

UK National Aerospace **NDT** Board

c/o The British Institute of NDT
1 Spencer Parade, Northampton
NN1 5AA, United Kingdom

Tel: +44(0)1604-259-056

Fax: +44(0)1604-231-489

E-mail: secretary@UK-aeroNDTboard.wanadoo.co.uk



NANDTB/04/M2

CONFIRMED MINUTES OF THE SECOND MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD

Meeting Date: 7th December 2004

Location: Rolls Royce, Bristol.

1. The agenda was confirmed with the addition of a new item 5: Control of Outside Agencies.
2. Attendance
 - a. The meeting was attended by Messrs. Mark Barker, Jon Biddulph (chairman), Chris Dootson, Trevor Hiscox, Geoff Millar, Sergio Nascimento (observer), Keith Phillips, Bobby Scott, John Thompson (secretary) and Brian Williams.
 - b. Apologies for absence were recorded for Messrs. Simon Roberts, John Hewitt, Eric McIlroy and Stan Gane.
 - c. Sergio Nascimento (snascimento@tap.pt) was attending the meeting as an invited observer representing the Portuguese maintenance and engineering organization TAP. Sergio, who has been actively engaged over the past two years in the setting up of a Portuguese NAndtB, gave a short presentation on progress.
 - i. There are four or five major aerospace organizations, and two relatively small aerospace organizations involved in maintenance and manufacturing in Portugal that form the body of interested parties.
 - ii. There is presently no national NDT Society in Portugal, and there is little support available to set up and administer an NAndtB so, in October 2004, the Portuguese CAA set up a task group to investigate other European developments with the objective of establishing a Board in Portugal during 2005.
 - iii. Sergio has recently been gathering information and, in this connection, had attended a meeting of the German NAndtB, and now the UK Board. He had also amassed information on the NAndtB situations in various European countries, and had prepared a report on his findings, including NAndtB contact information, which he kindly agreed to make available to the UK Board (**Action 32/04**).
3. [Notes of the last meeting](#)
 - a. The notes of inaugural meeting were accepted as an accurate record with the correction of a completion target date in the table of actions.
 - b. Actions and matters arising from notes of the inaugural meeting (not covered by the agenda) were reviewed and table 1 shows progress on allocated actions.

Table 1: actions allocated in past meetings.

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. Afternote dated 2004-12-07: BW had repeatedly attempted to elicit information and documentation from Mr. Kolbe via emails, but had received no response to date.	BW	2004-11-21 (this action now considered 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).

4. Membership ([current list](#) updated and attached to the email distributing the notes of the present meeting)
 - a. Requests for membership of the Board
 - i. The UK Association of Training and Examining Bodies had requested to be co-opted to membership of the Board. The meeting agreed in principle to co-opt, but was concerned that the nominated representative should possess a formal qualification in technical training, hold Level 3 NDT certification and have actual experience of implementing NDT in the aerospace sector. The meeting reviewed and approved an amended paper ([NAndtB/09](#)) tabled by BW, which should be published on the Board's website and distributed as required.
 - ii. The meeting agreed to accept all applications for corresponding membership. Corresponding members receive minutes of meetings and any documents approved for publication. It was however agreed that, once the Boards web pages have been uploaded (<http://www.bindt.org/Mk1Site/NANDTBNotice.htm>) there would no longer be a requirement for corresponding membership since the minutes of meetings and all approved publications will be available for download from the web site. At this time, it was agreed that the Secretary would compile and maintain an email distribution list of individuals and organizations that wished to be updated on NAndtB activities, and that this list would be used to notify new uploads to the NAndtB web pages (**Action 33/04: JRT**).

5. Control of outside agencies

- a. A paper, drafted by a NAndtB WG under convenership of Chris Dootson, had been circulated to members by email prior to the present meeting. The paper was based upon the BINDT Training Establishment Accreditation criteria, with appropriate amendments to reflect the perceived requirements of the Board.
- b. As members had not had sufficient time to review and comment on the tabled document, the meeting concentrated on debating policy and issues of principle related to the assessment and approval of outside agencies.
- c. It was agreed that, at least for the first year of operation of a scheme agreed by the Board, that all audit reports would be subject to the direct scrutiny of the Board, which would decide upon approval of the applicant outside agency.
- d. It was recognized by the meeting that there were two main sectors of operation for providers of training, examination and Level 3 services. These concerned the training and examination of personnel implementing NDT during:
 - i. Manufacture of aerospace materials, components and structure, including overhaul of components and structure removed from the airframe and inspected in a facility remote from flight operations.
 - ii. In-service inspection of materials, components and structure in a flight operations or on-site maintenance environment.
- e. It was agreed that the experience and qualifications of training and examination providers needed to reflect the type of organization for which the particular Level 3 services were provided.
- f. The meeting agreed to review and comment (by 2004-12-24 to the Secretary) on the paper circulated by CD using a provided comment sheet. JRT would concatenate comments and forward to CD for the consideration of the WG, which was to meet on 26th January 2005 at BAe Systems, Warton, with JRT in attendance (**Action 34/04: CD, JH, KP and JRT**).
- g. It was agreed that, currently, if an aerospace part 145 organisation utilized the services of a Level 3 that was not a BINDT Approved Outside Agency, and it possessed the competence to assess and approve the provider of such services, as agreed by the CAA, then it may not be required that this provider gain BINDT Approved OA status.
- h. The Board was requested to consider the specific case of the use of outside agency services, PCN certification and training/examinations provided by the Southwest School of NDT to Airbus UK. The Board was advised that the PCN general and practical examinations were considered appropriate to the Airbus UK NDT operations, as were the specific written examinations provided by the Southwest School of NDT. The Board approved in principle the situation described after being advised that Airbus UK exerted technical control and governance of the PCN aerospace examinations through membership of its General Technical and Management Committees. Trevor Hiscox was asked to document the process that had been followed and send this to the Secretary for retention as a record (**Action 35/04: TH**).

