditor (see NOTE:).*
- 6) *Non-compliance with any section(s) of the C.A.S.E. standard to which the vendor was audited, OR,*
- 7) *Non-compliance with any of the Vendor Expectations and Limitations.*

NOTE: If, after 45 days from the audit date, the auditor and vendor are actively working on corrective action(s), the auditor shall submit a “PENDCA” transmittal to the Data Center advising the members of this activity.

Discussion: It was initiated on getting the signature from the Officer in the company and the reason of deletion. And customer instructions not being followed. Amend paragraph B to include that this provisions are as a result of an on-site audit. In addition changes on page 108, items 1 and 2 were combined with paragraph 5B page 107 as items 5 and 6. The determination of deletion is upon the auditors’ discretion. It may be immediately or after 45 days.

Motion to accept as amended was made by Patrick Thatcher (Go Jet). Glenn DeLaney (Kalitta) seconded. 11 opposed. 1 abstention.

Approved as revised.

Modify reasons for possible deletion; 3-2-0, new para. 5.C., current para. C. becomes para. D.:

C. *A vendor may be removed from the Register for*

Item was withdrawn from the proposal. It was incorporated on paragraph 5B above.

Update language concerning how vendors acquire current C.A.S.E. standards; 3-5-0, para. 1.B.:

Prior to a scheduled audit, the auditor should verify that the vendor has a current copy of the applicable C.A.S.E. standard. If the vendor does not have a current copy, the auditor should provide one.

Discussion. Change “Several weeks by “Prior to a scheduled audit”, also remove the last sentence of the proposal.

Motion to accept as amended was made by Ken Nelson (Polar Air Cargo). David Allison (Delta) seconded. 1 vote opposed.

Approved as amended.

Change the title of section 1 to “Policy” (here and in the Table of Contents) and add language defining the role of the VEL to the standard; 4-2-0, para. 1.C. and 4-3-0, para. 1.C.:

C. *Compliance with this standard does not necessarily accept a vendor for entry into the C.A.S.E. Register. Vendors that are accepted for listing in the C.A.S.E. Register must continue to meet the requirements of this standard. Vendors will acknowledge this by having an officer of the company sign the Vendor Expectations and Limitations (VEL) which is a written agreement between the vendor and the organization. Reasons for removal include, but are not limited to: safety of flight concerns, intent to defraud, ceasing operations or business, or move of principle operations. Further, a vendor shall be removed from the Register for failure to implement corrective action(s), refusal to sign the VEL prior to closure of the audit process, failure to perform work in accordance with customer instruction(s), refusal of an audit from a C.A.S.E. authorized auditor performing an allocated audit to a C.A.S.E. standard, failing to correct audit findings within the prescribed time limits agreed upon with the auditor, non-compliance with any section(s) of the C.A.S.E. standard to which the vendor was audited, or non-compliance with any of the VEL. Vendors may not publicize by statement or inference their C.A.S.E. Register status in any form, i.e. advertising, other solicitation of business, or use of the C.A.S.E. logo. [C.A.S.E.]*

Discussion: Change “shall” after “Further, a vendor...”. It was requested that all elements of 5B above are incorporated on this paragraph C.

Motion to accept was made by Gay Bastian (SkyWest) as amended. Hubert Low (United) seconded. 1 vote abstention.

Approved.

Adding option for vendors to have a registration with the FAA Drug Abatement Division in lieu of an A-449 Ops. Spec.; two places:

3-2-0, 6.D.1)

NAME CHANGE: A name change is simply that, a change in the legal name of the company, only. To validate the source of the change, the auditor should request from the vendor all information relative to the change (e.g. air agency certificate, operations specifications, anti-drug and alcohol misuse prevention plan registration, etc). The auditor should also interview any management necessary to ensure the scope of the change does not extend beyond the vendor’s name. If the change is not limited to the name, then refer to “Sale/Merger.” If it appears the change may impact quality or production programs or management positions, then refer to “Changes that affect the quality program,” or “Changes in Operations or Quality Management,” as appropriate. If the change is simply a name change, then the answer to the decision tree question labeled “Key Decision Point” is “YES.”

4-2-0, 2.C.

