

## Minutes

6<sup>th</sup> May 2009

Timken

Unit 2/171-173 Kingsgrove Road, Kingsgrove, Sydney

1. Opening: Chairman Ron Quirk opened the meeting at 0920.
2. Present: Brian Tydeman (BT), Peter Virtue (PV), Ron Quirk (RQ), Gavin Smith (GS), Gary Martin (GM), Colin Hockings (CH), Garry Bowden (GB), Jason Maitland (JM), Malcom Oakey (MO), Neil Joiner (NJ), Tony Collier (TC).  
Observers: Geoff Lowden (GL).  
Apologies: Shayne Flynn (SF), Mark Taylor (MT), Chad Morgan (CM).
3. Adoption of the agenda and other business – GM, JM
4. Disclosures of interest – None.
5. Acceptance of previous minutes of September 2008 and January 2009 - PV/GS
6. Business arising from the minutes –

*From the September 2008 Melbourne meeting the following actions:*

- 12.1 SF/GM** to report on the progress of including aerospace NDT into the AQF Manufacturing Engineering Module. – GM reported progress is slow awaiting government response, and explained the use of SMEs to support Cert IV in workplace assessment and training. Ongoing. **Action SF/GM**
- 12.2 TR/KJ** to provide a “wish list” of possible Board projects. NTR Closed
- 12.3 JM/CH** to incorporate the agreed changes (grammatical) to the strategic plan and circulate to members. Changes incorporated – Closed.
- 12.4 RQ** to continue with the incorporation process – See main agenda.
- 12.5 All** to consider the formation of a sub-committee to review procedures periodically to ensure they remain relevant and accurate. – GS noted that two procedures per meeting for review – GS/NJ – Carried **Action CH**
- LEP required for the procedures manual NJ/MO- carried **Action CH**
- 12.6 RQ** to pursue the MOU with CASA further. – See main agenda.
- 12.7 BT** to review the AINDT agreement document (latest version) and comment back to the Board. - Closed
- 12.8 All** to review the web site in about two weeks time and send comments for improvements to CH. Website updated. Closed
- 12.9 CH** to contact John Thompson re next NANDTB Forum meeting details and circulate to members. Closed
- 12.10 CH** to draft some procedural amendments to NA 003 and circulate to members. – Closed.

*From the January 2009 telecon special meeting the following actions:*

- 5.1** Letter to Richard Farmer (CASA) seeking financial support for incorporation and wider goals. Letter sent 12/2/09 – no response.

Note: a draft of this letter was sent by email to Greg Hood for review and comment (30/1/09 and 10/2/09) – no response.

**5.4** Letter to Peter Sheedy Chairman of MT-7, seeking clarification on how AS 3669 would be reviewed in the future. – Letter sent 30/1/09 – See item 10.7.

**12** Letter to Greg Hood (CASA) requesting a copy of a report CASA conducted into NDT in Australian Aerospace in 2008. Letter sent 30/1/09 – no response.

7. Correspondence in / out – CH tabled the correspondence.

8. Chairman's report – RQ reported his frustrations in dealing with CASA and development of the proposed MOU.

9. Sub-committee reports – NTR

10. General business

**10.1 New Zealand Enquiry** – RQ noted that Alistair Burns and Tim Fowler from Air New Zealand were not able to attend the meeting, but did request that the Board provide responses to the questions raised by them in their letter, namely that Air New Zealand use the Australian NANDTB to meet their EASA requirements. CH explained the wording of the 145 AMC and the use of the "Member State", and that any eligibility issues regarding their use of the Board needed to be resolved by Air New Zealand. The Board agreed that it would offer NANDTB support. Further, NJ noted that he will be travelling to New Zealand in the next few weeks and if Air New Zealand wished to meet with him for discussions, he would make himself available.

NJ/TC- Carried.

CH to draft a response

**Action CH**

**10.2 Procedure to deal with general enquiries** – RQ referred to the agenda paper and sought the Board's views. Following discussions, Option 1 from the agenda paper was proposed to be formulated into a procedure. This would be as an amendment to the existing NA-009 Information and Communication. GB/TC Carried.

CH to draft procedure for circulation.

**Action CH.**

**10.3 Relationship with CASA** – RQ noted that CH received a telecon from Mark Taylor (4<sup>th</sup> May) in which he apologised for non attendance at this meeting and had no one to send in his place.

