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**UNCONFIRMED NOTES OF THE 52<sup>nd</sup> MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD**

Meeting Date: Tuesday 8 September 2015, 10:00  
 Location: Pattingham Suite, NDT 54<sup>th</sup> Annual Conference, Telford

NANDTB/2015/M3

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

J Biddulph (Chair) welcomed all to the meeting.

J Biddulph also confirmed that the meeting was quorate in the case of approving documents.

There was a round table introduction as Phil Byram was at his first meeting. PB confirmed that he would be taking over from Jes Dugard (Primary) as the Airforce RL3 in March.

**2. Attendance & apologies for absence (Annex A)**

Refer to attached attendance sheet.

**3. Notes of the 51<sup>st</sup> meeting (distributed earlier)**

**a. Confirmation**

There were a few minor amendments to the minutes and these were amended in real time and amended were approved.

**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.	<b>AGENDA – NANDTB_18 amended in real time</b> <b>Action 32/2015 – TG to tidy up NANDTB_18 formatting</b>
02/2014 Amended	N Scutt to circulate the BINDT auditor training criteria	<b>OVERDUE – NLS confirmed that there is an Audit SIG that meet now – when this has been drafted, NLS will circulate</b>
16/2014	NANDTB_15 – review by; C Dootson and A Williams	<b>CLOSED</b>
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.	<b>CLOSED</b>
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.	<b>CLOSED</b>
01/2015	CD to recirculate these documents	<b>CLOSED</b>
02/2015	JB and GMcC to review NANDTB_10	<b>CLOSED</b>
04/2015	CD and KPU to amend NANDTB_19 in accordance with comments received	<b>CLOSED</b>
05/2015	DG to contact Andy Bakewell regarding the updated on ISO 18490	<b>CLOSED</b>

10/2015	JB to draft something to go on the website to advise where they can buy PREN4179 from	<b>CLOSED</b>
14/2015	OA/IA to look at this and stated that it must be under control unless EN4179/GR23 is revised (NLS does this need to change?)	<b>ONGOING</b> – DG stated that this was brought up at the last OA/IA meeting, however was unsure that AIT were in attendance. Add something in to NANDTB_12 to this effect
New Action 16/2015	JB, GMcC and CT are to review NANDTB_12 and provide more clarity regarding specific training	<b>AGENDA</b>
17/2015	JB to write back to Aircelle Ltd and request clarification	<b>CLOSED</b>
18/2015	TG to publish NANDTB_09	<b>CLOSED</b>
19/2015	TG to send NAndtB-09 to DG, CT and GMcC to sign as co-opted representatives	<b>CLOSED</b>
20/2015	GMcC, CT, RB, CW and BINDT to meet to review and align PCN Aero Specific Practical and PCN Aero Syllabus to comply with EN4179	<b>CLOSED</b>
21/2015	TG to withdraw NAndtB_15 on document list/state on website	<b>CLOSED</b>
22/2015	TG to issue NAndtB_16 as Issue 6	<b>CLOSED</b>
23/2015	CD and GMcC to review NAndtB_19	<b>ONGOING</b>
24/2015	TG to issue NAndtB_21	<b>CLOSED</b>
25/2015	TG to issue NAndtB_23	<b>CLOSED</b>
26/2015	JB to draft new rev of NAndtB_24 and to liaise with Andy Bakewell	<b>AGENDA</b>
27/2015	TG to withdraw AD002	<b>CLOSED</b>
28/2015	TG to withdraw AD009	<b>CLOSED</b>
29/2015	TG to issue AD010	<b>CLOSED</b>
30/2015	TG to upload oversight matrix to the website	<b>CLOSED</b>
31/2015	DG to take back to the OA/IA Group L3 and comparable equipment etc	<b>ONGOING</b>

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

No other matters arising.

**4. Membership (current list)**

**a. To note status and confirm contact details**

NANDTB\_06 was tabled and amended in real time.

**Action 33/2015 – TG to issue NANDTB\_06**

AW confirmed that he was due in April 2015 and had we received anything to confirm membership. TG confirmed that she had received nothing.

**Action 34/2015 – AW to chase up confirmation of his membership**

CDu confirmed that he would get something sent to us as his membership runs out in October.

**Action 35/2015 – CDu to get an email/letter sent regarding his membership**

NLS confirmed that BINDT membership runs out in December.

