



# National Center for Advanced Materials Performance

## Document Number: NSP 130 Operating Procedures and Bylaws for NCAMP Suppliers Advisory Board (SAB)

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**Acronyms**

MAB	Manufacturers Advisory Board.
PRT	Performance Review Team
RGB	Regulatory Governing Board
SAB	Suppliers Advisory Board
CMH-17	Composite Materials Handbook 17 (formerly MIL-HDBK-17)

## Preface

The National Center for Advanced Materials Performance (NCAMP) develops and maintains an aerospace industry-shared composite material property database along with their material and process specifications. The NCAMP shared material property database contains material property data of common usefulness to a wide range of aerospace projects. The intent of NCAMP is to promote the publication of data for advanced composite materials which may be used in the design and certification of aircraft structure. However, it is not anticipated that the data provided will fulfill all the design needs of every project. Each user will need to assess the data available against the specific properties, environments, laminate architecture, and loading situations of their individual projects. In most structural applications, additional testing will be required.

The composites industry is guided by Composite Materials Handbook 17 or CMH-17 (formerly known as MIL-HDBK-17). While some users regard CMH-17 as the equivalent of the metals industry standards organization, MMPDS (formerly known as MIL-HDBK-5), MMPDS remains the only U.S. government-recognized public source of published design-allowable properties for commercial and military aircraft structures and mechanically fastened joints. The composite material allowables published in revision F and earlier CMH-17 generally are not accepted by the FAA, NASA, or the U.S. Department of Defense (DoD) for aircraft certification and airworthiness without additional substantiating evidence. NCAMP, in partnership with the FAA and CMH-17, began the effort of changing this in 2005. As a result, NCAMP developed its Standard Operating Procedures (document: NSP 100) to describe procedures for material property data acquisition, material qualification, material allowable generation, and material equivalency processes. The procedures described in NSP 100 are intended to generate data and specifications for advanced composite materials which may be used in the design and certification of aircraft structure. In addition, *Complete Documentation* sections have been created in CMH-17 revision G for datasets designed to meet the rigors of U.S. government certification requirements. The NCAMP's material property data acquisition process is designed to generate basic material property data with sufficient pedigree and control for submission to the *Complete Documentation* sections.

The NCAMP organization, as described in NSP 100 and shown in Figure 1 below, consists of Manufacturers Advisory Board (MAB), Performance Review Team (PRT), Suppliers Advisory Board (SAB), and Regulatory Governing Board (RGB).

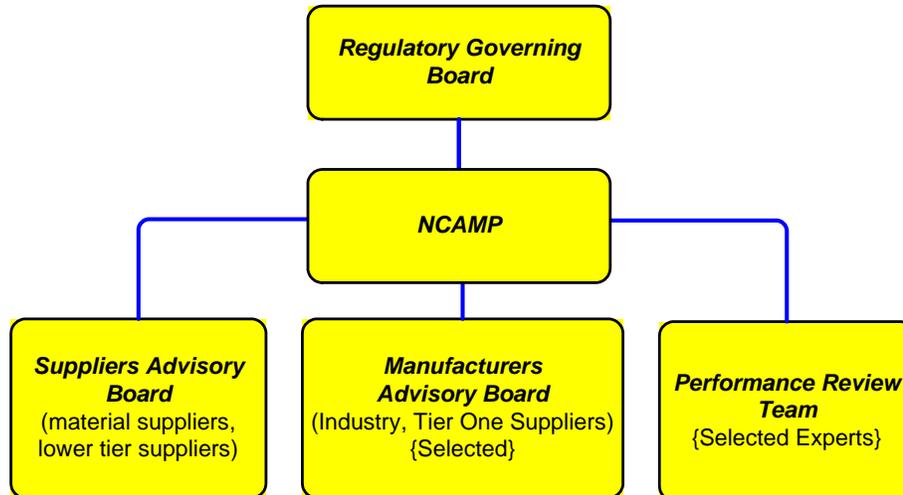


Figure 1. NCAMP Organizational Structure

The Suppliers Advisory Board (SAB) consists of material suppliers, tier-2, and tier-3 suppliers to the aerospace companies. The primary function of SAB is to provide NCAMP with the latest material and process technology for inclusion in the material property shared database. SAB participates in NCAMP document review process and plays an important role in establishing quality standards for NCAMP materials. Material suppliers have the responsibility to provide feedback to NCAMP, especially those related to material specification requirements, and ensure that their materials meet all applicable NCAMP requirements.

