

To TPS Working Groups **Date** July 14, 2017
From Sam Buckwalter **Reference** 17-999/SMA-023 kpp
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Subject **Meeting Announcement**
Test Program Set (TPS) Quality Working Group

When September 12-13, 2017, from 0900 to 1700
September 14, 2017, from 0900 to 1400

Chairman Ted Patmore, Delta Air Lines

Where **Meeting Location**
Testek, Inc
28320 Lakeview Drive
Wixom, Michigan 48393

The meeting will be held at the Testek facility. Participants should show up at least 15 minutes before starting time as they need to go through security. As this is a secured establishment, everyone who attends will have to provide the following:

- Name (Last, First)
- Company Name

Please send this information to Sam Buckwalter (sam.buckwalter@sae-itc.org) before September 1, 2017.

Hotel Hotel Information

There is a wide variety of hotels close to Testek facility to suit your budget and comfort needs. Testek has a listing of hotels on their website that are within proximity to their facility: <http://www.testek.com/visitors/>.

Transportation The closest airport to Testek is Detroit Metropolitan Airport (DTW).

Meeting Objectives Original Equipment Manufacturers (OEMs) often deliver a Technical Support and Data Package (TSDP) that contain a cornucopia of documents. The

relevant Test Specification data is obscured and difficult to ascertain within the large amount of data that is not relevant to the Test Specification.

The aim of this project is to update ARINC Report 625-3 to emphasize the importance that the OEM provides a Test Specification that is intelligible, unobscured, and complete as possible.

The role of the TSDP is to provide the minimal amount of data required to fully understand and implement the Test Specification. Only data that is pertinent to the Test Specification should be provided. It should be separate and independent of all non-pertinent data.

Instructions

Please notify ARINC Industry Activities of your intention to attend by registering online at: <http://www.aviation-ia.com/events>

Dress code for this meeting is business casual.

Comments or questions regarding any of the agenda items are invited. If you wish any material to be circulated prior to the meeting, please submit your proposals via e-mail to Sam Buckwalter by September 6, 2017. After that date, if you have new material, they may only be introduced on the agenda with the approval of the chairman and formal consensus of the group.

The meeting is open to all interested parties. Individuals requesting time on the agenda should contact Sam Buckwalter. The agenda will be finalized one week prior to the meeting.

cc

AMC Steering Group, PT