



NANDTB BOARD MEETING
QANTAS MELBOURNE DOMESTIC MEETING ROOMS
Thursday 21/02/2019
10:00 to 16:00hrs

Meeting Minutes

Venue	Qantas Melbourne Domestic Terminal meeting rooms
Chair	Rodd Smith
Secretary	Frank Simmer
Attendance	Garry Bowden (GJB), Malcolm Oakey (MO), Ron Quirk (RQ), Steve Swift (SS), Frank Simmer (FS), Rodd Smith (RS) Garrett Booth (GB), Col Hockings (CH), Shane Wilson (SW), Michael Gaugg (MG), Simon Chittleborough (SC)
Guests	Peter Milligan- AINDT (PM), Shane Norman- Aviation Components (SN)
Apologies	Anthony Doherty (proxy to RS), Richard Allen (RA), Vincent Visser (VV), Shayne Flynn (proxy to RQ), Greg Wilson (GW)- retired.

Time		AGENDA ITEM	Assign	Action	Status
10:00	1	Welcome of Guests – apologies	RS		
	2	Meeting Protocol (phones off; respect one another)	RS		
	3	Adopt Agenda	RS	MO& GB	
	4	Disclosure of Interest	All	Nil	
	5	Accept previous minutes 15/11/2018		RQ GJB	
	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.	FS	Action FS 1 x paragraph to be published on ISO 25107- done Action GB.: to be distributed to board by 07 th March. Then publish on Website	Closed

		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.	GW/ GB		
6.2	Procedure review to incorporate EN4179/NAS410 Board to be competent in NAS410/ EN4179 Aged standards review. Website statement? CASA publications?	CH, All, RA AD	Action RS: finalise new procedure and circulate. GJB to assist. NA019 will remain Action FS: letter to CASA to confirm ATA spec 105 can also be an acceptable standard. Action SW: NA-021 requires review, potential inclusion of ATA spec105. Delta between current standards Action RS: Determine transition period- engage CASA (RA) Action FS: website update when complete Action All: continue watch and monitor ISO's		In work
6.3	PT/MT CAAP 33-02		Published https://www.casa.gov.au/sites/default/files/civil-aviation-advisory-publication-caap-33-02-non-destructive-testing.pdf Action RA: How is this communicated to Safety Advisors and the GA community Action FS: link on website (Alert)		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	SC high level overview presentation		Closed
6.5	NANDTB exam data base	CH	No further action at this time. Action: FS Follow up with Brendan Collier See later item- Pre audit report Nil further progress. Open for other avenues Motion at 18.1 to suspend issue examinations		In work

6.6	<p>Seminars ideas for next seminar be brought to the next meeting. Action All</p> <p>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 air show Action: All Technology themes.</p>	All	<p>Sydney is the preferred venue due previous good experience. Coogee Bay Hotel should be revisited No later than March 2020 Action: all to promote the event and contribute ideas and suggestions to the working party No conflicts with other events. Working party members RS FS AD? GJB (note AD has left the board) PROGRAM & SPEAKERS. Review the program subject list tabled and suggest suitable presenters and contacts Publish early!!!! Action all: Establish a THEME Action All: Reenergise. Possible AINDT assistance with promotion at its annual conference in ADL (Nov 2019)</p>	In work
7	<p>Examinations report Action all: Does the board continue to provide examinations or approve exams provided to it?</p>	SF ALL	<p>Refer Pre-audit report later SF report presented</p>	
8	Correspondence	FS	<p>Action: FS Letter to Singapore NANDTB to request their principle of operation. NANDTB is established as a subcommittee in the local NDT society. Action FS: Letter to EF on Australian NANDTB operation for their website Action FS: link on website to Singapore board and link to our site Action RS: item 17.9 from previous minutes</p>	In work
9	Chairman's report	RS	presented	
10	Secretary/Financial Report	FS	presented	
11	Website Report	FS	Action FS: Recommend website upgrade as suggested by Datasearch and continue forum space (see item 17.3)	

