



**NANDTB**  
**QANTAS – SYDNEY MASCOT CAMPUS**  
**Thursday 05/11/2015**  
**09:30 to 16:00hrs**

**Meeting Minutes**

<b>Venue</b>	QANTAS – Sydney Mascot Campus – <b>Camooweal room</b>
<b>Chair</b>	Tony Collier
<b>Secretary</b>	Frank Simmer
<b>Attendee</b>	Garry Bowden (GJB), Malcolm Oakey (MO), Michael Gaugg (MG), Neil Joiner (NJ), Ron Quirk (RQ), Shane Flynn (SF), Tony Collier (TC), Frank Simmer (FS), Jason Maitland (JM), Shane Wilson (SW)
<b>Guests</b>	Richard Allen (CASA Observer) (RA), Niranjan Herath (Air New Zealand) (NH), Michael McGill (CASA Observer)
<b>Apologies</b>	Col Hockings (Proxy to FS), Garrett Booth (Proxy to FS), Peter Milligan, Jason Maitland (proxy to GJB), Michael McGill.

Time		AGENDA ITEM	Assigned	Minute	Status	Allocated	Previous minutes item no.
09:30	1	Welcome of Guests – apologies	TC	Meeting open at 09:40			
	2	Meeting Protocol (phones off; respect one another)	TC				
	3	Adopt Agenda	TC	GJB & MG accepted			
	4	Disclosure of Interest	All	All members represent their industry sector and entities			

	5	Accept previous minutes 04/05/2015, Teleconference 15/07/2015 & Teleconference 26/08/2015	TC/ FS	Minutes attached separately. Response comments were added from those received. Motion by FS: Propose the minutes be published on the website within 21 days of the meeting/ teleconference, after members accept the minutes via email and this be included in the NA005 procedure. Second: NJ & RQ Accepted: All <b>Action:</b> FS update NA-005	In work	FS	
10:00	6	<b>General Business and actions from previous minutes</b>					
	6.1	NA019 procedure review close out	CH	Final attached. Accepted <b>Action:</b> FS. To be added to the website	Closed	FS	6.1
	6.2	NA013 procedure review close out	CH	Final attached. Accepted. <b>Action:</b> FS. To be added to the website	Closed	FS	6.2
	6.3	2012 amended version of the AINDT MOU to be circulated to members. Check original copy aligns with new copy. Prior to sending to AINDT (Les Dick)	FS	Draft circulated. Changes. Proposed TC Draft: Accepted all <b>Action:</b> FS to send to AINDT with corrected names	In Work	FS	7.1
	6.4	Management and Administration of Aerospace NDT Examinations. With reference to existing procedures NA012 and NA022. Report on development of examination database.	SF	SF to formalise relationship and expectations with AINDT- Peter Milligan	In Work	SF	7.2
	6.5	Sub Committee Body of Knowledge report back. All members are to provide sources of NDT syllabi for consideration. CH to chair subcommittee. Level 3 training course. Syllabi Subcommittee progress	CH NJ TC	Europeans adopted ANDTBF-06 document/ syllabus. This is light on detail. The intention is for the syllabus to show a pathway to Level 3 (ie an AMC not the only way). TC: the board will only review the technical qualification. The employer can use the syllabus as guidance material. RQ: letter to clear to employer of the further requirements.	In Work	TC	7.3 & 7.11

				GJB: companies are not following through on the additional requirements for the authorisation i.e. specific and practical examinations. <b>Action:</b> TC to escalate process.			
6.6	Feedback on teleconferencing and recording minutes	FS		Teleconference look at recordings for more accurate minute. Stick to one topic.	In Work	ALL	7.6
6.7	Follow up with Standards to ensure representation on the review committee for AS3669. Standards Meeting held on 24/06/2015. Maintain AS3669 GB/ CH	GB/ CH		Motion CH: MG and CH to prepare appendix for presentation and acceptance by the Board before sending to MT-007 Accepted: all <b>Action:</b> MG & CH	In Work	MG & CH	7.9
6.8	EASA Part 145.A.30(f).4 Draft reply to Colin Langley and Karl Specht. No response at this time	SW/ GB/ FS		No response from EASA at this time. In the absence of any further communication or amplification from EASA this is acceptable to the board. Accepted by all.	Closed		7.10
6.9	Approved data pertaining to PT and MT. CAO108.8 and CAO108.10 cannot be used. Level 3 must approve ASTM1417 and ASTM1444. Response	NJ/ GB/ RA		RA: tabled response from CASA (letter dated 24/08/2015). NJ: As a level 3 producing a procedure, is it acceptable that another Level 3 to carry out a peer review and submit to CASA (CAR30)? Concern over proprietary confidentiality. <b>Action</b> TC: Flow chart for the generation of approved data and circulate. <b>Action</b> FS: Publish on website letter and flowchart <b>Action</b> RA: Circulate via MPL?	In work	TC RA	7.14
6.10	EU Forum attendance. From previous meeting, board to attend two meeting per year. Request at next Deed to increase funding to support this activity	TC/ FS		See item 11.1 Motion to continue at current one attendance per year	Closed		7.17
6.11	CASA Deed Amendment Remove influencing& revision to EN4179 Increase funding and change to schedule. Draft	FS/ CH		Propose two changes: 1) remove the term influence, and 2) increase deed payment to \$60000 one of payment. Draft attached Proposed: CH & FS Accepted all	In work	FS	15.1

