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**CONFIRMED NOTES OF THE 41<sup>st</sup> MEETING OF THE  
 UK NATIONAL AEROSPACE NDT BOARD**

Meeting Date: 28th February 2013  
 Location: BINDT, Northampton

**NANDTB/2013/M1**

**1. Confirmation of the agenda** (and any other business)

The Board discussed and approved the agenda.

**2. Attendance & apologies for absence** (Annex A)

As per sheet.

**3. Notes of the 40<sup>th</sup> meeting**

- a. **Confirmation** - The Board reviewed the minutes and they were approved.

Additionally it was noted that N Scutt made apologies for the delay of circulation of the previous minutes.

- b. **Review of allocated actions**

Ref	Actions brought forward	Remarks
53/2012	Secretary to resend the flowchart to all members for comment	CLOSED
67/2012	NLS to send reminder emails, Members to reply to NLS to re-nominate.	CLOSED
68/2012	NLS to invite Graham McLeod to next meeting.	CLOSED
69/2012	NLS to invite Paul Marshall to next meeting	CLOSED
70/2012	NLS to update membership list	CLOSED
71/2012	NLS to re-issue NANDTB 23 and upload to website	CLOSED
72/2012	All members to review the constitution and make comments for the next meeting.	CLOSED, listed as agenda item 5a
73/2012	NLS to withdraw NANDTB 11.	CLOSED
74/2012	NLS to amend NANDTB12 to state that the QMS must be certified to ISO 9001 or AS9100.	CLOSED
75/2012	NLS to re-issue NANDTB 16 and OAQS7.	CLOSED
76/2012	NLS write to GE to accept affiliation subject to confirmation from the Singapore CAA and to progress with IA application.	CLOSED

77/2012	NLS to speak to OA concerned regarding Kenyan Airways and affiliation.	CLOSED
78/2012	NLS to invite all members to attend a meeting the day before all 2013 meetings to review Aerospace questions.	CLOSED
79/2012	NLS to update matrix and circulate to all members for volunteers for witness assessments.	CLOSED, listed as agenda item 8a
80/2012	NLS to arrange audits for UTC & TAPME.	CLOSED, audits being scheduled
81/2012	NLS to circulate the list and Board members to review.	CLOSED

The actions were reviewed and discussed with specific mention to the following:

**67/2012** – It was clarified that an organisation is only required to nominate one member and is not required to nominate the alternative member. **Action 01/2013 C Worrall was requested to chase the BA nomination of Carl Sheppard.**

**74/2012** – It was advised that a transition period should be put in place for BINDT OA/IA organisations in order to become certified to ISO 9001/AS9100. J Biddulph proposed that organisations are given 12 months from the date of the meeting (28 Feb 2013). It was agreed that this new transition period be implemented at future OA/IA audits. All were in agreement.

**76/2012** – Affiliation application for GE Aviation (Singapore) was accepted but currently awaiting fee for their OA application. Arrangements are being made for an auditor to be in Singapore in April 2013.

**77/2012** – Communication made via telecon with the OA training centre, supplying training to Kenyan Airways, regarding NANBDT21 requirements for overseas affiliation. Route to affiliation would be re-clarified with a follow-up email which would be CC copied to T Blacklay.

It was noted that interest/requests from several sources had been registered with various members for the UK NANDTB to hold a Forum similar to the one held 2004/2005 at Aviation House, Gatwick. It was generally agreed that such a Forum should take place as much has changed and this would be an excellent communication opportunity. It was requested if the Forum could be held at the CAA and that attendance be mandatory for approved training and examination organisations. **Action 02/2013 - TB to ascertain if CAA could host this Forum.**

78/2012 – Clarification made that volunteers for question review are not required to be voting members.

81/2012 – The group agreed on the updated essential reading (standards) list and it was ratified that BINDT are to create questions based on these standards. PCN/AERO appendices to be amended accordingly and include statements advising that changes are a result of an update to the essential reading list.

A discussion took place with reference to 'open book' specific papers which clarified that centrally issued specific papers were in compliance with EN 4179 and EN ISO 9712. It was agreed that the specific papers remain centrally issued with a central question bank. **Action 03/2013 - NLS to tender out the requirement for specific questions written against the new essential standards list.**

**c. Other matters arising (not covered by the agenda)**

No matters raised

**4. Membership (current list)**

**a. To note status and confirm contact details –**

It was requested that N Scutt provide formal nomination as a BINDT voting member. **Action 04/2014 NLS to get formal nomination letter from CEO, BINDT.**

J Biddulph reported that he had received a request from the MoD to nominate a voting member in addition to their position as an observer member. J Biddulph had replied to the request seeking further clarification and is awaiting a response before bringing to the board. **Documents for discussion and/or approval -**

**b. See table of documents NANDTB\_01**

The group agreed that sub-groups be setup in order to review documents. The following documents were noted for review: NANDTB-02/04/18/25/27

