

## Meeting Minutes

### Tele Conference 18:00 Wednesday 05<sup>th</sup> November 2014

1. Opening: The Chairman Garrett Booth opened the meeting at 18:05 (EST)
2. Present: Garrett Booth, Garry Bowden, Gavin Smith, Colin Hockings, Tony Collier, Ron Quirk, Shane Flynn, Frank Simmer, Micheal Gaugg, Jason Maitland.
3. Apologies: Malcolm Oakey, Neil Joiner, Shane Flynn, Richard Allen, Shane Wilson.
4. G. Booth: As two elected board members are present, a quorum is achieved.
5. G. Booth: As a quorum was not achieved at the last NANDTB meeting held on the 30<sup>th</sup> September 2014, the board members were asked if the minutes and actions (presented below) and distributed post the meeting are true and accurate. With one correction to the date (and altered below), the minutes were accepted.
6. G. Booth: Malcolm Oakey advises that he can no longer continue as Secretary due to personal circumstances. Malcolm's resignation was accepted by the chairman. Malcolm's role /participation on the board is to be determined.
7. G. Booth: As decided at the previous meeting, an alternate Secretary was appointed and would assume the responsibilities of the role in the event of the encumbered secretary being unable to for fil the role. As such the role is transferred to and accepted by Frank Simmer.
8. G. Booth: Advised the board of three new issues before the board. They are 1) EASA recognition, 2) Appeal in relation to a negative Level III recognition decision, 3) Level III syllabus draft. These matters are to be dealt with separately.
9. Meeting Closed at 18:35 (EST)

### Brisbane Room, Qantas Mascot campus – Sydney 0830 – 1600 Tuesday 30<sup>th</sup> September 2014

1. Opening: The Chairman Garrett Booth opened the meeting at 0845 hours
2. Present: Ron Quirk, Gavin Smith, Colin Hockings, Garry Bowden (GJB), Frank Simmer, Shayne Flynn, Neil Joiner, Garrett Booth, Michel Gaugg.

Observers: Richard Allen (CASA)

Apologies: Tony Collier, Jason Maitland, Greg Surtees, Malcolm Oakey, Shane Wilson, Greg Surtees, John Michael.

Guests: Jason Patterson

A quorum not achieved because only one elected officer was present and two are required (Ref NA003). A special Board Telecon meeting is to be organised for ratification of the action items. **Action MO/GB**

3. Adoption of the agenda – Revised agenda accepted **FS/SF**

4. Disclosures of interest – Nil

5. Acceptance of previous minutes of 14<sup>th</sup> March and Action Items -

14.1 TC to source a suitable memento for PV(TBC 4/4)**Closed**

14.2 GJB to email certificate wording to TC(TBC 1/4)**Closed**

14.3 Compile a draft procedure/checklists for L3 and Outside Agency recognition process. GM assisting with recertification section(4/4)**Closed**

14.4 Identify local or regional aviation groups to be associated with **Action All**

14.5 All members to submit expenses quickly. Cut off date 4/4**Closed**

14.6 Financial report to CASA to be presented at end of April **Deferred**

14.7 Attendance at Queensland AINDT Conference- person to be nominated from NANDTB – **Closed**

14.8 Seminar call for papers**Closed**

14.9 Edited version of chairman's report to be posted on we site. **Closed**

14.10 CH to arrange for seminar poster printing**Closed**

14.11 Seminar keynote speaker- Suggestions welcome. (End May)**Action All**

14.1 Re-recognition of Level 3 GM to provide his draft checklist for review by Board member by 4/4.**Closed**

14.13 All members to comment on the GM draft once circulated **Closed**

14.14 RAAF to complete the application form & submit to the secretary. **Closed**

14.15 Web site to be amended accordingly **Closed**

14.16 Website –:

\* Membership procedure changes to be incorporated

\* GB to ask CASA for an updated recognition letter

\* NA-001 secretary contact details to be corrected

\* Seminar details to be posted on the site

\* RAAF added as member on the web site**Closed**

14.17 CH solicited input from for the aerospace issue of the journal**Closed**

14.18 GJB to contact John Michael to clarify his intentions to attend meetings, in accordance with the NA003 Membership procedure. Chairman to write to John Michael.**Action GJB**

14.19 SF to follow up with GB to ensure representation on the Standards committee. Info to be added to the web site. **Action SF/FS**

RA suggested to use the SA ombudsman to raise the issue (14/10) MG & GB

14.20 RA to follow up with FS re Part 145 ARC. FS to report the result to the board. **FS Action RA/FS**

14.21 TC is to circulate his draft MA process to members. RA is to send the proposed amendment to 100.27 to members for consideration. Members are to consider both and forward views to TC for consolidation (11/4). TC to distil 2 or 3 consensus views from which the Board to select (25/4).**Closed**

14.22 Board members to review the discussion points re question databank management and offer suggestions to SF.**Closed**

6. Business Arising not included in the main agenda-

\* Administrative back-up for secretary- FS nominated **NJ/MG**

\* Note EU Report **CH**

\* Website issues **NJ**

7. Correspondence Nil tabled due MO absence. carried over**CH/BJB**

## 8. Chairman's Report –

GB reported that he been contacted regarding Level 2 recognition and had responded that NANDTB recognition for level 2 is not a role for the Board. He also noted that most of the activity is related to L3 re-recognition. At this time there are no initial applications being processed. The request for engagement with EASA for L3 recognitions has been monitored and along with the Board he awaits their responses to the Board's questions. It remains the responsibility of the AMO to deal with EASA directly and not the Board regarding the acceptability or otherwise of L3 recognition. He had found in some L3 applications that there was some confusion by persons using the points system for initial application, when it applies only to re-qualification.

