

**NANDTB Meeting Minutes
(Including AGM)**

**Brighton Beach RSL Club
Bay Street, Brighton
Tuesday 13th November, 2012
1030-1500**

1. Opening and welcome to Members and Guests: GB
2. Present: Garrett Booth, Ron Quirk, Shayne Flynn, Shane Wilson, Gavin Smith, Colin Hockings, Garry Bowden, Gary Martin, Neil Joiner, Malcolm Oakey.
Observers: Peter Nicholic (CASA), Geoff Lowden (RAAF).
Apologies: Peter Virtue, Jason Maitland, Tony Collier,
Guests: Alistair Burns (ANZ)

3. Adoption of the agenda –

RQ/MO

4. Disclosures of interest –

Nil

5. Acceptance of previous minutes of March 2012 and Action Items - SF/GS

March 2012 Action Items

- 14.1 Modify the procedure to reflect agreed changes to Level 3 recognition and certificate. **Action CH ok**
- 14.2 Prepare a Financial report to CASA after this meeting's expenses and other approved payments have been made, arrange receipt of the next CASA funding, and repayment of the surplus from the earlier period as per the Deed of Agreement. **Action CH ok**
- 14.3 Amend the Business and Strategic plan. **Action CH ok**
- 14.4 Level 3 Aerospace syllabus, Human Factors aerospace case studies and full list of recognised Level 3s to be included on the web site. **Action CH L3ok**
- 14.5 Undertake the web management training. **Closed.**
- 14.6 Seek comment from the Board on NDT questions used in LAME examinations and provide a Word[®] file of the CASA Licensing Manual section 9.6 to TC, SF and SW for their use. **Action RA**
- 14.7 Draft amendments to the CASA licensing manual for circulation to members, by 30/5/12. **Action TC GS, SF**
- 14.8 Offer CASA suggestions for improved questions related to penetrant inspection when examining LAMEs **Action TC**
- 14.9 Offer to CH suggestions for seminar speakers **Action All**
- 14.10 Direct any seminar sponsorship opportunities to CH. **Action All**
- 14.11 Follow up seminar promotional options **Action CH ok**
- 14.12 Purchase two roll-up NANDTB posters **Action CH ok**
- 14.13 Amend the Board procedures as agreed **Action CH ok**
- 14.15 Forward the proposed AINDT MOU to the G.B for review and discussion. **Action CH ok**
- 14.16 Prepare some support material for inclusion on the web site identifying case studies and other information useful for HF training for NDT operations. **Action TC**
- 14.17 Send NDT HF material to TC. **Action All**

- 14.18 Seek comment from CASA SSI on the strictness of interpretation of the Part 145 MOS in regard to HF training. Outstanding and suggested it could be customised for NDT. **Action RA**
- 14.19 Circulate a summary of RAAF activities to members. **Action GL**
- 14.20 Enter into discussions with CASA to determine the nature and content of NDT awareness training the Board could provide **Action GB**
- 14.21 Offer comments on the Bob Holdsworth presentation to CH for consolidation and forward to RA. **Action CH & All**
- 14.22 Identify a nominee for Sec/Treas by March 2013 **Action All**
- 14.23 RQ to arrange transition to GB. **Action RQ ok**

6. Business Arising not included in the main agenda-

AS 3669 – Amendment status and report of any action by MT/7 members. NJ contacted Standards who stated a submission was required and there was a September deadline. GM noted that MT7 was due to reconvene soon re AS3998 and that was an opportunity to get something started. NJ to contact Peter Sheedy to follow up. **Action NJ**

Requirements for the repeat of general examinations at change of employer. GB introduced the discussion about the standard of examinations. NJ supported repeat examination if it is in-house general – GM Supported and generally agreed by all.

7. Correspondence – Summary of correspondence

SW/RQ

8. Chairman's Report – GB Reported the applications for Level 3 recognition and that one recognition was removed, and one training organisation recognised. He is attempting to reduce the turn time on recognition applications to around two weeks is the aim. Other issues from his report are covered in the main agenda. GB to provide a written report for the minutes. **Action GB**

9. Financial Report – CH

Table the financial report.

