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CONFIRMED MINUTES OF THE 35th MEETING OF THE UK NATIONAL AEROSPACE NDT BOARD

Date/time: Wednesday 1st February 2012 @ 10h00
Location: BINDT (The Newton Building, St Georges Avenue, Northampton NN2 6JB)

NANDTB/12/M1

1. Confirmation of the agenda (and any other business)
 - a. The agenda was confirmed with the addition of an additional item under 'Regulations'.
 - b. On behalf of the Board, the Chairman expressed gratitude to BINDT for hosting the meeting.
2. Attendance & apologies for absence
 - a. The meeting was attended by Messrs. Alun Williams, Bobby Scott, Chris Durrant, Christopher Lawrence, Carl Sheppard, Clive Worrall, Colin Thomas, Dave Griffin, Graham McCully, John Purcell, John Thompson (Secretary), Jon Biddulph (Chairman), Keith Phillips, Peter Milligan, Phil Berkley, Rob Bright, Stan Gane and Ted Blacklay.
 - b. Apologies for absence were noted for Messrs. Chris Dootson (Bae Systems) and Keith Griffiths (Rolls Royce).
3. Notes of the last meeting
 - a. With one correction, the [notes of the last meeting](#) (distributed earlier) were confirmed as an accurate record of the meeting.

Action: Secretary to upload as confirmed minutes. Action completed 2012-02-02.
 - b. The meeting noted the status of actions, noting those that had been completed (as recorded in the minutes of the 34th meeting), and those following that were not completed or were the subject of discussion:

Action 2011/43 was carried forward

Action 2011/61 was carried forward

Action 2011/63: The results of the systematic review of NANDTB documents from [NAndtB/01](#) were reported as follows:

[NAndtB/05:](#) BS, TB & JB recommend no change and the recommendation was accepted.
Action: Secretary to update NAndtB/01 (completed 2012-02-02).

[NAndtB/10:](#) PJM, SG & CT. It was agreed that further work was required to remove reference to PCN GEN Appendix A. **Action extended.**

[NAndtB/13:](#) PJM, SG & CT. Accepted without change; **Action: Secretary** to update NAndtB/01 (completed 2012-02-02).

[NAndtB/14](#): JB, CT & BS. The PowerPoint file had been reviewed and updated, but it was agreed that the sub-group draft a NAndtB policy document in Word file form (whilst keeping and cross referencing the PPP file). **Action extended.**

[NAndtB/15](#): KP, DG & GMcC. Accepted with title change; **Action: Secretary** to update NAndtB/01 (completed 2012-02-02).

[NAndtB/21](#): CDo & TB. Accepted without change; **Action: Secretary** to update NAndtB/01 (completed 2012-02-02).

4. Membership ([NANDTB/06](#))

- a. The meeting noted the status of members and confirmed contact details. Martin Corner was added as the BINDT alternate representative. **Action: Secretary** to upload revised NAndtB/06 and update NAndtB/01. Action completed 2012-02-02.
- b. John Thompson's appointment as Secretary was until 2013-02-15. However, Mr Thompson would retire from BINDT employment on 2012-05-31. Mr Milligan (Director, BINDT Certification Services and BINDT nominated representative to the Board) had indicated that Mr Thompson might be contracted by BINDT to provide the secretariat for the NANDTB, and he undertook to confirm this arrangement with BINDT top management and to formally notify the Board of the BINDT decision.

Action 2012/01: PJM to clarify BINDT's intentions WRT the provision of the NANDTB Secretary after 31st May 2012 (Secretary's Afternote: the foregoing was transmitted to PJM 2012-02-02)

5. Documents for discussion and/or approval

- a. The draft 2011 Annual Report of the Board's activities was confirmed and approved for upload. Additionally, it was proposed to offer for publication in Insight or NDT News. **Action: Secretary** to upload and offer to BINDT for publication.

- b. NANDTB documents [NANDTB/01](#)

[NANDTB/12](#) (draft circulated for review/amendment/approval) was reviewed and amended and will be published subject to a final pre-publishing review. **Action 2012/02: CT/DG** to carry out a review to be completed by 10th February 2012

[NAndtB/09](#) was due review prior to the next meeting, and **CT, JB & GM** accepted responsibility for this action.

