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## CONFIRMED MINUTES OF THE 31<sup>st</sup> MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD ON 16<sup>TH</sup> JUNE 2011 AT BOMBARDIER, BELFAST

**NANDTB/2011/M3**

1. The draft agenda was confirmed, and three items were proposed for discussion under any other business.
2. Attendees

Members in attendance	Members in attendance	Apologies for absence
Bobby Scott	John Thompson	Stanley Gane
Chris Dootson (CDo)	Jon Biddulph	Alun Williams
Clive Worrall	Ted Blacklay	Keith Phillips
Colin Thomas	Phil Berkley	
David Griffin	Chris Durrant (CDu)	
John Purcell	Graham McCully	

3. Notes of the last meeting
  - a. The notes of the last meeting were confirmed with minor amendment to 8.a.ii. The policy of uploading unconfirmed minutes was discussed at length, and it was agreed that, in future, only confirmed minutes of meetings should be uploaded. Action 2011/34: Secretary to upload only confirmed minutes.
  - b. The meeting reviewed progress in completing actions assigned the last meeting:

Ref	Agreed action	Remarks
2011/16	JB to provide for upload to the Board's website a PowerPoint training presentation on use of 'Tumbling E' vision tests.	Action progressed with issue of NAndtB/25. To complete this action, the Secretary is to upload an unprotected PowerPoint file for use by Responsible Level 3's.
2011/18	Chairman to send PPP showing format of schedule; Secretary to advise BINDT regarding amendment and re-issue of certificates and schedules.	Action completed.
2011/19	Secretary to upload FAQ file.	Action completed.
2011/20	GMcC to contact Mr. Manson of AIT apologising for the delay in responding to his questions, providing the FAQ file for reference.	Action completed.

2011/21	Secretary to request that BINDT MQ&E/AP consider the NANDTB recommendation for harmonisation of requirements and assessment frequencies for BINDT Accredited Training Organisations and Outside Agencies.	e-mail sent to Gary Elliot 2011-05-24. To complete this action, the Secretary is to follow up request 2011-06-16.
2011/22	Secretary to forward list of standards to BINDT CSD with a request that the examination question bank be developed to include questions addressing these standards. Thereafter, amending the essential reading references in PCN/Aero appendices.	Action completed.
2011/23	GMcC, JRT and CT to Draft ET of Aerospace Products application standard.	Action initiated 2011-05-24 with email to GMcC and CT. Ongoing.
2011/24	Secretary to request report from Mr. Gilbert on NANDTB micro site development progress in time for the next (31 <sup>st</sup> ) meeting and, at the same time, provide NANDTB web space visit statistical reports for each Board meeting until further notice.	Action completed.
2011/25	Members were asked to review NAndtB/02 issue 2 and, if of the opinion that amendment was necessary, propose change(s) to the Secretary by 31 <sup>st</sup> May 2011.	Action completed.
2011/26	Secretary to upload 29 <sup>th</sup> Minutes, 2010 annual report and AD-005 issue 1 rev B (the latter to be reproduced in the next appropriate edition of NDT News).	Action completed.
2011/27	All members to review EN 4179:2008 and UN NAndtB Advisory notices, and forward to the Secretary by 31 <sup>st</sup> May 2011 their proposals for revision of the EN. The Secretary to provide the resulting proposals to the Chairman for submission to the ANDTBF EN Review WG.	To complete this action, the Secretary is to upload Excel file of comments received to secure area of website where Board members can add their own comments (by end of June 2011)
2011/28	Secretary to request definitive list of OA and Aero AQB audit dates for circulation to the Board.	Action completed.
2011/29	Secretary to convey to TEG that it will be seeking to harmonise the BINDT ATO and OA criteria and assessment frequency.	Action completed.
2011/30	Secretary to draw attention of TEG to the definitions from NANDTB/12 for Outside Agency and Internal Agency, which will serve to remove any confusion.	Action completed.
2011/31	Secretary to add the above to the NANDTB FAQ file	Action completed.
2011/32	Secretary to convey support of UK Board for proposed responses to EASA questions.	Action completed.
2011/33	Secretary to send standard letter of acceptance to Latvian Authority and update <a href="#">register of affiliations</a> .	Action completed.

#### 4. Membership (listed in full in NAndtbB/06)

- a. Full Board members: Agusta Westland, Airbus UK, BAE SYSTEMS, BINDT, Bombardier, British Airways, Honeywell, Messier Dowty, Rolls-Royce.
  - i JRT announced that he was experiencing difficulty in providing a secretariat for the board, as well as representing the BINDT at meetings, and suggested that BINDT nominated Mr. Peter Milligan as its representative in order that he was more in tune with the needs of the Board and the support that it gets for the BINDT Certification Services Division (CSD). This was agreed by the meeting and JRT was asked to convey this to BINDT.