## 9. Financial Report –

Summary of finances for the period. In the absence of MO, GB noted the earlier report by MO about conserving the Board's funding for the 2015 seminar rather than attending an additional EU meeting. MO is to prepare a financial statement showing the present financial situation and projected finances for the next period for budget approval and circulation or get SF to do it by the end of October. **Action MO/FS**

SF to advise MO of expected expenditure for the period up to the next meeting.

### **Action SF**

MO to provide a financial report to CASA and to members by end of November. **Action MO**

## 10. Reports from AINDT FC/CB

SF is no longer on the AINDT FC hence could not report.

GB reported the next CB meeting is within the next few weeks and he will report back after that meeting. **Action GB**

CH quoted from a 2012 amended version of the MOU with the AINDT in which reciprocal attendance at each other's meetings is stated. A copy of this version of the MOU is to be circulated by CH to members for information. **Action CH**

MO to check his files for the original copy and advise the Chairman if it aligns with the 2012 amended electronic copy. **Action MO**

## 11. General Business (Agenda Papers)

### 11.1.1 Progress report on Brisbane seminar

SF/RQ reported that the seminar planning was slightly behind the original schedule. The call for papers has been issued and more papers are needed, workshops are TBA, opening speaker to be confirmed, dinner and other arrangements. A copy of the flyer was circulated to members. SF noted that it is essential that all members support and contribute to the seminar if it is going to be a success. CH noted that non-aerospace subjects should also be considered to broaden the appeal and value to those attending, such as condition monitoring? **Action All**

### 11.1.2 NDT Authorities issued by CASA

CH discussed the documents circulated for this item commencing with the discussion paper by TC. Members reviewed the agenda papers with additional explanation and evaluation by RA. The issue aligns with an existing CASA project MS14/05 managed by Mick McGill. The proposed amendments to the CAO 100.27 tabled at the meeting were accepted by the Board and offered to CASA. RA is to ask Mick McGill to provide feedback on the submissions received, to the board. It was then agreed that it is premature to offer amendments to AME Licensing manual until the CAO is finalised.

Also, RA is to invite a person from licence management to the next meeting to discuss proposed changes to the licensing manual. **Action RA**

#### 11.1.3 EASA Agenda paper for NANDTB

CH noted that EASA had not yet responded to the questions posed to it about the suggested use of the Board to recognise L3 personnel from EASA Part 145 AMOs, and that it was not possible to discuss this item without the relevant information. The item is deferred to the next meeting and CH will circulate the EASA responses when received. **Action CH**  
RQ gave some background to the issue, and noted that it was an issue of mutual recognition.

#### 11.1.4 Management and Administration of Aerospace NDT Examinations

After some discussions it was agreed that existing procedures NA 012 and NA 022 are sufficient for the purpose. NJ expressed concerns that the Level 3 role is unreasonably diminished if the Board takes on control of examinations. He made the point that the standard shows that the Level 3 may administer and control of examinations separately to the Board. RA referred members to read the 145 AMC wording on the subject. SF to continue to develop the examination database. **Action SF**

#### 11.1.5 Attendance at EU forum

NJ suggested that Gary Martin should have attended the last European Forum meeting as a gesture of thanks for his work on the Board. **Closed**

#### 11.1.6 Body of Knowledge

CH presented the agenda paper and was accepted to chair the subcommittee (FS, GB, CH). All members are to provide sources of NDT syllabi for consideration. **Action All**

#### 11.1.7 Part 145 Training for NANDTB Members

CH presented the agenda paper for discussion. A workshop on the Part 145 regulation is to be incorporated into the upcoming seminar which Board members are to attend.

**Action SF/RQ/RA**

#### 11.1.8 AINDT Brisbane Conference- Manning the NANDTB stand

It was agreed that Garry Bowden, Mick Gaugg, Garret Booth, Shane Flynn and Ron Quirk man the NANDTB stand at the AINDT conference on a roster. **Closed**

### 11.2. Revision of Board Procedures – No suggested changes. **Closed**

#### 11.3. CASA Report -

RA noted that he would be doing an audit on the Board, against the deed of agreement. It would include reviewing the results of the Board's own internal audits. Part 145 projects updates were also noted, and he reported on recent bi-lateral agreements.