[NAndtB/17](#) was due review prior to the next meeting, and **BS & TB** accepted responsibility for this action.

[NAndtB/18](#) was due review prior to the next meeting, and **PM & SG** accepted responsibility for this action.

[NAndtB/19](#) was due review prior to the next meeting, and **PB & JP** accepted responsibility for this action.

[NAndtB/20](#) was due review prior to the next meeting, and **JB, CW & CS** accepted responsibility for this action, including to review whether it would be possible to bring together in one document all of the Boards requirements and guidance dealing with vision testing (NAndtB/20, /24 and /25).

NAndtB/[AD001](#) was due review prior to the next meeting, and **DG & RB** accepted responsibility for this action.

- c. External documents

An ANDTBF/07 standard operating procedure for NANDTBs was required and it was proposed to offer a suitably modified NANDTB/12 as basis for a Forum specification.

Action 2012/04: JB to modify NAndtB/12 and submit to the ANDTBF.

- d. Regulations, standards or specifications (to advise/note changes)

TB and CL reported on recent EASA meetings where EASA auditors reported it difficult to apply EASA part 145 requirements outside of the EU. In order to assist, EASA intends the creation of more explicit guidance in the AMC, and it may request assistance from the ANDTBF.

The UK Board is urged by the UK Competent Authority to become involved in any such work through the Forum. Member states (mainly, France, Germany and the UK) also carry out Part 145 audits outside of the EU and experience similar difficulty. However, the policy applied by these three Competent Authorities (CA) when auditing against part 145 differ significantly; EASA - and the French and German CAs - tend to rely upon 'flow-down' from NANDTB Level 3's to cover off the responsibilities for oversight and delivery of NDT qualification examinations, indicating the vast difference(s) between application of the regulations inside and outside of the EU.

The UK CAA urged the UK Board to actively engage in any review and revision of EASA AMC145.A.30(f).

Action 2012/05: JB (as UK NANDTB delegate to ANDTB Forum).

6. UK NANDTB [Website](#)

- a. There was no report available on the development of a microsite for the Boards business. The Board requested some form of report, even if only to highlight reasons for lack of progress. **Action: JRT.** Action completed 2012-02-02.
- b. JRT reported that maintenance of the existing website was up-to-date, and was effected by transmission of files for upload to the BINDT Publications Department.
- c. A 2012-01-31 statistical report was tabled and noted. The Board asked for some kind of 'yardstick' against which to judge the popularity of their own website. **Action: JRT.** Action completed 2012-02-02.
- d. A Glossary of terms was provided to better enable understanding of the analytical report. The glossary and report were to be distrusted for information. **Action: JRT.** Action completed 2012-02-02.

7. Control of Qualifying Agencies

- a. PJM had arranged for audit schedules and reports to be made available to FULL MEMBERS (only) via a secure area on the Board's website. Reports of AQB/IA/OA/and relevant ATO assessments conducted since last meeting were reviewed. Of the three audit reports reviewed, one was accepted (AIT), one rejected (Moog) for miss-classified findings, and one (ATH) was noted without comment.

Action 2012/06: PJM to address the miss-classification issue, ensuring that auditors understand that findings of non-compliance with requirements are not miss-classified as observations – with attendant implications for progress of corrective action.

The Board asked that, in future, audit checklists be provided in order that the full oversight of audit reports could be carried out.

Action 2012/07: PJM to arrange for the upload of full audit documentation, including checklists.

- b. The Board noted some inconsistencies and errors in the presentation of the various audit schedules, and asked that these be resolved.

Action 2012/08: PJM to arrange for the correction of errors in audit schedules.

c. IA/OA Audit and Accreditation

- i. The Board expressed concern that there appeared to be a lack of control on the part of BINDT CSD in the management and administration of the audit and accreditation of Internal and Outside Agencies.
- ii. It was acknowledged that there had been a breakdown of internal communication, and it was suggested that BINDT staff had exhibited a lack of understanding of the requirements, and appeared to be poorly trained for their roles in the assessment and accreditation activities.
- iii. The Board had tasked TEG with drafting an IA/OA audit checklist, but this had not yet been started due to the lack of a TEG meeting having been convened in the period since the Board last met. This output from this action was urgently awaited.

