



**NANDTB BOARD MEETING
QANTAS – Mascot Campus Sydney
Wednesday 2/8/2017
10:00 to 16:00hrs**

MEETING MINUTES

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| Venue | QANTAS – Sydney Mascot Campus – Camooweal Room |
| Chair | Colin Hockings |
| Secretary | Frank Simmer |
| Invitees | Col Hockings (CH), Garrett Booth (GB), Garry Bowden (GJB), Anthony Doherty (AD), Malcolm Oakey (MO), Greg Wilson (GW), Neil Joiner (NJ), Ron Quirk (RQ), Shane Flynn (SF), Tony Collier (TC), Frank Simmer (FS), Rod Smith (RS), Shane Wilson (SW) |
| Guests | Richard Allen (CASA) (RA) |
| Apologies | Peter Milligan (PM), Niranjana Herath (NH) |

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

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| | 5 | Accept previous minutes 23/2/2017, | | Proposed CH, Second GJB Accepted | | |
| 10:15 | 6 | General Business and actions from previous minutes | | | | |
| | 6.1 | CH and GW to table the final syllabus document based on ISO 25107 with additional NANDTB recommended/required material. The ADF to table a guideline document showing a methodology for determining what is acceptable experience for NDT methods and techniques. | CH, GW | Proposed NJ, Second TC accepted TC will now proceed with a gap analysis and present a progress report to the next meeting. | Action TC | |
| | 6.2 | CH to table the email of 19/5 from Standards Australia for discussion regarding the revision of AS3669 | CH | The formatting of AS3669 does not align with the AS models, and AS has concerns over copyright rules (NAS410 and EN4179). AS3669 will stay in public domain without revision. Board comments were as follows: NJ: Keep applying every year GW: Can CASA issue a ACM? RA: CASA will accept an equivalent qualification standard. SW: Website needs updating to reflect the current status. (website action in item 15) Propose NJ: Second: TC Keep applying, seek more support letters and use a Questionnaire at the seminar to solicit opinions. Action: prepare pathway to promote AS3669 review. NJ TC FS | Action TC, NJ, FS | |
| | 6.3 | FS to place final MA Assessment guide on the web site. | FS | Complete | Closed | |
| | 6.4 | FS to place the revised Business plan and Strategic plan on the website. | FS | Complete | Closed | |

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| 6.5 | Members to provide FS with insurance disclosure statement for NA-003, and FS to post the amended NA-003 on the website. | All/FS | Complete | Closed | |
| 6.6 | PT/MT CAAP conditionally agreed and to be revised and approved in the near future. Members to decide who would take on this task. | All | RA reported currently the document is subject to Internal consultation at CASA. It has been further amended and should be released soon. GB. AD and RS were nominated to review the document for a future revision and to report back at the next meeting. TC made emphasis that consideration of the CAR30 environment and its application. | Action GB, AS, RS. | |
| 6.7 | Vision test pro-forma. CH to revise the form to include identification of the person using the driver's licence number or Medicare number. On the Board's acceptance, to be posted on the web site | CH/FS/All | Complete | Closed | |
| 6.8 | All members to bring confidential feedback on the Board's operation/procedures/performance/objectives.... To be provided at this meeting to FS in unmarked sealed envelope for collation and circulation to members. | All | CH to collate responses and report at the next meeting. | Action CH | |
| 6.9 | TC to investigate the development of an examination generator to be managed by the Board. AINDT SLA noted, Board to review alternate ways to generate examinations. | TC/All | TC to engage his IT specialist to develop the database framework. It should be Cloud based and secure operating on a random generator principle Action: SF to liaise with TC and provide questions. TC to manage the build and report progress back to the next meeting. | Action TC, SF | |
| 6.10 | Report on progress on Seminar planning. All members to offer suggestions of speakers and | CH/All | FS reported that planning is within Budget. CH requested several more speakers (just in case). TC to investigate a speaker for gyrocopters | All CH, FS, GB, TC | |

