National Aerospace
NDT Board of Australia

NANDTB BOARD MEETING
Qantas Meeting Rooms Sydney
Monday 1/3/2018
08:30 to 14:30hrs

MEETING MINUTES

Venue	Qantas Meeting Rooms Sydney
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), Steve Swift (SS), Ron Quirk (RQ), Shane Flynn (SF), Tony Collier (TC), Frank Simmer (FS), Rod Smith (RS), Peter Milligan (PM), Shane Wilson (SW)
Guests	Richard Allen (CASA) (RA) Vincent Visser (NZNDTA) (VV)
Apologies	Garry Bowden (GJB); Peter Milligan (PM)

Time		AGENDA ITEM	Assigned	Action	Status	Previous minutes item no.
08:30	1	Welcome of Guests – apologies	CH			
	2	Meeting Protocol (phones off; respect one another)	CH			
	3	Adopt Agenda	CH	RQ/SF		
	4	Disclosure of Interest	All			
	5	Accept previous minutes 23/10/2017,		GW/TD		
		Introductions		Acknowledging Steve Swift's first meeting, all members offered him a brief introduction.		
08:45	6	**General Business and actions from previous minutes**				
	6.1	TC to report on progress with a gap analysis of the tabled syllabus and ISO 25107 and present a progress report to the next meeting.	TC, GW	A brief discussion determined that the Board unanimously agreed to adopt ISO 25107 as its recommended NDT training syllabus, and this to be noted on the web site. Action FS	In work	

		The ADF to table a guideline document showing a methodology for determining what is acceptable experience for NDT methods and techniques.		GW tasked with path from Level 2 to Level 3 Guideline document for industry to follow, however every element (audit, procedures, training, examination etc.). This would be a guideline and not mandatory. CASA will not make this mandatory. Action GW/GB FS raised the question if the board should seek ISO accreditation. It was agreed that this would not be sought at this time. SF noted that the Board only provides general examination for Level 2 and level 3, and is not in a position to offer Specific examinations.		
	6.2	TC & FS to prepare pathway to promote AS3669 review. On suggestion from SW to develop an alternate local standard; RA to consult with CASA standards group if there is opportunity for CASA to include a locally developed standard in the Part145 MOS and Part 21? CH to table latest Standards information	RA/CH	RA noted that CASA not in favour of generating its own material but prefers to use/recognise existing standards, even when AS3669 becomes redundant or is withdrawn. GW and others suggested that the Board's energy should be put towards influencing changes to the EN and NAS standards. After some discussion, it was agreed not to pursue changes to AS3669 through Standards Australia. Replacement options may include EN1479, NAS410, and A4A spec 105. CH Contact Standards Australia – definitive answer when or if AS3669 will be withdrawn. Action CH RA to investigate if competency based training for the experience portion of the authorisation can be included in the Part AMC and withdraw the reference to AS3669. Action RA All members to review the potential impact if the EN4179, NAS410, or A4A Spec 105 were		

				used if AS3669 is withdrawn. Members to canvass the sectors they represent to seek their response to the withdrawal of AS3669 and to report to the next meeting. Action All RA to investigate If AS3669 can be taken up as a CASA owned document. Action RA		
	6.3	PT/MT CAAP - 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.	All	CAAP revision has been sent to CASA. Consultation to occur. Possible late 2018 publication.	Closed	
	6.4					
	6.5	Examination data base- TC to confirm exam database build status by 23/11/2018 FS contact Datasearch on advise to alternate exam database/ generator	TC/SF	TC advised that the project is 95% complete (system). No data (exams) up loaded yet. CH to contact TC to ask if it can be ready by next meeting 05th July 2018. Action CH		
	6.6	Report on Seminar.	CH	CH tabled the report. It noted that the seminar was a success in size, networking, venue and vendor access to participants. Keeping it inexpensive for participants and having a broad range of presentations is a favoured formula. Plan, budget and pay in advance. Pin Payment system worked well. Seminars take time to prepare hence it is suggested that ideas for next seminar be brought to the next meeting. Action All		
	6.7	Future Board activities; CH to make small amendment to Induction Pack before FS to publish on website. FS: to install the induction package on website.	FS/CH	FS to install induction pack. Action CH		
	6.8	CASA AWI NDT famil training. RA liaise with Kevin Evans for feedback.	RQ/RA	RQ: 7 participants in BNE. CH: 20 participants in CBR. RA reported Positive feedback from participants. A training pack is	Closed	

