



An Association of Professional Maritime Corporations

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American Maritime Modernization Association, Inc.

Subject: **Minutes of the QA Subcommittee Meeting held**

5 Nov. 2015

Attached: Meeting attendance

Members of the American Maritime Modernization Association QA Subcommittee met at Buffet City 3877 Holland Rd. Virginia Beach VA at 11:00 AM on 5 Nov. 2015.

Members not in attendance: Members in attendance at this month's meeting decided that the participation will be shown on the attached roster.

We had 28 persons representing 15 companies.

Opening remarks: Don Zimbardo Chairperson of the QA Subcommittee called the meeting to order, welcomed members and presented the overview of the agenda as well as introduced Geoff Clark the President and CEO of KITCO .

Visitors in attendance: Guest Speaker KITCO Team consisting of Geoff Clark (President and CEO) Dan Morris (VP) Gregg Kruer (Director of Field Operations) and Jim Dallas (Training Manager)

Agenda Items:

Review and Approval of last meeting minutes: A motion was accepted and seconded to accept the minutes as written

VSRA Meeting Highlights: Don provided the group with a brief of the discussions during the VSRA Quality committee. Dennis Robbins briefed the group on the QMB meeting. Discussion took place around methods of communicating with member companies that have delinquent audits due to not having a quality system implemented or not being able to get a response from them. It was discussed that if it is determined either the Auditor or the Auditor was the issue the person or company causing the issue could be removed from the audit list. Dennis Robbins brought up the observation that 009-120 Fact Finding was not being administered properly by the government. He felt that it was still a critique rather than a fact finding.

AMMA General Meeting Highlights: The AMMA General Committee meeting was held on 29 Oct. 2015. Committees each gave their reports. Treasury report indicated \$68,115.00 in the account. Don Zimbardo reported that the Oct. meeting had to be canceled due to lack of attendance. He also

reported that arrangements are set for KITCO to give a presentation on the new Fiber Optic requirements at the Nov. Quality Committee meeting to be held at Buffet City in Virginia Beach. Don has also arranged for Mike Brown the Fiber Optic training lead and POC at NSWCCD to speak at our Dec. 3rd meeting which will most likely be held at Buffet City as well. Bob Blenner provided updates to coming events and Wally Finn reported on the Safety Committee meeting. Dave Finke announced that AMMNA has 59 members now. Michelle Tomaszewski provided her activity report as well

The next general meeting date is TBD due to Thanksgiving being the normal meeting date at 1300 located at the QED facility on Witchduck Rd.

Subcommittee Meeting Discussion: Don briefed the committee members and guest on the VSRA Quality and the AMMA General committee meeting discussions. The meeting was turned over to the guest speaker KITCO and Geoff Clark (President and CEO) who introduced his team. They provided the committee with a power point presentation that lasted an hour plus some good questions and answers. The presentation concerned itself with the requirements of the new Standard Item 009-123 "Fiber Optic Training Requirements" and the related instructions and drawing that contribute to the overall process for qualifying employees as well as the process for qualifying a company to teach fiber optics. KITCO is currently the only company anywhere qualified by NSWCCD to teach Fiber Optics. KITCO predicts that they will begin teaching classes by mid Jan. 2016. The cost per student is yet to be determined by KITCO. Very informative presentation!! Our appreciation goes out to team KITCO.

Lessons Learned: None provided

A motion to adjourn the meeting was made and seconded. The attending members were asked for input on interest in future guest speakers that they would like to have come to the meetings to enhance the meetings and member knowledge.

Next Meeting: the next QA subcommittee meeting will be 3 Dec 2015 at 11:00 AM at Buffet City 3877 Holland RD. Virginia Beach VA 23452

We now have a call in number which is a toll call number:

Conference call # 1-605-475-5900

Code# 267-2299

Respectfully submitted by Don Zimbardo, Chairman, AMMA QA Subcommittee



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AMMA QA SUBCOMMITTEE MEETING

ATTENDANCE ROSTER

DATE 5 Nov. 2015:

LOCATION: Buffett City - 3877 Holland Rd. Virginia Beach

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