



C/o BINDT  
 Newton Building, St. Georges Avenue  
 Northampton  
 NN2 6JB  
 Tel: +44 (0) 1604 893857  
 Secretary: tracy.grant@bindt.org

**CONFIRMED NOTES OF THE 53<sup>rd</sup> MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD**

Meeting Date: Wednesday 9 December 2015, 10:00

Location: BACE, Hayes

NANDTB/2015/M4

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

J Biddulph (Chair) welcomed all to the meeting.

There was a round table introduction for the benefit of people who had not before attended.

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

Refer to attached attendance sheet.

**3. Notes of the 52<sup>nd</sup> meeting (distributed earlier)**

**a. Confirmation**

There were a few minor amendments to the minutes and these were amended in real time and TG stated she would deal with the action numbering before uploading.

It was also agreed that after the meeting in future, TG will circulate the minutes to the Board and they have 2 weeks to let TG know if there are any changes and if there are none, upload the “unconfirmed minutes” to the website.

**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>CLOSED</b>
02/2014 Amended	N Scutt to circulate the BINDT auditor training criteria	<b>CLOSED</b> – NLS stated that she hasn't done this as BINDT are in the process of recruiting another auditor. The training will probably be amended as they are being trained so it will be done for the next meeting but it may change.
14/2015	OAI/A to look at this and stated that it must be under control unless EN4179/GR23 is revised.	<b>CLOSED</b>
New Action 16/2015	JB, GMcC and CT are to review NANDTB_12 and provide more clarity regarding specific training	<b>CLOSED</b>
23/2015	CD, KP and GMcC to review NAndtB_19	<b>ONGOING</b>
26/2015	JB to draft new rev of NAndtB_24 and to liaise with Andy Bakewell	<b>CLOSED</b>

31/2015	DG to take back to the OA/IA Group L3 and comparable equipment etc	<b>CLOSED</b>
32/2015	TG to tidy up NANDTB_18	<b>CLOSED</b>
33/2015	TG to issue NANDTB_06	<b>CLOSED</b>
34/2015	AW to chase up confirmation of his membership	<b>CLOSED</b>
35/2015	CDu to get an email/letter sent regarding his membership	<b>CLOSED</b>
36/2015	NLS to ask Cameron Sinclair to provide an email to JB re BINDT membership	<b>CLOSED</b>
37/2015	TG to mark NANDTB_10 on the Index as "under review"	<b>CLOSED</b>
38/2015	TG to issue NANDTB_12	<b>CLOSED</b>
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	<b>CLOSED</b>
40/2015	JB to revise the wording regarding NANDTB_24 and draft a statement for NANDTB mini site	<b>CLOSED</b>
41/2015	TG to withdraw NANDTB_24 and mark as superseded on Index	<b>CLOSED</b>
42/2015	JB to ask Andy Bakewell to remove test instruction	<b>CLOSED</b>
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>CLOSED</b> – 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	<b>CLOSED</b> – Agenda item
45/2015	TG to supply Tara Ashton with the new review team for audit approvals/queries	<b>CLOSED</b> – New review team nominated at September meeting CD, CDu, KG and SW. This team will remain until September 2016.  TG also mentioned that Tara Ashton had to wait for a little while for responses from the audit team. The team noted this.
46/2015	BS to provide NLS with a list of NADCAP auditors	<b>CLOSED</b>
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	<b>CLOSED</b> - DG confirmed that he had done this
49/2015	JB will distill the 6 points from AIT in to Q&As and will put them on the FAQ	<b>CLOSED</b> – To be discussed on agenda
50/2015	TG to send JB NANDTB_26	<b>CLOSED</b>

51/2015	JB will write a statement to go on the front of the website	<b>ONGOING</b> – JB will look at drafting something for the home page. There is also a “What’s New” part on the website however until there is something to go in this part, this section will not show.
52/2015	NLS will speak to David Gilbert about a “What’s New” section which is on the first page	<b>CLOSED</b>

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

**4. Membership (current list) No other matters arising.**

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

NANDTB\_06 was tabled and amended in real time.

JD confirmed that PB is now taking over as the Lead for the MOD as from March and JD will be alternative. JB stated that there will be a meeting in March or around that time and at that meeting will switch over JD and PB.