		RQ to report on the Brisbane event.		now available in Board archives for future use.		
	7	Revision of Board procedures. CH to develop a template Level 3 Code of Ethics and a template recognition letter and the Certificate. RS to prepare proposed amendment to NA-019 to include verifiable tasks in each of the methods sort for revalidation.	CH/RS	A brief code of ethics with 4 dot points was agreed by the Board and CH is to include this as part of NA-019. Action CH FS to amend the website, add disclaimer in the Recognised Level 3 table for qualification only and make a link to the code of ethics. RS tabled his proposed amendments to include clarification that activity in all methods should be included. Agreed by all, and RS to finalise the amendment including the Code of Ethics and send to FS to replace the current NA-019. Clarification also required to show that for initial recognition only evidence of successful general examinations is required. However for re-recognition evidence of specific and practical examinations are to be offered where required. Action RS		
	8	Correspondence	FS	Folder available for Board members' review	Closed	
	9	Chairman's report	CH	CH tabled his report which is attached to these minutes.	Closed	
	10	Secretary/Financial Report FS tabled the Financial report Insurance policy is due for renewal. ABN AusKey details update required Final Seminar financial report.	FS	FS Table report to members and proposed budget for 2018/ 2019	Closed	
	11	Website Report	FS	FS tabled report and website activity peak during the October seminar	Closed	
	12	AINDT Report	PM	No report	Closed	
	13	CASA Report	RA	RA noted that there were about 45 responses to the PIR survey. Review committee yet to be formed to review the responses.	Closed	

	14	RAAF Report	GW	GW noted the Greenfields report, and subsequent industry survey comparing civil and defence NDT environments. The objective for the ADF is to align its NDT requirements with civil regulation. GW also reported that a Level 2 course starts on 09th April 2018 in Amberley. 2 positions are available for external companies	Closed	
	15	European Forum Report	CH	CH tabled the latest minutes and other information noting that even the standardisation of an audit process is subject to EC law.	Closed	
	15.1	November Minutes				
	15.2	Forum Audit Criteria				
	15.3	EASA 765_2008				
	16	**New Business**				
	16.1	Discussion and actions arising from members' feed-back It was agreed that specific strategies are required; • 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 iCloud or similar repository for Board business – FS • Strategy to ensure all NFP requirements are captured in Board procedures - FS	FS/CH /MO/A D/GJB	MO/AD offered that the strategy needed to have an objective to maintain the balance of representation of all the aviation sectors. MO/ AD are to further develop the strategy to identify the target audience and how best to approach it to secure their membership. Action MO/AD CH reported that the NFP and Induction training for Members was the first part of this strategy. To follow would be specific training for executive positions including succession planning. This would incorporate the next item regarding the distribution of Board tasks. Action CH FS reported that the use of the iCloud would allow better access and control of Board documents and processes by all members. FS is to consult Data Search for guidance		

				and a cost to add members log in to the website to facilitate the above. Action FS		
				In response to the NFP training the Boards procedures are to be divided into two groups; administrative and technical. Action FS.		
	16.2					
	16.3	NANDTB recognition of Level 3 using NAS 410/EN4179

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. | AD/SW | AD tabled his work. It was agreed that if pursued, the recognition assessment of EN4179 recognised person would not require the assessor to be EN4179 qualified. It was noted that the AMC requirement is that the Responsible Level 3 is to be recognised by a Board. AD to rework document based on the discussions and comments and circulate. Action AD | | |
	16.3.1	Can the board accept experienced based hours?	GB	The discussion on the opportunities afforded if a competency based training program was adopted and endorsed by the Board as an alternate to the current experience based hours system currently contained in the standards for qualification of Inspectors. The membership took the view that competency based training programs are not contained in any aerospace standards. Not valid unless competency based training is endorsed.		
	16.4	FS to investigate cloud base repository with Data search. Perhaps members log in similar to a web forum. Note also item 16.1 strategy action.		See 16.1	Closed	
	16.5	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.	CH	CH tabled a draft document which was discussed and amended. The amended form to be included in NA-019. Action CH		
	16.6					
	16.7	• NANDTB Elections due end of March 2018	FS/All	FS updated the website		

		• FS is to include on the website info/ instructions for potential members to nominate. • Nominees to present employer nomination documents • Note from NZ that they would like to have Vincent Visser attend the Board meetings in place of Niranjan Herath.		SW raised the question of process for selection and that this was not articulated in NA-03. CH to review the procedure and suggest amendments to address the issue. Action CH All members to provide FS with nomination letters before the end of March. Action All Given the recent loss of GA representation all members are to canvas more representation from GA. Target persons who are believed to be able to contribute to the Board. Action All		
	17	**Other Business**				
	17.1	Board response to Part 145/42 Implementation	CH	CH reported the result of the Board telecom and had provided this to CASA through the web site survey	Closed	
	17.2	GW to table RAF email re competency based qualification.	GW	GW tabled the message from the RAF seeking support for a competency based approach to NDT qualification. At this time EN will not accept competency based training. GW sought the Board's support with a letter to the EN/NAS working groups. National competency schedule for NDT? GW to identify legislation where competency based training is used for qualification? Action GW Action: Letter to EN, AIA and NAS to support competency based training. Action CH/FS		
	17.3	Members' feedback on yesterday's NFP Governance training from John Peacock.	All	Members attending the training reported it was of value and action items arising from it are noted elsewhere in these minutes.	Closed	
	17.4	Member to attend Singapore NDT Board.		The Board agreed to allow s budget of $4000 for FS to attend the Singapore NANDTB Meeting. FS will develop an agenda of discussion points from which a report will be provided to the Board. Action FS		

	18	**Next meetings**				
				Thursday 05th July 2018 later start Thursday 15th November 2018	Perth Newcastle	
14:30	19	**Close**		CH closed the meeting at 1440.	Closed	