

## Minutes of NANDTB Meeting

12<sup>th</sup> November 2009

Qantas Group Lounge – Sydney

0930 - 1530

1. **Opening:** Chairman RQ opened the meeting at 0930
2. **Present:** Brian Tydeman (BT), Ron Quirk (RQ), Colin Hockings (CH), Gavin Smith (GS), Gary Martin (GM), Jason Maitland (JM), Neil Joiner (NJ).  
**Observers:** Geoff Lowden (GL)  
**Apologies:** Malcolm Oakey (MO), Shayne Flynn (SF), Peter Virtue (PV), Larry Russell (LR), Tony Collier (TC), Garry Bowden (GB).  
**Proxies:** SF allocated his proxy to CH
3. Adoption of the agenda and other business – JM/GM
4. Disclosures of interest – NIL
5. Acceptance of previous minutes of May 2009 BT/NJ
6. Business arising from the minutes –

*From the May 2009 Sydney meeting the following actions:*

- 13.1 SF/GM to monitor progress on the incorporation of aerospace NDT into the national AQF structure. Action SF/GM  
**GM advised that ATTAR has been audited and accredited as an RTO, so is now able to more closely monitor AQF structure and content. Completed**
- 13.2 CH to include two procedures for review at each Board meeting, and LEP required for Procedures Manual. Completed
- 13.3 CH to draft a response to Air New Zealand advising of the Board's decision to offer assistance. Completed
- 13.4 CH to amend the communications procedure to reflect the Board's decision on dealing with enquires. Completed
- 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. Completed
- 13.6 CH to circulate NANDTB Forum information to members as it becomes available. Closed
- 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. Completed
- 13.8 BT to investigate the NSW incorporation legislation and provide guidance to the Board. Action BT  
**Guidance to be included in agenda 10.1. Completed**
- 13.9 CH to provide Leanne Foggarty material to update the NANDTB website. Completed

**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.

Completed

**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. Completed

**13.12** CH to amend membership procedures as agreed. Completed

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

**CH received an email from TC re these items. CH to contact TC to clarify the status of the documents for presentation to CASA. Action 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.

Completed

**7. Correspondence in / out** – CH tabled a summary of correspondence and RQ noted his latest letter to CASA requesting funding for NANDTB Forum, to which he received no written reply.

**8. Chairman's report** – RQ Reported on a Board email summarising a meeting with CASA was provided to CASA without authorisation. He reminded members about the commitment to confidentiality. NJ suggests that a warning about confidentiality of Board business be attached to each correspondence. RQ also noted that a second meeting with CASA including SF previously reported to members. This latter meeting with AINDT was requested by CASA so they could better understand how the AINDT was constituted and functioned. GM expressed concern that some of the gains with the Board's growing relationship with CASA could be lost given the move of responsibility from PLET to Airworthiness.

**9. Sub-committee reports** –

**10. General business**

**10.1 Response to CASA support proposal** – RQ introduced the matter stating that the Board needed to concentrate on determining which path to follow in achieving incorporation.

NJ /GM noted that the Board should continue to set its own agenda and to follow its agreed aims and objectives. NJ tabled incorporation information from the State of Victoria for consideration with an emphasis on the simplification of the legislation. BT similarly reported on recent changes in NSW along the same lines. The issue of indemnity dominated discussions about the need for incorporation. CH reminded members that incorporation brought with it legal obligations of reporting and financial governance which must be met. After an open discussion, a consensus view of the Board was that it should incorporate ASAP. The main reason for expediting incorporation was that when completed, it should remove the legal impediment preventing CASA from engaging with the Board to the greatest extent possible.

In relation to indemnity, CH asked if a disclaimer could afford any protection in law. BT offered that where an organisation publishes guidance material then indemnity needs to be in place. NJ noted the significance of the original assurance by CASA that CAAP Admin1 would cover this concern. GM expressed the view that there already

exists many errors in CASA documents, so errors in any Board documents should not be as significant an issue as is believed. BT also noted that regardless of indemnity provisions being in place, anyone may be the subject of legal action.

