

## **Minutes of NANDTB Meeting**

**Wednesday 8<sup>th</sup> August 2007**

**Group Lounge Qantas Domestic Terminal (3) Sydney  
10.00 – 14.00**

1. Opening: TC opened the meeting welcoming members and guests at 1000
2. Present: Tony Collier (TC), Gavin Smith (GS), Ron Quirk (RQ), Chad Morgan (CM), Colin Hockings (CH), Brian Tydeman (BT), Peter Virtue (PV), Garry Bowden (BW).  
Observers: Jed Murray (JM), Craig Smith (Royal Airforce exchange)  
Apologies: Shayne Flynn (SF), Gary Martin (GM), Malcolm Oakey (MO), Trevor Robinson (TR), Keith Johnston (KJ).  
Absent: Neil Joiner (NJ)
3. Adoption of the agenda – PV/RQ
4. Disclosures of interest - None
5. Acceptance of previous minutes February 2007 GS/GB
6. Business arising from the minutes and not dealt with in the main agenda – TC indicated that he had been contacted by CASA recently and that the issues raised in that correspondence would be discussed out later in the agenda.
  - 6.1 Progress on Board Projects:
    - SF/TC Assessment of Personnel- Recognition of Training – CH reported on behalf of SF that a document has been prepared and will be circulated in finalise form to all members for comment in the next few weeks. **Action SF**
    - PV/GM Assessment of Written Practice – PV/GM document included into Board Procedures. **Item Closed**
    - CH Web site – CH reported that the website is live. **Item Closed**
    - CM/NJ Control of Examinations procedure – CM circulated a document for comment yesterday. CM to draft up an “objectives” statement to underpin the document and circulate to members. This work may be affected by the pending meeting with CASA. **Action CM**
    - CH Mutual Recognition with other NANDTBs – Document included into Board Procedures. **Item Closed**
    - TC Government funding for the Board’s activities. - TC reported his communications with several government individuals, and that he is still following lines of inquiry. CH noted that there will be significant additional work needed to solicit and apply any funding. TC is to set some objectives for the use of funding. All members are to send suggestions on funding to TC along with the costs they incur attending these meetings within two weeks. **Action TC/ALL**

7. Correspondence in / out – CH tabled a summary of correspondence.

8. Chairman's report - TC deferred this report.

9. Sub-committee reports – See above

## 10. General business

**10.1** Consideration of an arrangement that ensures CASA and NANDTB respond to each other in a timely fashion. Note also that Graham Edkins has left CASA- TC stated that there is some uncertainty regarding the Board's relationship with CASA following his correspondence with David Villiers. David Villiers has sought a meeting with TC and CH in the near future, with the view to considering the existing Graham Edkins letter and replacing it with a new document. TC is to send David Villiers information he sought on the Graham Edkins letter. It was agreed that the Board also express its expectations of CASA and the following subjects also be included in those discussions:

CASA's attendance at Board meetings

Guidance of CASA's use and application of AS 3669

CASA's view on NDT Level 3 coverage across the industry

CASA's responsibilities in communicating AS 3669 related matters to industry

The NANDTB membership of the European Forum of NANDTBs – CASA support

CASA's use of its time at the upcoming NDT seminar.

Promotion of the NANDTB by CASA

**Action TC/CH**

**10.2** Review the original letter sent to the NANDTB by CASA stating our responsibilities. – See 10.1

**10.3** Response to Jed Murray's email regarding the impact to industry should the ADF change its practices for training NDT technicians, who may eventually work outside the ADF – Members agreed that the extent to which the RAAF trains its NDT personnel, will have little or no impact on the performance of NDT in the civilian environment.

**10.4** Arousing involvement/interest for the Board and its activities from the aerospace industry – TC canvassed opportunities to promote the work of the Board. Members agreed that the present range of media are appropriate but also that CASA also promote its activities and value to the industry, and also promote the use of AS 3669 by industry. See 10.1

**10.5** Member's Agreements – Gavin Smith not on file- GS

**Item Closed**

**10.6** Membership of the European NANDTB Forum – CH reported that the Board has been accepted as a full member of the European Forum. From the Board's perspective this is recognition at an international level. It provides an opportunity to compare to other Boards as well as to contribute and present opinion to shape policy and procedures of this group. Additionally, participation in Forum meetings and task groups such as mutual recognition and EN4179 will be invaluable, as it will keep it informed of the latest developments ensuring it can provide accurate compliance advice to the Australian industry.

**10.7** Personnel available to attend future European NANDTB Forum meetings – TC asked all member to provide a report on their ability or potential ability to attend future Forum meetings.

**Action ALL**

**10.8** Progress with Web site- CH reported on the current state of the web site. CM agreed to be the web liaison person. All suggestions related to the contents of the web

site should now be directed to him. CH agreed to write a scope for the liaison position.

**Action CH/CM/ALL**

**10.9** Seminar with CASA and NSW AINDT Branch - CH reminded all members of the seminar and to promote it as much as possible.

**Action ALL**

**10.10** Promotion/notice of Board elections for early 2008 – CH explained that it is timely to note in our reports and other sites that persons interested in representing their industry sector on the Board should present their nominations to the secretary over the coming months so that by year's end the composition of the Board would be known and election of office bearers could proceed smoothly.

**Action CH**

**10.11** NDT Q&A for the CASA Safety Magazine. CH to confirm with TR exactly what format this material should take.

**Action CH**

**10.12** Progress on PT and MT CAAPs –TC reported on the meeting with CASA in the previous week and the progress made in responding to the comments on the proposed CAAPs. GM comments to be considered once the amended versions are made available. TC also explained the purpose of the CAAPs as a means of compliance. GB questioned how they would be kept up to date, and it was agreed that there was enough collective knowledge within the Board to monitor any changes in processes or standards which would require a revision of the CAAP.

**Action TC/CH/TR**

**11.** Election of officials or representatives – See 10.10

**12** Any other Business

PV is to ensure that AINDT is aware of meeting dates so that the two organisations schedules do not clash.

**Action PV**

CH is to contact TR to seek advice on accommodation in Canberra for the seminar.

**Action CH**

TC noted the lack of response from some members to circulated correspondence. All members are to acknowledge receipt of correspondence and respond as appropriate.

**Action ALL**

Observer, Graham Smith gave an update on the current NDT activities in the RAF.

**13.** Agreed actions. Members are to review agenda items above and complete identified items in a timely manner.

**Action ALL**

**14.** Schedule of next meeting – Monday afternoon, 12<sup>th</sup> November 2007 in Canberra.

**15.** Close – TC closed the meeting at 1230.