**Action 36/2015 – NLS to ask Cameron Sinclair to provide an email to JB re BINDT membership**

CDu also asked that as he is mentoring a L3 at Messier-Bugatti-Dowty, whether he could attend a meeting and then if CDu could not make a meeting, he could come in his place. JB stated that if we are looking for him to be an alternate he could be nominated and they could come together for meetings, however would only get one vote.

## 5. Documents for discussion and/or approval

### a. NANDTB\_10 – (GMcC and JB)

TG tabled the document, JB stated that it was not up on the screen for approval as some other actions need to be completed before this can be finalised. However once these were done then the language in NANDTB\_10 was what would be used.

GMcC stated that PCN Aero is deemed to meet EN4179 and at the PCN Aero meeting there was an agreement that we would try to generate specific exam questions that were written round specific identified industry standards and on that basis we could then claim that PCN Aero was more a less aligned to employer requirements and therefore was more employer specific. There is still a requirement there for the L3 to decide any additional requirements but the supplemental, specific and practical exam is not typically expected so therefore if you have got PCN Aero then it should be taken that this is compliant with 4179 and is employer specific. PCN Aero will still be recognised for people who are operating under 145. It was also noted that the outcome of the meeting was to get the specific questions written against the standards and done and implemented in the system.

JB asked if everybody was happy with what was tabled and everybody was happy.

This document is on hold and NLS is to monitor the progress with the questions and once this is completed this can be published. It was agreed that NANDTB\_10 would remain as it is however the index is to be marked accordingly that it is under review.

**Action 37/2015 – TG to mark NANDTB\_10 on the Index as “under review”**

### b. NANDTB\_12 - (GMcC and JB)

This was pre-circulated before the meeting.

TG tabled the document, this was discussed in great detail and it was amended in real time.

BS asked if supplementary training as required by the new version of 4179, in table 1 in the document. JB confirmed in the case of PCN Aero it was. BS then asked that for anyone who has to do supplementary training, it is clear that it is the employers responsibility. JB confirmed that it is additional training to PCN Aero. If training and examinations are being done by an OA then these should be employer specific. That is the UK position and in the UK there is no requirement for supplemental and practical examinations. That is notwithstanding if the employer might be introducing new techniques or introducing someone to a new technique. There is obviously additional training required.

TB then asked with regard to training undertaken/required by a type certificate holder, that is not under control of the Board. JB confirmed that the only training the Board controls is the formal training that you get when you go a school, either the 40 hours or the 80 hours. The other part of the training is on the job training. If you have got somebody who has done the minimum hours that is required in the standard but you are adding to it, it is up to the RL3 to decide how many additional hours is necessary and if any further training is required.

TB stated that you can be qualified in accordance with EN4179 i.e. you have met all the requirements of EN4179 and you have a certificate to say this, this does not mean that you can go and work. TB stated that their surveyors go out and say once you are qualified in accordance with EN4179. The RL3 gets them to do an assessment and then once they have found the individual competent to do the work the organisation wants them to do, they authorise or approve that individual to work.

PB stated that they are bringing Phased Array in and this is going to be in addition to their written practice and then subsequent extra training, experience and exams. JB stated that if you are transitioning one person from one thing to another then you need to decide what is necessary for them to do and you should write this in the written practice.

**Action 38/2015 – TG to issue NANDTB\_12**

### c. NANDTB\_18 – Done with actions

### d. NANDTB\_19 – Ongoing

### e. AERO AO

TG tabled this document.

GMcC explained that there had been a meeting with himself, CT, NLS, CW, TB and RB and this was to ensure that Aero is in full compliance with both ISO9712 and also EN4179 rather than it being an equivalency. Also they looked at a bank on all levels of specific questions on industry recognised aerospace standards and amending the PCN Aero Syllabus to reflect those specifications.

CT did a gap analysis on PCN Aero to EN4179 and what he came up with was they amended PCN Aero specific exam requirements to the same wording as EN4179 and took out any equivalences.

GMcC explained that this had been through GTC and this document was just for the Board's information.

GMcC then went on to explain that the second part was going through the syllabus and they have now included all the specific specifications which will be used for the written questions. ASDN questions were the ones that were used. NLS explained the list of standards that were put in have already been put in and these have just got to be put in to the syllabus document which will be published on 1 October 2015. All OA/IAs and all PCN AQB and ATOs that do aerospace have been emailed a list of all the specifications that we want questions written against and we are paying £5 per question. JB asked if we had received a good response in relation to this and NLS confirmed at the moment no.