C. *Repair stations based in the U.S. shall have an active, FAA registered anti-drug and alcohol misuse prevention program. The plan may be the vendor’s plan, a consortium plan to which the vendor subscribes, or an air carrier customer’s plan. The certificate holder shall have an Anti-drug and Alcohol Misuse Prevention Program Operations Specification (A-449), have a form showing registration with the FAA Drug Abatement Division, or be covered under the plan for each employer (121/135 operator) for which the holder performs work. [121 Appendices I and J]*

Clarification. Informative.

No approval required.

Adding references to provide clearer explanation to both auditors and auditees of where these requirements are found and are meant to convey; 4-2-0, para. 3.C.1)d), f), and i):

d) [FAA 8300.10, Chapter 164, Section 2, chapter 7, sub-section (10)]

f) [FAA 8300.10, Chapter 164, Section 2, chapter 7, sub-section (13)]

i) [FAA 8300.10, Chapter 164, Section 2, chapter 7, sub-section (9)]

Motion to accept was made by Patrick Thatcher (Go Jet). Shawn Factor (AirTran) seconded.

Unanimously approved.

Define which audits must be accessible; 4-2-0, 3.H. and 4-3-0, para. 1.F.:

- H. *All vendors for which a Vendor Expectations and Limitations letter was signed by both the vendor and auditor shall maintain, for a minimum period of 36 calendar months, audit findings and corrective actions resulting from a 1-A standard audit. This file shall be accessible to any C.A.S.E. authorized auditor on request. [C.A.S.E.]*
- F. *All vendors for which a Vendor Expectations and Limitations letter was signed by both the vendor and auditor shall maintain, for a minimum period of 36 calendar months, audit findings and corrective actions resulting from a 2-A standard audit. This file shall be accessible to any C.A.S.E. authorized auditor on request. [C.A.S.E.]*

Discussion: Amend paragraph to limit it to vendors that have already signed a VEL (Vendor Expectations and Limitations Letter). Paragraphs H and F.

Motion to accept was made by Ken Nelson (Polar Air Cargo) as amended. David Allison (Delta) seconded. 1 vote opposed. 1 abstention.

Approved as revised.

Add language to the VEL clarifying that auditors must also be authorized; CACS-7 :

This form should be kept with the file of findings and corrective actions for the standard to which it pertains. This form may only be shared with C.A.S.E. qualified and authorized auditors on-site and is NOT to be posted, copied, faxed, or otherwise distributed.

Discussion: “And authorized” is being added to this paragraph.

Clarification. Informative.
No approval required.

Split a question that asks for two items into two questions (re-lettering the rest of the section); CACS-20, 3.C.:

- C. *Does the vendor’s program include procedures for controlling shelf life?*
D. *Does the vendor’s program include procedures for controlling scrap parts?*

Clarification. Informative.
No approval required.

Provide clearer definition of which programs need back-ups; CACS-20, 5.I.:

- I. *Is there a back-up person identified, by title, for all programs listed in 5.H. of this checklist? [5K]*

Clarification. Informative.
No approval required.

Remove outdated language concerning approved training programs; 4-2-0, 3E5, 9D, and CACS-20, 3D5):

Example of proposed wording:

- 5) *Procedures for revising the training program and submitting revisions to the CHDO for approval.*

Clarification. Informative.
No approval required.

Request from the S&P Committee... double check your Appendix 1 info to ensure that your airline is on the list and that, if it is, the info. is correct.

Jim Amick (Spirit Airlines) Database Committee

- Thanks to the attendees during the Committee meetings.
- 2A records reviews.
- Deletion of non existing members.
- Recognition to Christy Williams' work.
- Request to the audience to support Christy's work. In case of changes, the complete package has to be sent to her, not only one page. Always include CACS-7.
- For 2A audits, CACS-7 does not consider that fuel vendors do not have Repair Station number.
- Jim requested to add the allocation number on the CACS-7.
- Website problems, links outdated. This is being worked at this moment.
- Computer based training (auditing techniques). Not in place at this moment.
- Cleaning of the database will be done by next week. Double names, non existing vendors, lack of a repair station number to locate them, etc.
- Fuel allocation still pending.
- Usage table will have another field to specify if it is a D91 or not.

Gay Bastian requested to clean up the auditorium before leaving.

George thanked the audience for their support. The new training chair and all items discussed during this conference.

Rex Graft (Comair) made a motion to adjourn, Ken Nelson (Polar Air Cargo) seconded.

Roll Call by Mike Zikoski (FedEx)

Meeting adjourned at 03:05 P.M.

**End of minutes C.A.S.E. Spring 2007 Conference
Dallas Fort-Worth
April 2007**