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## CONFIRMED MINUTES OF THE 18<sup>TH</sup> MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD

Meeting Date: 20<sup>th</sup> November 2008

Location: Airbus UK, Broughton.

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Rev 2008-11-26

NANDTB/2008/M4

1. Opening of the meeting
  - a. The meeting was opened at 12:00 following a tour of the Airbus A380 wing manufacturing facility at Broughton.
  - b. Mr. Alun Williams, speaking for Airbus UK (Broughton) welcomed all present Board members.
  - c. On behalf of the Board, the Chairman thanked Mr. Williams for arranging this most interesting tour, and for hosting the meeting of the Board.
  - d. Mr. Biddulph then welcomed Mr. Ted Blacklay (CAA) to this, his first meeting of the Board as the CAA observer, replacing Mr. Mark Barker, who had moved on within the CAA to a new field of responsibility.
2. Attendance & apologies for absence received are recorded in Annex A.
3. The [agenda](#) for the meeting was confirmed.
4. [Notes of the last meeting](#)
  - a. The notes of the last meeting were accepted as an accurate record of the meeting, and are to be published as Confirmed Minutes of the 17<sup>th</sup> meeting of the UK NANDTB.  
**Action 2008/34: BINDT CSD Administration** to upload Confirmed Minutes of the 17<sup>th</sup> meeting of the UK NANDTB
  - b. Actions and matters arising from the last meeting (not covered by the agenda)
    - i. A draft (Rev A) document setting out the Board's policy on the use of Limited Level 2 qualified personnel had been circulated for comment, and an amended draft (rev B) incorporating comments offered by Mr. Chapman was discussed at length. Mr. Chapman (CAA) proposed, and the Board agreed, a new form of words that would avoid confusion regarding the use of the term certification (certification of personnel and certification of inspection resulting in a certificate of release to serve or CRS). Mr. R Crabb's 22<sup>nd</sup> October 2008 letter to Mr. McCully offering his [comments](#) on the use of Limited L2 personnel was noted. A further evolution, draft Rev C, was approved for further circulation to Board members, who were asked to read and digest the present draft, and to revert with comments and/or agreement for approval at the next meeting.

**Action 2008/35: Secretary** to circulate draft rev C to members; **members** to review and comment and/or indicate support for approval.

NDT method/technique training matrix, a preliminary [draft](#) of which had been circulated for further input by members, had not received further development since the initial draft released by the Chairman. It was agreed that a new action be placed on members to review the present preliminary draft, and to indicate approval or to propose additions to the matrix.

**Action 2008/36: members** to review and propose additions and/or indicate support for approval of the matrix.

5. Membership ([current list](#))

- a. The meeting was presented with the current member list, including contact information and terms of office, noting the status of present members. It was agreed that those whose membership required re-nomination within the next three months, or whose contact information was incorrect in the present revision, would arrange for a formal notification to be transmitted to the Secretary.

**Action 2008/37: All Board members** to notify the secretary of changes in contact details and status detailed in NANDTB/06 issue dated 2008-09-22.

- b. A [letter](#) from the Chairman of the PCN Certification Management Committee to the NANDTB Chairman regarding Board representation on the CMC was tabled and discussed. The meeting agreed that it would be mutually beneficial to communication and reporting functions if a representative of a full members of the Board was also a full member of the PCN CMC, and Mr. Roger Hogarth (British Airways) was proposed and agreed to accept this appointment – at least until December 2009.

**Action 2008/37: Secretary** to notify CMC Chairman and BINDT Council with a view to ratification at the 11<sup>th</sup> December 2008 meeting of BINDT Council.

- c. Noting that the role within BINDT of the present secretary, John Thompson, was likely to change in the near future, and that he would be unable to provide the required level of support for the NANDTB, it was proposed that, with effect from January 2009, Mr. Alexander Lambie, PCN Scheme Manager (Inspection and Testing) provide the future secretariat for the Board. JRT emphasised that he would provide guidance to the new secretary before and during the next few meetings of the board. The Board discussed and agreed the handover required to achieve a smooth transition.

**Action 2008/38: Secretary** to notify all appropriate bodies and individuals of the appointment of Mr. Lambie to the post of secretary, UK National Aerospace NDT Board.

