

NANDTB Meeting Minutes

**Sydney – Domestic Terminal, Qantas meeting rooms
 Wednesday 13th November 2013
 0930-1530**

1. Opening and welcome to Members and Guests: GB

2. Present: : Garrett Booth (GB), Ron Quirk, Gavin Smith, Colin Hockings, Garry Bowden (GJB), Tony Collier, Jason Maitland, Frank Simmer, Richard Allen (CASA), Shayne Flynn, Malcolm Oakey, Neil Joiner,

Apologies: Gary Martin, Shane Wilson, Peter Virtue, John Michael

Absent:

Visitor: Michael Gaugg (ADF) Todd Yurkowski (ADF)

3. Adoption of the agenda –

MO/NJ

4. Disclosures of interest –

Nil

4. Acceptance of previous minutes of August 2013 and move to item 6
 (applicable action items below to be deferred)-

RQ/JM

- | | |
|--------------------------------------------------------------------------------------------------------|--------------|
| 14.1 CH to revise business/strategic plan and circulate to all members for review | Complete |
| 14.2 CH - Outside Agencies that have been recognised by the Board to be placed on website | Complete |
| 14.3 CH - Website maintenance training for FS | Complete |
| 14.4 GJB - Circulate European NDT Board Forum meeting minutes | Complete |
| 14.5 GJB – to attend next European NDT Board Forum meeting | In work |
| 14.6 Review & comment on European NDT Board Forum meeting training syllabus to GB | Action All |
| 14.7 Draft a procedure for renewal of Airworthiness Authorities by Level 3's | Ongoing |
| 14.8 CASA to re-issue AWB 20-002 | In work |
| 14.9 Board members review the two draft instruments and send comments to GB | Action All |
| 14.10 Compile a draft procedure/checklists for L3 and Outside Agency recognition process | Action GB |
| 14.11 CASA HF material, place Link on the NANDTB website | Complete |
| 14.12 Review of Board procedures to determine if the RAAF could become full members | In work |
| 14.13 NANDTB material for AINDT journal, review dates and timing for material | Action CH/LD |
| 14.14 Identify local or regional aviation groups to be associated with | Ongoing |
| 14.15 Raise more support for the revision of the AS3669 | Action GB/NJ |
| 14.16 Brisbane, seminar committee | Complete |
| 14.17 GJB-Arrange for meeting room in Sydney on the 13 th November at the domestic terminal | Complete |
| 14.18 Arrange for meeting venue, Perth on the 28 th March 2014 | In work |

6. Business Arising not included in the main agenda-

- Ratify revisions to NA-019 & Strategic Plan

The new revision of NA019 was discussed, which included the reason behind the revision. Due to Level 3 renewals becoming due, clear requirements are required for those that choose to renew by the credit system and the importance of documentation to support the renewal.

The alternate path for renewal is by Specific and Practical examinations.

CH proposed that with the examinations, wording be included that does not allow a person, acting as an examiner, to subsequently have this person examine them. This proposal was not passed by the board members. GB/JM proposed document be accepted as presented to meeting – carried. FS to place on website. **Action FS**

With regards to the Strategic plan, rewrite accepted by those present. SF requested that consideration be given to formalising an annual review of the strategic plan to measure board activities against each element of the plan. SF also recommended that the Chairman of the NANDTB include outcomes of a review in his annual Chairman's report. All present agreed but no motion was carried so it has been listed as an action item against the Chairman.

- **ADF Membership**
 - Gavin Smith RAAF report back
 - ADF letter
 - Col Hockings letter

The above three parties tabled material around the ADF becoming full members of the board.
 The board fully supports the ADF becoming full members as they have many years of NDT experience to share, the issue to be resolved is with the boards procedures. Do the ADF come under a special category or 'other' category?
 CH proposed (RQ seconded) to review current procedures and provide a draft on the most suitable path for the ADF become full members of the board, which will be circulated for comment. CH proposal was carried.
 Action is for CH to provide a draft procedure and circulate for comment. **Action CH**

