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CONFIRMED NOTES OF THE 49th MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD

Meeting Date: Wednesday 5th November 2014, 10:00
 Location: Merton House, Croescadarn Close, Cardiff, CF23 8Hf

NANDTB/2014/M5

1. Confirmation of the agenda (and any other business)

J Biddulph (Chair) welcomed all to the meeting.

2. Attendance & apologies for absence (Annex A)

Refer to attached attendance sheet.

3. Notes of the 48th meeting (distributed earlier)

a. Confirmation

The minutes of the last meeting were confirmed.

b. Review of allocated actions below with special mention to the following;

Ref	Actions brought forward	Remarks
06/2013	C Worrall (LEAD), G McCully, C Thomas, T Blacklay, S Algar to review NANDTB-18. Comments to be submitted to J Cook by close of business 5th April 2013 for implementation with approval at the next meeting.	ON HOLD Document update to be postponed until publication of new issue EN 4179
24/2013	All members to send suggestions to K Phillips for collation, on 'what the UK NANDTB wants the forum to achieve'. Suggestions to be put to T Blacklay at a meeting between UK NANDTB and CAA at Aviation House TBC. (action re-allocated to KP from JB)	ON HOLD No suggestions received from members
32/2013 Amended	All members - comments to T Blacklay for changes to Part 145. T Blacklay advised that comments are still required	OVERDUE No comments received to date: options listed as discussed:
39/2013	T Blacklay to formally correspond with Primes' employers advising why it is important that members of UK NANDTB attend and witness audits of Aerospace agencies/training & examination centres.	OVERDUE – Transfer to Stuart Algar
02/2014 Amended	N Scutt to circulate the BINDT auditor training criteria	OVERDUE – NLS confirmed that she would have something to table at the next meeting. NLS confirmed that we are revising all of the auditor documentation so this will be tabled in February meeting.
09/2014	4 new members to be selected for review of audit reports (previously JB, AW, RB, CW)	It was agreed the following Board members would be responsible for reviewing the audit reports for a 12 month period. Phil Berkley, Bobby Scott, Graham McLeod, Jes Duggard.
12/2014	T Blacklay to confirm who will represent the CAA on the BINDT Certification Management Committee	CLOSED – T Blacklay will be representing the CAA

13/2014	N Scutt to request that new lead assessor joins the WG for action 10/2014 review of OAQS-7	CLOSED – Alan Parsons is new auditor and as soon as WG starts reviewing then he will be part of the team. AP knows this. NLS also informed the Board that he will be doing ISO 9000, ATO and AQB audits.
14/2014	NANDTB_09 – review by; C Dootson and A Williams	ONGOING C Dootson had a look at both documents 09 and 15 as they go hand in hand. The Board discussed whether or not a co-opted member should be a permanent position. CD to amend both documents ready for the next meeting.
21/2014	J Biddulph and N Scutt to co-ordinate expediting the transfer of ANDTBF information and documentation to be included on BINDT website	ONGOING NLS explained that we have received the USB stick with all the information on and we are in the process of trying to sort it all out.
22/2014	J Biddulph to inform T Grant of ATS&S company information to be included on NANDTB_21	CLOSED
23/2014	J Biddulph to create an advisory and organisation chart showing the Board has signed up to ANDTBF_08 recognition of approvals and removing the overseas affiliations process.	OVERDUE
25/2014	NANDTB_21 to be redrafted by the Affiliation WG Including AD008, TB to write a letter to EASA informing them of the Boards position.	ONGOING - We need to reissue this document as withdrawn and write a letter to the organisations affiliated telling them that they are no longer affiliated.
26/2014	CT To take checklist/work instruction on marking procedures to OA/IA user group.	ONGOING – This was taking to the OA/IA Group and they were happy and this needs to be issued by the OA/IA Group. Action 50/2014 – CT to issue and to be mandated from 1/1/2015
27/2014	TG to reconfirm CW membership status.	CLOSED
28/2014	JB, TB, KP to review NANDTB 04	ONGOING
29/2014	G McCully, CT, JB, TB to review NANDTB 10	CLOSED – CT informed the board that the re-issue this did impact of GR23 but they did take the wording of GR23 and put it in NANDTB10 – JB signed this off.
30/2014	G McCully, CT, JB, TB to review NANDTB 12	ONGOING – Revisit next meeting
31/2014	TG to withdraw NANDTB 13	CLOSED
32/2014	C Thomas to take NANDTB 16 & AD007 to OA/IA User Group for review	AGENDA ITEM
33/2014	CT to take NANDTB 22 to the OA/IA user group for review.	AGENDA ITEM
34/2014	TG to publish NANDTB 27	CLOSED
35/2014	TG to withdraw AD003 & AD005 when revised EN4179 published.	ON HOLD
36/2014	TG to withdraw AD 007 & AD 008 when Actions 25/2014 & 32/2014 have been closed.	ON HOLD
37/2014	TG to amend the Webpages stated in mins.	CLOSED
38/2014	KP & TG to contact the organisations requesting further information and for those who hadn't responded giving a cut-off date of 31 st August.	CLOSED
39/2014	Board members to inform TG of oversight audits they will attend.	CLOSED