TC noted that the lack of interest from CASA and added that he too was frustrated by the apparent lack of interest from the regulator, given considerable expenses incurred by himself when attending NANDTB meetings on the east coast. NJ agreed with TC's views particularly in regard to the lack of response to the Board's enquiries.

CH referred to the contents of the summary of the meeting of the NANDTB with CASA on 24<sup>th</sup> March 200 in Canberra. Such matters as recognition, responsibilities, contribution to the pending new regulations, SME status, proposed formal agreement and incorporation were proposed and agreed to by CASA, however it would appear that little further action had been taken by the Regulator. It is reasonable to assume that this was due in part to the untimely accident involving Trevor Robinson. Notwithstanding that event, those previously stated objectives remain valid.

TC noted separately, that anecdotal evidence suggests that CASA NDT authorisations are being issued by some regional offices, which in some cases show inadequate veracity of the applicant's competency assessment. This being a worthy example of why CASA regarded the Board as a source of expertise and sought its co-operation.

NJ suggested that a letter to CASA outlining the Board's concerns be drafted which could be signed by each individual member of the Board, and that Albert Fleming be included in its distribution.

It should be clear to CASA that Board members give freely of their time and expense to benefit the Australian Aerospace industry. That they are mostly from well established organisations and as such would be little affected should they cease to contribute to the Board. Further support is required if the Board is to be effective.

After further discussion it was proposed that the Board send a letter to the head of CASA expressing its concerns and requesting it allocate resources to continue the excellent work commenced by Albert Fleming and Trevor Robinson. It was further proposed that MT be notified of this correspondence as a courtesy to him as an observer to the Board. The draft correspondence would be circulated to members for comment, noting that the next NANDTB meeting would be August/September 2009.

**Action CH**

**10.4 NANDTB Forum report** – CH gave a brief summary of the activities of the Forum as shown in the agenda paper. Awaiting the details of the next meeting, however given the state of the various aero companies, it may struggle to attract sufficient attendance. CH to circulate information to members as it becomes available.  
GB/JM

**Action CH**

**10.5 Agreement with AINDT** – From discussions about the recently signed MOU with the AINDT, BT suggested the AINDT be contacted to nominate GM as the observer to the AINDT Federal Council with PV and NJ as alternates. TB/MO – Carried.

**Action CH**

Also, BT offered to investigate the NSW incorporation legislation and provide guidance on what action needs to be taken to expedite the NANDTB's incorporation into a legal entity. BT/GS - Carried

**Action BT**

**10.6 Web site update** – CH reported that a new update for the site would be passed to Leanne Foggarty following this meeting. He also reported that Leanne had left a message explaining that an outage had occurred on 24<sup>th</sup> April due to non-payment of the admin fee by CASA. This was rectified within a day or so. ANZ reported that they found the web site quite useful when investigating the Board and its suitability for their needs.

**Action CH**

**10.7 AS 3669** – The response from Peter Sheedy following his meeting with Standards Australia was in line with the Board's expectations, and described in the agenda paper. Discussions around the table were in general agreement that it would be extremely difficult to continue to support the Australian Standard and that the Board should adopt EN 4179/ NAS 410 as the standard for training and approving NDT personnel. GL explained how the RAAF would accommodate the removal of AS3669.

TC proposed that all NANDTB procedures be amended to refer to NAS 410/EN 4179 or equivalent as the standard for training and approval. AS 3669 would continue to exist, unamended for a while longer in accordance with Standards Australia. However it would be removed as an active standard around 2011. CH to convey this decision to the chairman of Standards Australia committee MT-7, CASA, AINDT, and DGTA

TC/PV -Carried

Action CH

Additionally CH to send the summary of changes to NAS-410 to all Members.

Action CH

**10.8 Membership** – RQ introduced the item and after reviewing the agenda paper and some discussions NJ offered amendment to the proposal. The new words were considered and final additional words to the procedure were agreed to be as follows.