**Action 53/2015 – TG to upload NANDTB\_06**

CDu confirmed that Luke Talbot will also be attending the next meeting for introductions as per the correspondence received from Messier-Bugatti-Dowty.

**5. Documents for discussion and/or approval**

**a. NANDTB\_01**

TG tabling NANDTB\_01 to go through the list of documents to see if anything needed to be looked at.

NANDTB\_01 was tabled and amended in real time, some of the dates were changed as they didn’t appear to be on a 2 year cycle.

**Action 54/2015 – TG to upload NANDTB\_01**

**b. NANDTB\_23**

JB stated that this needed reviewing and there was also a PowerPoint document that needed to be looked at.

**Action 55/2015 - NANDTB\_23 Power Point will be reviewed together by JB and JD**

**c. NANDTB\_25**

TB stated that this should be looked at as they need revising to reference the ISO or this needs to be removed as NANDTB\_24 has now been withdrawn.

**Action 56/2015 – NANDTB\_25 Power Point will be reviewed together by JD and JB**

NLS also stated that whilst we were looking at the website there are Annual Reports dating back to 2006 – do they still need to be on the website or can they be removed and archived. JB confirmed that these could be archived. The minutes can also go back to 2010.

CD stated that in the constitution he stated that an annual report needed to be done yearly. TG tabled NANDTB\_05 – Method of Operation and it appeared that this was stated in the Method of Operation.

**d. NANDTB\_05**

TG tabled this document. This was amended in real time and up-issued.

**Action 57/2015 – TG to upload NANDTB\_05**

**6. Qualifying Agencies**

**a. Oversight Matrix**

NLS stated that there is no Oversight Matrix for 2016 as of yet. As soon as there is one, this will be uploaded on to the members area on the website, however the only people doing the audits are Karen Reader and John Thompson. John Thompson is currently doing 2 in Singapore in January. If anybody would like to witness John then they can.

## **b. Satellite Training Centres**

JB stated that a questionnaire went out to all OAs and that only 2 have come back. NLS also stated that a lot of people are confused as to what a satellite centre is. NLS also stated that some of the people who have responded have said they do not have one, however NLS/JB is aware that they do.

TG tabled a spreadsheet in which the information was gathered.

A discussion took place as to what a satellite training centre was and JB stated that his interpretation is that where a UK organisation is setting up a school overseas but it is operating under the accreditation of their BINDT approval based on the UK business.

A discussion took place regarding what a satellite centre is and DG stated that they have trainers abroad not from Argyll & Ruane's business and also there are samples located abroad. JD asked if the admin was done in the UK or abroad and DG stated that all the exams are written by A&R, marked by A&R and also A&R supply the exam certificates. This information was volunteered by DG.

CD did state that this was an interesting point as how does the auditor who goes in to Sheffield verify the control of the test samples in the other location? DG stated that A&R hold the masters and that there is an audit report to back-up the information. This is not audited by the OA auditor. CD asked how the off centre activities are being controlled and DG stated that they are audited and then the audit report is available to the OA auditor should they wish to see it.

JB stated that he believes SWS are setting up a training school in Singapore where they are training/administering exams and that is operating under the South West School of NDT QMS and it is therefore acting under the BINDT approval based on an audit done in the Cardiff facility. It is also believed that Testia are also doing this, i.e will be operating under the QMS of Testia and under the BINDT UK approval of Testia. There is therefore training and examinations going on and this is being operated under the control of the UK Aerospace Board. They are controlled by reviewing the audit that is performed by BINDT in the UK.

TB stated that it might be worth clarifying what has been said with Testia as Testia Singapore is a separate organisation. This may change but at the moment they are a separate organisation.

JB also stated that he believes NDT Consultants were also doing this.

JB stated that his issue is that UK organisations are going overseas and doing stuff and then this allows those organisations to state that these are being done under the UKNANTB and do the Board have the appropriate level of oversight in where this is examination is being done.

JB asked the Board if they are happy for organisations to be doing this. UK OAs are setting up overseas and saying that they are operating under the same QMS as the mothership and are operating under the UK BINDT approval of the mothership and therefore that overseas training school is under the NANDTB. Are the Board happy that there is no audit activity happening.