6. NANDTB documents due review within next 6 month period ([NANDTB/01](#))

- a. NANDTB/09 (Co-option to the membership of the UK NAndtB) was confirmed for a further period of three years, with a review due by date of 2011-11-23.
- b. No other NANDTB published document fell due for review before the next meeting.

7. Documents for discussion/approval

- a. PCN/Aero draft [Appendix A7](#) (NDT of composites) and the [comments](#) from McCully were discussed at length. There was no consensus on the need for this document, but it was noted that the increasing use of composite materials, including metal to metal bonded structure, and the inevitable evolution of aircraft with almost 100% composite structure, would lead to the use of more and more methods and techniques – some of which might be entirely new – for composite testing, and personnel using them would have to be qualified for the specific tasks.

This qualification may take the form of in-house job-specific training and qualification but, particularly in the case of personnel employed in the maintenance sector, there may be a future requirement for one or more PCN qualifications to cover this specific area. The present meeting was not able to reach a conclusion as to whether the qualification should be an add-on to an existing PCN qualification, i.e., UT of structures, or whether it should take the form proposed in the present draft Appendix 7. It was therefore decided to set up an ad-hoc task group (AHTG) to deal with this in one or more dedicated meetings.

The Board agreed that the AHTG would comprise Messrs. Biddulph, Hogarth, McCully, Thomas, Thompson and Chapman, who offered to host the first meeting at Aviation House. It was suggested that an expert in composites manufacture, testing and inspection be identified and invited to participate in the meeting of the AHTG, and Professor Peter Cawley of Imperial College was suggested. A suitable location, date and time was agreed for the first meeting of this AHTG; it would not be known whether any subsequent meeting(s) would be necessary until the first meeting was concluded.

**Action 2008/39:** JRT to make enquiries with Professor Cawley of Imperial College, and to convene the first AHTG meeting at Aviation House, Gatwick Airport (South) on 22<sup>nd</sup> January 2009 @ 09:00.

- b. PCN draft examination papers (deferred action from last meeting) and [statistical data on questions](#) were tabled, and four Board members accepted an action to review draft PCN examination papers and remit comments to Mr. Alexander Lambie.

**Action 2008/40: Messrs. Phillips, Hiscox, Berkley and Hogarth** to review draft PCN examination papers provided at the meeting and to return papers, by secure means, marked up with comments, to Alexander Lambie, the new UK NANDTB Secretary. Following receipt, **AWL** to incorporate necessary changes to papers or to remove and replace questions before issuing the papers for use and preparing Aerospace specific papers across all methods for submission to the next meeting.

- c. JRT had only recently completed the revision of [PCN/Aero IAW EN 473 and EN 4179 : 2008](#), and undertook to circulate the draft to members for review and comment (within 42 days), and to incorporate changes following receipt of comments before circulating a final draft for review and approval at the next meeting.

**Action 2008/41: JRT** to circulate revised PCN Aero; **Members** to review and comment by 31 December 2008.

#### 8. Control of Qualifying Agencies

- a. The PCN [AQB](#) Audit Programme was noted and those assessments to be witnessed by NANDT members were agreed.
- b. The BINDT [OA Audit Programme](#) and reports were discussed, and future assessments to be witnessed by NANDTB members agreed. CT proposed that the schedule be broken down by outside and internal qualifying agencies, and JRT accepted an action to implement the proposal.

**Action 2008/42: Peter Milligan** to show internal and outside agencies on separate lists within audit and accreditation schedules.

- c. Frequency of assessment. JRT reported that BINDT is considering a change to the present policy of frequency of assessment for AQB, which involves a re-assessment every third year, with annual surveillances between full assessments. Present thinking is that if, over a full cycle of three years, there are no significant mandatory improvement actions required, the assessment frequency could be relaxed to one full assessment every two years. BINDT would like to see some standardisation of assessment frequencies in the AQB, ATO and OA approvals.

The Board discussed the frequency of assessment, taking as an example the NADCAP programme, which started with annual assessments, relaxing to 18 monthly, then 24 monthly provided no major nonconformities had been identified. The Board recommended that BINDT consider a similar approach.