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| | | subjects and contact details to CH before COB 10/3/17 | | and other recreation aircraft. Frank is to investigate a speaker on Drones. Lifestyle Speaker was agreed and the planning committee will arrange. All members are reminded to Register ASAP and to promote the event as much as possible. CH will distribute the invitation for members use. FS, CH and AD are to prepare a Facebook page each to promote on the Flight Safety magazine Facebook page. no response. | | |
| | 6.11 | Future Board activities were identified as; 1. Develop Level 3 pathway (ISO 25107) 2. Create Level 3 mentoring opportunities. 3. Develop an induction process for members of the board. CH to deliver the induction package for review and comment. | All | TC: ISO syllabus now done. Gap analysis Level 2 to Level 3. CH presented the draft induction presentation for review. Small amendment to be made before FS to publish on website. | Action TC, CH, FS | |
| | 6.12 | CASA AWI NDT famil training. Members to decide who in the first instance should prepare the training material and the delivery program daily timetable. | All | CH tabled the request from Kevin Evans outlining the desired CASA outcomes. The Board will aim for a standard training package and content to satisfy the stated outcomes, including a student handout. RQ agreed to prepare the package within one month. TC to Supply RQ with previous course material reduced to a single day delivery. NJ suggested that this material would be valuable for CASA AWIs conduction NDT audits. RA to write to CASA regional managers to assess their need for auditor NDT guidelines. | Action TC, RQ, RA | |
| | 7 | Revision of Board procedures. CH to table submissions relating to the amendment of procedures. | CH/All | 1) NA-019 point system descriptions were accidentally removed. That text formerly | Action CH, RS | |

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| | | | | <p>included in NA-019 is agree to be reintroduced.</p> <p>TC and GJB expressed concern that points achieved for renewal need not be in all the methods subject of the recognition. RS is to prepare an amendment to the procedure to better reflect that the points should cover all the methods sought.</p> <p>Action: CH to revise NA-019</p> <p>2) It was agreed that a certificate from a training organisation is acceptable and that specific should examination scores in the absence of a certificate. It was agreed that the wording of NA-019 can remain the same</p> <p>3) RS to amend NA-019 to show requirement to show evidence in each method</p> | | |
| 8 | Correspondence | FS | Reviewed by members | Closed | | |
| 9 | Chairman's report | CH | The report is an attachment to these minutes, and the items are largely covered by individual items herein. | Closed | | |
| 10 | Financial Report Current position and projected expenditure | FS | FS: Propose purchase of external hard drive. GJB second. Accepted all | Action FS | | |
| 11 | EU Forum Report (May 2017) A report and minutes from the ANDTBF Gatwick Meeting and associated documents was circulated with the agenda papers. Comments/questions from members | CH | A report and minutes from the ANDTBF Gatwick Meeting and associated documents were circulated with the agenda papers. Members had no comments or questions. Accepted all | Closed | | |
| 12 | AINDT Report | PM | In the absence of PM this item is deferred. | Open | | |

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| 13 | <p>CASA Report</p> <p>Action RA: to provide a letter from to the Board on instructions regarding supervision.</p> <p>Action RA: To investigate promoting the seminar through a CASA website link and through the Flight Safety magazine.</p> <p>RA to provide the CASA policy on Specialist Maintenance when available.</p> | RA | <p>RA reported that the question about supervision of NDT is answered by Regulation 42ZC which describes who can do maintenance.</p> <p>CASA is seeking a reciprocal recognition between it and CAANZ permitting each jurisdiction to be able to release the other's aircraft after maintenance.</p> <p>CAAP 33B to be released and integrated with CAO's.</p> <p>NANDTB funding agreement now at 3 years.</p> <p>CASA is soon to be subject to an ICAO audit</p> | Closed | |
| 14 | RAAF Report | GW | GW reported the ADF moving to DASRs (Regulations). It is also benchmarking its NDT training. | Closed | |
| 15 | Website Report | FS | FS noted the usage patterns for the site and that the data gathering process is to be changed to a Google based system. | Closed | |
| 16 | New Business | | | | |
| 16.1 | Board response required to the CASA letter of 28/4/17 with regard to the final two paragraphs. Board to develop responses. | All members without observers. | TC declared his long held friendship with NJ and that his comments would be unaffected by that. The Board reached a consensus on the matter and the Chairman will prepare a response will be returned to CASA. A more detailed summary would be retained as a confidential minute to these minutes | Action CH | |
| 16.2 | Newspaper article on aircraft maintenance | All | For information/discussion. | Closed | |
| 16.3 | Substitutes of membership | | CH noted that a member may seek to have a substitute to attend on his/her behalf. CH reminded members that the conditions of membership as shown in the procedures are to | Closed | |

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| | | | | be followed, and members are bound by confidentiality which would not be binding on substitutes unless they were to sign the Board's agreement. | | |
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| | 17 | Questions without notice | | | | |
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| 16:00 | | Close | | 14:20 | | |
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