RQ reintroduced the option of becoming a Board of the AINDT, thereby using their incorporation to satisfy CASA's concerns. The consensus view was to favour incorporation independent of the AINDT. GS suggested a membership fee of \$100 per Board member be levied to create seed funds for this purpose. CH/NJ noted that even with immediate incorporation, this should not prevent future discussions with AINDT to negotiate what conditions would meet the Board's needs if it were to seek and agreement as a board of the AINDT. Discussions of who would be the public officer for the purposes of incorporation followed and JM offered to seek legal advice. GM offered to seek MOs amenability to be nominated as the NANDTB's public officer as is required by the incorporation legislation. Pursuing the simplest option would involve adopting the model rules as shown in the legislation.

GM agreed to process the application, which was already completed by NJ, for incorporation in Victoria, including the lodgement fee to be recovered from the board by individual subscription.

NJ/GM

**Action GM**

Further discussions followed on how an agreement on incorporation with AINDT would look. GM noted that the AINDT have no particular requirements for the Board other than the usual issues of governance. It has no intention to exert any control of the Board. Members determined that from the Board's perspective the following requirements of the Board would need to be assured if any agreement was to be considered;

- \* Independence and autonomy in decision making,
- \* Input into the budget process with reasonable support for the Board's activities,
- \* Audit and other financial administrative requirements to be undertaken by the AINDT,
- \* Secretariat support as required,
- \* Co-operation and use of the web site,
- \* Indemnity coverage
- \* NJ suggested the specifics of such an agreement be an agenda item for the next meeting.

NJ/GS

**Action CH**

CH tabled the email from TC noting that his preference would be not to form as a board of the AINDT. RQ stated the inclusion of the Board would bring greater credibility to AINDT in aerospace. Further, if the AINDT if it becomes Standards Development Organisation (SDO) it could administer the maintenance of AS3669.

**10.2 Periodic review of Board Procedures and web site** – CH requested members to review certain Board procedures to identify errors or amendments. These are allocated as per the table attached to these minutes and members have until 31/1/2010 to complete the review and advise CH.

**Action All**

**10.3 EN4179/NAS410 interpretation document (resurrected)**-CH tabled the document and will amend and finalise it for circulation to members and subsequently have it posted on the web site.

**Action CH**

**10.4 NANDTB Forum report** – CH tabled the report

**10.5 AINDT National Conference Aerospace stream**-GM appraised the board of certain details of the 2010 conference and the Board supported the idea of an aerospace stream and will promote it to prospective speakers. GM reported on the conference theme of beyond compliance which fits well with aerospace ongoing airworthiness requirements. The Board recognised this as a good opportunity for AINDT and NANDTB. Hands-on events like phased array will be included. CH noted that an aerospace seminar was due at about that time anyway. If possible, a NANDTB meeting will be scheduled in conjunction with the conference.

**Action All**

**10.6 Web site update** – CH reported that the web site will be updated after procedures are reviewed. CH will contact Leanne to advise of this and to initiate preparations for electronic voting for the next election of members. Members are asked to submit any suggestions for the site.

**Action CH/All**

**10.7 Strategic Plan** – progress and any amendment. – All- No immediate changes were identified. CH to make this an agenda item for all future meetings.

**Action CH**

**10.8 Membership** – RQ introduced the subject noting the pending elections early next year. The position of Chad Morgan as a case in point for a change of employment circumstances, which it was believed was not sufficient grounds for disqualification from the Board. It was agreed that loss of expertise, or unavailability of expertise because a persons was self-employed should be removed from the Board's procedures. CH to amend the procedures to accommodate nominations from self-employed.

**Action CH**

In regard to the elections BT suggested CASA web site and Safety Digest, AINDT web site and journal and the NANDTB web site be used to promote and advertise for nominations to the Board.