NLS confirmed that she will ring round and speak to the L3 at the OA/IAs and PCN AQB and ATOs to see if there is a problem with why we are not getting responses. NLS has checked and the ones previously supplied a few years ago by SWS have been loaded on to the database.

**f. OAQS10**

ISA have requested that the document that we have issued which is a mandatory document should have a section on there for a name and signature.

Other people who use the checklist at the meeting have been copying the checklist only in to their own document and there is a name and signature on theirs.

**Action 39/2015 – NLS to add a sentence to the top of the document stating that the table should be incorporated in to each individuals company format**

**g. NANDTB\_24**

A discussion took place regarding this document. It was agreed that this document needs to be withdrawn on the index to state "superseded by ISO18490".

TB stated that we also need to let Andy Bakewell know that when you go to his website the button he has on there that states test instruction, should no longer link to NANDTB\_24 as this is being withdrawn.

**Action 40/2015 – JB to revise the wording regarding NANDTB\_24 and draft a statement for NANDTB mini site**

**Action 41/2015 – TG to withdraw NANDTB\_24 and mark as superseded on Index**

**Action 42/2015 – JB to ask Andy Bakewell to remove test instruction**

## **6. Qualifying Agencies**

**a. Oversight Matrix**

JB confirmed that the policy has been changed and what is important is that each of the auditors is witnessed each year. JB asked if this year all of our auditors have been witnessed by someone from the Board. NLS confirmed that Karen Reader has done all but one of them and Alan Parsons has done the one in China.

The witnessing of an audit by Alan Parsons has been deferred to 2016 – 1<sup>st</sup> quarter of 2016 Aerotech. Chris Durrant will witness this audit.

**Action 43/2015 – TG to liaise with Tara Ashton that when the Aerotech audit is organised that Chris Durrant knows the date as he will also be attending**

**b. Satellite Training Centres**

JB stated that we have some of the UK OAs who are training organisations who are setting up satellite training centres overseas but are operating under a UK quality management system. JB stated that he was guessing that these centres wouldn't have been audited. NLS confirmed that they wouldn't have been. JB asked if they could be?

JB mentioned that SWS are looking at setting up a facility in Singapore. NLS confirmed that they actually already have one but she did know that they were sending all the paperwork back to the UK so the only thing to audit in Singapore would be the facilities.

JB confirmed that BINDT are auditing the UK office but obviously where there are satellite facilities overseas these are not being audited. SA confirmed a desktop review could be done. If they are accredited then it was agreed that they should be audited.

NLS did state that what PCN do is that an AQB can do up to six training events and exams before we need to go and audit them. When the head office is audited we look at their audit. NLS suggested that we amend the checklist to state that when they are auditing the UK facility have they got any satellite centres and have you seen the audit reports of that centre.

This was discussed in great length and in the end it was agreed that instead of adding about satellite facilities to the checklist that we would send out a questionnaire to OA's and then at the next meeting go through the stats to see who is doing what.

**Action 44/2015 – TG to send out a questionnaire to all OA's regarding satellite facilities in order to go through stats December meeting**

**c. AIT**

At this point in the meeting Dave Griffin, Graham McCully and Phil Byram were asked to leave the room as they are OAs.

GMCCI provided TG with some questions to table from Karen Reader/himself.

We went through all the questions/queries on the sheet and these were answered.

1. There was a discussion about who was on the old report review team. The new team is now Chris Dootson, Chris Durrant, Keith Griffiths and Stuart Wroot.

CDu did suggest Karen Reader be invited to one of the meetings to put forward any information/questions. JB did confirm that if KR is out on audit, then it would be easier for her to send an email.

JB suggested that KR email him directly. However NLS stated that the best way forward was for KR just to email the audit report team. The process will remain that KR will email NLS and TA and then they will circulate around the review team.

**Action 45/2015 – TG to supply Tara Ashton with the new review team for audit approvals/queries**

2. The next thing discussed was the root cause analysis, GMCCI stated when he went it was the auditor/company sitting down and discussing.

NLS checked the audit forms and tabled these. There is a section on here for the root cause analysis and this should be being done. NLS explained that the forms are filled in at the time of the audit and then certain sections are left blank for the company to fill in and then these are sent to the lead assessor. The timeframe for the auditee to complete this is whatever is agreed at the time. KR may not have had the current form at the time of doing the AIT audit as these have been re-issued recently. However these are the new forms that Karen will be using.

