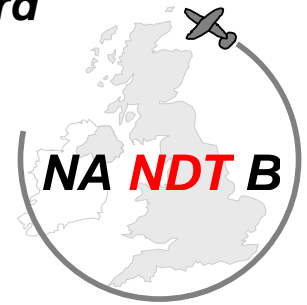


25th Meeting UK National Aerospace **NDT** Board

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CONFIRMED MINUTES OF THE 25th MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD

Meeting Date: Wednesday 16th June 2010
Location: Caparo Testing Technologies, Reigate.

The meeting was opened at 09:30 by Mr. Jon Biddulph, the Chairman of the Board.

1. Confirmation of the agenda. The agenda was confirmed.
2. Attendance & apologies for absence
 - a. The meeting was attended by Messrs. J Biddulph (Chairman, Rolls Royce), G McCully (Outside Agencies, Co-opted), C Dootson (BAE Systems), D Griffin (UK TEG), C Thomas (Messier Dowty), P Berkley (Agusta Westland), C Lawrence (CAA – Observer), and A Lambie (Secretary, BINDT).
 - b. Apologies were recorded for Messrs. K Phillips (Airbus UK), A Williams (Airbus UK), B Rossiter and B Murrell (Messier Dowty), S Gane (Honeywell), T Blacklay (CAA – Observer), C Worrall (British Airways) and B Scott (Bombardier).
3. Notes of the last meeting
 - a. The minutes from the previous meeting were then confirmed by the members present at this meeting. The minutes were authorised for upload to the Board's web pages as Confirmed Minutes.

Action 2010/07: JB to review minutes from the 23rd meeting of the UK NANDTB and circulate to Board members for approval then forward to AL.

ACTIONS ALLOCATED AT THE 24th MEETING OF THE UK NANDTB

| Ref | Agreed action | Assignment | Remarks |
|---------|--|---------------------------|---|
| 2008/45 | Draft communiqué on BINDT accreditation of training and examinations administered by internal qualifying agencies to CAA Surveyors, and pass draft for comment to JB and AL. | CL & TB | Presentation to be completed by the end of April. Item 7 on agenda at 25 th meeting |
| 2009/09 | NANDTB logo prominence on BINDT website | AWL | AL to report to give details at next meeting. |
| 2009/18 | Distribute Level 2 & 3 Specific papers to members for comment | AL + members listed at 8a | Ongoing. Item 8 on agenda at 25 th meeting |
| 2009/20 | NANDTB 16 Sub Group to review document until a standard certificate or template is agreed | CT, GMc, DG | Ongoing. Item 5 a. On agenda at 25 th meeting New action see 2010/01 |