- b. Observer members: Civil Aviation Authority, Military Aviation Authority, Part 145 approved organisations, Outside Agencies and SIG members, UK Training & Examination Group for Non-Destructive Testing & Inspection Organisations.

5. Documents for discussion and/or approval

- a. NANDTB documents (listed in [NAndtB/01](#))
  - i NAndtB/12 and proposed changes
  - ii NAndtB/25 (new PowerPoint file on vision testing training)
  - iii FAQ&A for approval to upload to the Board's website
- b. It was agreed that, when updating NAndtB documents, the Secretary would use the new electronic logo by default (included an action to review the control document for use of the correct logo). **Action 2011/34:** Secretary.
- c. EN 4179 revision

No EN 4179 collated comments had been received (some comments were received on the NAS-410 Strawman, but these were discarded). There was considerable discussion regarding the note to Table 2 in EN 4179, which dealt with simultaneously gaining experience in multiple methods, which TB/CAA considered to be a potential source of confusion.

Regarding the revision process, JB stated that NAS-410 will most likely be the lead document, but hoped that European input would be given due consideration by the joint WG. To this end, it was agreed that members should continue action 2011/27, remitting comments using an Excel spreadsheet by the 24<sup>th</sup> June.

6. Sub Group Reports:

- a. Outside Agency audit criteria
  - i BS reported on an OA Audit Checklist WG meeting held the previous day (2011-06-15). The WG had been unable to make progress on this OA checklist until the questions concerning OA/IA definitions, structure and status were resolved.
  - ii TB (CAA) felt that attention should, amongst other things, be focussed on the agreement between the agency and the employer's nominated L3, because if this position holder, regardless of whether he is a PAYE employee or a contracted in consultant, is delivering services in the workplace, then the employer is operating an internal agency. Regardless of whether the audit is of an internal or external agency, according to EN 4179, the Responsible L3 has to approve the company Written Practice, which must detail how NDT is controlled within the organisation.
  - iii Attention was drawn to the definition of Outside Agencies in EN 4179:  
An independent company or organization outside the employer who provides NDT services to implement the requirements of this standard, such as training and examination of NDT personnel. Consultants and self-employed individuals are included in this definition.
  - iv JB (Chairman) reminded the meeting that the BINDT OA audit goes beyond the limits of the Board's interest, which according to the standard is the control of examinations, and because stated in GR23, control of training. Level 3 services, such as technical audits and procedure drafting and qualification are beyond the remit or interest of the Board. JB suggested that the Board would prefer it if the BINDT OA accreditation were focussed *only* on the areas of interest of the Board, namely 'Training and Examinations'. **Action 2011/35:** Secretary to convey this message to BINDT CSD.
  - v The proposed revised definitions were agreed by the Board, subject to further discussion per agenda item 8. It was also agreed that NANDTB/12 required further revision for which CDo had already drafted necessary changes. **Action 2011/36:** CD to send electronic draft of NANDTB/12 to JRT for ballot of Board members.
- b. Industry standards for PCN specific exam questions – GMcC reported that work was underway to develop a document that would suffice for use in open book specific exams as well as for use in question and training development. Work is continuing, and GMcC requested submissions. **Action 2011/37:** Board members.