JM/GM

**Action CH**

**10.9 CASA Report** – LR

Replacement for CAO 108.8 & 108.10  
NDT/Board "wish list"

**Item carried over.**

**10.10 RAAF Report** – JL reported that the RAAF has reviewed all NDT training. There is now more control exerted by NDISL with assessments and managing student performance. However, the training bases will be more responsible for practical skills development. All publications are being reviewed to include process controls. This includes removing RAAF amendments from -008 standard practices and to include these requirements into the -36 operational documents. NDISL R&D with new technologies continues to identify opportunities to apply these within the RAAF. Also there is a closer relationship with RNZAF, beginning with sharing publications. All

technicians including NDT have received a salary increase, and with current economic conditions, personnel appear to be less likely to leave the service.

## **11. Other Business**

11.1 Circulation of NANDTB Flyers to members- CH to post out the remainder.

**Action CH**

11.2 Application from Australian NDT Leasing for recognition as an Outside Agency (training provider) – for noting.

11.3 Note CAO 108 and 110 issues from the TC item above. RQ to contact CASA re resurrecting the AWBs, and CH to contact TC.

**Action RQ/CH**

11.4 RQ noted that a certificate of appreciation for TR had been prepared and CH is to investigate opportunities to present it to him.

**Action CH**

11.5 NJ raised the issue of CASA's reluctance to issue Airworthiness Authorities for NDT authorisations equivalent to the Level 1 limited. This level is appropriate for simple repetitive NDT tasks. RQ to write to CASA seeking clarification.

**Action RQ**

**12. Election of officials-** Due March 2010 – The Board agreed to use the same process as last time and promote the nomination of persons to the Board.

**Action CH / All**

## **13. Agreed actions (summary)**

13.1 Process the application for incorporation in Victoria.

**Action GM**

13.2 Specific requirements of any agreement with AINDT be an agenda item for the next meeting.

**Action CH**

13.3 Member's review of procedures.(see table below)

**Action All**

13.4 Amend and finalise EN/NAS document and circulate for comment. If acceptable, have it posted on the web site.

**Action CH**

13.5 Promote the involvement and contribution to the AINDT national conference aerospace stream in October 2010.

**Action All**

13.6 Update the web site.

**Action CH/All**

13.7 Make the strategic plan a regular agenda item.

**Action CH**

13.8 Amend membership procedure to permit self-employed persons to be nominated to the Board by their company.

**Action CH**

13.9 Advertise for nominations to the Board.

**Action CH**

13.10 Post remaining flyers to absent members.

**Action CH**

13.11 Obtain copies of the PT and MT procedures.

**Action CH**

13.12 Contact CASA to recommend proceeding with the approval and publication of the procedures prepared by TC.

**Action RQ**

13.13 Investigate opportunities to present the certificate of appreciation to Trevor Robinson.

**Action CH**

13.14 Clarify with CASA their reasons for not issuing AAs which are equivalent to Level 1 Limited.

**Action RQ**

13.15 Promote nominations for the Board. Members are to provide ASAP email contacts of individuals who should be advised directly of the Board's electoral timetable.

**Action All**

**14. Schedule of next meeting-** TBA telecom, and the following to be scheduled at the 2010 conference in Melbourne.

**15. Close -** RQ closed the meeting at 1345.

**Schedule for agenda item 10.2 review of procedures – submission to CH by 31/1/2010**

<b>Garry</b>	<b>Bowden</b>	Procedures 7 & 8
<b>Tony</b>	<b>Collier</b>	Procedures 16
<b>Shayne</b>	<b>Flynn</b>	Procedures 11 & 14
<b>Colin</b>	<b>Hockings</b>	Web site
<b>Neil</b>	<b>Joiner</b>	Procedures 9 & 10
<b>Jason</b>	<b>Maitland</b>	Procedures 21 & 22
<b>Gary</b>	<b>Martin</b>	Procedures 5 & 6
<b>Neville</b>	<b>Morgan</b>	
<b>Malcolm</b>	<b>Oakey</b>	Procedures 19 & 20
<b>Ron</b>	<b>Quirk</b>	Procedures 3 & 4
<b>Gavin</b>	<b>Smith</b>	Procedures 1 & 2
<b>Brian</b>	<b>Tydeman</b>	Procedures 12 & 13
<b>Peter</b>	<b>Virtue</b>	Procedures 18 & web site FAQ