

Meeting Minutes

**Vines Resort, Swan Valley – Perth
 0800 – 1400 Friday 28th March 2014**

1. Opening:

1. Present: Ron Quirk, Gavin Smith, Colin Hockings, Garry Bowden (GJB),
 Tony Collier, Jason Maitland, Frank Simmer, Shayne Flynn, Malcolm
 Oakey, Gary Martin, Neil Joiner, Shane Wilson

2. Observers: Richard Allen (CASA), Michael Gaugg (RAAF), Todd Yurkowski
 (RAAF)

Apologies: Garrett Booth (GB), John Michael

Guests:

Absent:

3. Adoption of the agenda– TC opened the meeting at 0807 and laid out the
 timetable for the day, and sought acceptance of the agenda. RQ/JM

4. Disclosures of interest – Nil

5. Acceptance of previous minutes of 13th November and Action Items– MO/RQ

- | | |
|--|---------------------|
| 14.1 FS to place revised NA019 and Strategic Plan on website | OK |
| 14.2 CH to revise current membership procedure for ADF inclusion and
circulate for comment | |
| 14.3 TC to source a suitable memento for PV (TBC 4/4) | Action TC |
| GJB to email certificate wording to TC (TBC 1/4) | Action GJB |
| 14.4 GJB to identify when PV became member of AANDTC & locate
a suitable certificate | OK |
| 14.5 \$10,000 be set aside as a seed fund for the seminar and the
tabled budget be revised | OK |
| 14.6 RA agreed to make minor revision to AWB20-002 prior to issue | OK |
| 14.7 SF finalise ANZ paperwork as per NA022 and submit page 4
Evaluation Summary Report | OK |
| 14.8 Documentation sent to secretary, certificate produced and sent
to chairman for signature – (ANZ). | OK |
| 14.9 Checklists also required for NA012, NA019, NA020, NA021,
NA022 (process CH & GS application after checklist revised) | Action GB/GM |
| 14.10 SF to continue compilation of Level 3 examinations | Action SF |
| 14.11 TC to finalise venue for next meeting | OK |

Actions carried over from August 2013

- | | |
|--|---------------------|
| 14.7 Draft a procedure for renewal of Airworthiness Authorities by Level 3's (Due Nov 2013)
(See also 11.3 CASA Project MS 14/05) | OK |
| 14.9 Board members review the two draft instruments and send comments to GB | OK |
| 14.10 Compile a draft procedure/checklists for L3 and Outside Agency recognition process.
GM assisting with recertification section (4/4) | Action GB/GM |
| 14.13 NANTB material for AINDT journal, review dates and timing for material
See Agenda item 11.6 | Action CH |

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

6. Business Arising not included in the main agenda-

6.1 SF recognition of the NANDTB by CASA- ongoing endorsement.

6.2 NJ Update on 3669 amendments

6.3 TC Succession planning

6.4 FS Part 145 issue of ARC for NDT

6.5 TY Status of RAAF membership

7. Correspondence GB tabled a summary of correspondence **JM/FS**

8. Chairman's Report – In the absence of Chairman Garrett Booth, TC presented a report from GB including the following items;

- * Change in executive members CH/GJB
- * PV and GM resignations, FS and Greg Surtees joining
- * Website usage summary
- * Level 3 recognition summary
- * Recognition of the Board by Korean and UAE NAAs
- * NAS 410 revision status
- * 2015 Seminar update
- * AINDT CB update
- * EASA Part 145 compliance status

GM/GS

9. Financial Report –

GJB tabled a preliminary financial report noting the following highlights:

- *All members to submit expenses quickly. Cut off date 4/4
- * Draft budget circulated for info.

Action All

Financial report to CASA to be presented at end of April

Action GJB

10. Reports from AINDT FC/CB

SF presented a report from the AINDT FC/CB which included the following highlights

- * His resignation from the AINDT CB and FC
- * Nothing to follow up at this time
- * Attendance at Queensland AINDT Conference- person to be nominated from NANDTB –
- * GM noted the call for papers

Action ALL

11. General Business

Edited version of chairman's report to be posted on web site.