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| 2009/25 | Composites, NDT methods/techniques, training and approval requirements, circulate to members | AL | NAndtB 19 approved and needs to be uploaded to Board website Completed 2010-03-29 |
| 2009/26 | EN4179 requirement for time spent on each subject area within training outlines to be documented, board to issue an advisory. | JB/AL | Item 6 b. On agenda at 25 th meeting. Approved during 25th meeting, uploaded to website 25th June 2010 |
| 2009/28 | Advisory ref Use of NANDTB of Member states outside the EU (NANDTB/21) | AL | Issue to website. Completed 2010-04-13 |
| 2010/01 | NANDTB16 dated and ready for use 18 months, await responses from Action 2010/03 | AL | Issue to website. Item 5 a on agenda at 25 th meeting. |
| 2010/02 | NANDTB document (NANDTB 22) to define usage of logo (size , only use on certificates etc) issue document when NANDTB 16 is finalised | AL | Item 6 f on agenda at 25 th meeting |
| 2010/03 | NANDTB16 Sub-group –Request outside agencies what they believe they are competent to deliver and what they are approved to deliver. | CT, GMc, DG | Item 6 a. At 25 th meeting |
| 2010/04 | Change NANDTB documents to read EN4179:2009 change website statement | AL | Changes to documents and website to be auctioned Completed |
| 2010/06 | NANDTB /20 to be revised by Vision requirements sub-team incorporating new protocols. | AL,JB, TB,DG | Item 6 d. On agenda at 25 th meeting |
| 2010/07 | Minutes of the 23 rd meeting of the UK NANDTB are to be reviewed, circulated to Board members for approval and forwarded to AL for upload. | JB | Completed 2010-04-30 |
| 2010/08 | Meeting to be arranged with AL and Matt Gallagher to discuss future BINDT support to the Board. | JB | Completed 2010-04-30 AL to continue supporting the Board. |
| 2010/09 | An exploration into the costing of setting up and maintaining an independent Board website is to be carried. | CT | Item 11 a. On agenda at 25 th meeting |
| 2010/10 | PCN syllabi and question references to be forwarded to review team PCN questions are to be reviewed against PCN syllabus and question references. | AL Members listed at 8a | Emailed to members Item 8 on agenda at 25 th meeting |
| 2010/11 | Current uptake of PCN Aero exams is to be supplied to the Board members | AL | Present figures at 25 th Meeting 16 th June 2010. Item 11 b. On agenda at 25 th meeting |
| 2010/12 | Investigate the possibility of the MOD having a representative on the Board | TB | Item 4 a. On agenda at 25 th meeting. New action 2010/19 |

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| 2010/13 | NANDTB 14 to be amended and uploaded to the website | AL | Complete 2010-04-30 |
| 2010/15 | Sub-team to discuss OA audit process presentation and continue with the review. | BS Members listed in 6e | Item 6 c. On agenda at 25 th meeting Ongoing |
| 2010/16 | Compile initial standardised checklist for OA audits. | BS, CD | Item 6 c. (i) On agenda at 25 th meeting Ongoing |
| 2010/17 | A review of EN4179 Annex A is to be carried out and a report presented to the Board | JB, CD, BS | Item 6 e. On agenda at 25 th meeting |
| 2010/18 | A review of the Nadcap advisory NDT 08 04 is to be carried out and guidelines presented at the next meeting. | JB, CD, BS | Item 9 on agenda at 25 th meeting |

b. 2008/45 _ draft communiqué presented by CL

2008/45 Action AL to circulate communiqué to all members

4. Membership

a. CL stated he would get TB to confirm the name of the MOD representative

2010/19 Action TB to confirm MOD representative.

5. NAndtB documents due review within next 6 month period

a. NANDTB 16.

BINDT accredited organisations that comply with NANDTB 16 may include the boards logo on their training and qualification certificates. This will be valid from 17th February 2010 for 18 months, by which time the Board wishes to see the introduction of standardised training and qualification certificates. This document was reviewed, approved and is ready for uploading to the website.

2010/01 Action AL to arrange upload to website.

6. Documents for discussion/approval

a. NANDTB 16 –Scope of Approval. The board agreed that its logo can be included on the BINDT accreditation certificates subject to agreement being reached on the content of ‘approval scope’ which the board wants including.

The sub group agreed that the following should be included on the scope of approval

Action 2009/20 NANDTB 16, Sub Group (CT, GMc, DG) to consult with outside agencies and report back to the board..

b. EN4179 requirement for time spent on each subject area within training outlines to be documented was discussed. JB presented an advisory and this reviewed and approved by the board.

2009/26 Action AL to upload Advisory 03 to the website.

c. Outside Agency audit process- Three members of the Sub-team (BS, CD, TB) and the Chairman met on 13th April 2010 to initiate the review of the audit process. The initial thoughts were presented to the Board (PPT presentation) for review.

It was agreed that the sub-team would continue the review prior to the next meeting.

2010/15 Action Sub-team to discuss presentation with the members that were unable to attend the Belfast meeting.