				Action FS: Justification for increases letter to CASA			
	6.12	CAO 100.27 revision feedback	TC/CH	Questions answered by Michael McGill. Responses tabled	Closed		15.2
12:00 - 12:30		LUNCH	All				
	7	Revision of Board procedures	All	NA-008 and NA-015 to be published Action FS	Fixed agenda item	FS	
	8	Correspondence	GB/ FS	Applications: Wilton Gray- Air Nelson ANDTB forum. Niranjan Hearth Application. Requests from South America Action review committee: progress application	Fixed agenda item		
	9	Chairman's report	GB/ TC	GB resignation and operation until next elections in March 2016. Deputy Chairman as acting Chairman Renewals. Action: TC review requirement to provide an annual report to CASA		TC	
	10	Financial Report	FS	Financial and budget reports tabled Seconded GJB Accepted all Action FS: look at other engagements to use the Deed funds. EF, Singapore Noted: BNE 2015 Seminar did strain Board resources, Future seminars should have more robust strategy and better planned funding arrangements.	Fixed Agenda Item	FS	
	10.1	Current position and projected expenditure	FS	Budget tabled.	Fixed Agenda Item	FS	10.1
	11	EU Forum Report	TC	Chairman Jon Biddulph is now the new chairman. Little consultation in EF processes. Appears to be aligned with BINDT.	Fixed Agenda Item	TC	

				Comment: EF NDTB position is that the Standard is written for Part 21. Part 145 uses the standard. Australia is viewed as an observer.			
11.1	Attached is an agenda item which asks board members and CASA to discuss the true value (\$\$\$) of continued attendance at European NDT Forum Meetings, and suggests a motion for CASA to review the evidence of past attendances and ratify or modify how it wants the Board to maintain its connection with this group. Subsequently to meet with the Board to ensure the Board understands CASA's objectives in this regard and executes its obligations under the deed agreement.	CH/FS	<p>CH motion: for CASA to review the evidence of past attendances and ratify or modify how it wants the Board to maintain its connection with this group. Subsequently to meet with the Board to ensure the Board understands CASA's objectives in this regard and executes its obligations under the deed agreement.</p> <p>Discussion.</p> <p>NJ: what is the affect if we don't attend EFNDT?</p> <p>Action All: report back from your industry on how this would affect organisations.</p> <p>GJB &amp; RQ: There is value in exposure to policy</p> <p>SW: Yes, Access to documents and guidance material</p> <p>TC: we would probably fail audit</p> <p>Seconded: GJB</p> <p>Accepted (note: two against)</p> <p>Action: RA- CASA comment on benefits realised by attendance at EF NDTB or other European Forums</p> <p>Motion RQ: Maintain current attendance once a year until CASA returns further correspondence.</p> <p>Second: NJ</p> <p>Accepted all</p>		ALL		
12	AINDT Report	PM	Nil		Fixed Agenda Item		11
13	CASA Report	RA	<p>Restructured into larger groups</p> <p>Reduction in head count Standards department.</p> <p>SMS regulations amendment- new part 5 to be introduced. Part145 compatible with CAR30.</p> <p>Heavy Helicopters to move to part 145. Questions about Asian NDT Level 3's. Aeroskills requirement review for needs in the current industry. Activities focused on new regulations.</p>		Fixed Agenda Item	RA	12

				Disallowance motion under review, new model of certification. TC: ASTM procedures submitted in 1996? No action, no priority			
	14	RAAF Report	MG	MG to forward Tech Order 4B-1	Fixed Agenda Item	MG	13
	15	Website Report	FS	Table report	Fixed Agenda Item		14
14:30		<b>Break</b>					
14:50	16	<b>New Business</b>					
	16.1	New Representative on the Aerospace representative committee	SF	CH has filled the gap at Standards Australia. Certification Board committee (AS3998 aerospace) vacated by Peter Virtue, and later Garrett. Melbourne meeting, <b>Action:</b> Decision to nominate a new representative. Volunteers MO and SW to take up role.	In Work	MO & SW	Tele. 6
	16.2	CASA CAR 30 Maintenance Authority. Does CASA use a standard Text to describe the authority and limitations	TC/ RA	TC: Motion: provide a template for MPL to include terms/ text for authorities <b>Action:</b> RQ to circulate template Action: forward to RA for MPL	In work	RA	
	16.3	EF NDT login? Do we have access to this site for ANDTB documents?	CH/ TC	TC: No. EF NDTB control access, and send minutes on request	Closed		
	16.4	Frequency of Board Meetings. Should the board have three scheduled meetings, 4 months apart each year?	FS	FS Propose: March August November Accepted all <b>Action:</b> FS to publish dates	In work	FS	
	16.5	Board elections due March 2016 and executive	FS	<b>Action:</b> FS front page of website. Allocate returning officer. Action all: Mentoring new talent. Opportunities for visitors.	In work	FS	

	<b>16.6</b>	New Zealand representation on the Board. How to and funding.	FS /NH	TC: A way forward would be have a nominated position on the Board- procedure change. Voting member or observer rights? NH: Little interest from industry. Tim Fowler and Niranjana could share responsibility. Representation from NZ NDT Association. NZ industry rep would be financially independent. Action: FS TC to draft procedures. <b>Action:</b> NH	In work	FS TC NH	
	<b>17</b>	<b>Questions without notice</b>					
	<b>17.1</b>	Confidentiality when reviewing	NJ	NJ: In light of the recent Level 3 application approved, NJ is disappointed that the process was discussed outside of the committee. TC/ NJ: reminder to ensure members have an obligation to abide by the code of ethics.	Closed	ALL	
	<b>17.2</b>	GJB, at CASA who is the first port call. In particular calibration of equipment.	GJB	RA: local field office.	Closed		
	<b>17.3</b>	SW certificate corrections	SW	<b>Action</b> TC:	In work	TC	
<b>16:00</b>		<b>Close</b>		15:15			
		<b>Next meeting</b>		Melbourne, March First week. Date and venue to be advised.			
		NJ departs 14:00 SF, RQ depart 15:00					