*“Removal of a member from office: A member may be removed from office, or from the Board, if it is shown to the satisfaction of the Board that he/she has wilfully contravened any of the requirements of Procedure NA-004 Rules of Governance, or has not participated in Board business, or communicated with the Board, for the previous two meetings or thirteen months, whichever is the longer. No member may be removed for reasons outlined above, without being contacted by the Board and given opportunity to give reasons for his/her actions, and the reasons be conveyed to the Board prior to any motion to remove the member. In the event that a vote on the motion to remove the person is tied, the Chairman has a second vote. In the event the person is the Chairman, the Deputy Chairman has a second vote.”*

NJ/JM Carried

Action CH

**10.9 Five yearly Level 2 Examinations** – CH asked members to explain how they accommodated the 5 yearly examination requirement for their technicians. CH noted the responses.

Closed

**10.10 CASA Report** – No CASA report. TC reported the replacement of the MT ad PT CAO documents started in 2003 and that he has developed some generic procedures which after CAR 2A(4) approval could be placed on the Board’s web site as public documents. NJ reported that there remains some confusion about the legitimacy of the existing CAO 108.8 and 108.10.

Action TC/CH

**10.11 RAAF Report** – GL reported that ADF NDT technicians have negotiated a new salary restructure. The RAAF is to commence operating new aircraft types in the near future but is finding it difficult to obtain information about their NDT requirements. All NDT courseware are being reviewed and undergoing formal ADF approval. He briefly described the training and experience program of progressive approval for individual inspections until method approval is granted. AS 3669 will probably continue to be used until a Defence Instruction is written which could replace it. Contractors using NAS-410 or EN4179 should be acceptable. Within the RAAF, the abbreviation NDT has been amended to NDI because “inspection” better described the work undertaken.

Closed

**10.12 Strategic Plan** – progress and any amendment. – CH asked the Board to review the objectives of the strategic plan, and what progress had been made. JM had promoted the Board by delivering a paper to the Air Transport Association of America in September 2008. The Board had also provided some guidance to industry on the application of AS3669, and commenced recognition of persons and organisations involved in aerospace NDT.

CH to contact Shayne Flynn to determine what can be done with the help of the AINDT to promote the NANDTB at the upcoming national conference.

**Action CH**

11. Other Business: GM offered appreciation on behalf of the Board to Brian Tydeman and Timken for their hospitality. TC suggested that a future meeting be in Perth, and further noted that Des Byfield from CASA has been very helpful and is an advocate for improving NDT. Future meetings should be open to local CASA representatives. Garry Bowden noted that the Hawker de Havilland trading name is now known as Boeing Aerostructures Australia.

**Closed**

12. Election of officials- N/A

13. Agreed actions (summary)

13.1 SF/GM to monitor progress on the incorporation of aerospace NDT into the national AQF structure.

**Action SF/GM**

13.2 CH to include two procedures for review at each Board meeting, and LEP required for Procedures Manual.

**Action CH**

13.3 CH to draft a response to Air New Zealand advising of the Board's decision to offer assistance.

**Action CH**

13.4 CH to amend the communications procedure to reflect the Board's decision on dealing with enquires.

**Action CH.**

13.5 The Board to send a letter to the head of CASA expressing its concerns and requesting it allocate resources to continue the excellent work commenced by Albert Fleming and Trevor Robinson. MT be notified of this.

**Action CH**

13.6 CH to circulate NANDTB Forum information to members as it becomes available.

**Action CH**

13.7 CH to advise the AINDT that as per the MOU, GM is to be the Board's observer to the AINDT Federal Council with PV and NJ as alternates.

**Action CH**

13.8 BT to investigate the NSW incorporation legislation and provide guidance to the Board.

**Action BT**

13.9 CH to provide Leanne Foggarty material to update the NANDTB website.

**Action CH**

13.10 NANDTB procedures to be amended to refer to NAS 410/EN 4179 or equivalent as the standard for training and approval. CH to convey this decision to the chairman of Standards Australia committee MT-7, CASA, AINDT, and DGTA.

**Action CH**

13.11 CH to send the summary of the latest changes to NAS-410 to all members and arrange for a link to the original web site.

**Action CH**

13.12 CH to amend membership procedures as agreed.

**Action CH**

13.13 TC to provide CAR 2A approved MT and PT procedures to CH to place on the web site.

**Action TC/CH**

13.14 CH to contact Shayne Flynn to determine what can be done with the help of the AINDT to promote the NANDTB at the upcoming national conference.

**Action CH**

14. Schedule of next meeting- August/September, expected to be telecon.

15. Close: RQ closed the meeting at 1330.