



NANDTB BOARD MEETING
Coogee Bay Hotel Sydney
Monday 23/10/2017
10:00 to 16:00hrs

MEETING MINUTES

Venue	Coogee Bay Hotel
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), Peter Milligan (PM), Niranjan Herath (NH)
Guests	Richard Allen (CASA) (RA) Vincent Visser (VV)
Apologies	Shane Wilson (SW), Tony Collier (TC), Neil Joiner (NJ), Peter Milligan (PM).

Time		AGENDA ITEM	Assigned	Action	Status	Previous minutes item no.
10:00	1	Welcome of Guests – apologies	CH	Meeting open at 10:05 Welcome to NH & VV from NZ		
	2	Meeting Protocol (phones off; respect one another)	CH			
	3	Adopt Agenda	CH	Combine Items 6.5 and 12		
	4	Disclosure of Interest	All	Nil		

	5	Accept previous minutes 2/8/2017,		Accepted SF & GB/All	Closed	
10:15	6	General Business and actions from previous minutes				
	6.1	TC will now proceed with a gap analysis of the tabled syllabus and ISO 25107 and present a progress report to the next meeting. The ADF to table a guideline document showing a methodology for determining what is acceptable experience for NDT methods and techniques.	TC, GW	Pathway to Level 3 Carried over to next meeting	Action TC/GW	
	6.2	NJ, TC & FS to prepare pathway to promote AS3669 review. <i>Email from Shane Wilson, (Discussion)</i> <i>I have an idea on how to get around the problem of AS3669 not being able to be updated. Whilst auditing in China, I have noticed the Chinese NANDTB have their own publication/ specification which meets EN4179/ NAS410. It seems they require there own standard in country like we do. This NANDTB specification is recognised world wide by authorities and Nadcap and they can update when they please.</i> <i>Could we not do something similar and have CASA/Defence recognise our own standard? It may take some time but would give our industry better control. It sounds easier than battling with AS.</i>	TC, NJ, FS, SW	AS3669 does not appear to be in favour for Standards Australia to revise. Discussed the possibility for the Board to develop a substitute for AS3669 similar to the Chinese initiative. The Board agreed that it should be considered, and in the first instance RA would consult within CASA to determine if it could be recognised as having a “head of power”? RA asked if there is opportunity for CASA to include standard in the Part145 MOS and Part 21? Action: RA to consult with CASA standards group. SF noted that prompt action required before AS3669 disappears. GW noted that AS3669 is not equivalent to EN4179 or NAS410. ADF will not reference AS 3669. ADF training pack is short on experience hours, but training hours include matrix of task samples CH: Proposed previous decision to pursue Standards Australia to revise AS3669 is now rescinded. Second GJB accepted All.	Action RA	

				CH proposed that CASA to advise on the acceptability to the regulator of the proposal to develop an AS3669 alternative. Second GJB Accepted All		
	6.3	PT/MT CAAP - GB. AD and RS to review the document for a future revision and to report back at the next meeting.	GB, AD, RS	Action All Review document sent by RS and GB. Respond directly to RS and GB Closing date for comments 23/11/2017 RS to collate responses and circulate proposed revisions before next meeting.	Action RS/RB/All	
	6.4	CH to collate Board performance feed-back responses and report at the next meeting.	CH	See Item 16.1 in New Business		
	6.5	Examination data base- 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.	TC/SF	Combined with item 12 Report tabled by SF TC not in attendance to present status of Exam database control system. SF: concern over resources in the current state (volunteer system) to administer/ issue exams. Plan to populate exam database by Dec 2018 Board agreed it should not be involved in specific exams for an organisation. This is the role of the Level 3. Also clarified that while the Board may provide the examination, it is not delivered by the examiner on behalf of the Board. Action: TC to confirm exam database build status by 23/11/2018 Action: FS contact Datasearch on advise to alternate exam database/ generator	Action TC/SF	