40/2014	TG to review all NANDTB & OAQS docs for the use of Internal and external.	CLOSED
41/2014	J Dugard, M Cox, J Biddulph and T Blacklay to look at NANDTB_23	ONGOING
42/2014	GMcCully to amend the OAQS7 to state independent and external.	CLOSED – RE-ISSUED
43/2014	Board members to review the checklist for IA.	CLOSED
44/2014	TG to issue IA checklist as OAQS8 if no comments received.	ONGOING
45/2014	J Biddulph and N Scutt to inform TB of location of ANDTBF documents.	CLOSED
46/2014	T Blacklay to make amendments to GR23 and publish	ONGOING
47/2014	TG to circulate draft AMC to Board members only.	CLOSED
48/2014	TG to circulate standards used for NDT to Board members only.	CLOSED
49/2014	CW & JD to review NANDTB_17 and circulate	CLOSED

c. Other matters arising (not covered by the agenda)

No other matters arising.

4. Membership (current list)

- a. Changes were made in real time to amend email addresses.

5. Documents for discussion and/or approval

See table of documents NANDTB_01

- o **NANDTB_02, NANDTB_03, NANDTB_04** – to be reviewed by JB, TB & KP.
- o **NANDTB_09 & NANDTB_15** – to be reviewed by CD & AW [See action 14/2014](#)
- o **NANDTB_10, NANDTB_12, NANDTB_14, NANDTB_16, NANDTB_19, NANDTB_22 & NANDTB_25** – to be reviewed by the OA/IA User group. [See action 14/2014, 15/2014, 17/2014, 29/2014, 30/2014, 32/2014, 33/2014](#) Combined to create new action [See section 11](#)
[Action 50/2014 – JB to send to send updated version of NANDTB_25 to C Thomas](#)
- o **NANDTB_21** – review by T Blacklay, K Griffiths, A Williams and K Phillips – KP to lead
[See Action 25/2014 – To be reviewed by the affiliation WG.](#)
- o **NANDTB_23 & PPP** – review by J Biddulph and M Cox
[See Action – 41/2014](#)

CW has circulated NANDTB_17 for comment.

A discussion took place regarding NANDTB_17 as CT advised that the OA/IA they want radiography to be included. CT advised that there was a member of the OA/IA Group who confirmed that radiography would equally fit in to here as long as they were defined. BS asked if the reduction of hours was in the new standard not going to help that? CT said that wasn't taken in to account there was more if you consider some technique related inspections with eddy current, ultrasonics, thermography and sherography then you could also consider there being applications for radiography. BS confirmed that he is not comfortable with the changes proposed and neither was JB.

SA noted 5.3 in GR23 had been amended incorrectly.

[Action 51/2014 – SA to discuss with TB and report](#)

[Action 52/2014 – TG to issue NANDTB 17 and upload](#)

6. Overseas Affiliations - Working Group update

The WG will remain the documentation but note this is superseded. The Board were shown ANDTBF_08 and this is recognised.

At the moment we have 8 approvals however now ANDTBF_08 is in force we can comply with that.

In ANDTBF_08 it confirms that anybody can use an organisation from the UK. BS asked if the country has a board it must come from the Board. He also asked if an individual company anywhere in the world say they are covered by the UK. JB confirmed that you cannot use organisations if they are not linked to the UK Board. You can use any board associated with this forum. A country must have EN4179 or NAS10.

There was a discussion about NANDTB_21 and it was agreed that this needs to be cancelled and that it is going to be replaced.

A general discussion also took place with regards to the requirements met and people clarifying the position.

NLS confirmed that we have rolled this out now and we are sending a standard email with an email link.

