

## NANDTB Meeting Minutes

**ParkRoyal - Melbourne Airport**  
**Wednesday 7<sup>th</sup> August, 2013**  
**0930-1430**

1. Opening and welcome to Members and Guests: Tony Collier, then GB.
2. Present: Garrett Booth (GB), Ron Quirk, Gavin Smith, Colin Hockings, Garry Bowden (GJB), Gary Martin, Tony Collier, Jason Maitland, Neil Joiner, Frank Simmer  
 Observers: Richard Allen (CASA), Mick Gaugg (RAAF)  
 Apologies: Peter Virtue, Malcolm Oakey, Shayne Flynn,  
 Absent: Shane Wilson, John Michael  
 Guests: Todd Yurkowski (RAAF), Peter Milligan (AINDT), Les Dick (AINDT)
3. Adoption of the Agenda— TC/CH
4. Disclosures of Interest – Nil
5. Acceptance of previous minutes of March/May & Action Items -JM/NJ

### March 2013 Action Items

- |   |                |
|---|----------------|
| 14.1 GB to discuss with PV his plans for future activities with AINDT CB. PV to continue these activities                             | <b>Closed</b>  |
| 14.2 Write to Peter Milligan to seek NANDTB representation at AINDT CB meetings.<br>Pending AINDT CB Oct meeting for formal agreement | <b>Closed</b>  |
| 14.3 Update website, due to changes within the Board etc  | <b>Done</b>    |
| 14.4 Forward to GB any comments due to NAS410 harmonisation with EN4179   | <b>Done</b>    |
| 14.5 Final report to be compiled from November seminar  | <b>Done</b>    |
| 14.6 Members to provide comment on HF document when TC distributes.   | <b>Closed</b>  |
| 14.7 RA was asked to contact CASA trainers for input/ideas for future seminars/projects   | <b>Done</b>    |
| 14.8 All Board members to consider other ideas for future seminars/projects   | <b>Done</b>    |
| 14.9 Contact Frank Simmer, re position with the Board   | <b>Done</b>    |
| 14.10. SF appointed to lead a working group, (GM, TC, RQ) to compile data base of exam questions                                      | <b>In work</b> |
| 14.11 Revise MOU with AINDT and procedures to cater for AINDT to be custodians of examinations etc                                    | <b>Done</b>    |
| 14.12 Peter Milligan to liaise with AINDT CB regarding proposal for holding exams   | <b>Done</b>    |
| 14.13 Ian Hogarth will discuss exam item with AINDT, report back to NANDTB by end of March 2013.                                      | <b>Closed</b>  |
| 14.14 RA to review CASA items which require attention first, for future discussion with the Board.                                    |                |
| <b>Closed</b> 14.15 CH to make change to website, re Airwork & Timothy Fowler   |                |
| <b>Done</b>   |                |
| 14.16 GJB to determine if Qantas meeting room available at Melbourne domestic terminal on 7 <sup>th</sup> Aug                         | <b>Closed</b>  |

### May 2013 Action Items

- Those members seeking reimbursement for the March meeting should do this urgently - **Done**
- Pay for the August meeting venue, the ParkRoyal now **Closed**
- Garrett and Ron expressed interest to attend, they will determine who goes then purchase an airfare – all members were in agreement. **Closed**
- TC to review his material to ensure it meets the needs of CASA – Bernie Hole **Done**
- CH to send out scope of training requested by CASA to TC **Done**
- TC to send material and assessment to RQ for review by 10 May **Done**
- TC to include CAR30 material etc into training material **Done**

6. Business Arising not included in the main Agenda- **Nil**

## 7. Correspondence– Summary of Correspondence

- Frank Simmer L3 recognition
- Brian Spencer L3 recognition
- Domingo Blanas L3 recognition
- Sikorsky Helitech outside agency recognition
- Frank Simmer employer agreement
- Colin Hockings renewal for L3 recognition

## 8. Chairman's Report–GB provide a written report for the minutes, copy attached

## 9. Financial Report –GJB

GJB provided a summary of expenditure from a Westpac statement which showed expenditure/income details. Full financial report required for next meeting

## 10. Reports from AINDT Federal Council /Cert. Board

Les Dick, Executive Officer for the AINDT gave a summary of activities currently being undertaken within the AINDT, this included a run down on staff levels and positions, Federal Council and Certification Board activities.

Peter Milligan (AINDT CB) confirmed that there has been a verbal agreement within the AINDT CB for the Chairman of the NANDTB to attend AINDT CB meetings. Peter advised the group that he believed that a formal letter would be sent to the NANDTB after the AINDT meet in October of this year.

## 11. General Business

### 11.1 Review of the Business Plan and Strategic Plan

CH proposed that the plan be reviewed in some areas to bring it up to date with where the Board is now with regards to current strengths, opportunities etc, is there a change to the 'Vision'?

