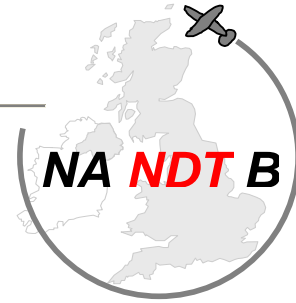


UK National Aerospace **NDT** Board



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CONFIRMED NOTES OF THE INAUGURAL MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD

Meeting Date: Monday 4th October 2004

Time: 10:00

Location: Messier-Dowty, Cheltenham Road, Gloucester.

NANDTB/04/M1

1. Confirmation of the agenda
 - a. The agenda was confirmed with the additions of items 10 (a), (b) and (c), and items 11 (a) and (b)
2. Acceptance of the [notes of the fourth formative WG meeting](#) (distributed earlier)
 - a. The notes of the fourth formative WG meeting were accepted as a true record with one minor amendment (correction to the spelling of *Berkley*)
3. Actions and matters arising from notes of the previous meeting (not covered by the agenda)
 - a. See table below:

No.	Action	Responsible member(s)	Target date
11/04	Revise and re-issue membership status document (agenda item for 2004-10-04)	Secretary	04 Oct 2004 discharged
12/04	Respond to the CAA letter (Chartering the Board)	All members	04 Oct 2004 discharged
13/04	Develop procedures/process maps, noting priorities.	Secretary	04 Oct 2004 and ongoing
14/04	Review the PCN aerospace examination documents and submit a report with recommendations to the next meeting of the Board.	Messrs. Brian Williams, Trevor Hiscox and Chris Dootson	04 Oct 2004 discharged (see NAndTB_07)
15/04	provide system documentation for BINDT OA approval. (agenda item for 2004-10-04)	Secretary	04 Oct 2004 discharged 30-09-2004
16/04	develop, and present to the Board, system documents for assessing and approving EN 4179 qualification examinations. (agenda item for 2004-10-04)	Secretary	04 Oct 2004 discharged 02-10-2004.

No.	Action	Responsible member(s)	Target date
17/04	establish liaison with Scandinavian Board (agenda item for 2004-10-04)	Secretary	04 Oct 2004 discharged 30-09-2004
18/04	invite attendance of Portuguese representative at a future meeting	Vice Chairman	04 Oct 2004 discharged.
19/04	table proposal for developing a UK NANDTB website (agenda item for 2004-10-04)	Secretary	04 Oct 2004 discharged 30-09-2004
20/04	investigate availability of aircraft graphics and provide suitable examples to the Secretary	All	04 Oct 2004 discharged.
21/04	draft proposal for PR and table at next meeting. (agenda item for 2004-10-04)	Secretary	04 Oct 2004 discharged 30-09-2004
22/04	provide directions to meeting venue and information on local accommodation.	Keith Phillips	20 Sept 2004 discharged 27-09-2004

- b. BW raised the issue re. BINDT Accredited (Aerospace) Training Schools and the OA scheme. A concern was raised that companies who are not 'BINDT Accredited Aerospace Training Establishments' are gaining accreditation under the 'BINDT Outside Agency Scheme'. Is there a discrepancy between the audit criteria of the two schemes". BW offered to speak to Phil Kolbe. **Action 23/04.**
4. Prime Charter (report from Simon Roberts/Mark Barker)
- a. Mark Barker reported that letters of charter had been received from all but one member body, and this was in hand. The CAA would in due course issue a statement of formal recognition of the Board, though there was no specific timescale for this at present.
5. Membership (current list attached to agenda)
- a. The meeting confirmed the appointment of the present membership (see NANDtB document 06) and of the appointment of the Chairman, Vice Chairman and Secretary effective for two years from 4th October 2004.
- b. Brian Williams agreed to provide details for the corresponding members (CM) listed on NAndtB/06, and for FLS, which had expressed a desire to be a CM. **Action 24/04.**
- c. Eric McIlroy advised that Bobby Scott would be the nominated secondary representative for Shorts, which was in the process of changing it's name to Bombardier. Eric undertook to provide contact details for Mr. Scott, and to update the Secretary on the name change. **Action 25/04.**
6. Processes and procedures (documents to be circulated prior to meeting)
- a. Audit of training, EN 4179 qualification examinations and Level 3 services provided by Outside Agencies ([OAQS/1](#) and [audit checklist](#)) and Audit of EN 4179 qualification examinations provided by employers.
- b. The Board had received documentation from the Secretary, but considered that 'standards for assessment' were essential before the Board could accept that the system described in the documents submitted provided it with the ability to 'control' EN 4179 examinations delivered by Outside Agencies or the Employer.
- c. The Secretary indicated that, if he were to implement a system to suit the Boards objectives, he would need to be given criteria for auditing (assessment standards), auditor qualifications, reporting format and audit frequency.
- d. The Board set up a working group (WG) comprised of Messrs. Dootson, Hewitt and Phillips, to draft an NAndtB Specification, or Standard, from which assessment criteria and checklists could be derived. The target date for the publication of this standard

was agreed as 1st April 2005, and this would require that the next meeting of the Board be presented with a final draft following circulation for comment. **Action 26/04.**