Action 53/2014 – NLS and JB to create a letter to be sent out regarding affiliations

7. Qualifying Agencies -

a. Oversight Matrix

NLS confirmed that we will be uploading the 2015 one to the forum on the website so people can log on and identify the ones for next you will be able to go and oversight.

JB confirmed that everyone must be aiming to attendance one audit in 2015.

Action 54/2014 – NLS to send an email to the Board informing when matrix uploaded

NLS confirmed that there are a couple that Karen has requested people go on but there are certain ones when she doesn't need anyone from the Board with her.

b. Audit comments – Tri School Audit – Alun, Clive and Rob to debate this

AW confirmed that he attended the Tri School audit and there were quite a few NCRs however he was under the impression that they had closed a lot of them now.

NLS confirmed that the situation is if they have NCRs they agree a timescale with Karen Reader as to how long they have to clear them off. They Tri School have had a 1 month extension to their certificate however they have closed a lot of them off.

BS confirmed that he assumed the approval doesn't happen until all the non-compliances are closed and NLS confirmed this was correct.

Tara will confirm whether or not we are still awaiting approval.

JB cited a presentation by Lou Truckley and BS to follow up and provide copy for flow down.

8. ANDTBF including NAS410/EN4179 update

JB confirmed that at the meeting in Prague on 7 October Power Point presentations were shown and they will be flowed down so that everybody can see how each board operates. NLS confirmed that it was stated at that meeting that anybody who hasn't done a presentation will have to present at the May one and by then we should have a copy of all of the presentations.

JB confirmed that with regards to EN4179 the only comments that were received were from the UK, Germany and Italy. JB will be the lead on this. In a couple of weeks we should have the final version and we will compare versions and then liaise and finalise all revisions. This will then be published and the Board to PREN4179 – new standard by January 2015.

JB also mentioned to the Board about the NAS410 webinars and that the first one will be free of charge and they will go through all the changes etc.

JB also confirmed that he would be the Chair of the Forum for the next 2 years and Helmuth Hoeller will be the Vice Chair and he is from Austrian Board. JB also confirmed that the next meeting is in Seville in May 2015.

9. Pt. 145 Orgs, QAs and SIG members Update

Nothing to update as GMc was not present.

10. Regulators Update

SA confirmed about GR23 and he just wanted to make sure that the Board were happy with what is in Section 9 and perhaps why this hasn't been published is that TB wasn't aware or didn't have access to ANDTBF_08 to put the link on there. SA confirmed that we had talked about the link to Level 2 removed well this is covering the 08 bit. It looked like that these were removed and these were perhaps discussed at the last meeting.

Action 55/2014 NLS to send the link to SA to ANDTBF_08

SA also confirmed that GR23 which everybody has had copies off was the questionnaire feedback from the different standards of use from different countries and also everybody has had a copy of the personal certification for non-destructive testing and they are making a proposal of what they are going to put back to the WG for Part 145 .

NLS confirmed that this was circulated with the minutes from the last minutes.

Action 56/2014 TG to resend document to all members

It was noted that at the last meeting it was agreed that there would be minimum of 4 site visits a year but this hasn't been put down. NLS stated that the copy that TB tabled at the meeting needs to now be revisited as it was agreed at the last meeting that there was going to be a SLA with a minimum of 4 site visits a year.

Action 57/2014 TB to revise the draft and SA will take comments back to TB

11. OA/IA Group

CT reported that the last OA/IA user group meeting was on the 21st October. CT confirmed that it was quorate and that OAs were well attended however the IAs not so much but they were on the phone.

The TOR were amended and BINDT have also agreed to the Chair of the OA/IA being a voting member on the CMC. He confirmed that the infrastructure were in place and going forward now is making sure that the communication is flowed down and this really works.

CT advised that we have standing agenda item to review the previous minutes of the NANDTB Board.

We had some actions from the last Board meeting which were for the group to look at NANDTB_16 and NANDTB_22 and advisory AD007.

CT advised that a discussion took place regarding all the above documents.

The Board reviewed the document NANDTB_16 and after CT explained the changed it was confirmed that everybody was happy and this would be issued. NLS asked if CT wanted her to issue this from 01/01/2015 as issue 5 or if he wanted it issued now. CT advised that he would like it issued asap with implementation on 01/01/2015.