With regards to the Strategies of the NANDTB, is the 'Use critical reviews, both internal and external, to remain relevant' – is this applicable, should this still be included?

CH took the action to revise the document and circulate to all members for review.

**Action CH**

### 11.2. Web site –Comments/Improvements/Management

GB raised the item of outside agencies, ones that the Board has recognised, and having them listed on the Boards website along with their RTO status. This was met with agreement from the group (TC proposed/JM seconded)

**Action CH**

CH raised the item of having other Board members, preferably two, trained up on the use/maintenance of the Boards website so that it remains current and does not rely on one person for these activities.

Frank Simmer volunteered for this role. CH to provide the necessary training required at a time to suit those involved.

**Action FS/CH**

### 11.3. Report of European NDT Board Forum

Unfortunately due to a number of extenuating circumstances, the Board was not able to have a member attend the previous European NDT Board forum held in Germany recently.

GJB has been in contact with the secretary of the European NDT Board Forum to obtain a copy of the minutes from the previous meeting, once this is available it will be circulated to all members.

GJB also advised that the next European NDT Board Forum meeting will be held on the 3<sup>rd</sup> December 2013 and is likely to be held in France. CH proposed that GJB attend this meeting, TC seconded the proposal.

TC mentioned that he would be available to attend the meeting if GJB was unable to do so.

**Action GJB**

GB presented a Training Syllabus (Document: ANDTBF/06) that was issued by the European NDT Board Forum. TC requested that Board members be given more time to review the document, and GB requested that comments be sent to him for collation. **Action All/GB**

#### 11.4. CASA NDT Airworthiness Authorities

RA gave an overview of on the way CASA would like to see the renewal process be in the future – by the involvement of Level 3 recognised by the Board. RA was seeking advice from the Board on this proposal. Discussion took place on how this would be done, and how a consistent methodology would be applied by Level 3's who performed these renewals.

TC offered to compile a document for the renewal process and then circulate this for comment amongst the Board members – **due end November**. **Action TC**

#### 11.5. CASA Report:

RA reported on the following items:

- Companies transitioning to Part 145 is progressing well
- Use of AD's
- NDT training material for AWIshas been well received
- Specialist Maintenance Advisory Circulars out for comment
- Human Factors training kit is available to the public via CASA website
- Another Board Seminar/Conference in the future? Should this be combined with other groups?
- 'The use of visible red dye and whether we need to publish or revise the current AWB on this subject, see AWB 20-002 Issue dated 2008'.  
The Boards opinion was that visible red dye not be used on any aircraft, whether it be components or otherwise.

RA was requested by the Board members to have AWB 20-002 re-issued **Action RA**

- RA has been advised by the CASA standards group that CAO 108.8 and CAO 108.10 are to be revoked due to the regulation that previously gave these orders "a head of power" is no longer in existence. In addition it is a CASA aim to remove CAO's from service as they transition to the new regulations. Both orders deal with standards for MPI and PT methods.  
Two draft instruments plus the draft airworthiness bulletins which were used as source documents were presented to the Board for review/comment as the replacement documents for each of the respective CAO's.

GB requested that Board members review the two draft instruments and send comments to him for collation – **comments back to G Booth by end of August**. **Action All/GB**

#### 11.6 Revision of Board Procedures – Comments and input

GB provided the following as a discussion point:

Does the NANDTB need to train members on the minimum requirements of L3 and Outside Agency recognition applications including the updating of the procedures with appropriate check lists. Some items that need to be covered included, Collation of evidence, Auditing of facilities, Review of supplied documents etc.

The Board agreed that it is appropriate to have a standardised methodology on how applications are processed, and that the best way for this was via procedure/checklists to be developed.

GB agreed to compile a draft procedure/checklist and then circulate for comment **Action GB**

## 11.7 Human Factors training requirements under Part 145

CH advised that CASA have placed on its website and made available through its on-line shop, a well structured HF training course, complete with booklets, facilitator guide, video and links.

The Board agreed that a link to this material and guidance on where one finds out what trainers/organisations are acceptable to CASA should be placed on the NANDTB website. **Action CH**

## 11.8 RAAF Report:

Todd Yurkowskispeke to the Board about recent RAAF NDT activities and developments. Discussion was also had on the following items that the RAAF see as being important between itself and the NANDTB:

- Certification alignment process
- Best practice
- Training
- Becoming a full member on the Board

Much discussion was had on the last item, and if any of the boards procedures would be violated if the RAAF were to become full members of the Board.

It was mentioned that the RAAF have been heavily involved with the Board since its inception and has always been considered as an integral part of the Board, irrespective of being noted as 'Observers'.

A review of Board procedures would be required to determine implications, if any, if the RAAF were to become full members. Gavin Smith was asked to perform this review and make a report back at the next Board meeting. **Action GS**

## 11.9 Opportunities / Initiatives for the Board

CH suggested that one or two board members be allocated with the task of providing material, NANDTB news item etc, for the AINDT journal at least one a year.

