



NANDTB BOARD MEETING
BAE SYSTEMS, WILLIAMTOWN AIRPORT
Thursday 15/11/2018
09:30 to 15:00hrs

MEETING MINUTES

Venue	BAE SYSTEMS, 55C Slades Road Williamtown Airport, NSW
Chair	Rodd Smith
Secretary	Frank Simmer
Attendees	Garry Bowden (GJB), Malcolm Oakey (MO), Greg Wilson (GW), Ron Quirk (RQ), Steve Swift (SS), Frank Simmer (FS), Rodd Smith (RS) Garrett Booth (GB), Col Hockings (CH)
Guests	Richard Allen (CASA) (RA), Vincent Visser (NZNDT); Peter Milligan (PM), Simon Chittleborough (ADF) (SC)
Apologies	Anthony Doherty (proxy to RS), Shane Wilson, Shayne Flynn (proxy to RQ)

Time		AGENDA ITEM	Assigned	Action	Status
09:30	1	Welcome of Guests – apologies	RS	Opened meeting at 09:35	
	2	Meeting Protocol (phones off; respect one another)	RS		
	3	Adopt Agenda	RS	MO & CH	
	4	Disclosure of Interest	All		
	5	Accept previous minutes 12/07/2018			
	6	General Business and actions from previous minutes			
	6.1	The Board unanimously agreed to adopt ISO 25107 as its recommended NDT training syllabus, and this to be noted on the web site. GW tasked with path from Level 2 to Level 3 Guideline	FS	Action FS 1 x paragraph to be published on ISO 25107 CH: Clarification on term member.	In work

		<p>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.</p>	<p>GW/ GB</p>	<p>Guidance material should not reproduce the standard. Suggest table was best explanation. Not all guidance material is mandatory. Note: there are various standards acceptable to the regulator and this is articulated in the MRO's exposition.</p> <p>Action: All Feedback to GW</p>	
<p>6.2</p>		<p>Ppathway to promote AS3669 review. 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 CH Contact Standards Australia – definitive answer when or if AS3669 will be withdrawn.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</p> <p>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</p> <p>All members to review the potential impact if the EN4179, NAS410, or A4A Spec 105 were used if AS3669 is withdrawn.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</p> <p>RA to investigate If AS3669 can be taken up as a CASA owned document. Action RA</p> <p>Actions: Procedure review to incorporate EN4179/NAS410 Board to be competent in NAS410/ EN4179</p>	<p>CH, All, RA</p> <p>AD</p>	<p>Action: RS Letter to CASA to implement the EN and NAS standard. RA: EN and NAS will exclude competency based training. Appendix B will need to go into AMC. Action: FS Website Statement on transition period to new standards. Action: AD Finalise NA019 Action All: Review ISO standards that capture redundant AS standards</p>	<p>In work</p>

		Aged standards review. Message from Ahshanur Rashid. Project proposal pending status expires 22/11/2018 Website statement? CASA publications?			
	6.3	PT/MT CAAP - CAAP revision has been sent to CASA. Consultation to occur. Action: RS & GB to forward Responses to CASA RA to report on progress.	RA RS GB	CAAP is complete and waiting for CASA “head of power” for consideration as approved data	Closed. Watch & monitor
	6.4	GB (Booth) brief report on his investigations of the Australian NDT field. Action GB: Advise status of document publication	GB	ADF objective was to measure the current state of the industry and identify opportunities to contract specific work. Action: SC Publish high level overview of the study	In work
	6.5	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 05 th July 2018. Action CH	CH	No further action at this time. Action: FS Follow up with Brendan Collier	In work
	6.6	Seminars take time to prepare hence it is suggested that ideas for next seminar be brought to the next meeting. Action All Working group RS: proposal to hold the next seminar in NTL. Many large aviation organisations are in the area. FS: explore Sydney options again. MO: Before or after Avalon airshow Action: All Technology themes.	All	Sydney is the preferred venue due previous good experience. Coogee Bay Hotel should be revisited No later than March 2020 Action: all No conflicts with other events. Working party RS FS AD? GJB PROGRAM & SPEAKERS. Publish early!!!! Establish a THEME	

