



National Center for Advanced Materials Performance

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

Table of Contents

Acronyms	2
Preface.....	3
ARTICLE I NAME, PURPOSE AND GOALS	4
Section 1. Name	4
Section 2. Purpose.....	4
Section 3. Scope of Activities	4
ARTICLE II MEMBERSHIP	5
Section 1. General SAB Qualifications	5
Section 2. Application for SAB Membership	5
Section 3. Benefits and Responsibilities	5
ARTICLE III . GOVERNANCE	5
Section 1. Voting Procedures.....	5
Section 2. Voting Members	6
Section 3. Waiver Procedures	6
ARTICLE IV MEETINGS	6
Section 1. Meeting Procedures	6
Section 2. Item Introduction Procedures.....	6
ARTICLE V APPROVAL AND MODIFICATION OF BYLAWS.....	6

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

***Regulatory Governing
Board***



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

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.