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

NANDTB/05/M1

1. The third meeting of the UK National Aerospace NDT Board was held at Bombardier, Belfast, on Wednesday 23rd February 2005 at 09h30.
 - a. The meeting was attended by Messrs, Jon Biddulph (Rolls Royce, Chairman), Brian Williams (British Airways, Vice Chairman), Phil Berkley (Westland), Stan Gane (Honeywell), Eric McLroy (Bombardier), John Hewitt (Airbus UK), Keith Phillips (Messier Dowty), Simon Roberts (Observer, CAA), Bobby Scott (Bombardier) and John Thompson (BINDT, Co-opted, Secretary)
 - b. Apologies for absence were received from Chris Dootson and Chris Young (BAe Systems), and from Geoff Millar (Airbus UK), Mark Barker (CAA).
2. By general agreement, the [agenda](#) was revised to include additional items under external communication and other business.
3. [Notes of the last meeting](#) (distributed earlier)
 - a. The notes of the last meeting were confirmed with one minor amendment.
 - b. Matters arising from the minutes.
 - i. SR confirmed that AN94 would shortly be revised as Generic Requirement #23 within CAP 747. He estimated that a draft would be available by the date of the next Board meeting.
 - ii. Although the CAA recognized the existence of the Board, Formal CAA recognition of the Board remained an outstanding item. SR suggested that the forthcoming revision of AN94 would provide a mechanism for formal recognition of the UK NAndtB.
 - c. Actions from notes of the last meeting (not covered by the agenda). The meeting reviewed the outstanding actions list below:

No.	Action	Responsible member(s)	Target date
13/04	Develop procedures/process maps, noting priorities.	JRT	Remains Ongoing, but it was agreed that this item be removed from the action list.
30/04	Propose organisations/ publications to which press releases should be sent	All	The following were proposed: Insight, ME, RAeS Journal, Quality Today, Flight International, IOM3 Journal. Action discharged.
32/04	Provide copy of report and EU NAndtB contacts	Sergio Nascimento	Received and updated, but requires continual updating. Cannot be placed on UK Board website in present state.
33/04	Compile and maintain an email distribution list of individuals and organizations that	JRT	2005-01-31 An email distribution list has been compiled and will be maintained

No.	Action	Responsible member(s)	Target date
	wish to be updated on NAndTB activities		and extended as requests arrive. Action completed.
34/04	Comment on attached draft Outside Agency criteria. Send to Secretary using attached comment form. Forward concatenated comments to WG Meet on 26 th January 2005 to review comments and revise draft OA criteria Circulate revised draft OA criteria to members	All members JRT JH, KP and JRT JRT	2004-12-24. Action completed. Action completed. Action completed. Action completed
35/04	Document the Airbus UK transition process and control of outside agency examinations.	TH	With the consent of Airbus given at this meeting, BINDT would be able to provide this documentation for the confidential information of the Board (distributed with these minutes).
36/04	Present a revised proposal for NANDTB control of PCN examinations for comment by members Members and PCN AQB's to comment, using form provided. Incorporate comments and circulate in advance of next meeting	JRT All members JRT	Action completed None received at 2005-02-21. No comments received to date, but BINDT would remain open to comments until 31 st March 2005.
37/04	Compile contact list of chairmen / secretaries of EU NAndTB	JRT	2005-01-01 see 32/04 Action completed.
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 Provide logos, pictures and graphics for use on the NAndTB site	JRT All members	Action completed. The Board agreed that more graphics, background etc would be beneficial.
40/04	Revise and update NAndTB/11 (PowerPoint Presentation)	JB	Action completed.
41/04	Contact IRT and LST systems manufacturers to discuss the provision of training material.	BW	Action completed.

4. Membership ([current list](#) attached to agenda)

- a. Cooption. It was agreed that a permanent co-option of a representative of the UK Training and Examination Group (TEGTIO) would not be sought. However, the Board agreed that, in the event of specialist input being required at a specific meeting, it would co-opt suitably qualified individual(s)

Action 01/05: JB to inform TEGTIO of the Board's decision regarding co-option.

- b. The Board agreed that we no longer need to maintain a list of corresponding members since the email notification of a website update suffices to ensure that interested parties are kept in touch with up to date information. The membership list was revised to remove corresponding members.