- c. UK NANDTB website development. JRT reported that DG was still working on Micro-site development, and that it is planned to launch the new sites toward the end of this year.
7. Control of Qualifying Agencies
- a. The PCN Aerospace AQB Audit Programme was not reviewed because it was considered not to have been fully updated to reflect audits planned for the future.
  - b. Outside Agency audit criteria (Bobby Scott)
  - c. Format and content of OA accreditation scope documents.
    - i. A [PowerPoint file from CDo](#) was reviewed and the format was accepted as the basis for all OA/IA scopes of BINDT accreditation. **Action 2011/38:** Secretary to forward with instructions to BINDT CSD.
8. Questions from OA
- a. A part completed survey of OA/IA to establish whether they operated an ISO 9001:2008 QMS was tabled, and this indicated that all but one did, and that many actually operated a QMS certificated by an ISO/IEC 17021 accredited Certification Body. **Action 2011/39:** Secretary to ensure that the survey is fully completed and documented, and to send the results to the Board Members.
  - b. There were no changes to FAQ&A consequent on the outcome of discussions under item 8a.
  - c. The Board had already previously agreed and minuted that it requires a certificated ISO 9001 QMS, but this was not currently specified in NANDTB/12. The matter was again debated and a change to current policy put on hold pending the outcome from action in 8a.
  - d. There was extended discussion relating to a letter from RH. The OA checklist Sub Group, which had met the previous day, and having considered the revised OA/IA definitions proposed in NANDTB/12, proposed an alternative solution for managing BINDT accreditation of IA's. Powerpoint file tabled by the Chairman. The Board was unable to reach consensus agreement on the proposal and therefore reaffirmed previous agreement to accept the revised OA/IA definitions in NANDTB/12 per item 6.a.v. **Action 2011/40:** Chairman to draft letter of response to RH.
9. TEG issues – no meeting had been held since last NANDTB meeting, but the Secretary was asked to locate questions and answers on TEG issues and add to the FAQ file. **Action 2011/41:** Secretary.
10. Any other business
- a. Retention of UT scans. BS raised the question since data file sizes are approaching Terrabyte levels. TB indicated that if it's a quality record the retention requirement is documented in the applicable regulations. If not a quality record, can be stored or disposed of under company policy.
  - b. CAA response to Board's enquiry of PT. pt 145 allows licensed aircraft engineers (LAE) to use a field kit, which is banned by some primes. TB has attempted to regularise this but LAE's have resisted. Airbus have an NDT manual entry banning the use of PT field kits (as do others, but this is obscure to LAE's). CAA revising guidance and requesting EASA to issue guidance or instructions. TB asked members to assist by providing evidence to support this policy/direction.
  - c. Tumbling E light levels? Presently mandates a calibrated meter; proposed to amend to require adequate level of illumination? Discuss with Andy Bakewell the reason for the requirement and agenda for next meeting.
11. Date and location of the 32<sup>nd</sup> meeting of the UK NAndtB
- a. 7<sup>th</sup> September 2011 at Caparo, Reigate

## 2011-06-16 Action list

Ref	Agreed action	Remarks
2011/16	<b>Secretary</b> to upload an unprotected PowerPoint file NAndtB/25 for use by Responsible Level 3's.	Passed to BINDT Publications and Media (Corinne) for upload on 2011-06-22
2011/21	<b>Secretary</b> to request that BINDT MQ&E/AP consider the NANDTB recommendation for harmonisation of requirements and assessment frequencies for BINDT Accredited Training Organisations and Outside Agencies.	Action completed 2011-06-22.
2011/23	<b>GMcC, JRT and CT</b> to Draft ET of Aerospace Products application standard.	Action Ongoing.
2011/27	<b>All members</b> to review EN 4179:2008 and UN NAndtB Advisory notices, and forward to the Secretary by 31 <sup>st</sup> May 2011 their proposals for revision of the EN. The <b>Secretary</b> to provide the resulting proposals to the Chairman for submission to the ANDTBF EN Review WG.	To complete this action, the Secretary will distribute an Excel file for recording comments. Action completed 2011-06-22. EU members to meet in Paris September to agree Euro Strawman.
2011/34	<b>Secretary</b> to use the new electronic logo by default (review the NAndtB/01 control document for use of the correct logo)	Action completed 2011-06-22; All NAndtB documents updated and passed to BINDT Pubs for upload.
2011/35	The Board would prefer it if the BINDT OA accreditation were focussed <i>only</i> on the areas of interest of the Board, namely 'Training and Examinations'. <b>Secretary</b> to convey this message to BINDT CSD.	Action completed 2011-06-22.
2011/36	<b>CDo</b> to send electronic draft of NANDTB/12 to JRT for ballot of Board members.	CDo action completed 2011-06-28; JRT distributed same day with request that members approve or comment. <b>On hold regarding TEG proposal</b>
2011/37	Work was underway to develop an industry standard covering ET of Aerospace Products application standard that would suffice for use in open book specific exams as well as for use in question and training development (see also action 2011/23). <b>Board members</b> requested to submit proposals and / or comments to GMcC.	Action rolled up with 2011/23
2011/38	A <a href="#">PowerPoint file from CDo</a> included an acceptable format for all OA/IA scopes of BINDT accreditation. <b>Secretary</b> to forward with instructions to BINDT CSD.	Action completed 2011-06-22.
2011/39	<b>Secretary</b> to ensure that the survey of OA/IA to establish whether they operated an ISO 9001:2008 QMS is fully completed and documented, and to send the results to the Board Members.	JRT e-mailed request to BINDT CSD 2011-06-22. Completed.
2011/40	The OA checklist Sub Group, having considered the revised OA/IA definitions proposed in NANDTB/12, proposed an alternative solution for managing BINDT accreditation of IA's. The Board was unable to reach consensus agreement on the proposal and therefore reaffirmed previous agreement to accept the revised OA/IA definitions in NANDTB/12 per item 6.a.v. <b>Chairman</b> to draft letter of response to RH.	Action completed 2011-06-22.

2011/41	<b>Secretary</b> to locate questions and answers on TEG issues and add to the FAQ file, then upload it.	Action completed, files for upload passed to BINDT Pubs 2011-06-22.
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