2010/20 AL to circulate outside agency audit process PPT presentation

- d. Standardised checklist for Outside Agency audits

2010/16 Action. BS and CD to compile initial standardised checklist for review at the next meeting

- e. Report Eyesight working group.(JB) – Presentation Andy Bakewell (Chart , Comparative vision Standards) .

NANDTB 20 was accepted after a few minor amendments

The specification NANDTB 24 was to be uploaded to the webpage along with the tumbling E charts. The board would issue an advisory to clarify the boards policy and expectations on implementation. The board expressed thanks to Andy Bakewell for his input..

Action 2010/06 on AL to issue as NANDTB/20 when presentation and protocols are revised.

Action 2010/22 on AL issue NANDTB 24 to webpage

Action 2010/23 on AL issue Tumbling E charts to webpage

- f. EN4179 Annex A (Level 3 recertification by the credit system) review- report from sub-group

Sub group presented a Power point presentation of its recommendations to the board to the board, these were accepted as follows:

- I. Responsible Level 3's must review and approve credit system documentation submitted and re-approve Level 3 individuals on behalf of the employer or make a recommendation for re-approval to the employer
- II. Responsible Level 3's be re-approved by the employer based upon re-qualification from a BINDT accredited Outside Agency or Authorised Qualifying Body. This can be either using the credit system or examination.

Action 2010/17 JB to forward document to AL for upload to the webpage

- g. NANDTB 22 (use of NANDTB Logo)

Action 2010/02 AL to present at next meeting

- 7. Draft communiqué on BINDT accreditation of training and examinations administered by internal qualifying agencies to CAA Surveyors , document presented to board by CL

Action 2008/45 on AL, circulate communiqué to all members

- 8. Review and approval of PCN examination papers

The following comments were made reference the PCN question papers:

- I. JB – UT Level 2 paper has a lot of production technology questions, 11 in total.
- II. CT – Specifications need to be reviewed for 4179 against PCN qualification
He suggested a sub group review the specific papers ensuring they meet the requirements of EN 4179. Sub group CT.GmC & AL

Specific Papers to be reviewed by:

MT - SG, BS
UT - JB, KP
PT - SG, KP
RT - CD, PB
ET - PB, CD

Action 2009/18 on listed personnel to return papers with comments to AL

Action 2010/10 AL to supply PCN syllabi and question references to the specific paper review team (review Team above), who need to then review the PCN questions against PCN syllabi and question references.

Action 2010/21 Sub group to review specific papers

9. NADCAP Auditor Advisory NDT-08-04 (TB)

Certification of Outside Agency NDT Level 3 personnel, JB presented Advisory 04 to the board, this was approved by the board.

Action 2010/18 on AL issue advisory 04

10. Control of Qualifying Agencies .

a) Overseas affiliation to the UK Board

- i) [Abu Dhabi](#) Aircraft Technologies ([ADAT](#)), application approved
- ii) Application process review- Applications to be sent to the Chairman, circulate to all members , send letter to applicant if approved.

11. Outside Agency Questions and Interpretations (GMCC)

- a) S. Lavender wanted to know 'how the board flows down information to the Outside Agencies?' JB said he would reply to S. Lavender's question.

12. ANDTBF (JB)

JB gave a brief summary report to the board.

There was a positive response to the UK NANDTB policy reference near vision eyesight acuity testing, the removal of the '2000' revision against En 4179 in EASA AMC 145.A.30(f) and agreement for the ANDF to act as the working group for providing NAS410/EN4179 interpretations in conjunction with the AIA project leader.

13. Report from TEG (DG)

Nothing to report.

14. Any other business

a) Costs for setting up and maintaining an independent website.

CT reported he had looked at setting up a website, he had looked at the following 3 elements:

- I. Design-Would consist of a couple of meetings for to agree a concept ~ £800
- II. Build- ~£400-£500
- III. Maintenance (Actual hosting)- Changes being able to made by individual members of the board ~£155

CT stated that this was not expensive and accredited Outside Agencies could use the advertising space for a charge of £500-£600.