6.6	Report on progress on Seminar planning.	CH	<p>CH noted 72 attendees plus 16 vendors Allocated roles advised Session chairs advised CH requested that members take photographs throughout the event. Also to use the opportunity to canvas potential new members for the Board.</p>	Action All	
6.7	<p>Future Board activities; 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.</p>	TC/FS /CH	<p>FS: to install the induction package on website.</p>	Action FS	
6.8	<p>CASA AWI NDT famil training. RQ agreed to prepare the package within one month. TC to Supply RQ with previous course material reduced to a single day delivery. RA to write to CASA regional managers to assess their need for auditor NDT guidelines.</p>	RQ/T C/RA	<p>First training package delivered in CBR September 2017 (15 attendees), next event in BNE December 2017. Well received by those in attendance, the use of cracked or damaged samples was effective. Action: RA liaise with Kevin Evans for feedback. RQ to prepare for the Brisbane event.</p>	Action RA/RQ	
7	<p>Revision of Board procedures.</p> <ol style="list-style-type: none"> 1) NA-019 point system descriptions is agreed to be reintroduced.- CH 2) RS is to prepare an amendment to the procedure to better reflect that the points should cover all the methods sought. RS 	CH/R S	<p>CH: Introduce NA-019 comments Board issued letter for initial recognition should be clear wording which examinations have been completed General/ Specific and Practical. Action CH: to develop a template for the recognition letter and the Certificate. RS noted that the AS3669 credit system and NA-019 did no show minimum requirement for number of definable tasks in each method.</p>	Action RS/CH	

				Action RS: to prepare proposed amendment to NA-019 to include verifiable tasks in each of the methods sort for revalidation.		
	8	Correspondence	FS	Folder available for Board review	Closed	
	9	Chairman's report	CH	CH noted the report previously circulated drawing attention to the role of members at the Seminar, and that it should also take the opportunity to develop an engagement with Singapore NANDTB.	Closed	
	10	Secretary/Financial Report Current position and projected expenditure FS to purchase an external hard drive for archives Meeting with Grace Liang	FS	FS tabled the Financial report Insurance policy is due for renewal. ABN AusKey details update required Seminar forecast is for a \$10-12k cost. Report accepted GJB/RQ/All	Action FS	
	11	Website Report	FS	FS reported that future statistical analysis of the site would require the use of google analytics	Action FS	
	12	AINDT Report	PM	Nil		
	13	CASA Report	RA	RA reported that CASA did well from an ICAO Audit, and it was continuing its internal audit. AD compliance in relation to recent incidents which had NDT implications was the stimulus for an AWB regarding the approval and use of NDT data.	Closed	
	14	RAAF Report	GW	GW noted the ADF ongoing Composite training and Thermography L2 and L3. A written report is to be sent to the secretary for inclusion in the minutes.	Action GW	

16	New Business				
16.1	Discussion and actions arising from members' feed-back	All	<p>CH tabled a summary of members' self-evaluation proposals from last meeting. It was agreed that specific strategies are required;</p> <ul style="list-style-type: none"> • Strategy for the recruitment of new members, define Board roles other than the executive, Media strategy and promotion – MO/AD • Strategy for member training – CH • Strategy for identifying specific roles which will spread board workload – GJB • Strategy for a Code of Ethics for members and recognised L3 – CH • Strategy for iCloud or similar repository for Board business – FS • Strategy to ensure all NFP requirements are captured in Board procedures - FS 	Action FS/CH/MO /AD/GJB	
16.2	AWB 02-060 NDT Data	NJ/All	AWB02-060 tabled	Closed	
16.3	NANDTB recognition of Level 3 using NAS 410/EN4179	AD/S W	<p>Discussion of the Board offering EN/NAS L3 recognition resulted in agreement that AD/SW is to prepare and circulate a draft process for member's review before the next meeting.</p> <p>Prop RQ/GJB/All</p>	Action AD/SW	
16.4	BINDT announcement on PTE	All	For information	Closed	
16.5	CASA asks, can the board advise of options other than Board recognised Level 3s, that may be available for the testing of level II NDT personnel to the requirements set in the CAO 100.27 or AS3669 (for example registered training organisations).	All	It was agreed that the board had no other options to offer CASA. Also a CASA letter to TC noting a potential conflict of interest between himself and Brendan, was	Action CH	

				discussed. A conflict of interest policy is to be included with into the Board Code of Ethics being developed. Action CH to respond to CASA and prepare a draft policy or guideline for conflict of interest for Level 3's doing assessments of NDT personnel for renewal of authorisations.		
	16.6	Boeing D1-4426 User Instruction	GB	Tabled for Part 21 organisations	Closed	
	16.7	NANDTB Elections due in March 2018	FS	FS is to include on the website info/ instructions for potential members to nominate.	Action FS	
	17	Questions without notice				
		Concern over access to files and information about the board. Repository for information	SF	Action FS: investigate cloud base repository with Data search. Perhaps members log in similar to a web forum. Note also item 16.1 strategy action.	Action FS	
	18	Next meeting		Thursday 01 st March 2018 Thursday 05 th July 2018 Thursday 15 th November 2018	Sydney Perth Newcastle	
16:00	19	Close		15:55		