A discussion took place regarding the root cause analysis. NLS stated that the form has root cause analysis and then a section with proposed improvement actions. NLS then stated that these forms are new and any forms that you see now will look like what has been tabled.

3. It was noted that KR stated that OAQS7 and the OAQS8 need to be aligned. NLS confirmed that she would look at this and see what the issue is.
4. It was also brought up that KR is the only person doing the audits, can we perhaps look at contracting another auditor. NLS explained that for OA/IA we use KR and Alan Parsons does over 100 ATO audits and over 20 AQB audits in a year so his priority is the PCN system and not the OAs. However next year we will be using another auditor to do overseas audits so this may free Alan Parsons up.

JB did state that KR was good as she was also a NADCAP auditor and BS did state that there are about 12 in the UK, so we could perhaps look at using another one. At the moment the current BINDT auditors are KR, Alan Parsons and John Thompson. There is nothing to say we cannot use another auditor.

**Action 46/2015 – BS to provide NLS with a list of NADCAP auditors**

5. Had already been answered.
6. JB read the question and answered that to be qualified as a L3 you have to demonstrate knowledge of all the other methods that are covered by the standards and that includes thermography and shearography. It is up to the OA to ensure there is an add-on. NLS stated that ISO9712 states that L3 basic exam includes other methods but at L2.

TB asked if you need a L3 in that method to write questions as all L3 should have a basic knowledge to generate suitable questions.

BS asked if we could take this question – amended back to the open meeting and JB confirmed yes.

After the discussion that took place, it was agreed that non related AIT questions on the sheet would be put on to the FAQ sheet, in case anybody ever needed to refer back to them.

NLS will go back to KR regarding completing root cause analysis for AIT and JB confirmed that the outcome of the audit report will be reviewed and the board will decide whether they are happy with it.

**Action 47/2015 – NLS to go back to KR regarding a root cause analysis for AIT**

When the meeting went back to an open meeting JB asked about the requirement for the standard for the general exam and the L3 has to demonstrate knowledge of other NDT methods and the question that came out of the section where the others had to leave was that as a L3 you have to demonstrate knowledge of other NDT methods and therefore there is an expectation that the exam will contain other questions. It also says in the text "basic" examination covering the other NDT methods used.

The closed group were of the opinion that they believed that L2 questions were acceptable. DG confirmed that they would put L2 questions in. As OAs JB asked the open group what they thought. Basically if someone is doing a basic exam, if they are not a L3 in that method who can write the questions at that level.

If you are an OA and you are administering L3 examinations, part of that general examination has to include that L3 demonstrating knowledge in all the other methods covered by the standards.

DG confirmed that at IMECHE any L3 can write a paper but when it is set for a person it has to be approved by the RL3 or the examiner. Out of a lot of papers the examiner will look through the questions and approve it and they have to sign to confirm this. They will be a L3 in penetrant or Magnetic but perhaps the other questions they may not be a L3 in.

JB stated that as far as the UK are concerned you have to be a L3 to write questions however not necessarily a L3 in all methods.

**Action 48/2015 – DG and GMcC to take back to the OA that if the basic L3 who is writing that question do they have to be a L3 in the method**

**Action 49/2015 – JB will distill the 6 points from AIT in to Q&As and will put them on the FAQ**

**Action 50/2015 – TG to send JB NANDTB\_26**

## 7. prEN4179:2014

### a. PCN/Aero and supplementary employer specific/practical exams – policy

This was covered under NANDTB\_10

### b. UK NANDTB Public Policy Statement on prEN4179 Supplemental Examinations

JB explained that this was coming out of the Forum Meeting. The new standard basically says that where a Board recognises an examination with a wider scope against industry standards and is not employer specific then a supplemental exam has to be administered.

At the last Forum meeting we went round to see if they were wider scope or employer specific.

How can we put this somewhere so if I was an auditor how would I know that exams in a particular country under control of the Board are employer specific and therefore they don't need to be looked at or audited or they are wider in scope and therefore supplemental exams are required and therefore depending on who is controlling them either the Board or the RL3 the auditor needs to audit them. We should be able to say – go to the website and it should tell you.

NANDTB\_02 was tabled. TG then showed the NANDTB website through the BINDT website.