#### 11.4. RAAF Report

MG noted that NDTSL is now NDT&CT (NDT & Composite Technologies) to reflect the change in focus and recognition of composites as a significant part of ADF flying assets. RAAF training is to be remodelled. It is currently competency based training which involves workplace assessors who themselves need assessment. This program is expensive. It is acknowledged that there are difficulties to maintain qualifications. 12 months OJT at the posting base is to be replaced with concentrated OJT at Amberley by NDT specialists. Variation in the quality and outcomes of OJT at the bases was a problem. Equipping NDTCT to undertake this is a challenge. The RAAF no longer offers a Certificate IV in NDT.

The ISO syllabus has been mapped to the curriculum and the proposed 17 weeks core course plus 14 weeks OJT should produce a fully functional technician. An FA-18 airframe to be acquired for OJT applications. Also, natural cracked samples from DSTO will be obtained. Assessments are to be done by Certification Section which is the ADF Level 3. The training will be tailored to ADF needs, and revalidation continues over a five year cycle. The first course will be run as a trial in May 2015.

EMR review of MPI benches is underway due possible effects in individuals with implants and metallic wrappings. Defence radiation safety is doing the review, and the results will be shared with the Board.

MG also reported on initiatives of the first working group, to permit armed force technicians of other jurisdictions (UK, USA, NZ....) to perform work on ADF equipment away from base.

The ADF is also attempting to engage more with industry, with the likelihood of more use of suppliers to service ADF needs.

### 11.5. Website

FS gave an update to the board on recent website activities and advised that he would send out the latest website reports to board members within 2 weeks **Action: FS**

Other items mentioned:

- List recognised training providers
- All documents on website to be PDF
- Thoughts on having a single place for all board documents to reside – repository.

Should they be on a share drive or ? All members to consider options. **Action: All**

- Is it feasible to have a members only section on the website? **Action: FS**

### 12.0 Other Business

12.1 Quorum: The board discussed that if a quorum (executive) is not met at future meetings, then an immediate past executive member could be a stand-in for a missing executive member, noting that the current procedures would need to be amended. It was decided to carry this item over to the next meeting. **Action: MO**

12.2 Australian Aerospace name change: GS advised the group that his employer's name is now Airbus Group Australia Pacific Limited.

12.3 A4A Meeting: FS gave the group an overview of the A4A meeting he attended recently in the USA.

12.4 Future Meetings: Discussions held regarding other means of meeting, teleconference and videolinks etc. Most people believed that there were more benefits to maintaining face-to-face meetings, and if a special meeting was required, then this could be via teleconference. After discussion, it was decided that there should be a meeting prior to the May Conference in Brisbane.

### 13. Agreed Actions –

13.1 A special Board Telecon meeting is to be organised for ratification of the action items. **Action MO/GB**

13.2 NJ to finalise outstanding expense claims **Action NJ**

13.3 Chairman to write to John Michael seeking reasons why he should not be removed as a member as shown in NA003 membership procedure. **Action GB**

13.4 Chairman to follow up with Standards to ensure representation on the review committee for AS3669. **Action GB**

13.5 MO is to prepare a financial statement showing the present financial situation and projected finances for the next period for budget approval and circulation or get SF to do it by the end of October. **Action MO/FS**

13.6 SF to advise MO of expected expenditure related to the seminar for the period up to the next meeting. **Action SF**

13.7 MO to provide a financial report to CASA and Board members by end of November. **Action MO**

13.8 GB to circulate a report of the next CB meeting he attends to members. **Action GB**

- 13.9 CH to circulate the “track changes” copy of the MOU to members. **Action CH**
- 13.10 MO to check his files for the current copy of the MOU with AINDT and advise the Chairman if it aligns with the 2012 amended electronic copy. **Action MO**
- 13.11 SF noted that it is essential that all members support and contribute to the seminar if it is going to be a success. **Action All**
- 13.12 RA is to ask Mick McGill to provide feedback on the CAO 100.27 submissions received, to the board. **Action RA**
- 13.13 RA is to invite a person from licence management to the next meeting to discuss proposed changes to the licensing manual. **Action RA**
- 13.14 CH to circulate the EASA responses to the questions asked. **Action CH**
- 13.15 SF to continue to develop the examination database. **Action SF**
- 13.16 All members are to provide CH possible sources of NDT syllabi for consolidation into a Level 3 BOK guidance document. **Action All**
- 13.17 A workshop on the Part 145 regulation is to be incorporated into the upcoming seminar which Board members are to attend. **Action SF/RQ/RA**
- 13.18 FS to send out the latest website reports to board members within 2 weeks. **Action FS**
- 13.19 Members to consider options to manage/access member documents on the web site. **Action FS/All**
- 13.20 Proposal that an immediate past executive member could be a stand-in for a missing executive member to form a quorum carried over to the next meeting. **Action MO**
- 13.21 MO to arrange for booking/payment ASAP (credit card details required) for a meeting room at Qantas terminal Melbourne, and advise GB when booked. **Action MO**
- 14. Schedule of the next meeting – Next Meeting:** Wednesday 28<sup>th</sup> January 2015 in Melbourne. A Qantas meeting room at Melbourne domestic terminal is available. MO to arrange for booking/payment ASAP (credit card details required), and advise GB when booked. **Action MO**
- 15. Close –** The Chairman closed the meeting at 1400.

Minute Secretary