7	Examinations report Action all: Does the board continue to provide examinations or approve exams provided to it?	SF ALL	Tabled	
8	Correspondence Action: FS add comments to FAQ. Singapore NANDTB Has there been any follow up with the Singapore NANDTB? It might be nice to make contact with Grace before the next meeting for some progress feedback.	FS	Action: FS Letter to Singapore NANDTB to request their principle of operation. NANDTB is established as a subcommittee in the local NDT society. Letter to EF on Australian NANDTB operation for their website	
9	Chairman's report	RS	Tabled	
10	Secretary/Financial Report .	FS	Tabled	
11	Website Report Action FS: Recommend website upgrade as suggested by Datasearch and continue forum space.	FS	Tabled	
12	AINDT Report	PM	Nil	
13	CASA Report	RA	CAAP to be published GA to responded to CASA that it preferred FAR 43 model for the new GA maintenance regulation CASA PIR 145 PIR committee meeting next week Action: AC on specialist maintenance is still in draft. When will it be released? BNE office to move to city Moving away from manuals, and into worksheets with descriptions on what is expected to comply with the statement	
14	ADF Report	GW	Greenfields project	

				Thermography general procedure still in work due. 2018 NDT course completed (6 x NDT)	
14.1	DASR NDT Level 3 Form 4 applications		SC	Presented DASR current state	
15	European Forum Report		RS	Next meeting in 20 th Nov 2018 (Dublin) RQ to attend and report back	
16	NZ Report/questions		VV	No NANDTB. Workshop approach to share knowledge in industry Volunteer to speak at next seminar Question: EN4179 para 8.6 Annual maintenance. Guidance material. Should the board produce GM for acceptable annual maintenance? Publish on the website? NAS and EN already has open statements	
17	New Business				
17.1	<p>MO/ AD are to further develop the NANDTB strategy to identify the target audience and how best to approach it to secure their membership. Action MO/AD</p> <p>Action: RA to assemble CAR30 audience to communicate CAAP33-2. Also safety advisors.</p> <p>Discussion: Strategic Plan document attached. These plans need to be relevant to the Board's guiding documents, so it is healthy for the Board to review these and update as often as needed. Discussion on the strategic plan is offered in the amended Feb 2017 plan. (Attached). Business plan- CH resume should be replaced with RS. Other discussion may be</p>		MO/ AD	<p>Action: All Continue to identify interactions Move to a fixed agenda item</p> <p>Action all: Review Strategic plan Action: RS Upload resume</p>	In work

		appropriate.			
	17.2	<p>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</p> <p>Agree is the comments from CH. Board acts as a technical committee and a SME for CASA. Funded by Grant, and no need to introduce a wider membership base.</p> <p>Actions: FS & RS</p> <p>Separation of administration procedures and technical procedures</p>	CH	<p>Action: CH & FS</p> <p>Re organisation of layout to continue.</p>	In work
	17.3	<p>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</p> <p>In response to the NFP training the Boards procedures are to be divided into two groups; administrative and technical. Action FS.</p> <p>Data Search comments attached.</p> <p>See website report. Suggested Upgrades accepted.</p> <p>Action FS: to co-ordinate</p>	FS	<p>Work in progress, and to be communicated when Data Search responds</p>	In work
	17.4	<p>NANDTB recognition of Level 3 using NAS 410/EN4179</p> <p>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.</p>	AD	<p>To be carried over</p>	In work

		AD to rework document based on the discussions and comments and circulate. Action AD EN4179 /NAS 410 recognition application checklist. New procedure numbers			
	17.5	Follow on from above on the subject of regulatory 'head of power' <ul style="list-style-type: none"> • Which of CASA's functions, if any, under Section 9 of the <i>Civil Aviation Act 1988</i>, does the Board help CASA perform? • In which manner, in terms of Sub-sections 13(4) and 13(5) of the Act, does the Board help CASA? • Under Section 5 of the <i>Legislative Instruments Act 2003</i>, would the proposed procedure be 'determining the law' and 'affecting a privilege' in such a way that it would be (or should be) a 'legislative instrument'? • What would be the proposed procedure's 'head of power', if any, and who would be the delegate who would approve it? • Does CASA prescribe or prefer any drafting standards for Board procedures, such as the Office of Parliamentary Counsel's <i>Plain English Manual</i>? 	SS	Board will continue as an SME to CASA.	Closed
	17.6	SS 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	CH/All SS/ RS	NA-003 Latest version to RS and SS for amendment Amendment to NA-003 should clarify membership and other participation for everyone, not specific to ADF Action: FS line on website seeking GA membership	In work