- **Peter Virtue resignation – Recognition action**

GB informed all that Peter was no longer in a position to continue to support the board due to health issues and therefore has reluctantly tendered his resignation. The board felt that due to Peter's years of dedication and to the valuable contributions he has made to the NANDTB and the AANDTC, that it was only fitting that he be presented with a memento and acknowledgement for years of voluntary service to the aerospace industry of Australia.
 RQ/CH proposed & seconded, that \$150 be allocated for obtaining a token of appreciation – carried.
 TC advised that he was willing to source a suitable memento. **Action TC**
 GJB to identify when PV became member of AANDTC & locate a suitable certificate. **Action GJB**

- **Change of employer for Malcolm Oakey**

MO advised the he is now working for Boeing Aerostructures Australia and asked if there were any issues around him being on the board whilst there was another person from the same company (up until March 2014) also being on the board, does he need to formally notify the chairman etc?
 The consensus from the group was that there was no action to be taken at this point in time.

- **Planning for NANDTB seminar in Brisbane in 2014:**
 - Committee (GB, RQ, GS & SF), Timeframe, Venue, Program, Speakers

GB tabled a Seminar agenda paper which outlined various options for the upcoming seminar in Brisbane. Options for when to hold the seminar was discussed, but the decision was made for 4-6th May 2015, venue being Rydges at South Bank. The seminar committee discussed the various elements in work with the seminar planning. Advertising, sourcing a professional organiser, sponsors, speakers and funding were all discussed at length.
 The board agreed with the committees plans and GB made revisions to the agenda paper as a result of today's discussions.
 CH/TC proposed and seconded, that \$10,000 be set aside as a seed fund for the seminar and the tabled budget be revised as a result of the discussions from this meeting– carried. **Action GB**

- **Richard Allen tabled the revised AWB 20-002 with regards to the use of visible red dye and advising personnel involved with its use of its unsuitability on Australian aircraft components or materials.**
 The board recommended minor wording changes be made, RA agreed to make these before being issued to industry. **Action RA**

- **Air New Zealand recognition for in-house training (per Nov 2012 minutes, item11.7)**
 Actions for this to be finalised are for the review committee (SF, NJ & GM) to finalise paperwork as per NA022 and submit page 4 Evaluation Summary Report. **Action SF**

- **Greg Surtees recognition application has now been reviewed by application group. Documentation to be sent to secretary for filing and certificate to be produced and sent to chairman for signature.** **Actions GB & GJB**

- **Level 3 re-recognition for CH & GS as per NA019, on hold until a checklist have been compiled. The board needs to ensure a standardised method of review is being performed for all recognition applications. Draft checklists have been produced, chairman to make a final review prior to sending to all board members for comment.**
 Checklists also required for NA012, NA020, NA021, NA022. **Action GB**

- **SF advised that the compilation of Level 3 examinations in progressing** **Action SF**
- **TC to finalise venue for next meeting** **Action TC**

7. Correspondence – Summary of correspondence
N/A

8. Chairman's Report – GB
N/A

9. Financial Report – GJB
N/A

10. Reports from AINDT Federal Council / Cert. Board
N/A

11. General Business
N/A

12. Board Membership-
N/A

13. Other Business –

14. Agreed Actions –

- | | |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| • FS to place revised NA019 and Strategic Plan on website | Action FS |
| • CH to revise current membership procedure for ADF inclusion and circulate for comment | Action CH |
| • TC to source a suitable memento for PV | Action TC |
| • GJB to identify when PV became member of AANDTC & locate a suitable certificate | Action GJB |
| • \$10,000 be set aside as a seed fund for the seminar and the tabled budget be revised | Action GB |
| • RA agreed to make minor revision to AWB20-002 prior to issue | Action RA |
| • SF finalise ANZ paperwork as per NA022 and submit page 4 Evaluation Summary Report | Action SF |
| • Documentation sent to secretary, certificate produced and sent to chairman for signature. | Actions GB & GJB |
| • Checklists also required for NA012, NA019, NA020, NA021, NA022 (process CH & GS application after checklist revised) | Action GB |
| • SF to continue compilation of Level 3 examinations | Action SF |
| • TC to finalise venue for next meeting | Action TC |

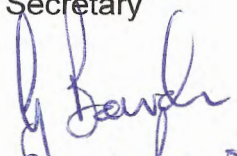
15. Schedule of the next meeting –

Perth, 28th March at TBA

Action TC

16. Close – meeting closed at 2:00pm

Secretary


GARY BOWDEN