Discuss the need for an Auditor's Report: Given that the Board administers around \$50k annually, the Board's fiduciary duty would be better demonstrated if its accounts were audited. CH to seek guidance from CASA financial services.

Action CH

10. Reports from AINDT Federal Council / Cert. Board

Discussion about the effectiveness/benefits from the present representation arrangement, and possible improvements. No longer does the Board have a nominated observer, the chairman will attend these meetings by invitation.

SF reported the AINDT EO is to delegate certification matters to a newly employed certification manager, relieving the EO to give more time to working with other interested groups including this Board.

SF explained that the Level 3 General Examination for aerospace was removed because general exams can not be sector specific under ISO 9712. The Certification Board can still issue aero exams but any certification will not be to the ISO. Alternatively, the ISO Main Method Exams may be undertaken. The Aerospace Board to advise the CB which option it prefers. It was noted that the basic exam must be done before any main method exam is attempted if ISO certification is to be granted.

GB to form a working group of Shane Wilson, Mal Oakey, Neil Joiner to consider the issues and recommend a course of action for the next meeting. **Action GB**

11. General Business

11.1 Review of the Business Plan and Strategic Plan

No changes to the Strategic or Business plans are recommended at this time.

RQ/MO

11.2. Web site – Comments/Improvements/Management

a) CH presented a summary report.

b) GB accepted a nomination to take on the role of Webmaster in 2013.

Action CH/GB

11.3. Report of European NDT Board Forum

CH tabled a report and comments from the May meeting.

Next meeting is in November.

Push for Regulators to extend EN4179 to Part 21 organisations. Peter stated the scale of Australian aerospace is less than Europe. Processes are very much standardised for production items (like composites). MO noted the manufacturers he has experience with would have no problem meeting this standard. RQ raised the implications with Nadcap requirements. NJ supported the idea,

NJ/SF

Some consideration of the report is to be circulated for discussion and a position developed as NANDTB Policy for discussion at the next meeting. CH to circulate some material.

Action CH

11.4. CASA NDT Airworthiness Authorities

* RA to report on progress with harmonising regional AWI requirements when renewing NDT AAs. PN noted that CASA budget constraints would prevent anything being commenced until next financial year, but there is opportunity for a possible role for the Board to assist CASA. NJ noted the possible legal implications position of the CASA requirement being unobtainable, and hence inhibiting an individual from earning a living. Peter replied that CASA has goodwill (but no money at this time) to move on this.

* Ageing Aircraft on line training feedback (CH email 2/10/12). No input received. Shane Wilson attended the ageing aircraft seminar. Open - to be reported after Pieter van Dijk's presentation. SF noted that the efficacy of on line training is a variable. PN noted the idea behind this training is to present the concept of aging aircraft and from there to the NPRM and to provide comments on the NPRM.

GB/SW to prepare a letter noting the issues faced by AA holders when renewing their authorisations and forward it to CASA.

Action GB SW

11.5. CASA Report:

PN reported that RA will present material relevant to the Board re Part 145 D rating, and subcontracting NDT. PL was given very little preparation for this meeting so could not offer any other comments.

11.6. Progress with November Seminar

CH reported on final planning for the seminar.

Motion to pay the Seminar Registration assistant \$18 per hour.

GM/RQ

Session Chairs to meet after this meeting for a briefing.

11.7. Revision of Board Procedures – Comments and input

RQ introduced the idea that the board needs to be sure that it has rigorous procedures to ensure the recognition processes are effective. RQ to form a working group to draft amendments to existing procedures related to recognition of Level 3 for the next meeting.

Action RQ/GB/GS

Certificates for recognition of training orgs to be amended to replace "approval" with "recognise".

Action CH

Alistair Burns introduced the ANZ recognition application. NJ,SF,GM to review the ANZ application for Level 3 and internal training recognition.

Action NJ,SF,GM

Discussion regarding the recognition of internal training to be limited to those jurisdictions whose NAAs recognise the NANDTB of Australia as a board acceptable to them for the purposes of EN NAS. CH to amend NA 022

Action CH

11.8. Human Factors training requirements under Part 145

Members to follow up with contributions to earlier decision to provide material on the website to assist industry to satisfy its HF training requirements, especially in regard to NDT technicians.
No action until TC returns.