5. Control of outside agencies (report from meeting of 22nd February 2005)

- a. The secretary reported on the progress of the draft OA criteria. The Board accepted the document for a 14 day circulation for comments. Any received would be reviewed by the WG and agreed amendments incorporated. An existing approved outside agency would be given an opportunity to comment on the documents prior to publication and implementation. The prEN 4179 : 2003 audit checklist and OAQS/1

would be revised to recognize the existence of the Board's policy on assessment and approval of agencies providing training and examination for prEN 4179 : 2003 approvals.

Action 02/05: Secretary to circulate Board's draft OA policy document, together with a revised OAQS/1 and audit checklist for a 14 day comment period, effective from the date of distribution of these minutes.

6. Control of PCN examinations

- a. Draft PCN/Aero/Gen ([Paper](#) circulated earlier). The Secretary reported that no comments had been received as at 2005-02-21. A target for new PCN aerospace examination implementation date was agreed as 1st September 2005.

Action 03/05: Secretary to draft Appendices to reflect the covering criteria and circulate to the Board for information.

- b. Continuation of recognition of PCN certification. Interim recognition had been issued and will be reviewed at 25th May 2005 meeting.
- c. Future of PCN aerospace certification. A [Paper](#) had been drafted by the Secretary and circulated prior to the present meeting. There being no comments, the Board approved the paper.

7. Liaison

Board members noted the [Liaison list](#), which it agreed was not yet ready for publication. It was agreed that known NDT Boards should be invited to complete a form providing their details, and that BINDT would maintain a register for the UK NAndtB. Members were asked to provide any relevant contact information, and SR (CAA) agreed to send to EASA to circ to NAAs encouraging information exchange.

Action 04/05: Secretary to send previously agreed letter to EU NANDTB with information request form. Secretary to update register and, when satisfied that it is reasonable complete and accurate, send to SR for onward transmission to EASA for distribution to NAA's.

8. Providing NANDTB coverage for other nations

The Board discussed mechanisms for providing UK NANDTB coverage for nations that are too small to form their own board. It was agreed that no anticipatory action was required in order to facilitate the use of this board by other countries.

9. External communication (report from Secretary)

a. NDT News

- i. copy deadlines are 16th May, 15th August and 14th November 2005 for the June, September and December editions respectively.
- ii. The Board was asked: should the copy for NDT News be significantly different from the NANDTB home page content? There was felt to be no reason why copy should be different.

- b. Members had been requested to comment on the NAndtB web content at the meeting. It was agreed that, if possible, background images (commonly referred to as 'wallpaper') should be used to lessen the amount of white space.

- c. [PowerPoint Presentation](#). The Chairman provided an updated version of the presentation on the history and current status of the UK Board, and invited comments. The revised presentation was approved for use and upload to the website (after a minor amendment to one slide by JB). It was agreed that, by the time of the next meeting, we would need to consider a further presentation which would highlight the achievements of the Board during its first year of operation.

- d. NADCAP Newsletter – UK NANDTB [article](#) was agreed for transmission to PRI.

Action 05/05: Chairman to send article to PRI under covering letter.

10. Any other business

- a. A [paper](#): guidelines for the introduction of New Technologies had been circulated by Brian Williams.

Action 06/05: BW to further develop this draft NAndtB guideline, taking into account further information from prEN 4179 (P4 strawman – to be provided by JB) and circulate to the Board for comment.

11. Date and location of the fourth meeting of the UK NAndtB: 25th May 2005 at BINDT Northampton.
12. The Chairman thanked Bombardier, on behalf all present, for the facilities and hospitality afforded to the Board.
13. Agreed actions, responsibilities and timescales:

No.	Action	Responsible member(s)	Target date
01/05	Inform TEGTIO of the Board's decision regarding co-option.	Chairman	Discharged 2005-03-02
02/05	Circulate Board's draft OA policy document, together with a revised OAQS/1 and audit checklist for a 14 day comment period, effective from the date of distribution of these minutes.	Secretary / members	Circulated 2005-03-04 Closing date for comments: 2005-03-18
03/05	Draft PCN aerospace appendices to reflect the covering criteria and circulate to the Board for information.	Secretary	2005-05-21 for circulation 2005-09-01 for implementation
04/05	Send previously agreed letter to EU NANDTB with information request form. Secretary to update register and, when satisfied that it is reasonable complete and accurate, send to SR for onward transmission to EASA for distribution to NAA's.	Secretary / SR	2005-03-31 when possible
05/05	Send article on UK NAndtB to PRI (for reproduction on its website) under covering letter.	Chairman	2005-05-25
06/05	Further develop this draft NAndtB guideline, taking into account further information from prEN 4179 (P4 strawman – to be provided by JB) and circulate to the Board for comment.	BW / Chairman	2005-05-25