



**NANDTB BOARD MEETING  
QANTAS – Mascot Campus Sydney  
Thursday 23/2/2017  
09:30 to 16:00hrs**

**Meeting Minutes**

|                  |  |
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| <b>Venue</b>     | QANTAS – Sydney Mascot Campus – Camooweal room   |
| <b>Chair</b>     | Colin Hockings   |
| <b>Secretary</b> | Frank Simmer   |
| <b>Attendees</b> | Col Hockings (CH), Garry Bowden (GJB), Tony Doherty (TD), Greg Wilson (GW), Neil Joiner (NJ), Ron Quirk (RQ), Shane Flynn (SF), Tony Collier (TC), Frank Simmer (FS), Rodd Smith (RS), Shane Wilson (SW), Richard Allen (RA) |
| <b>Guests</b>    |  |
| <b>Apologies</b> | Niranjan Herath (NH), Garrett Booth (GB), Peter Milligan (PM), Mal Oakey (MO), Neil Joiner (NJ)  |

| Time  |   | AGENDA ITEM  | Assigned | Action     | Status | Previous minutes item no. |
|-------|---|--|----------|------------|--------|---------------------------|
| 09:30 | 1 | Welcome of Guests – apologies                      | CH       | 09:45 open |        |                           |
|       | 2 | Meeting Protocol (phones off; respect one another) | CH       |            |        |                           |
|       | 3 | Adopt Agenda                                       | CH       |            |        |                           |
|       | 4 | Disclosure of Interest                             | All      |            |        |                           |

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|       | 5   | Accept previous minutes 30/11/2016,   |                | accepted   |         |  |
| 10:15 | 6   | <b>General Business and actions from previous minutes</b>   |                |  |         |  |
|       | 6.1 | CH to table a syllabus document based on ISO 25107 with additional NANDTB recommended/required material.<br><br>The ADF to table a guideline document showing a methodology for determining what is acceptable experience for NDT methods and techniques. | CH, NJ, TC, GW | CH tabled a draft NA-020 revised to include a syllabus statement and appendix.<br>Discussion around the implications of specifying additional material like HF and the variability of the depth of training required resulted in agreement that the Appendix table be replaced with a statement of the responsibilities of the Responsible Level 3 to ensure the trainee has an appropriate level of awareness and understanding of the additional aerospace specific material.<br>Action CH- To prepare the guideline<br>Further discussions from GW regarding the inclusion of experience requirements resulted in agreement to omit experience requirements from the curriculum document. | In work |  |
|       | 6.2 | NJ and TC to report progress on the revision of AS3669  | NJ, TC         | CH forwarded all info to TC/NJ 11/12/16<br>Action TC: Consult NJ and discuss with Standards (Daniel Gidney) the process and likelihood of including an AS3669 submission in the current round of applications before 22/3/17   | In Work |  |
|       | 6.3 | After members' comments (none received) CH to table the final version of the pro-forma and associated guidance material for use by Level 3s when assessing MA holders seeking to renew their authorisation.<br>FS to place on the web site.               | CH, FS         | No comments received by FS/CH. Document tabled by CH.<br>AD sought clarification of the 2 yearly proficiency assessment being out of sequence with the 5 yearly specific examination. It was explained that the requirement was in CAO100.27 and not a Board requirement. The purpose of the form and guideline was to cover the assessments shown in the CAO for  | In Work |  |

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|  |            |  |         | <p>renewal and to give a standardised format of the information to be presented to CASA.</p> <p>It was noted by some members that the endorsement of the Level 3 as to the practical proficiency of an MA holder brought with it a responsibility on the part of the Level 3 to have evidence that a practical assessment was undertaken.</p> <p>Action CH: Add amplification on comments section.</p> <p>Action GJB: to prepare a sample form to be shown with the guide.</p> <p>Action FS: the amended form posted on the website.</p> |         |  |
|  | <b>6.4</b> | To respond to the ANDTBF questions- Discussion on Annual Maintenance as proposed by Jurgens ppt  | CH      | <p>See attachments. Discussion on the format of the annual maintenance check for technicians. Note this is not consistent with EASA 2 year competency assessments. See Agenda item 11.1.</p>   | In Work |  |
|  | <b>6.5</b> | Revisions to the strategic and business plans. Insurance disclosures required to be added to the member's agreement (NA-003). Procedure amended for member's consideration.  | CH, All | <p>CH tabled the revised documents. GW asked if a legal review of documents/ procedures was appropriate. It was noted that CASA legal had reviewed these at the time of the initial grant. And that the Board was advisory to the regulator. Decisions based on that advice would be made by CASA and not the Board.</p> <p>Action FS: Revised plans to be posted on the website.</p>  | In Work |  |
|  | <b>6.6</b> | Review of Members' attendance. The Board is generally flexible about attendance, however it is appropriate to review members consistency in attendance with regard to our procedures and responsibilities to CASA. | CH      | <p>It was agreed that the Board would publish future meeting dates as soon as practicable to enable members to plan their diaries such that they can attend as many meetings as possible.</p> <p>Action FS: publish meeting dates on website</p> <p>CH tabled changes to NA-003 to include insurance indemnity. These were accepted.</p>   |         |  |