Action GJB

11.1 Progress with 2015 Seminar –(5-6/5/2015)

SF/GS/RQ/GB

SF tabled a report on the progress on the planning for the seminar. The report included the following highlights:

- * SF noted the difficulty in keeping to the timeline and more progress is expected this year
- * SF to circulate the proposed timeline
- * Budget to be finalised
- * Promotion plan to be finalised
- * Speaker's guidelines to be finalised

- * Call for papers to be circulated
 - * CH to arrange for poster printing
 - * If keynote speaker-Suggestions welcome.(End May)
- Action CH
Action All

11.2. Revision of Board Procedures –

11.2.1 Re-recognition of Level 3 – Arising from the experience of recent first renewals of L3 recognition, GM to provide his draft checklist for review by Board member by 4/4. Discussion by members included the following highlights:

- * Once agreed it will be added to web site procedures
- * Consideration of time distribution of experience (points)
- * Submissions to be 3 months in advance of expiry

Action GM

All members to comment on the draft once circulated **Action All**

11.2.2 Membership: Discussion about the proposed changes to the membership procedure to accommodate the ADF as a full member. The amended membership procedure has been with members for some time for consideration, and was accepted

CH/GM

RAAF to complete the application form and submit to the secretary. **Action RAAF**
Web site to be mended accordingly **Action FS/CH**

11.3. CASA Report – RA tabled a CASA report including Project MS 14/05 which is the proposed amendment of CAO 100.27 and other related documents to remove inconsistencies in the current CASA procedures and manuals. Other items reported were;

- * Post implementation review of Part 145 to be reported.
- * Regulatory changes to allow Part 145 AMO to operate with CAR 30 orgs. A supplement describing how this is done needs to be included in the org's Part 145 MOE. The MOS is to be amended within the next few months to accommodate this change in the regulation.
- * Reciprocal agreement with CAAS (Singapore)
- * Update on FPI and MPI instruments. Proposed for a new graduate to be tasked with this work.
- * Des Byfield requested RA report that the recent NDT awareness training was greatly beneficial to the AWIs who participated.

11.4. RAAF Report; MG tabled the RAAF report which included the following highlights:

- * RAAF resubmitting Aeroskills diploma (MEA 505) to Industry Skills Council
- * NDT manning levels are affected by attrition over replacement. 37/43
- * Log books reintroduced for recording SOE for re-certification
- * NDT course currently in progress including RNZAF students
- * ADF to provide some technical papers for the NDT conference
- * Process for appointment of Level 3

11.5. Website –: GJB tabled a web report showing recent trends in its use. Suggested improvements included:

- * 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

FS/GS

11.6 Aerospace issue of the AINDT Journal

CH reported that he has had discussions with the Fiona Obaidini in regard to content. At this time it is planned to include the following subjects:

787 Composite	Frank Simmer TBC
Airworthiness Authority Proc. ?	TBC
Chairman's Address	GB TBC
Composites in GA	Complete
Dolphi Tech	Awaiting paper
New Zealand piece	Tim Fowler TBC
Nottingham Paper	Juvenna AINDT TBC
P1020954.JPG	Cover pic Complete
Part 145	Complete
Seminar Promo	BNE group TBC
SHM	Complete.

CH solicited input from members.

Action All

12. Election of Chairman, Deputy Chairman, and Secretary/Treasurer.

All

Board elections- GJB tabled the nominations for appointment to the Board. All members have provided nominations for ongoing membership. Greg Surtees identified as a replacement for Peter Virtue, Mick Gaugg is expected to nominate as the ADF representative. Nominations unopposed for the executive were

Nominations for Chairman: **Garrett Booth**

Nominations for Deputy Chairman: **Tony Collier**

Nominations for Secretary/Treasurer: **Malcolm Oakey**

TC suggested that a new category of member be created to facilitate succession planning. The concept was widely supported. SF cautioned that his experience is that it is difficult to get "younger" individuals to make a longer term commitment. All members were reminded that they are welcome to nominate a guest in accordance with current procedures.