Action 2012/09: DG to progress the TEG drafting of audit checklists for IA/OA, liaising with PJM to ensure that any revision of the IA/OA assessment and accreditation procedure is reflected in the TEG work.

- iv The Board requested that PJM urgently review the audit and accreditation processes, and ensure that the process was agreed with the Board and adequately covered by a detailed procedure, with flow diagrams. Staff should be involved in process design, and all should be trained for their responsibilities within the process, and the Board would undertake an audit of the BINDT application of the resulting IA/OA audit and accreditation procedure on at least an annual basis.

Action 2012/10: PJM to arrange for a CSD management review of the IA/OA audit and accreditation process(es), including OA QS1/QS2, for the revision of drafting of procedure(s) associated with the process, and for ensuring that staff involved are adequately trained and authorised for the responsibilities that they have within the processes.

- d. The Audit Programmes for AQB, ATO and Qualifying Agencies (QA's) were reviewed, and members agreed on implementing oversight as follows:

i	Caparo	Surveillance	May 2012	CW/CS
ii	NDT Consultants	Reassessment	July 2012	KP
iii	Firth Rixson	Surveillance	August 2012	JB
iv	GKN	Reassessment	August 2012	CW/CS
v	Tri-School	Reassessment	August 2012	RB
vi	SWS of NDT	Surveillance	October 2012	CDu

Action 2012/11: JRT to draw up a matrix of oversight activities (if possible, from inception of this activity) to the present date, to be maintained as ANndtB/#.

- e. Qualifying Agencies (internal and outside)

It had been reported that an OA Certificate had been issued in error, and that the format and content of the certificate was inconsistent with requirements. PJM tabled a Draft revised certificate, which was discussed in some detail, but which was not accepted as meeting the Boards requirements.

Action 2012/12: PJM to progress the drafting of an OA/IA certificate meeting the requirements of the Board.

One of the issues that remained unresolved was the use of the Board's logo on the certificate, and the inclusion on the certificate of the signature of the Chairman of the Board (signing on behalf of the Board). The Secretary expressed concern that this may transfer liability from BINDT to the Board for the award of QA status. BINDT was asked to seek legal counsel on the liability issue.

Action 2012/13: PJM to arrange for legal advice on the above issue(s),

8. Liaison and contact with other NANDTB

A draft [ANDTB/07](#) Organization, Duties and Responsibilities of NANDTBs Members of ANDTBFB) was tabled for discussed, with the UK Board's reactions being incorporated into the document as requested by the Forum.

Action: JRT to email completed version (action completed 2012-02-02) to **JB**, who will table and amplify with justification(s) at the Forum meeting.

9. Any other business

- a. Use of spectacles with Varifocal lenses ([Draft Q&A + Discussion](#)).

The CAA asked the Board to consider and to quantify, in terms of the type of inspection or test, where there may be a risk to detection of defects as a result of the inspector wearing Varifocal lenses.

Action 2012/15: all members (that can) to conduct tests to ascertain whether a problem exists.

a. Q&A (from Robert Smith):

Q: "What is the underlying authority/regulation by which NANDTB (and, subsequently, nominated Level IIIs in their own companies) can mandate any 'training, qualification and approval' for the methods beyond the 7 main methods?"

A: EASA AMC145.A.30(f), gives a NANDTB the authority to mandate training, qualification and approval for methods beyond the 7 main methods.

It was noted that EN 4179 clause 1.5 also refers, and that the Board has a procedure for introduction of new NDT methods ...