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|  |            |   |       | Action FS: Publish the amended procedure on the website.   |         |  |
|  | <b>6.7</b> | Report on progress on Seminar planning. AD to prepare a proposal to put the seminar info on Linked in and discuss the merits and requirements for the Board to have a Linked in “page” permanently. | CH/AD | <p>Action AD: Prepare linked in page to promote seminar 2017.</p> <p>CH reported;</p> <ol style="list-style-type: none"> <li>1. Googee Bay Hotel Function Centre confirmed as the venue- deposit paid.</li> <li>2. Website payment facility in place.</li> <li>3. Budget finalised.</li> <li>4. Currassco Brazilian BBQ confirmed as the seminar dinner venue.</li> <li>5. Jeff Boyd Chairman of the CASA Board confirmed as the keynote speaker.</li> <li>6. Ongoing promotion in the AINDT journal, and “Linked in” page for the seminar to be finalised</li> </ol> <p>Program finalisation is scheduled for 1/4/17.<br/>Concerns around the achievement of a full speaker program in time to maximise the appeal to prospective attendees.</p> <p>Action: All members to offer suggestions of speakers and subjects and contact details to CH before COB 10/3/17.</p> | In Work |  |
|  | <b>6.8</b> | To provide the legal background requirements which support the statement that the work done by the MA holder must be done personally.   | RA    | <p>RA cited Reg. 42ZC for a description of who can perform maintenance, and who may supervise It was also noted that the condition that the MA holder must perform the maintenance personally.</p> <p>The Part 66 licence holder can supervise and certify for work.</p> <p>Action RA: to provide a letter from to the Board on instructions regarding supervision.</p>  | In work |  |
|  | <b>6.9</b> | Communicate the concerns of the Member to peers about acceptance of input from Level 3s WRT NDT   | RA    |  | closed  |  |

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|  |             | training and experience.  |     |   |                   |  |
|  | <b>6.10</b> | Members' honest feedback from the regulations awareness meeting in Melbourne. | All | <p>What worked: Good relevance for the Board especially around Specialist maintenance.</p> <p>I wish: Publish to wider specialist maintenance community, however at this time RA reported that CASA is still in discussion internally to achieve a policy position on Specialist Maintenance generally, CH suggested that this may be a suitable subject for a presentation at the October seminar.</p> <p>Action RA: Convey the policy when available.</p>                           | In work           |  |
|  | <b>6.11</b> |   |     |   |                   |  |
|  | <b>6.12</b> |   |     |   |                   |  |
|  | <b>6.13</b> |   |     |   |                   |  |
|  |             | <b>LUNCH</b>  |     |   |                   |  |
|  | <b>7</b>    | Revision of Board procedures  | All | See also 6.1 and 6.5 above.   | Fixed agenda item |  |
|  | <b>8</b>    | Correspondence  | FS  | A summary of the correspondence mostly through the website was presented by FS.   | Fixed agenda item |  |
|  | <b>9</b>    | Chairman's report   | CH  | <p>CH spoke to his report (previously circulated) noting that an internal audit is still to be completed. He also noted that Board membership required ongoing participation and urged members to stay involved between meetings.</p> <p>He also noted that the Board may need to consider alternatives to AS3669 should it fail to be accepted by SA for revision.</p> <p>Members should be vigilant for materials which could enhance the Website. Contributions are encouraged</p> | Fixed agenda item |  |