Under Regulation 145 exams need to be under an Aerospace Board. The CAA then wanted to add training to this also. This is also happening in Europe also.

A discussion took place regarding this.

### **Action 58/2015 – JB to contact Testia, SWS and NDT Consultants to find out what their status is with regard to satellite centres**

KG asked about the companies that the Board don't know about? DG stated perhaps if they have a CAA audit or an EASA audit if this could perhaps be fed back to the Board if any overseas companies with the logo are found? TB stated that he would investigate this.

JB stated that he thought there were 3 scenarios :-

1. That you have a UK organisation that sends their training and examination personnel overseas to an employer to do training onsite and/or examinations onsite;
2. Someone from UK is going abroad to audit the employers facilities however the trainers/examiners are at the employers facility;

3. A UK organisation sets up a training school/facility overseas and is therefore claiming to operate under the UKNANDTB.

JB stated that 1 wasn't a problem. With regard to 2 if people are using their own staff and examiners, he is not sure about this as this is only being audited by whoever is doing the exams, however DG did state that there is no logo on the certificate for the training. DG confirmed they are sending out full exam packs however these are returned to A&R. DG stated that they vet all the trainers and the invigilators, the facilities, equipment and the samples.

JD stated that if a company who are doing it are being audited anyway, they may not be getting audited out there but are sending people out there and it is all controlled and the audits are satisfactory is there really a problem with this? JB stated that if we have a UK BINDT approved organisation that is going out and doing this, this needs to be part of the scope or noted that this is what is being done and to see the evidence.

TB stated that if you can ensure that the organisation doing the training hasn't got prior knowledge of your exam questions as coaching to pass the exam then this can be monitored.

JB confirmed that the checklist would need revising and that DG should take the 3 scenarios back to the OA/IA. JB suggested that if the checklist is a requirement then NANDTB\_12 would need to be looked at as well.

JB did also state that with scenario 2 – the fact that they are doing stuff abroad or in the UK will need to be added to the scope so that they can be audited. With regard to scenario 3 JB doesn't think we have received the sufficient information.

**Action 59/2015 – DG will take the 3 scenarios regarding the satellite centres back to the OA/IA group along with the checklist which will need revising**

**Action 60/2015 – DG to take NANDTB\_12 back to the OA/IA group to capture the requirements**

## 7. prEN4179:2014

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

JB confirmed that the recognition document has been drafted it but it hasn't been published as the specific exams needed to be collated.

NLS stated that the question had been asked about 3 times for the questions however NLS stated that at the last OA/IA it was noted that we are not offering to pay enough per questions. DG did state that at the consensus of people at the last OA/IA meeting that £5 p/q isn't enough.

NLS did ask the Board if anybody had any further suggestions about where to get questions from.

NLS confirmed to the Board that there need to be a few questions against each spec – these need to be open book questions.

CD suggested writing to previous Board members who had retired. AW also suggested that he may know a few people but he would ask the question. NLS did state that she was unsure as to how much would be paid per question. JB also asked if this could go in NDT News? NLS stated that she could do.

AW asked if anybody is interested then what should they do? NLS stated that they are to contact either NLS or TG.

**Action 61/2015 – NLS will put something in NDT News to see if she can get anyone to assist with the writing of the questions**

**Action 62/2015 – AW will ask around to see if he knows anybody who can assist**

**Action 63/2015 – JB also asked the Board that if anybody knew anybody who would be interested in perhaps writing some questions then to forward the details to NLS**

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

JB stated that regarding this subject there wasn't a lot to say, only that where exams are being done by BINDT approved OAs in which case they should be written so that they are specific to employers requirements and therefore there is not requirement for a

supplemental exam. PCN Aero is also going this way so that it is suitably employer specific so there is no requirement for supplemental exams there.

JB explained that if someone was being audited today, then they would need to be compliant with the above.

This also covers the below number 7c. JB also stated that he still has an action to put this on the website in the "What's New" section.

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

Covered above.