Action: JRT to incorporate into NANDTB/26 and upload, copying to RS (completed 2012-02-02)

10. [Date and location of future meetings](#) of the UK NAndtB

36 th meeting	2012-03-28	BA	Hayes
37 th meeting	2012-06-06	Bombardier	Belfast
38 th meeting	2012-08-22	Caparo Testing	TBD
39 th meeting	2012-10-03	MoD	Abbey Wood
40 th meeting	2012-12-05	MT&D	Cardiff

ANNEX A - ACTIONS AGREED AT THE 35TH MEETING OF THE UK NANDTB

Ref	Actions brought forward	Remarks
2011/43	Request that TEG compile an IA/OA examination development checklist (for use when designing/preparing exams) for consideration by the Board at its next meeting	CT/DG (Carried Forward). TEG met 28/02/12, Gary Elliot actioned to circulate checklist for OA comment. Action Closed.
2011/61	Propose alternative dispensations in terms of UK qualifications that might be considered equivalent to those presently listed in EN 4179.	sub-group comprising BS, DG, CS/CW (Carried Forward). Output in form of PPP presented and approved. To be published in PPP as NANDTB guidance (offer for upcoming NDT News). Action completed.
2011/63	Systematically review and, where appropriate, revise specified NAndtB documents for distribution in advance of the next meeting, and for approval at that meeting.	Board members' representatives identified in minute 4b. Action on-going. Some actions CF to NM
<u>NAndtB/10</u>	It was agreed that further work was required to remove reference to PCN GEN Appendix A.	PJM, SG & CT.
<u>NAndtB/14</u>	The PowerPoint file had been reviewed and updated, but it was agreed that the sub-group draft a NAndtB policy document in Word file form (whilst keeping and cross referencing the PPP file).	JB, CT & BS.
2012/01	clarify BINDT's intentions WRT the provision of the NANDTB Secretary after 31 st May 2012	PJM (JRT email of 2012-03-26 announced BINDT's decision regarding the provision of a secretariat). Completed.
2012/02	A review of NANDTB/12 to be completed before publication	CT/DG by 10 th February 2012. Agenda.
2012/03	Systematically review and, where appropriate, revise specified NAndtB documents for distribution in advance of the next meeting, and for approval at that meeting.	Completed.
NAndtB/09	CT, JB & GM	See record of reviews
NAndtB/17	BS & TB	See record of reviews
NAndtB/18	PM & SG	See record of reviews
NAndtB/20	JB, CW & CS	See record of reviews
NAndtB/AD1	DG & RB	See record of reviews
2012/04	JB to modify NAndtB/12 as ANDTBF/07 (05?) and submit to the next meeting of the ANDTBF	Action deferred until completion of revision of NANDTB/12. CF to next ANDTBF (mid May).
2012/05	JB, when attending ANDTBF, to actively engage the UK Board in any review and revision of EASA AMC145.A.30(f)	CF to next ANDTBF (mid May).
2012/06	PJM to address the miss-classification of audit findings, ensuring that auditors understand that findings of non-compliance with requirements are not miss-classified as observations	Action completed.
2012/07	PJM to arrange for the upload of full audit documentation, including checklists.	Action completed.
2012/08	PJM to arrange for the correction of errors in audit schedules	Action completed.
2012/09	DG to progress the TEG drafting of audit checklists for IA/OA, liaising with PJM to ensure that any revision of the IA/OA assessment and accreditation procedure is reflected in the TEG work	CF to next meeting (pending revision of NANDTB/12)

2012/10	PJM to arrange for a CSD management review of the IA/OA audit and accreditation process(es)	CF to next meeting (pending revision of NANDTB/12)
2012/11	JRT to draw up a matrix of oversight activities (if possible, from inception of this activity) to the present date, to be maintained as ANndtB/#.	JRT requested PJM to take this on since JRT will no longer provide the NAndtB secretariat.
2012/12	PJM to progress the drafting of an OA/IA certificate meeting the requirements of the Board.	CF to next meeting
2012/13	PJM to arrange for legal advice on liability issues related to possible use of NANDT signature and logo on IA/OA certificates	NANDTB constitution should reflect that the Board and its members do not accept liability. PJM to present draft revision to NM.
2012/14	JB to forward ANDTBF/07 with UK comments	Action completed 2012-02-02
2012/15	All members to conduct tests to ascertain whether a problem exists with the wearing of Varifocal lenses when carrying out inspections	After discussion, agreed to draft an NANDTB advisory (with a footnote in NANDTB/24?) highlighting possible problems when viewing radiographs while using Varifocal lenses. Action CF with JB lead.