



**NANDTB BOARD MEETING**  
**South Sydney Graphic Arts Club**  
**Thursday 04/07/2019**  
**09:30 to 15:30hrs**

**Meeting Minutes**

<b>Venue</b>	South Sydney Graphic Arts Club (182 Coward Street Mascot, NSW, 2020)
<b>Chair</b>	Rodd Smith
<b>Secretary</b>	Frank Simmer
<b>Attendance</b>	Garry Bowden (GJB), Ron Quirk (RQ), Steve Swift (SS), Frank Simmer (FS), Rodd Smith (RS) Col Hockings (CH), Shane Wilson (SW), Michael Gaugg (MG), Simon Chittleborough (SC), , Richard Allen (CASA- RA)
<b>Guests</b>	Vincent Visser (NZNDT- VV), Steve Hearne (AirFlite- SH)
<b>Apologies</b>	Peter Milligan- (AINDT-PM), Shayne Flynn (SF proxy RQ), Garrett Booth (GB no proxy), Malcolm Oakey (MO)

Time		AGENDA ITEM	Assign	Action		Status
09:30	1	Welcome of Guests – apologies	RS	OPEN 09:30		
	2	Meeting Protocol (phones off; respect one another)	RS			
	3	Adopt Agenda	RS	RQ and GJB		
	4	Disclosure of Interest	All			
	5	Accept previous minutes 21/02/2019	All	Accepted and posted on Website		

6	<b>General Business and actions from previous minutes</b>				
6.1	<p>Procedure review to incorporate EN4179/NAS410</p> <p>Board to be competent in NAS410/ EN4179</p>	<p>CH, All, RA</p> <p>AD</p>	<p>Action RS: finalise new procedure and circulate. GJB to assist.</p> <p>NA019 will remain</p> <p>Action FS: letter to CASA to confirm ATA spec 105 can also be an acceptable standard.</p> <p>Action SW: NA-021 requires review, potential inclusion of ATA spec105. Delta between current standards</p> <p>Action RS: Determine transition period- engage CASA (RA)</p> <p>Action FS: website update when complete</p> <p>Action All: continue watch and monitor ISO's</p>	<p>NA-0019 will remain for assessment to AS3669</p> <p>New procedure NA-024 will engage assessment to EN4179. Discussion on revalidation for eight verifiable tasks.</p> <p>Verifiable task in principle requires written qualification or certification by the Level 3.</p> <p>Action CH &amp; SS Generate guidance material for website</p> <p>On verifiable tasks, consensus was achieved on the following points.</p> <p>Note 1. Being capable of assuming technical responsibility for the NDT facility and staff would be a one-off and not recurrent: accepted</p> <p>Note 2. Have a basic knowledge of aircraft or vehicle maintenance. This needs some explanation but would be a one-off and not recurrent: amplification required.</p> <p>Note 3. Conduct NDT for the acceptance of parts. This is performing a Level 2 role, and requires some justification in regard to its applicability to the role of a Level 3: In this instance the Level 3 is operating as a level 2 but this included in the EN so is acceptable</p> <p>Note 4. The NANDTB meetings do not meet the criteria of technical sessions for NDT methods. The Board meetings are administrative: NANDTB meetings should be acceptable (should be included)</p> <p>Note 5 Obtaining an initial Level 3 certificate from a</p>	In work



					standards, include A4A spec 105. Note the NAA may also specify the required qualification and certification standard. ISO's see 6.3	
<b>6.2</b>	Procedures Review	RS/ CH	<p>NA-012 &amp; NA-022 withdrawn (website updated)</p> <p>NA-001 Identify 2019 changes accept/ reject</p> <p>NA-003 members 2019 changes accept/ reject</p> <p>NA-004 rules 2019 changes accept/ reject</p> <p>NA-005 meetings- propose change</p> <p>NA-006 Dispute 2019 changes accept/ reject</p> <p>NA-013 Exams 2019 changes accept/ reject</p> <p>NA-015 Finance 2019 changes accept/ reject</p> <p>NA-017 Audit 2019 accept/ reject</p> <p>NA-024 EN4179 recognition 2019 including discussion on verifiable tasks accept/ reject</p> <p>NA-0025 Assessment of documents accept/ reject</p>	<p>NA-001, NA-003, NA-004, NA-006, NA-015 accept changes (all)</p> <p>NA-005, accept executive will endorse visitors. Action RS.</p> <p>NA-013. Action CH add comment that board shall review examinations if the exam is intended to support board recognition. Fee structure clarification</p> <p>NA-017: accept</p> <p>NA-025: accept and add to website.</p> <p>Action FS to update website.</p>	Closed except NA-0013	
<b>6.3</b>	Aged Standards review.	CH	Note from MT007 Chair person	<p>Noted. Vigilance on redundant standards</p> <p>Action RS: cross reference table on website for redundant or superseded standards, circulate amongst the board and publish on website.</p>	In work	