**8. ANDTBF (JB)**

JB confirmed that the last meeting was the day after the NANDTB meeting in Telford. JB stated that there are a lot of Aerospace Boards who operate differently and the Board are trying to make the requirements for an Aerospace Board a bit more robust in the standard about what a Board can do. JB had an action to write to the Aerospace Boards to see if they comply with EN4179 and to ask if they also comply with ANDTBF\_08. JB did state that only a few people had come back to him and said they do comply, however JB knew that they didn't. The majority of them haven't responded though.

EASA have stated that they are happy that companies are doing certain things, but self-certification by Aerospace Boards, doesn't meet the requirements and isn't good enough. There has got to be some sort of audit activity that takes place in order to verify that they are compliant with the requirements. JB did mention that he thought PRI could do the audits, free of charge if they were tasked to do it by the task groups. There was a morning session in which this was discussed, a motion was proposed and agreed and it was to be taken to the NADCAP Management Council. JT wasn't sure where this had gone now but in that room there wasn't really a lot of concern from the Americans. As there wasn't a lot of concern, JB said to forget about it. From JB's perspective he doesn't think that this will be approved and PRI would do it but people would have to pay.

JB thinks that the NADCAP auditors will now want to view exams that are being taken under Pt. 21, so that the Boards can just then concentrate on Pt. 145.

CW asked if it is being suggested that companies should be Pt. 147 approved.

JB thinks this will be taken over with events and he is happy what is being done in the UK, but doesn't want the UK to be tarnished with the same brush as other Boards. TB will speak to Carmen Chirita.

The next forum meeting is in Munich on 15 June 2016.

JB also stated that there are people who write to the AIA sub-committee because they have got a standard and there is something they are unsure about so they go to them with clarification requests. The American's may provide clarification regarding this and they have a handbook or procedure. There is now a document ANDTBF\_09 which is a document so that if anybody is sitting out there unsure of what something means then there is process to follow with a form and you submit it and it either goes in to the Forum which is JB or it goes to the American side. There is then a discussion/Webex about it. When a clarification statement is made it then gets signed off but it only goes back to the user who submitted it, it is not put in the public domain. JB thinks it would be a good idea to do this so that the response is out there.

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

There is no update however GMC had received some questions, however JB had added these to the FAQ document. TG tabled the FAQ document and the Board went through this document and it was amended in real time, TG will publish.

**Action 64/2015 – TG to publish NANDTB\_26**

There were various questions which were answered. However it was thought that providing a guidance document with regards to examinations. However it was suggested that the OA/IA group be tasked with putting together some guidance for L1, L2 and L3 questions.

**Action 65/2015 – DG to go back to the OA/IA Group with regard to guidance for L1, L2 and L3 questions**

**Action 66/2015 – JB will create a spreadsheet with clarification clauses which could be suggested to be put in to the new draft standard**

**10. Regulators Update – (TB)**

TB stated that he will take an action on himself to provisionally draft GR23.

JB, CS, MC, JD and he will also invite CT.

**Action 67/2015 – TB, JB, CS, MC, JT and CT to provisionally draft GR23**

TB's line manager has also suggested that it might be a good idea for the CAA to hold a forum/meeting with regarding to NDT.

**Action 68/2015 – TB will try and organise an agenda for this for the next meeting**

DG did ask if the 3 visits a year for a L3 to go in to the companies they represent, would be revisited again in GR23 and TB confirmed that it will be revisited but he doubted that anything would happen as at the current time it is how the senior management want the requirements to be, proportionate and objective.

**11. OA/IA Group**

There were some questions that had been raised as below :-

**a. Trainer and Examiner (PJB)**

PJB stated that he thought this question stemmed from JD and it was regarding a requirement as to whether the trainer could then become the examiner, if someone was to be examined at the end of a training course?

JD stated that if you did a training course and were proving training, if that proving of learning was taking place on a daily basis, say over a week's course then that could be done by the trainer but the proving of learning was carried out at the end of the course then that constitutes an exam and therefore couldn't be carried out by a trainer.

DG stated that that is what PCN states, there is nothing in EN4179 that says that.

PJB also stated that examinations encompassing certification shall not be set, invigilated or marked by the tutor responsible for the course in accordance with the written practices of BINDT Document CP08, however if it is surrounding the actual training course itself then it is feasible for the student's progress to be monitored throughout the week or by end of course examination by the trainer. These end of course tests may be invigilated and marked by the tutor but these end of course tests shall not be confused with the formal qualification examinations following completion of the training course.