JB wondered if we could get the UK NANDTB website to a similar standard as the BINDT website and then having easier links to find stuff. It was suggested that we have an introduction paragraph and then a link to the Board documents.

**Action 51/2015 – JB will write a statement to go on the front of the website**

### c. Implementation of prEN4179:2014 ref. Nadcap Auditor advisory 15-004

JB explained that Nadcap are currently revising the NDT checklist AC7114. NAS10 rev 4 was published and had an effectivity date which was six months from the date of publication that was 19 June. Anybody who is required to or has a written practice that references NAS410, the written practice should have been updated to comply with NAS410 rev 4. There was an advisory put out because at the moment the Nadcap checklist doesn't comply with the new version it still complies with EN4179. The advisory was put out to say that this standard now applies to the auditors, the checklist hasn't been updated yet but you need to be auditing to the new revision of the standard and go through the checklist and if there are questions in the checklist that are no longer applicable this could be recorded on the checklist, however if you find anything that is non-compliant against the new spec you raise an NCR. This was okay for people who work to NAS410 but didn't apply in the situation where organisations are either having EN4179 flowed or it is only EN4179 that is in their written practice. In EN4179 there is no effectivity date. Some countries haven't yet implemented it yet.

At the last forum meeting that took place that it was accepted that this is the standard that is applicable and that the standard had to be implemented by 31 December 2015.

JB has written an advisory regarding EN4179 AD009 – DG advised that this has been flowed down to the OA/IA. JB has also written an article that was featured in NDT News.

A "What's New" section on the front of our webpage would be good.

JB apologised for not distributing the paperwork before the meeting, he thought he had.

**Action 52/2015 - NLS will speak to David Gilbert about a "What's New" section which is on the first page**

## **8. ANDTBF (JB)**

The next meeting is 8 September 2015 and JB will be showing a presentation which he went through with the Board for their agreement. If it gets agreement then he will show it at the Nadcap NDT Task Group in October.

JB stated that Pt. 21 and Pt.145 are never going to be changed.

JB stated that there was an action at the last Forum meeting to write to the Chairs of all the Boards to state that they comply with ANDTBF\_08 – only received 3 responses. Some think they comply, however they don't as they don't have a website etc.

BS did state that there is a lot of pressure at the moment from the American primes to see exam papers etc as they don't believe their Boards are doing what they say they are. Part of this is to show that the EU Boards are doing what was said all along.

There are also issues in the USA with companies using light-scopes and the USA know they don't comply with 4179 they are not employer specific and there are no supplemental exams.

JB going through the presentation and there were comments on this, which JB noted and there were Q&As.

## **9. Pt. 145 Orgs and SIG members Update – (GMc)**

There is no update.

GMcC said that he had one question – which was the point 6 of KR's questions.

## **10. Regulators Update – (TB)**

TB confirmed that nothing has been done on GR23. What he was waiting for was NANDTB\_10 to be sorted and then it can be done in one hit. From today nothing was objected to in NANDTB\_10 so he will start trying to revise.

DG asked if the number of visits by a L3 can be put in. TB confirmed he would like to put it in but the way the general policy is going, it won't get in. TB will try again but the approach is to be proportionate and performance related. A minimum might be able to be put in, but he will have to see.

JB also highlighted the requirement that was in the draft GR23 for an annual audit with the opportunity to extend to 24 months where satisfactory performance had been demonstrated but this had been pulled back in the latest revision. There is a Pt. 145 requirement it says it has to be annually, Pt. 21 organisations are now being penalised because of the Pt. 145 requirements. TB confirmed this would be looked at, they may be able to split them up.

TB stated that at the last meeting there was an action on the Board to let him know what they would like in an NDT Forum or seminar/workshop there would be at Aviation House. John McColl went to see TB and was discussing having workshops and people coming in and he said about having an NDT one. Therefore his management is saying if you want to get all the NDT people together they will do that. If anybody wants an NDT workshop then propose it to CAA. It was suggested that people perhaps get their management there as well and say how important the Board is etc.

## **11. OA/IA Group**

There hasn't been a meeting. DG confirmed that there will be a meeting before the next meeting in December.

## **12. Any other business**

- a. DG confirmed that he wanted to let everybody know there is an open day at the new IMECHE building on 13 October – this will start about 2 and there are various presentations and talks etc. They would also like to host a meeting next year.