**Action 2008/43: JRT** to make appropriate proposal on frequency of assessment of OA, AQB and ATO through CMC and MQ&E.

#### 9. Outside Agency Questions and Interpretations (GMcC) (see [email exchange](#))

Following feed-back from outside agencies through GMcC and CT, there was a discussion on the recently issued NANDTB/16, which stipulates the Board's requirements regarding minimum data content to be included on certificates and associated data sheets following training and/or examination.

The Board noted the fact that some agencies were concerned at the nature of some of the requirements, but it was recalled that the Board had given the training and qualification

industry the opportunity to come up with a self regulating requirement that would satisfy the industry as well as the Boards, but it had been unable to do so, thus the Board had imposed the requirements unilaterally.

However, if the industry could agree a requirement that also satisfied the Board, it was prepared to review, with a view to acceptance, a training industry proposal arrived at through consensus.

**Action 2008/44: GMcC and CT** to communicate to Outside Agencies and the UK TEG the opportunity to propose an acceptable alternative to NANDTB/16.

IC asked the Secretary how the Board controlled the training and examination operations of those outside and internal qualifying agencies that were not BINDT accredited. JRT replied that it did not, and that the Board relied upon the CAA surveillance activity to drive qualifying agencies to seek BINDT accreditation. CT undertook to communicate the requirement to CAA surveyors after passing a draft for review to the Chairman and (present) Secretary.

**Action 2008/45: IC** to draft communiqué to CAA Surveyors, and to pass draft for comment to **JB/JRT**.

#### 10. ANDTBF matters

- a. The Board noted the minutes of a recent meeting between representatives of the ANDTBF and EASA (file: [Interactions with EASA](#)). Concerns were expressed at the position taken by EASA with respect to a number of the topics that had been proposed for discussion. The CAA representatives present took note of the recommendations within the minutes of the meeting that any rulemaking proposals be made through the corresponding members of the SSCC (Safety Standards Consultative Committee). This is the consulting body representing the interests of industry. The minutes also stated that it may help also to contact specific members of AGNA (Advisory Group of National Authorities), which is the consultative body representing the Competent Authorities. EASA had indicated that the need for such a request would have to be justified, including an impact assessment and the recommended level of priority.
- b. The Board turned to the UK role and participation in [the 3<sup>rd</sup> December 2009 meeting](#) of the Forum, noting that the UK will be represented by JRT (JB having a prior engagement that precludes his attendance). It was strongly suggested that, in order that the UK could better influence the direction of the Forum and its influence on major organisations, including EASA, the UK should offer to take on the chairmanship and secretariat of the Forum. JB stressed that he had to prioritise his time, and that if his employer was to agree to his participation as chairman of the forum, there would have to be a strongly supporting message from both the UK NANDTB and the CAA. JRT stressed that he would be willing to stand for the position of secretary only if JB was appointed chairman.
- c. The Board was unanimous in recognising the importance of the UK participation as a leader of the Forum, and particularly requested that this be clearly minuted.
- d. The CAA was equally supportive of the UK Board taking a strong leadership role in the Forum, and agreed to communicate this in writing directly to Mr. Biddulph (copied to the secretary for the record).

**Action 2008/46: IC/TB** to communicate in writing the support of the CAA in taking a leading role in the work of the European Forum of NANDTB.

#### 11. Date and location of subsequent meetings of the UK NAndtB:

- a. 19<sup>th</sup> Meeting of the UK NANDTB: 25<sup>th</sup> February 2009 @ Bombardier, Belfast.
- b. 20<sup>th</sup> Meeting of the UK NANDTB: 14<sup>th</sup> May 2009 @ BAE Systems, Warton.
- c. 21<sup>st</sup> Meeting of the UK NANDTB: 11<sup>th</sup> August 2009 @ MT&D, Cardiff
- d. 22<sup>nd</sup> Meeting of the UK NANDTB: 11<sup>th</sup> November 2009 in Glasgow

12. There being no other business, the meeting was concluded at 15:15.

**Secretary's note:** Actions and assignments are recorded at **Annex B**.

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**Annex A - Attendance at the 18<sup>th</sup> meeting of the UK NANDTB held at Airbus UK, Broughton, on 20<sup>th</sup> November 2008 was as follows:**