JB stated that it is not stated in the standard but it is what people are doing.

**b. Satellite Centre Survey**

Dealt with in 6b.

**c. OA/IA requesting to see minutes before NANDTB confirms them at the following meeting**

Mentioned at the beginning of the meeting.

**12. Any other business**

**a. L1 Limited and L2 Limited (PB)**

PB stated that this is going to have to be added to their written practice. NANDTB\_17 specifies the rules with the technique, however what about a technique within a method. But looking at NANDTB\_14 which is to do with bringing in a new technology one line in there specifies that "the responsibilities of the L2 Limited shall be as a L2 except cannot provide guidance or supervision and cannot develop work instructions". As this sentence is in here about a new technology, if it is a current technology can you write a work instruction for a technique within a method that is certified.

The Board stated that anybody can write a technique. If this was a L2 generating or creating a technique was part of your responsibility then this needs to be included as part of the practical exam. Any procedure or any technique or any work instruction can be written by anybody but what matters is the L3 approval which authorises this document.

A discussion took place regarding what was written.

JD did state that supplemental to this, if you have a L1 Limited, 4179 states it has got to be part specific. This was sent out by the AIA on their update. You can hold no more than 3 L1 Limited certifications at one time, is this L1 in any particular method, or in total?

A lengthy discussion took place regarding this in detail about the interpretation and part/specified parts.

**Action 69/2015 – JB will send JD the form to seek clarification about the L1 Limited and whether it is 3 L1 certifications or 3 per method**

- b. Allowance of BS EN4179:2014 NDT Supervised Experience Hours for qualified aircraft engineers (JD)

JD stated that within the definition of experience is gaining knowledge. If you are bringing people up within your own company who have knowledge of cosh, component locations, materials used and product knowledge there is clearly that prior knowledge that is coming in. If you want to employ them within NDT, there is a defined amount of hours. What is the allowance that you can give?

The Board discussed and if it is relevant to testing then yes but it is up to the L3 to decide this. If you leave a company then you cannot take this with you, however if you have full documented evidence of all the information needed then this is acceptable.

This should come down to the MAA for the military and the AA for the other however this should be viewed on a case by case individual basis.

**Action 70/2015 - JD will go back to MC with what they have**

- c. Use of competence assessments in lieu of experience hours for future versions of BS EN 4179:2014 (JD)

JD stated that the board have previously discussed where the hours came from how they have been adjusted under the latest proposals and where the basis for the hours existing came from. Having looked in to this and speaking to Scott Sullivan in the AIA and engaging with the Canadians, American armed forces and the Australians, no-one knows where the hours have come from or what the scientific basis for this is. There are a number of areas when you look at training and how the best way of assessing training is, this is not necessarily purely by experience, it may also be by competency assessments prior to sitting final examinations.

IATA has been looking at competent based assessments for air engineering and pilot training. Singapore is also doing the same and there are medical examples as well. There are number of methods out there in assessing vocational qualifications and JD wondered whether there is merit in looking at alternative methods of assessing competence prior to sitting final exams. You cannot gain competence without gaining the experience necessary to prove competence. The final exam is the actual end piece.

JD asked the Board if it believed that there is merit at looking at the alternative methods of achieving and assessing competence, the board agreed that a working group consisting of – JD, MC, TB and CD should investigate alternative methods and report back to the board with their findings. JB asked how this would be progressed through the authorisation bodies and JD stated that this would have to be looked at.

A WG consisting of – JD, MC, TB and CD was created to look in to this.

**Action 71/2015 – JD will contact GMc and SW to see if they would like to be involved in the WG for the use of competence assessments**

- d. Development of a listing of method techniques (TB)

DG stated that this is on the scope checklist.

TB asked if something could be publicised and if he could be pointed in the correct direction.

With the change in the pr there is a short line that states that in your written practice you need to state how you will accommodate increasing your capability within expanding your techniques. To audit again this you have got to define techniques. This has probably not been done now. Because of this line techniques will have to be defined.

The 2009 version stated that the Board could make decisions regarding this however the 2014 version states that it is up to the RL3.