## **13. Date and location of the next meeting**

53<sup>rd</sup> Meeting – Wednesday 9<sup>th</sup> December – BA – location to be confirmed by CW

**Annex A – attendance and apologies for absence at the 2015 NANDTB meeting no. 51**

Name	Representing	In attendance	Apologies for absence
Alun Williams (AW)	(Airbus UK)	1	
Bobby Scott (Ralph Duff) (BS) (RD)	(Bombardier)	1	
Carl Sheppard (CS)	(British Airways)		1
Chris Dootson (CD)	(BAE Systems)		1
Chris Durrant (CDu)	(Messier-Bugatti-Dowty)	1	
Clive Worrall (CW)	(British Airways)	1	
Colin Thomas (CT)	(Training & Examination Group)		1
Dave Griffin (DG)	(Training & Examination Group Deputy)	1	
Jes Dugard/Phil Byram (JG) (PB)	(MoD)	1	
Graham Mcleod (GmCl)	(Honeywell)	1	
Graham McCully (GMcC)	(Pt. 145 Orgs, QAs and SIG members)	1	
Jon Biddulph (Chair) (JB)	(Rolls Royce)	1	
Keith Griffiths (KG)	(Rolls Royce)		1
Kevin Pickup (KP)	(BAE Systems)		1
Mandy Cox (MC)	MAA		1
Nicole Scutt (NS)	(BINDT)	1	
Patrick Boulton (PJB)	(BINDT)		1
Rob Bright (RB)	(Flybe)		1
Stuart Algar (SA)	(Civil Aviation Authority)	1	
Stuart Wroot (SW)	(Agusta Westland)		1
Ted Blacklay (TB)	(Civil Aviation Authority)	1	
Tracy Grant (Secretary) (TG)	(BINDT)	1	
	<b>Totals</b>	<b>13</b>	<b>9</b>

**Actions allocated and carried over from meeting 52<sup>nd</sup> Meeting.**

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  The original team nominated are now to review.
02/2014 Amended	N Scutt to circulate the BINDT auditor training criteria	OVERDUE
14/2015	OA/IA to look at this and stated that it must be under control unless GR23 is revised	CLOSED
NEW ACTION 16/2015	JB, GMcC and CT are to review NANDTB_12 and provide more clarity regarding specific training	CLOSED
23/2015	CD and GMcC to review NAndtB_19	ONGOING
26/2015	JB to draft new rev of N24 and to liaise with Andy Bakewell	CLOSED
31/2015	DG to take back to the OA/IA Group L3 and comparable equipment etc	ONGOING
32/2015	TG to tidy up NANDTB_18	Done
33/2015	TG to issue NANDTB_06	Done
34/2015	AW to chase up confirmation of his membership	Done
35/2015	CDu to get an email/letter sent regarding his membership	Done
36/2015	NLS to ask Cameron Sinclair to provide an email to JB re BINDT membership	Done
37/2015	TG to mark NANDTB_10 on the Index as "under review"	Done
38/2015	TG to issue NANDTB_12	Done
39/2015	NLS to add a sentence to the top of the document stating that the table should be incorporated in to each individuals company	Done
40/2015	JB to revise the wording regarding NANDTB_24 and draft a statement for NANDTB mini site	Done
41/2015	TG to withdraw NANDTB_24 and mark as superseded on Index	Done
42/2015	JB to ask Andy Bakewell to remove test instruction	Done
43/2015	TG to liaise with Tara Ashton that when the Aerotech audit is organised that Chris Durrant knows the date as he will also be attending	Done – Alan Parsons is leaving BINDT 2015
44/2015	TG to send out a questionnaire to all OA's regarding satellite facilities in order to go through stats December meeting	Done – agenda item
45/2015	TG to supply Tara Ashton with the new review team for audit approvals/queries	Done
46/2015	BS to provide NLS with a list of NADCAP auditors	Done
47/2015	NLS to go back to KR regarding a root cause analysis for AIT	

48/2015	DG and GMcC to take back to the OA that if the basic L3 who is writing that question do they have to be a L3 in the method	Done
49/2015	JB will distill the 6 points from AIT in to Q&As and will put them on the FAQ	Done
50/2015	TG to send JB NANDTB_26	Done
51/2015	JB will write a statement to go on the front of the website	Ongoing
52/2015	NLS will speak to David Gilbert about a "What's New" section which is on the first page	Done