All members were in agreement, especially the AINDT visitors which were present. Discussion then focussed around type of material and dates when the material would be required for inclusion into the AINDT journal.

CH and Les Dick took the action to jointly discuss possible NANDTB material and to review dates and timing so that material was provided at the times required by the AINDT journal editor. **Action CH/LD**

CH also suggested that should the board consider becoming a member and or participate in various local or regional aviation associations?

The consensus from the group was positive and that all members would consider groups that the board could be associated with. The aim of this is to raise the awareness of the NANDTB out into the aviation industry.

Board members were asked to consider names of prospective groups/associations to the next meeting - **Action All**

## 12. Board Membership-

The chairman gave a formal welcome to Frank Simmer, who was attending his first Board meeting as the representative for Major Airlines.

## 13. Other Business –

13.1 GB/NJ raised the issue of AS3669 and the issues around having it revised. The feedback from Standards Australia is there is not a strong enough case to have this document revised, due to the lack of comments from industry.

The group concluded that it was worth sending out emails to industry to raise more support for the revision of the standard, NJ/GB took this action. **Action GB/NJ**

13.2 GB raised the following topics with regards to training:

- Push by Fed. Government for competency based training which appears to require as a minimum, Cert 4 Training & Education TAE40110
- Need to review and embrace new MEA 60311 Diploma in NDT (Aerospace). Note – It is believed that the ADF is currently pushing for a complete review post their review of the issued document
- What are the prerequisites for supplying approved training IAW the MEA / MEM modules? Determine if an RTO is required to deliver training or is CASA approval acceptable (Note, CASR Part 147 applies to Part 66 Aircraft Licence Training only) or no formal approval required
- CASA specifies the MEA / MEM competency modules within the guidelines for meeting CASR Part 145. If the trainer does not have the required prerequisites, is the training recognised?

The above items were discussed in detail by the group, which concluded that no further action was to be taken at this time.

13.3 A discussion took place regarding another seminar being held, this should take place towards the end of next year and the location would be in Brisbane, seminar committee – GB, RQ, GS & SF. **Action GB,RQ,GS,SF**

It was agreed to hold another Board meeting to advance the planning on the seminar. A meeting will take place in Sydney on the 13<sup>th</sup> November at the domestic terminal for this purpose. **Action GJB**

The Board agreed that the first meeting for 2014 would be in Perth on the 28<sup>th</sup> March, TC agreed to locate a suitable venue. **Action TC**

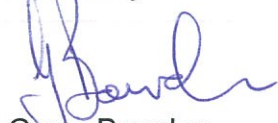
## 14. Agreed Actions –

- |  |                           |
|--|---------------------------|
| 14.1 Revision of business/strategic plan and circulate to all members for review                   | <b>Action CH</b>          |
| 14.2 Outside Agencies that have been recognised by the Board to be placed on website               | <b>Action CH</b>          |
| 14.3 Website maintenance training for FS   | <b>Action CH</b>          |
| 14.4 Circulate European NDT Board Forum meeting minutes  | <b>Action GJB</b>         |
| 14.5 Attend next European NDT Board Forum meeting  | <b>Action GJB</b>         |
| 14.6 Review & comment on European NDT Board Forum meeting training syllabus to GB                  | <b>Action All</b>         |
| 14.7 Draft a procedure for renewal of Airworthiness Authorities by Level 3's                       | <b>Action TC</b>          |
| 14.8 CASA to re-issue AWB 20-002   | <b>Action RA</b>          |
| 14.9 Board members review the two draft instruments and send comments to GB                        | <b>Action All</b>         |
| 14.10 Compile a draft procedure/checklists for L3 and Outside Agency recognition process           | <b>Action GB</b>          |
| 14.11 CASA HF material, place Link on the NANDTB website   | <b>Action CH</b>          |
| 14.12 Review of Board procedures to determine if the RAAF could become full members                | <b>Action GS</b>          |
| 14.13 NANDTB material for AINDT journal, review dates and timing for material                      | <b>Action CH/LD</b>       |
| 14.14 Identify local or regional aviation groups to be associated with                             | <b>Action All</b>         |
| 14.15 Raise more support for the revision of the AS3669  | <b>Action GB/NJ</b>       |
| 14.16 Brisbane, seminar committee  | <b>Action GB,RQ,GS,SF</b> |
| 14.17 Arrange for meeting room in Sydney on the 13 <sup>th</sup> November at the domestic terminal | <b>Action GJB</b>         |
| 14.18 Arrange for meeting venue, Perth on the 28 <sup>th</sup> March 2014                          | <b>Action TC</b>          |

15. Schedule for the next meeting – 13<sup>th</sup> November 2013, Sydney airport

16. Close –1430

Secretary



Garry Bowden