TB would like some guidance to be out there for his surveyors.

TG will circulate the OAQS scope and if anybody has any feedback on any of the techniques.

**Action 72/2015 – TG to send out OAQS scope**

- e. PJB tabled some questions – however upon looking at these, it was noted that these are very similar to what had been discussed earlier on in the meeting.

**Action 73/2015 – PJB will forward to email to JB as he will respond to this**

**Action 74/2015 – PJB will forward also to TB as he can deal with the EASA question**



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

54<sup>th</sup> Meeting – 15 March – Bombardier, Belfast

55<sup>th</sup> Meeting – 28 June – IMECHE, Sheffield

56<sup>th</sup> Meeting – 13 September – BINDT Conference, Nottingham

57<sup>th</sup> Meeting – 6 December – Airbus, Broughton

**Annex A – attendance and apologies for absence at the 9 December 2015 NANDTB meeting no. 53**

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 (Co-opted) (CT)	(Training & Examination Group)		
Dave Griffin (Co-opted) (DG)	(Training & Examination Group Deputy)	1	
Jes Dugard/Phil Byram (Observer) (JD/PB)	(MoD)	1 - 1	
Graham Mcleod (GMcl)	(Honeywell)		1
Graham McCully (Co-opted) (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 (Observer) (MC)	MAA	1	
Nicole Scutt (Co-opted) (NLS)	(BINDT)	1	
Patrick Boulton (PJB)	(BINDT)	1	
Rob Bright (RB)	(Flybe)	1	
Stuart Algar (Observer) (SA)	(Civil Aviation Authority)		1
Stuart Wroot (SW)	(Agusta Westland)		1
Ted Blacklay (Observer) (TB)	(Civil Aviation Authority)	1	
Tracy Grant (Secretary) (TG)	(BINDT)	1	
	<b>Totals</b>	<b>17</b>	<b>5</b>

**Actions allocated and carried over from meeting 53<sup>rd</sup> Meeting**

Ref	Actions brought forward	Remarks
23/2015	CD and GMcC to review NAndtB_19	ONGOING
47/2015	NLS to go back to KR regarding a root cause analysis for AIT	ONGOING
51/2015	JB will write a statement to go on the front of the website	ONGOING - JB will look at drafting something for the home page. There is also a "What's New" part on the website however until there is something to go in this part, this section will not show.
53/2015	TG to upload NANDTB_06	Done
54/2015	TG to upload NANDTB_01	Done
55/2015	NANDTB_23 Power Point will be reviewed together by JB and JD	
56/2015	NANDTB_25 Power Point will be reviewed together by JD and JB	
57/2015	TG to upload NANDTB_05	Done
58/2015	JB to contact Testia, SWS and NDT Consultants to find out what their status is with regard to satellite centres	
59/2015	DG will take the 3 scenarios regarding the satellite centres back to the OA/IA group along with the checklist which will need revising	
60/2015	DG to take NANDTB_12 back to the OA/IA group to capture the requirements	
61/2015	NLS will put something in NDT News to see if she can get anyone to assist with the writing of the questions	
62/2015	AW will ask around to see if he knows anybody who can assist with the questions	
63/2015	JB also asked the Board that if anybody knew anybody who would be interested in perhaps writing some questions then to forward the details to NLS	
64/2015	TG to publish NANDTB_26	Done
65/2015	DG to go back to the OA/IA Group with regard to guidance for L1, L2 and L3 questions	
66/2015	JB will create a spreadsheet with clarification clauses which could be suggested to be put in to the new draft standard	
67/2015	TB, JB, CS, MC, JT and CT to provisionally draft GR23	
68/2015	TB will try and organise an agenda for this for the meeting to be held at CAA	

69/2015	JB will send JD the form to seek clarification about the L1 Limited and whether it is 3 L1 certifications or 3 per method	
70/2015	JD will go back to MC with what questions they have	
71/2015	JD will contact GMc and SW to see if they would like to be involved in the WG for the use of competence assessments	
72/2015	TG to send out OAQS scope	
73/2015	PJB will forward to email to JB as he will respond to this	
74/2015	PJB will forward also to TB as he can deal with the EASA question	