6. Control of PCN examinations

- a. A Draft PCN/Aero/Gen had been circulated prior to the meeting. Although there was little or no comment on the detail of the paper, the meeting agreed that the existing PCN aerospace document was not far wide of the mark, and that the present paper was too much of a reproduction of EN 4179 P3. The Secretary was tasked with re-submitting a further draft that was more representative of the existing PCN style, and including a comment sheet for the use of members and PCN AQB's. The Secretary was asked to provide target dates for comments and revision that would ensure a final draft was submitted for approval at the 26th February 2005 meeting (**Action 36/04: JRT**).
- b. The Board discussed and agreed its policy on the recognition of PCN aerospace certification issued after 28th November 2004. This policy is published as [NAndtB/10](#).

It was agreed that this should be published on the Board's website and distributed as required.

7. Liaison with external bodies

- a. It was recognized that, as there were now a number of National Aerospace NDT Boards within the EU, there was a need to formally establish a mechanism for liaison between these various Boards. JRT, who undertook to compile a contact list from available information (**Action 37/04**), reported that, at a November 5th meeting of the European Federation for NDT (EFNDT), an offer was made to provide a forum for EU NAndtB under the auspices of the EFNDT. This was viewed as a positive prospect by the present meeting, and JRT agreed to circulate an open letter on this subject, drafted by the Chairman to NAndtB secretaries/chairmen and to EASA maintenance staff from the Chairman of the UK NAndtB (**Action 38/04**).

8. External communication

- a. The Board was presented with a proposal for content and layout of its web pages. The following points were made and noted:
 - i. A 'quick link' should be provided at the top level of the BINDT Home Page to the NAndtB Home Page..
 - ii. It was agreed that the home page should not exhibit too much text (be similar in format to the BINDT home page, providing quick links to other content).
 - iii. Links should be provided to the home pages of members' organizations, possibly by clicking on the logo of the member organisation.
 - iv. The NAndtB pages should be 'broken up' with pictures and graphics provided by Board members.
 - v. **Action 39/04: All members.**
- b. A PowerPoint Presentation had been developed and circulated by the Chairman. The Board recognized that this was an essential promotional tool, and that it should be maintained up-to-date and controlled as a NAndtB document (NAndtB/11). The Chairman undertook to revise and update the PPP (**Action 40/04: JB**).
- c. It was agreed that the previously approved press release (NAndtB/08) was to be sent to all part 21 and part 145 organisations (CAA to provide distribution list, or to distribute directly – see **Action 30/04**) for the attention of
 - i. The accountable manager
 - ii. The accountable quality engineer
 - iii. The nominated NDT Level 3
- d. The Board also felt that the Press Release (NAndtB/08) should be reproduced in members' company newsletters and on the NADCAP website.
- e. It was considered desirable that the Board establish a presence at the MTQ exhibition in April 2005.

9. Any other business

- a. New NDT Technology – training and qualifications

There was considerable discussion on how the Board should react to the introduction of new inspection technologies such as IRT and Laser Shearography Testing (LST), particularly with respect to the qualification and certification of the personnel implementing such inspections. It was suggested that this should be addressed within the EN 4179 written practice, and it was noted that part 145 provided guidance on alternative means of compliance (AMC) where standards do not yet cover the specific technology concerned. The Board considered whether it could co-opt experts in the field concerned to develop guidelines on training, experience, etc., for publication by the Board. Brian Williams agreed to contact equipment suppliers and to discuss the provision of training documentation for ITR and LST (**Action 41/04: BW**).

10. Date and location of the third meeting of the UK NAndtB

a. 23rd February 2005 @ Shorts (Belfast)? BA as backup.

UK NAndtB actions (outstanding)

No.	Action	Responsible member(s)	Target date
13/04	Develop procedures/process maps, noting priorities.	JRT	ongoing
30/04	Propose organisations/ publications to which press releases should be sent	All	ASAP – ongoing
32/04	Provide copy of report and EU NAndtB contacts	Sergio Nascimento	2004-12-24 Chased 2005-01-12
33/04	Compile and maintain an email distribution list of individuals and organizations that wish to be updated on NAndtB activities	JRT	2005-01-31
34/04	Comment on attached draft Outside Agency criteria. Send to Secretary using attached comment form.	All members	2004-12-24
	Forward concatenated comments to WG	JRT	2005-01-01 (2005-01-12)
	Meet on 26 th January 2005 to review comments and revise draft OA criteria	CD, JH, KP and JRT	2005-01-26
	Circulate revised draft OA criteria to members	JRT	2005-02-16
35/04	Document the Airbus UK transition process and control of outside agency examinations.	TH	2004-12-24
36/04	Present a revised proposal for NANDTB control of PCN examinations for comment by members	JRT	2004-12-24 (2005-01-12)
	Members and PCN AQB's to comment, using form provided.	All members	2005-01-10
	Incorporate comments and circulate in advance of next meeting	JRT	2005-02-16
37/04	Compile contact list of chairmen / secretaries of EU NAndtB	JRT	2005-01-01 see 32/04
38/04	Draft open letter and send to EU NAndtB chairmen and/or secretaries	JB/JRT	2005-01-10 see 37/04 draft circulated 2005-01-19
39/04	Incorporate suggestions and upload web site material	JRT	2004-12-24 2005-01-11
	Provide logos, pictures and graphics for use on the NAndtB site	All members	2004-12-24
40/04	Revise and update NAndtB/11 (PowerPoint Presentation)	JB	2005-01-31
41/04	Contact IRT and LST systems manufacturers to discuss the provision of training material.	BW	2005-02-16