AD007 was then discussed and this document was amended by OA/IA Group to state that it has now got "certificates and/or documents" and to make sure it covers both inside and agencies it now stated "qualifying agencies". CT also highlighted the other changes and these were explained to the Board. JB asked for agreement from the Board and this needs to be uploaded as Rev 2.

The last document that the OA/IA Group looked at was NANDTB_22 and CT explained that we used qualifying agencies rather than outside agencies on their own. The wording of issued 5 of NANDTB_16 on the back of the certificates is mandated to make sure that that fits in with the other document which is why the Board wanted us to review all of those 3 documents together.

CT thinks that the OA/IA Group provided a closer involvement with the NANDTB Board and the flow up and flow down works well.

Action 58/2014 OA/IA Group to review the following NANDTB documents, NANDTB_10, 12, 14, 16, 19, 22 & AD007.

CT also confirmed that the Group had requested that Karen Reader attends the next meeting.

12. Any other business

RB noted that at a recent audit he witnessed with Karen Reader findings were raised regarding leading questions and look-up questions. Karen Reader had suggested that this was an ongoing problem and wanted some guidance from the Board on how questions should be written. BS suggested that AIA have created a document/presentation regarding the compilation of questions and BS would provide this to CT for review at the OA/IA meeting.

Action 60/2014 BS to provide CT with the AIA document

13. Date and location of the next meetings

51st meeting – Wednesday 10th December – Airbus – cancelled

52nd meeting – Tuesday 10th March – Filton, Airbus

53rd meeting – Friday 19th June – Flybe

54th meeting – Tuesday 8th September – BINDT Conference, Telford

Annex A – attendance and apologies for absence at the 2014 NANDTB meeting no. 49

Name	Representing	In attendance	Apologies for absence
Alun Williams	(Airbus UK)	1	
Bobby Scott	(Bombardier)	1	
Carl Sheppard	(British Airways)		1
Chris Dootson	(BAE Systems)		1
Chris Durrant	(Messier-Bugatti-Dowty)		1
Clive Worrall	(British Airways)	1	
Colin Thomas	(Training & Examination Group)	1	
Dave Griffin	(Training & Examination Group Deputy)	1	
Jes Dugard	(MoD)		1
Graham Mcleod	(Honeywell)	1	
Graham McCully	(Pt. 145 Orgs, QAs and SIG members)		1
Jon Biddulph (Chair)	(Rolls Royce)	1	
Keith Griffiths	(Rolls Royce)	1	
Keith Phillips	(Airbus UK)		1
Kevin Pickup	(BAE Systems)		1
Linda Taylor	(BINDT)	1	
Mandy Cox	MAA	1	
Nicole Scutt	(BINDT)	1	
Phil Berkley	(Agusta Westland)		1
Rob Bright	(Flybe)	1	
Stuart Algar	(Civil Aviation Authority)	1	
Ted Blacklay	(Civil Aviation Authority)		1
Tracy Grant (Secretary)	(BINDT)		1
	Totals	13	10

Actions allocated and carried over from meeting 48th Meeting.

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02/2014 Amended	N Scutt to circulate the BINDT auditor training criteria	OVERDUE
16/2014	NANDTB_15 – review by; C Dootson and A Williams	ONGOING See action 14/2014
21/2014	J Biddulph and N Scutt to co-ordinate expediting the transfer of ANDTBF information and documentation to be included on BINDT website	ONGOING J Biddulph will chase Bernard to expedite the transfer of information.
23/2014	J Biddulph to create an advisory and organisation chart showing the Board has signed up to ANDTBF_08 recognition of approvals and removing the overseas affiliations process.	OVERDUE
25/2014	NANDTB_21 to be redrafted by the Affiliation WG Including AD008, TB to write a letter to EASA informing them of the Boards position.	
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50/2014	CT to issue and to be mandated from 1/1/2015	
51/2014	SA to discuss with TB and report	
52/2014	TG to issue NANDTB 17 and upload	
53/2014	NLS and JB to create a letter to be sent out regarding affiliations	
54/2014	NLS to send an email to the Board informing when matrix uploaded	
55/2014	NLS to send the link to SA to ANDTBF_08	

56/2014	TG to resend document to all members	
57/2014	TB to revise the draft and SA will take out comments back to TB	
58/2014	OA/IA Group to review the following NANDTB documents, NANDTB_10, 12, 14, 16, 19, 22, 25 & AD007.	
60/2014	BS to provide CT with the AIA document	