7. Control of PCN examinations (reports from Brian Williams and the Secretary)
 - a. Brian Williams had circulated a report (NAndtB/07) that had been produced as a result of a review conducted by an ad hoc group (Messrs. Dootson, Hiscox and Williams). The Secretary reported that the PCN General Technical Committee and the PCN Advisory Board had both agreed that it was appropriate for the NAndtB to take control of PCN Aerospace examinations.
 - b. After extensive discussion, the Chairman pointed out that there were three options:
 - i. Simply accept PCN as equivalent.
 - ii. Accept PCN for MRO NDT personnel, but it needs to be aligned with EN4179.
 - iii. Accept PCN for all Aerospace NDT personnel, but significant revision to the PCN scheme required to meet EN4179 and Primes. Would Primes accept this? There was no clear indication that Primes would, therefore not viable
 - c. There was a fourth option: don't accept PCN - period.
 - d. In order to meet the imminent need, it was agreed that we should focus on option ii. It was suggested that an Aerospace PCN GEN be established plus relevant appendices. It was agreed that the Secretary should produce a draft for circulation and comment. This activity is to be completed and in place by 1st April 2005. The board could manage individual cases where NDT personnel within MRO's needed certifying in the interim. **Action 27/04.**
8. [Liaison](#) with external bodies (report from Secretary)
 - a. The Secretary reported the email exchange with Thomas Grybäck. The topic was discussed, and the Board agreed in principle to establish liaisons with all existing and potential EU NAndtBs, and to circulate the UK Board's list of documents and minutes as per that sent to corresponding members.
9. External communication (report from Secretary)
 - a. [Insight/NDT News](#). The Board discussed and approved a 'masthead' tabled by the Secretary for use in dissemination of a quarterly NAndtB report in NDT News. It was agreed that the Secretary would draft some 'bullet points' and consult with the Chairman on expansion of these for the December edition of NDT News. **Action 28/04.**
 - b. [Website](#). The Board agreed to utilize the BINDT website to publish a dedicated NAndtB web page. This would be developed by BINDT for the Board, which would be given the opportunity to approve the design before it was opened to the public. **Action 29/04.**
 - c. [Press release](#). The Board approved an amended version of a draft PR tabled by the Secretary (NAndtB/08). All members were requested to propose organisations/publications to which this should be sent. **Action 30/04.**
10. Any other business
 - a. The constitutional documents, NAndtB/02, 03, 04 and 05 were approved, subject to revising into the NAndtB format, and minor amendment to reflect decisions made at the present meeting.
 - b. A proposal from Bob Crabb (Marshall Aerospace) concerning in-house certification of NDT personnel trained by Outside Agencies was tabled and discussed at length. The meeting struggled to determine precisely what was proposed but, having decided that further information was needed before a formal response could be given, agreed that the Chairman would contact Mr. Crabb to seek clarification of his proposal. **Action 31/04.**
 - c. AN94 revision (timescale). Mark Barker reported that AN 94 will be revised for publication in 2005. It was envisaged that the CAA would be in a position to

release a draft to the NAndtB by the end of November (in time for the next Board meeting).

11. Further meetings

- a. Date & location of the second NAndtB meeting: 7th December 2004 at RR Bristol.
- b. Subsequent meetings:
 - i. 23 February 2005
 - ii. 25 May 2005
 - iii. 24 August 2005
 - iv. 23 November 2005

Actions allocated at the 4th October 2004 meeting of the UK NAndtB

No.	Action	Responsible member(s)	Target date
13/04	Develop procedures/process maps, noting priorities.	JRT	ongoing
23/04	BW to discuss BINDT accreditation criteria for aerospace training organisations with Phil Kolbe	BW	2004-11-21 (this action superseded by development of outside agency criteria)
24/04	Provide details for the corresponding members listed on NAndtB/06, and for FLS.	BW	2004-10-31 (Discharged)
25/04	Provide contact details for Mr. Bobby Scott, and update the Secretary on the name change to Bombardier	EM	2004-10-31 (Discharged)
26/04	That the next meeting of the Board be presented with a final draft 'standard' for Outside Agencies and Employers following circulation of a draft for comment.	CD, JH and KP.	2004-12-07 (Discharged)
27/04	Secretary to produce a draft revision of PCN aerospace documentation for circulation and comment	JRT	2004-11-21 (Discharged)
28/04	Secretary would draft some 'bullet points' and consult with the Chairman on expansion of these for the December edition of NDT News	JRT/JB	2004-11-01 (Discharged)
29/04	Board to be given opportunity to approve the design of it's website before it was opened to the public	JRT	2004-12-07 (Discharged)
30/04	Propose organisations/ publications to which press releases should be sent	All	ASAP - ongoing
31/04	Chairman to contact Mr. Crabb to seek clarification of his proposal	JB – BC	2004-11-21 submitted revised proposal to CAA for action by Simon Roberts (Discharged).