Organisation	Representative	Attendance
Agusta Westland	Berkeley, Phil	Yes
Airbus UK	Hewitt, John	Yes
	Phillips, Keith	Yes
	Hiscox, Trevor	Yes
BAE Systems	Dootson, Chris	Yes
BINDT	Thompson, John (Secretary/co-opted)	Yes
BINDT	Lambie, Alexander (observer)	Apologies
Bombardier	Scott, Bobby	Yes
	McIlroy, Eric	Apologies
British Airways	Hogarth, Roger	Yes
CAA observer	Chapman, Ian (observer)	Yes
	Ted Blacklay (observer)	Yes
Honeywell	Gane, Stanley	Apologies
Messier Dowty	Rossiter, Brian	Yes
Messier Dowty	Bob Murrell	Apologies
OA co-optee	McCully, Graham (co-opted)	Yes
Rolls Royce	Biddulph, Jon (Chair)	Yes
UK TEG + Messier	Thomas, Colin	Yes

**Annex B – actions assigned at the 18<sup>th</sup> Meeting of the UK NANDTB.**

Reference	Agreed action	Assignment	Remarks
2008/34	Upload Confirmed Minutes of the 17 <sup>th</sup> meeting of the UK NANDTB and unconfirmed minutes of the 18 <sup>th</sup> meeting of the UK NANDTB	BINDT CSD Administration	Secretary action completed 2008-11-25
2008/35	Circulate draft rev C of Limited L2 Policy document to members for review and comment and/or indication of support for approval.	Secretary & members	Secretary action completed 2008-11-24 Membership action due by 2009-01-31
2008/36	Review and propose additions and/or indicate support for approval of the method/technique training matrix.	Members	Secretary action completed 2008-11-24 Members additions or comments by 2009-01-31
2008/37	Notify CMC Chairman and BINDT Council of recommendation of appointing R Hogarth to CMC with a view to ratification at the 11 <sup>th</sup> December 2008 meeting of BINDT Council.	Secretary	Secretary action completed 2008-11-21
2008/38	Notify all appropriate bodies and individuals of the appointment of Mr. Lambie to the post of Secretary, UK National Aerospace NDT Board.	Secretary	Secretary action completed 2008-11-24
2008/39	Make enquiries with Professor Peter Cawley of Imperial College, and to convene the first composites AHTG meeting at Aviation House, Gatwick Airport (South) on 22 <sup>nd</sup> January 2009 @ 09:00.	JRT	Initial action completed 2008-11-24 Issue agenda and papers by 2008-12-31
2008/40	(1) Review draft PCN examination papers provided at the meeting and to return papers, by secure means, marked up with comments, to Alexander Lambie, the new UK NANDTB Secretary. (2) Following receipt, the Secretary to incorporate necessary changes to papers or to remove and replace questions before issuing the papers for use and (3) prepare aerospace specific examination papers across all methods for submission to the next meeting.	Messrs. Phillips, Hiscox, Berkley, Hogarth and Lambie	Action timescales: (1) by 2008-12-31 (2) by 2009-01-31 (3) by 2009-01-31
2008/41	Circulate revised PCN Aero; Members to review and comment.	JRT and members	Secretary action completed 2008-11-24 Members: 2008-12-31
2008/42	Show internal and outside agencies on separate lists within audit and accreditation schedules.	BINDT Compliance Manager	Drawn to PJM's attention 2008-11-24 by JRT. PJM action by 2008-12-31
2008/43	Make appropriate proposal on frequency of assessment of OA, AQB and ATO through CMC (2009-02-12) and MQ&E (2009-02-11).	JRT	By 2009-01-31
2008/44	Communicate to Outside Agencies and the UK TEG the opportunity to propose an acceptable alternative to NANDTB/16.	GMcC and CT	By 2008-12-31 Done 2008-11-24 by JRT
2008/45	Draft communiqué to CAA Surveyors, and pass draft for comment.	IC; JB and JRT	By 2008-12-31
2008/46	Communicate in writing the support of the CAA in taking a leading role in the work of the European Forum of NANDTB.	IC/TB	Urgent, by 2008-11-28