		Action SS and RS: NA-003 to be reviewed			
17.7		Action all: For Design organisations. Identify opportunities to socialise NDT process limitations and fundamentals	ALL		closed
17.8		Review CASA AWI audit schedule checklist for safety inspectors.	RA	No consistent checklist for AWI's. FAA NDT audit checklists could be used as a model Action: RA Identify opportunity for AWI education	In work
17.9		<p><u>Proposed Motion</u></p> <p><i>'That the Board should write to Thomas Teplik, the FAA's contact for SAIB CE-18-26, to express our appreciation and support for the SAIB, and to ask the FAA to amend Chapter 5 of FAA 43.13-1B so it is consistent with the SAIB, and so many more can be 'aware of the risks associated with using visible dye penetrant inspection methods', which is the SAIB's first Recommendation.'</i></p> <p>Discussion: If an AD or other maintenance instruction just says inspect 'using dye penetrant inspection methods', as does AD/PFP/13, without more detail on the method, would you agree the method would need 'approved maintenance data' (CAR 2A)?</p> <p>If so, with so much contrary regulatory advice now published, as you rightly point out, does any current 'approved maintenance data' still exist for a red dye method?</p> <p>If so, could CASA unapprove it, perhaps even by a general instrument under CAR 2A(3)?</p>	SS	<p>Proposed: SS Second: CH Accepted: All Action: RS Draft support letter</p> <p>Action: FS Link on Website</p> <p>RA: no need for the suggested CAR 2A(3) instrument</p>	Closed
17.10		Discussion: Consensus amongst members Possible addition to the Board procedures to show how consensus is determined and reflected in its decisions. See	CH	Action: All Review and decide on what elements of consensus should be adopted Send word document to all	In work

		attachment drawn from CASA advisory group terms of reference guidance.			
	17.11	Discussion: For members information CASA has a review process underway for a GA "Part 145". Members may wish to contribute or the Board may wish to contribute	CH	Noted	Closed
	17.12	<p>Discussion: Members should be aware that some NDT training Certificates from TCS Perth showed misleading information. These carry the BINDT logo and could be misinterpreted or misrepresented as Level 2 qualifications. (Attached) BINDT was contacted and their response was.....</p> <p><i>I have received confirmation from the ATO concerned that the certificate was for additional hours to allow him to take a resit exam. I have told them to clarify that on future certificates to avoid any further confusion.</i></p> <p><i>Many thanks for bringing this to my attention,</i></p> <p><i>Kind Regards,</i> <i>Nicole Banks (Mrs), BA Hons, MInstNDT</i> <i>Head of Certification Services Division</i></p>	CH	Noted	Closed
	17.13	<p>Discussion: 4.ADF request for an additional Board participant.</p> <p>In the past the ADF had two persons attending meetings as observers before the ADF was granted Board membership. The additional expertise was welcome and assisted Board discussions. The ADF was then granted membership for a single representative. In consideration of the ADF request for an additional person to attend Board meetings (Item 14 Perth Meeting) would be welcome as before. Understanding that an Observer is a class of member, which would have a single entity, the ADF, with 2 members. Any additional person from the ADF or elsewhere for that matter, can be welcomed for the input of specific information but in my view should be a guest as per the Board procedure NA-003.</p>	CH	Action: RS & SS Amend procedure NA-003	

	17.14	<p>The issue around the Board providing recognition of ‘in house training’ certificate’s training to private companies, RE EMAIL form Niranjana Air NZ</p> <p>Two part question</p> <p>1. Part of the CASA deed under Training and Advice, (e),(i) C, we provide services to industry to recognise, where appropriate, training, examinations... Q Do we have the ongoing capacity/funding to extend this to private enterprises in foreign countries?</p> <p>2. NA22 What level of auditing should occur? Desktop or onsite</p>		<p>NA-012 Outside Agency would be more appropriate (especially for providing training for other organisations)</p> <p>What authority does the board have to issue a NA-022 certificate? None. EASA letter does not provide this endorsement.</p> <p>Level 3 is recognised by the NANDTB, and it is the responsibility of the employer and Level 3 to develop training/ examination.</p> <p>Action: All</p> <p>Review NA-022. NA-022 should be deleted because it is beyond the authority of the Board</p>	
	18	Questions without notice		NIL	
	19	Next meeting		<p>21st Feb 2019 Location Melbourne CASA offices</p> <p>04th July 2019 Location Sydney (Qantas)</p> <p>10th October 2019 Location Brisbane (TBA)</p>	
15:00	20	Close		14:30	