This document represents the first attempt to define formal operating procedures and bylaws for the SAB. It is a working document that will be revised as more effective procedures are created. Although SAB is currently an NCAMP board, it is envisioned that this board will be merged with CMH-17 committee in the future as part of the ongoing CMH-17/NCAMP harmonization process.

## ARTICLE I NAME, PURPOSE AND GOALS

### Section 1. Name

The name of this organization shall be **Suppliers Advisory Board (SAB)**.

### Section 2. Purpose

The purpose of the document is to provide consistent approach and procedures for the **Suppliers Advisory Board (SAB)**.

### Section 3. Scope of Activities

1. Provide NCAMP with the latest material and process technology for inclusion in the material property shared database.

2. Provide a means for interaction, discussion of common issues, and problem solving among participating companies.
3. Consolidate the common interests related to advanced composite material allowables and specifications.
4. Develop the framework and, if necessary, provide resources to ensure successful execution of projects that serve material suppliers interests.
5. Establish quality procedures to ensure production of materials that meet or exceed NCAMP specification requirements.
6. Provide technical feedback to NCAMP, especially those related to material specification requirements, and ensure that their materials meet all applicable NCAMP requirements.

## **ARTICLE II MEMBERSHIP**

### **Section 1. General SAB Qualifications**

1. Every current material supplier employee is permitted to become a SAB member.
2. SAB members shall support the aerospace industry interests in the development or support of composite material allowables and specifications.

### **Section 2. Application for SAB Membership**

Application for SAB membership must be coordinated through the NCAMP staff. There is no fee or dues to become a SAB member. The list of current SAB members is maintained by NCAMP.

### **Section 3. Benefits and Responsibilities**

1. All SAB members will have access to the NCAMP Portal and free electronic copies of all unrestricted NCAMP publications.
2. SAB members are encouraged to participate in all NCAMP activities such as technical discussions and propose agenda items

## **ARTICLE III. GOVERNANCE**

SAB meetings will provide a forum for the introduction, discussion and possible assignment of action for pertinent issues or concerns brought forth by any SAB member. Specific agenda items will be assigned to an individual(s) for detailed review and discussion.

### **Section 1. Voting Procedures**

The ballot may be in the form of a webpage, Adobe Acrobat file, or email. Detailed information about the purpose of the ballot must be provided to the voting members. The votes will be considered by RGB and NCAMP staff for the purpose of making a final decision on the matter.

**Section 2. Voting Members**

1. SAB will review their test plans, material specifications, process specifications, data reports, and allowables reports and vote on all changes. For revisions to base specifications that affect more than one supplier, every SAB member will receive a ballot.
2. For more formal interactions with NCAMP, the individual companies will identify their own representatives. The representatives are known as Company Appointed SAB Member.

**Section 3. Waiver Procedures**

When it is in the best interest of NCAMP members, the SAB shall have the right to waiver rules documented herein.

**ARTICLE IV MEETINGS**

SAB meets on as-needed basis; typically, upon request of a SAB member or at the onset of a program when input from various material suppliers are needed. Changes and revisions to documents are typically communicated and balloted electronically. At this time, there are no regularly scheduled SAB meetings.

**Section 1. Meeting Procedures**

NCAMP SAB meeting procedures shall be as follows:

1. NCAMP staff will open the meeting with an introductory statement and provide a report of the current NCAMP activities.
2. NCAMP staff will ask for comments on the prior meeting's minutes, if any, and propose their approval of the minutes with amendments, if any.
3. NCAMP staff will review the current status of all open agenda items. New agenda items will be identified.

**Section 2. Item Introduction Procedures**

1. An SAB member may coordinate with NCAMP staff to define a proposed item. This coordination activity can occur outside of SAB meetings. NCAMP staff will be responsible for communicating the proposal to the other SAB members.
2. Alternatively, an item can be proposed at the meeting.

**ARTICLE V APPROVAL AND MODIFICATION OF BYLAWS**

1. The initial approval of these By-Laws will require a review by all SAB members and acceptance by Company Appointed SAB Member.
2. A vote of the Company Appointed SAB Member will be taken for any proposed modifications of the By-Laws.