11.9. RAAF Report: GL Offered a report on control of chemicals in Defence, and other OH&S work around NDT practices. GB requested information from GL regarding competency assessments. RAAF is integrating national competencies into the RAAF training and approvals. GL to provide a written report for the minutes, and to confirm that Defence continues to use national competencies.

Action GL

11.10. Opportunities / Initiatives for the Board

RQ to liaise with CASA Brisbane office to have the next Board meeting in Brisbane and invite interested parties from the local aviation community to attend. Perhaps have a presentation to them about the Boards role and activities. Other options for the use of CASA Funding in 2013 to be provided to CH by 14 December.

Action All

12. Board Membership-

Suggestions for prospective members (elected or co-opted).

CH suggested that Frank Simmer could be approached. NJ suggested George Faulkner from component Overhaul- Aviation Component Services, and Graham Swannell (Aeronautical Engineers Australia). Each of these gentlemen were contacted and were not opposed to joining the Board if a vacancy appeared.

13. Other Business –

13.1 Garry Bowden was nominated as the future secretary, and accepted the nomination to commence transition from CH in 2013.

13.2 Review of AS 3998 (Peter Sheedy email)- The board agreed to be an interested party for the revision to AS 3998. CH to contact Peter Sheedy

**RQ/SF
Action CH**

13.3 ATA NDT Advisory Group on Qualifications (Info only)

13.4 Nadcap letter re General Examinations – GB reported his discussions with NAS committee member and that the concurrent experience hours will be reduced resulting in more overall hours of experience will be increased for concurrent OJT.

13.4 AGM to comply with the Associations Incorporations Act of Victoria
Opened 14.30 by the Chairman

Present – as shown above.

a) Confirm the minutes of the previous annual general meeting and general meetings held since that meeting;

This being the first AGM there were no minutes to confirm.

b) Receive from the committee reports upon the transactions of the Association during the last preceding financial year;

The financial report is as tabled in item 9 above.

c) Elect officers of the Association and the ordinary members of the committee;
No positions are vacant at this time for election.

d) Receive and consider the statement submitted by the Association in accordance with section 30(3) of the Act.

No statements submitted for consideration.

e) Any special business of which notice has been given in accordance with the Associations Incorporation Regulation Model Rules.

No special business to conduct.

Closed by the chairman 1445.

13.5 RQ/NJ moved to have tonight's accommodation costs covered as meeting expenses.

RQ/GS

14. Agreed Actions –

14.1 NJ to contact Peter Sheedy to follow up revision to AS3669.

Action NJ

14.2 GB to provide a written Chairman's Report for the minutes.

Action GB

14.3 CH to seek guidance from CASA financial services regarding audit requirements.

Action CH

12/1

14.4 GB to form a working group of Shane Wilson, Mal Oakey, Neil Joiner to consider the issues around Level 3 examinations and recommend a course of action for the next meeting.

Action GB

14.5 Garry Bowden accepted a nomination to take on the role of Webmaster in 2013.

Action CH/GB

14.6 CH to circulate material from the European NDT Forum for discussion and a position developed as NANDTB Policy for discussion at the next meeting.

Action CH/All

14.6 GB/SW to prepare a letter noting the issues faced by AA holders when renewing their authorisations and forward it to CASA.

Action GB SW

14.7 RQ to form a working group to draft amendments to existing procedures related to recognition of Level 3 for the next meeting.

Action RQ/GB/GS

14.8 Certificates for recognition of training orgs to be amended to replace "approval" with "recognise".

Action CH

OK 12/12

14.9 NJ,SF,GM to review the ANZ application for Level 3 and internal training recognition.

Action NJ,SF,GM

14.10 CH to amend NA 022 to show a requirement for it to be recognised by the local NAA of the applicant's country/jurisdiction

Action CH

OK 12/12

14.11 GL to provide a written report for the minutes, and to confirm that Defence continues to use national competencies.

Action GL

14.12 Options for the use of CASA Funding in 2013 to be provided to CH by 14 December.

Action All

14.13 CH to contact Peter Sheedy to be consulted on the revision to AS 3998.

Action CH

15. Schedule of the next meeting – March/April 2013 -Brisbane

16. Close – 1500

Secretary