	<b>6.4</b>	EF NDT, ANDTB audit	RQ/ RS	Pre Audit completed by CH and recommendations initiated. CASA audit completed and tabled here	Submitted and well received by ANDTBF. Pre audit showed opportunities for improvement. Audit cycle per ANDTBF_14 is unknown.	
	<b>6.5</b>	<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 &amp; 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>	<p>Action FS: Circulate action plan Quote for venue Speaker list is critical path. 14 days.</p>	In work
	<b>6.6</b>	Upload RS resume into Business plan	RS	Upload complete		Closed
	<b>6.7</b>	Separation of administration	RS FS CH	Proposal accepted – separate procedures	Notes on withdrawn procedures not required, however, will update procedure revision status on page	In work

		procedures and technical procedures				
	<b>6.8</b>	Co-ordinate Website upgrades and repository of Board information	FS	Action FS: contact DataSearch	Google suite may be the solution, concern of security of content with the host. More questions with DataSearch	In work
	<b>6.9</b>	Checklist for review of recognition applications		Contained in NA-019- currently in review RS and GJB	Accommodated by NA-024, NA-019 checklist page to be added similar to NA-024	Closed
	<b>6.10</b>	NA-005 form		Action FS: add to NA-005 procedure. Completed	See 6.2	Closed
	<b>6.11</b>	Repository for standards and access		Action RA: Procurement of standards for Board access	Google suite should form the repository TBA	In work
	<b>6.12</b>	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	SS presentation on Cold expansion hole, laser shock peening, presentation, influence and effect on NDT processes. Process awareness and implications for NDT.	
<b>12:00</b>		<b>LUNCH</b>				
<b>12:30</b>	<b>7</b>	Examinations report		NANDTB no longer issues examinations		Fixed agenda
	<b>8</b>	Correspondence	FS	Action: FS Letter to Singapore NANDTB to request their principle of operation. Singapore NANDTB is established as a subcommittee in the local NDT society. Full details are available via their website (link from ours).	Action FS: EFNDT, ANDTBF one page introduction letter for inclusion by ANDTBF on their website. FS to sample aerospace documents  Action RS: write to CASA on AC43 deficiency.	Fixed agenda

				<p>Action FS: Letter to EF on Australian NANDTB operation for their website. Hold post audit.</p> <p>Action FS: link on website to Singapore board and link to our site. Complete</p> <p>Action RS: Support letter for SAIB CE-18-26 (item 17.9 from 15/11/2018 minutes. Note&gt; link on our website</p>		
	<b>9</b>	Chairman's report	RS	Contained in info pack	Presented RS	Fixed agenda
	<b>10</b>	Secretary/Financial Report	FS	Contained in info pack	Presented RS	Fixed agenda
	<b>11</b>	Website Report	FS	Action FS: Recommend website upgrade as suggested by Datasearch and continue forum space (see item 17.3)	Action FS: enquire about captcha robot to reduce spam	Fixed agenda
	<b>12</b>	AINDT Report	PM	Apologies- SA conference Nov 4-6 (Adelaide Convention centre)	Action FS: Link to seminar on our website	Fixed agenda
	<b>13</b>	CASA Report	RA	Contained in info pack	Reenergise D1 extension to work in the A rating. Action All: Letters to CASA to progress post implementation review outcomes	Fixed agenda
	<b>14</b>	ADF Report	MG	Contained in Info pack	Presented MG	Fixed Agenda
	<b>15</b>	European Forum Report	RQ	Contained in info pack on June 2019 meeting	ANDTBF's recognition of non-European NANDTB's shows progression to an INTERNATION Forum	Fixed Agenda
	<b>16</b>	Procedures Review	RS	Actions for consideration	Refer items 6.1 and 6.2	Fixed

						agenda
	<b>17</b>	<b>New Business</b>				
	<b>17.1</b>	NZ NDTB presentation	VV	Aviation industry fostering communications with general industry. Focused workshops		Closed
	<b>18</b>	<b>Questions without notice</b>				
	<b>18.1</b>	Rules of governance procedure requirement for self-evaluation is due.		Action all: Submit comments to RS Note: CASA audit		In work
	<b>18.2</b>	Recognised Level 3 on the website		Action FS to update table		In work
	<b>19</b>	<b>Next meeting</b>		10 <sup>th</sup> October 2019 Location Brisbane (TBA) Daylight Saving time commences 06 <sup>th</sup> October hence NSW & VIC=	Action RQ: Location near Brisbane Airport to be advised	



				10AM, QLD= 9AM, WA= 7AM		
15:30	20	Close			15:10	