CL commented that overseas companies could be charged and administration fee.

There was not a lot of confidence that the BINDT website could offer more prominence to the NANDTB on their webpages, AL said he would talk to David Gilbert on this matter.

Action 2009/09 on AL NANDTB logo prominence on BINDT website

b) Current uptake of PCN exams, AI presented the figures to the board.

14. The date and location of the 26th meeting of the UK NANDTB was noted as being:

a) 25th August SWS of NDT, Pentwyn, Cardiff

There being no other business the meeting was closed at 16:15.

ANNEX A: ACTIONS ALLOCATED AT THE 25th MEETING OF THE UK NANADTB

| Ref | Agreed action | Assignment | Remarks |
|---------|--|--------------------------------|--|
| 2008/45 | Circulate Draft communiqué on BINDT accreditation of training and examinations administered by internal qualifying agencies to CAA Surveyors, to all members | AL | Circulated with minutes for 26 th meeting. Complete |
| 2009/09 | NANDTB logo prominence on BINDT website | AL | AL to report to give details at next meeting. |
| 2009/18 | Distribute Level 2 & 3 Specific papers to members for comment | AL + members listed at 8a | Awaiting papers, email to all as a reminder |
| 2009/26 | EN4179 requirement for time spent on each subject area within training outlines to be documented, board to issue an advisory. | JB | Advisory 03 issued 25th June 2010 |
| 2010/01 | NANDTB16 dated and ready for use 18 months, await responses from Action 2010/03 | AL | Issued to Webpage 25th June 2010 |
| 2010/02 | NANDTB document (NANDTB 22) to define usage of logo (size , only use on certificates etc) issue document when NANDTB 16 is finalised | AL | Item 6 f on agenda at 26 th meeting, for approval |
| 2010/03 | NANDTB16 Sub-group –Request outside agencies what they believe they are competent to deliver and what they are approved to deliver. | CT, GMC, DG | Ongoing, report at next meeting |
| 2010/06 | NANDTB /20 to be revised by Vision requirements sub-team incorporating new protocols. | AL,JB, TB,DG | NANDTB 20 issued to webpage |
| 2010/10 | PCN syllabi and question references to be forwarded to review team PCN questions are to be reviewed against PCN syllabus and question references. | AL Members listed at 8a | Emailed to members Item 7 on agenda at 26 th meeting |
| 2010/14 | An advisory is to be drafted to provide Board guidelines on EN4179 requirement that time spent in each subject area needs be documented in training course outlines. | JB/AL | Item 6 b. On agenda at 25 th meeting. Approved during 25th meeting, uploaded to website 25th June 2010 |

| | | | |
|---------|---|----------------------------|---|
| 2010/15 | Sub-team to discuss OA audit process presentation and continue with the review. | BS Members listed in 6e | Item 6 b. On agenda at 26 th meeting |
| 2010/16 | Compile initial standardised checklist for OA audits. | BS, CD | Item 6 c. (i) On agenda at 26 th meeting |
| 2010/17 | JB to forward document to AL for upload to the webpage | JB, AL | Item 6 e. On agenda at 26 th meeting |
| 2010/18 | Certification of outside agency Level 3's advisory 04 , issue | AL | Complete, uploaded to webpage |
| 2010/19 | TB to confirm MOD representative on the Board | TB | Item 4 a on 26 th agenda |
| 2010/20 | Circulate outside agency audit process PPT presentation to all members | AL | Circulated with minutes for 26 th meeting Complete |
| 2010/21 | Sub group to review specific papers | CT,GMc & AL | Item 7 on 26 th agenda |
| 2010/22 | Issue NANDTB 24 to webpage | AL | Ready, awaiting link to tumbling E charts see 2010/3 |
| 2010/23 | Issue Tumbling E charts to webpage | AL | Awaiting link |