NJ/JM

GJB to contact John Michael to clarify his intent to attend meetings, in accordance with the NA003 Membership procedure.

Action GJB

13. Other Business –

13.1 AS3669- NJ reported on progress with the amendment. The application has been approved as a project by Standards Australia. SF to follow up with GB to ensure representation on the Standards committee.
Info to be added to the web site.

Action SF/FS

13.2 GB provided an agenda item to create an applications committee to assist the chairman assess Level 3 and outside agency recognitions. TC offered that the ADF would be a most suitable independent member.

GB/GJB

Unanimously accepted with Gavin Smith replaced with ADF, and Shane Wilson offered his services as an available alternate.

13.3 FS asked for some clarification in regard to the issue of an ARC for work conducted under the approval of a Part 145 D rating. Discussion outlined a number of options focussing on which quality system oversees the work. RA to follow up with FS. **Action RA/FS**

13.4 TC reported on proposed guidelines for amendments to the Licensing Procedures Manual WRT NDT Authorities. TC is to circulate his draft 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). **Action RA/TC**

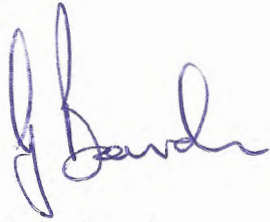
13.5 SF sought consideration of the Board on how to manage/control the examinations generated by the Board. The Board discussed the issues widely including the access by Level 3s to the question database. Board members to review the discussion points and offer suggestions to SF. **Action All**

14. Agreed Actions-

- 14.1 TC to source a suitable memento for PV (TBC 4/4) **Action TC**
- 14.2 GJB to email certificate wording to TC (TBC 1/4) **Action GJB**
- 14.3 Compile a draft procedure/checklists for L3 and Outside Agency recognition process. GM assisting with recertification section (4/4) **Action GB/GM**
- 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 **Action All**
- 14.6 Financial report to CASA to be presented at end of April **Action GJB**
- 14.7 Attendance at Queensland AINDT Conference- person to be nominated from NANDTB – **Action ALL**
- 14.8 Seminar call for papers **Action ALL**
- 14.9 Edited version of chairman's report to be posted on we site. **Action GJB**
- 14.10 CH to arrange for seminar poster printing **Action CH**
- 14.11 Seminar keynote speaker- Suggestions welcome. (End May) **Action All**
- 14.12 Re-recognition of Level 3 GM to provide his draft checklist for review by Board member by 4/4. **Action GM**
- 14.13 All members to comment on the GM draft once circulated **Action All**
- 14.14 RAAF to complete the application form and submit to the secretary. **Action RAAF**
- 14.15 Web site to be mended accordingly **Action FS/CH**
- 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 **Action FS/GB**
- 14.17 CH solicited input from members for the aerospace issue of the journal **Action All**
- 14.18 GJB to contact John Michael to clarify his intentions to attend meetings, in accordance with the NA003 Membership procedure. **Action GJB**
- 14.19 SF to follow up with GB to ensure representation on the Standards committee. **Action SF/FS**
- 14.20 Info to be added to the web site. **Action SF/FS**
- 14.21 RA to follow up with FS re Part 145 ARC. **Action RA/FS**
- 14.22 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). **Action RA/TC**
- 14.23 Board members to review the discussion points re question databank management and offer suggestions to SF. **Action All**

15. Schedule of the next meeting – September 2014, venue Melbourne (TBC).

16. Close – GJB thanked TC for organising the meeting venue and the WA hospitality, and TC closed the meeting at 1415.

A handwritten signature in blue ink, appearing to read 'G. Bowden', written in a cursive style.

Garry Bowden
NANDTB Secretary