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|  |             |  |    | <p>A discussion of future Board activities were identified.</p> <p>Develop Level 3 pathway (ISO 25107)</p> <p>Create Level 3 mentoring opportunities.</p> <p>Develop an induction process for members of the board</p> <p>Action: CASA D rating purpose and objective as an instrument</p>  |                   |  |
|  | <b>10</b>   | Financial Report                           | FS | <p>FS: Report tabled</p> <p>CH: Proposed, RQ: Second</p> <p>Accepted all</p>  | Fixed Agenda Item |  |
|  | <b>10.1</b> | Current position and projected expenditure | FS | <p>FS showed a summary of accounts indicting the financial status of the Board, and current and future expenditure.</p>   | Fixed Agenda Item |  |
|  | <b>11</b>   | EU Forum Report (November 2016)            | CH | <p>CH offered the following information and summary of actions and responses to ANDTBF requests.</p> <ul style="list-style-type: none"> <li>* John Biddulph re-elected as Chair for a further 2 years- their membership procedure to be amended.</li> <li>* Next meeting to determine audit criteria for NANDTBs. Audit criteria should be based on the harmonisation document?</li> <li>* CH sent thermography syllabus data to Sergio as requested.</li> <li>* Is an audit frequency of 2 years minimum OK for training organisations? – 2 years agreed.</li> <li>* What does the Australian Board believe a “prime” should be?</li> </ul> <p>Action CH: Circulate a discussion about primes to formulate an alternate definition of prime.</p> <p>Action: CH to report back that the Australian Board believes that the concept of annual maintenance is</p> | Fixed Agenda Item |  |

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|  |           |              |    | <p>acceptable, however the proposed format is excessive.</p> <p>CH to report back that the knowledge requirements of other NDT methods by Level 3s appears to be more than required.</p> <p>CH also noted to RA that the directions being taken in Europe in recent times don't align well with the Australian jurisdiction, and that whilst not ignoring Europe, the Board may achieve better value to the Grant if it also sought contacts and inputs from the Asia-Pacific area.</p> |                   |  |
|  | <b>12</b> | AINDT Report | PM | Nil   | Fixed Agenda Item |  |
|  | <b>13</b> | CASA Report  | RA | <p>RA reported that the date for CAR 100.5 &amp; CAAP 33B public comment would be soon. Could be published on website.</p> <p>CH reported that a draft procedure NA-024 was with CASA for their comment. It was developed to address CASA requirement for a formalised process for providing commentary to it on the assessment of documents.</p> <p>Action all: to be circulated and comment by members</p>  | Fixed Agenda Item |  |
|  | <b>14</b> | RAAF Report  | GW | <p>GW reported that a "group" email box will be available to ensure correspondence is not missed due to personnel absences.</p> <p>ADF PAUT courses are be run taking 3 weeks each (5 scheduled).</p> <p>He also noted significant progress in achieving a single military standard to authorise maintenance staff, which would allow various armed force personnel to work on another's hardware.</p> <p>Action GW: Provide a written report to FS.</p>                                | Fixed Agenda Item |  |

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|              | <b>15</b>   | Website Report   | FS     | FS tabled the report.<br>Action RA: To investigate promoting the seminar through a CASA website link and through the Flight Safety magazine.   | Fixed Agenda Item |  |
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|              | <b>16</b>   | <b>New Business</b>  |        |  |                   |  |
|              | <b>16.1</b> | Examinations Report and discussion on the use of AINDT as repository or more for Board examinations.               | SF/All | SF provided an examination report and a draft AINDT agreement (SLA) to manage examinations. It was agreed to defer the discussions on the SLA until after TC provided information on an exam generator system which he can have prepared.<br>Action TC: Investigate the development of an examination generator to be managed by the Board.<br>Action: AINDT SLA noted, Board to review alternate ways to generate examinations. |                   |  |
|              | <b>16.2</b> | Confidential feedback from members required for the next meeting   | All    | Not actioned this meeting. To be completed next meeting.   |                   |  |
|              | <b>16.3</b> | NJ to circulate a draft vision test pro forma which when the content is finalised it can be added to the web site. | NJ     | CH: Proposed a vision test report form to be posted on website<br>Action CH: Revise the form to include identification of the person using the driver's licence number or Medicare number.   |                   |  |
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|              | <b>17</b>   | <b>Questions without notice</b>  |        | nil  |                   |  |
|              |             |  |        |  |                   |  |
| <b>16:00</b> |             | <b>Close</b>   |        | 15:00  |                   |  |



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|  |  |  |  | Next meeting<br>Wednesday 19 <sup>th</sup> July 2017 Sydney |  |  |
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