12	AINDT Report	PM	<p>New AINDT chairman elected late last year</p> <p>Exhibition booth in SA available (national conference Nov 2019)</p> <p>Asia Pacific Conference in October 2021</p> <p>Action All: NANDTB presentation at these events</p>	
13	CASA Report	RA	<p>Add report</p> <p>Action RA: Questions/ responses from CH</p>	
14	ADF Report	MG	<p>Retirement by rotation of GW and replaced by Michael Gaugg (MG)</p> <p>EN4179 greenfield project- ADF is to adopt full alignment with this standard</p> <p>Annual maintenance assessment process to be finalised by 31st March 2019</p> <p>All staff to be assessed by Oct 2019 (number of full level 2's is 49).</p> <p>No NDT course this year</p> <p>Individual training courses will be made available to non ADF individuals and organisations on application</p> <p>TT course/ procedure development is progressing</p> <p>Eddy array procedure developed</p> <p>ADF has invested in CR equipment, then DR</p> <p>MPI bench fleet replacement program is planned</p>	
15	European Forum Report	RQ	<p>RQ report back. Next Meeting</p> <p>Clarification with RA to attend 2 consecutive meetings in view of proposed EN4179. Board view is to attend Nov 2018 and June 2019. Then one meeting each 12 months.</p>	
16	Procedures Review	All	<p>Action (CH, SS, RS): Amendment to NA-003 should clarify membership and other participation for everyone, not specific to ADF. Alignment with new Vic Associations Incorporations legislation.</p> <p>Action (CH): Board procedures to show how consensus is determined. Board view current procedures were adequate at this time.</p>	Closed

				<p>Propose RQ: Meeting procedure is sufficient. Second GB, Accept all Action ALL: Review NA-022. Can NA-022 be deleted? Agreed NA-022 to be withdrawn</p> <p>Strategic plan revision Proposed GB, Second FS Accepted all. Publish on website Changes to Vic Associations Corporation's Act. NA-003 needs further revision. Action CH</p>	
12:00		LUNCH			
12:30	17.1	Upload RS resume into Business plan	RS	Action RS	In work
	17.2	Separation of administration procedures and technical procedures	RS FS CH	Proposal accepted – separate procedures	In work
	17.3	Co-ordinate Website upgrades and repository of Board information	FS	Action FS: contact Datasearch	In work
	17.4	Guidance material on website for EN4179 annual maintenance		The standard is sufficiently descriptive and with the input of a Responsible NDT Level 3 it is up to each organisation to implement its own procedure	Closed
		New Business			
13:00	18.1	EASA Pre Audit report	RS FS CH	<p>Report presented.</p> <p>In view of the ANDTBF_14 audit checklist, the board agreed that it did not have the ongoing resources required to develop and maintain an examination question database or provide examinations and as a result it was agreed by the board these service can no longer be supported. The board could continue to review examinations provided to them by employers.</p>	

				<p>In relation to recognition of outside agencies, the review showed that cessation of this service would greatly reduce the compliance aspects of the ANDTBF audit, hence it was agreed to cease this function.</p> <p>Action FS: NA-022 and NA-012 procedures are no longer required and will be withdrawn from the website</p> <p>Action RQ: Review and amend NA-013</p> <p>Action GJB & CH: Review NA-017</p> <p>Action CH: Rebook/ complete pre audit</p> <p>Action RA: Book NAA audit</p>	
	19	Questions without notice			
		Checklist for review of recognition applications		Contained in NA-019- currently in review RS and GJB	In work
		NA-005 form		Action FS: add to NA-005 procedure	In work
		Repository for standards and access		Action RA: Procurement of standards for Board access	In work
		SS asked about some form of “continuation training” for members		Action SS: develop a proposed content for this training and discussion on benefits to members	In work
	20	Next meeting		<p>04th July 2019 Location Sydney (Qantas domestic meeting rooms)</p> <p>10th October 2019 Location Brisbane (TBA)</p>	
16:00	21	Close			