



**NANDTB**  
**Supplementary Board Meeting**  
**and CASA Part 145 Tutorials**  
**Wednesday 30/11/2016**  
**(09:30 to 16:00hrs)**

**Meeting Minutes**

<b>Venue</b>	CASA Office Melbourne – 720 Bourke Street.
<b>Chair</b>	Colin Hockings
<b>Secretary</b>	Frank Simmer
<b>Attendee's</b>	Col Hockings (CH), Garrett Booth (GB), Garry Bowden (GJB), Malcolm Oakey (MO), Greg Wilson (GW), Neil Joiner (NJ), Ron Quirk (RQ), Shane Flynn (SF), Frank Simmer (FS), Anthony Doherty (AD), Rod Smith (RS)
<b>Guests</b>	Richard Allen (CASA Observer) (RA), Mike McGill (CASA) Bob (CASA) Optional, Michael Gaugg (ADF)
<b>Apologies</b>	Tony Collier (TC), Shane Wilson (SW), Niranjan Herath (Air New Zealand) (NH), Peter Milligan (AINDT – PM)

Time		AGENDA ITEM	Assigned	Minute	Assigned	Status
09:30	1	Welcome of Guests – apologies	CH	Meeting open at 09:40		
	2	Meeting Protocol (phones off; respect one another)	CH			
	3	Adopt Agenda	CH			
	4	Disclosure of Interest	All			

	5	Financial report	FS	Presented and Accepted	All	
10:15	6	<b>Actions from previous minutes</b>				
	6.1	To continue work on syllabus and report at the next meeting.	CH, NJ, TC	ISO 25107 released as a new revision draft which addressed many of the issues. It is adopted by AINDT. CH Proposed; GW to draft high level document containing guidelines for suitable experience in each method. Second: RS <b>Action:</b> GW to draft and circulate to Board CH to table a syllabus document at the next meeting. <b>Action:</b> CH	GW	In work
	6.2	To contact SA to progress the revision.	CH	SA advised that the submission to revise AS3669 was not accepted for this round. It suggested that it requires further detail to align with SA requirements. CH: All Board members to provide to <u>Neil Joiner</u> supporting letters from the organisations supporting the need for revision to AS3669. CH: Proposed NJ and TC to form a subcommittee to progress the matter. <b>Action:</b> TC to be consulted. NJ accepted <b>Action:</b> CH to make the amendments to the submission as suggested by SA, and forward all documents to NJ to progress. <b>Action:</b> All	All	In work
	6.3	Raise a letter to minister responsible for CASA describing the situation with CAO 100.8 anf.10, and seeking his help towards a timely resolution.	CH	Resolved and letter not required.		Closed
	6.4	Members to submit any issues they wish raised at the	All	None received		Closed

		next CB meeting by 16/08/2016.				
6.5		To prepare a pro-forma and associated guidance material for use by Level 3s when assessing MA holders seeking to renew their authorisation.	FS, CH	<p>Proforma and guidance presented, with general acceptance by members.</p> <p>The guidance would show the assessing Level 3 would include any limitations to the scope based on the candidate's specific experience/ training.</p> <p><b>Action:</b> (All) review document and return comments to CH by 07/12/2016</p> <p><b>Action:</b> (FS/CH) Evaluate any comments received, review the CAO 100.27 to ensure compatibility, and finalise the proforma and guidance, to be posted on website</p>	All	In work
6.6		Clarification on CAO100.27 11.2 WRT specific and practical exams.	RA	<p>It was confirmed that CASA would accept an applicant's specific and practical examinations, provided their validity extends to the expiry date of the MA which they apply. This would be reflected in the proforma guidance. See 6.5.</p> <p><b>Note:</b> effective renewal is 2 x 2 year intervals</p>		Closed
6.7		NA-021 and 20 are to be amended to show the Responsible Level 3 to determine training and qualifications for specialist NDT techniques.	CH	CH: Review of procedures showed no amendment is necessary.		Closed
6.8		To respond to the ANDTBF questions	CH	Responses Noted		Closed
6.9		Members to provide correct employer details to FS for web update.	All	Updates received and posted		Closed
6.10		NAS-EN page to be removed.	CH	Removed		Closed

6.11	Images of members to be provided and placed on the web.	FS, AD, GW, RS	FS: Complete except GW <b>Action:</b> GW	GW	In work
6.12	To populate the risk assessment table with the results and translate the agreed actions into the future work of the Board.	CH	Revisions to the strategic and business plans done and will be available as agenda items for the net meeting. Insurance disclosures required has been added to the member's agreement procedure NA-003. Proposed: CH. Second FS <b>Action:</b> FS to post amended NA-003 on the website	FS	In work
6.13	Confidential feedback from members required for the next meeting	All	For the next meeting <b>Action:</b> All		In work
6.14	Report on progress on Seminar planning.	CH	CH: Seminar committee report advised Location- Coogee Bay Hotel 24 <sup>th</sup> to 25 <sup>th</sup> October 2017 Call for papers posted on website AINDT to publish call for papers in January Journal Proposed Budget forecast is calculated for 90 attendees plus speakers. Cost is \$125 per delegate. Free for speakers. AD: Suggestion to include LinkedIn page to promote the Seminar. <b>Action:</b> AD to prepare a proposal for the next meeting.		In work
6.15	To amend the procedure to show that certificates would be issued to recognised training organisations.	CH	Amended.		Closed
6.16	To provide the legal background requirements which support the statement that the work done by the MA holder must be done personally.	RA	<b>Action:</b> RA: request to hold over for next meeting	RA	In work

	6.17	Communicate the concerns of the Member to peers about acceptance of input from Level 3s with regard to NDT training and experience.	RA	See item 6.5. Proforma can include comments by the assessing Level 3 regarding limitations due to experience/ training shortfalls (See 6.5)		In work
	6.18	SF tabled an examination report.		To be addressed at the next meeting. <b>Action:</b> SF	SF	In work
		New Business				
	7.1	NJ suggested Proforma for Visual acuity should also be added to the website	NJ	Agreed by all: <b>Action:</b> NJ to circulate a draft form	NJ	In work
16:00		Close	CH	Meeting closed at 15:00		
		<b>Next Meeting-</b>	CH	Thursday 23 <sup>rd</sup> February 2017 (Qantas- Sydney)		