**Action 05/2013 - J Biddulph (LEAD), C Thomas, B Scott, T Blacklay, S Algar to review NANDTB-02 and NANDTB-04.**

**Action 06/2013 - C Worrall (LEAD), G McCully, C Thomas, T Blacklay, S Algar to review NANDTB-18.**

**Action 07/2013 - J Biddulph to review NANDTB-25.**

**Action 08/2013 - B Scott (LEAD), C Worrall, D Griffin to create a new document, NANDTB-27, on policy and it was suggested that the BINDT code of ethics be reviewed and applied to this new document.**

**Comments on all documents to be submitted to J Cook by close of business 5th April 2013 (latest) for implementation with approval at the next meeting.**

The NANDTB-03 constitution document was reviewed (ref action 72/2012). Prior to the meeting amendments were submitted and implemented. The group reviewed the changes with additional confirmation that the term 'Type certificate holder' refers to an organisation with a product design approved by an Applicable Aviation authority. The revised document was approved.

It was noted that NANDTB-17 Limited L2 policy, is due for review in September 2013. 39<sup>th</sup> Minutes show that this should be converted into a PowerPoint presentation from an archived document, N Scutt advised there was no PowerPoint version in the archive.

**c. Audit Checklist - (Discuss amendments) –**

- I. N Scutt reported on feedback from an OA who requests formal response from the NANDTB regarding the updated Checklist and NANDTB-12.

The question raised was *'Is an organisation with UKAS accreditation to ISO 17025 acceptable?'* As the QMS does meet the requirements of ISO 9001 but is not certified to the standard *'Is this acceptable against the NANDTB12?'* The group agreed that this was acceptable and the NANDTB-12 should be amended to state that ISO 17025 is also acceptable. **Action 09/2013 - J Cook to amend NANDTB-12 to state ISO 17025 and to amend the checklist and G McCully to re-issue to OA/IAs.**

- II. An additional query was raised for clarification on certification duration. The period of certification was ratified as 5 years less one day from the date of certification/approval not from the date of a specific or general examination or practical. It was requested that this Q/A be added to the FAQ page. **Action 10/2013 - J Cook to update FAQ page.**
- III. It was also reported that a complaint had been received about the lack of explanation or necessary transition period relating to changes to the scope of accreditation to limit initial training to ATOs. The OA in question has requested formal response from the chairman of the NANDTB. **Action 11/2013 NLS to email the complaint to J Biddulph in order to create a formal response.**
- IV. A query was raised regarding delivering training and examinations on client sites and whether the sites require auditing upon each visit. It was clarified that at OA/IA annual audits the auditor checks for onsite facilities checks which should be checked on each visit and should be stored with the candidate's exam pack. The group discussed and it was recommended that these onsite checks be carried out each visit to show control of equipment. It was recommended that a statement be added to the exam pack which is signed by the training/examiner showing they are happy with the facilities.

**5. Affiliation - New applications**

It was reported that Kenyan Airways and Chromalloy (Israel) have applied for affiliation; the Board discussed the application and it was agreed to accept the affiliation but to clarify the understanding that they would need to comply with the NANDTB21 document. **Action 12/2013 - J Cook write to Kenyan Airways/Chromalloy to accept affiliation based on confirmation of compliance with NANDTB-21.**

IAI (Israel) have applied for affiliation. NLS has asked for confirmation from their CAA, update will be given at next meeting.

A discussion took place regarding affiliated (overseas) organisations and their compliance with NANBDT-21 requirements. The Chairman recommended that these organisations confirm to BINDT which OA/ATO they are intending to use and then a matrix be created based on this.

It was suggested that the NANDTB secretary request copies of training certificates from the affiliated organisations annually to clarify compliance with NANDTB-21. It should also contain a declaration and this should be signed by the affiliated organisation and returned to BINDT as declaration of conformance.

After further discussion, it was agreed that a working group be set up to review this matter and come back to the Board with recommendations.

**Action 13/2013 - B Scott (LEAD), N Scutt, C Thomas, C Dootson, S Algar to review and make recommendations**

**6. Aerospace question review panel. – feedback**

No feedback available as no question review meeting was held due to lack of attendance.

**7. Qualifying Agencies**

**a. Oversight Matrix - Update**

N Scutt advised that there are audit reports that require approval by voting members with response within 7 days. **Action 14/2013 - NLS to upload audit report to the website for review.**

The oversight matrix was reviewed with request for witnesses. **Action 15/2013 - J Cook to issue out the oversight matrix with confirmed dates.**

**b. New applications from Brazil and China, Singapore.**

It was advised that IA audits for Brazil and Singapore were in the process of being scheduled.

**8. TEG Report - (DG) –**

D Griffin reported that the last TEG meeting was held on 7<sup>th</sup> January 2013 where the checklist was discussed and a comment was raised about the document not being public. N Scutt confirmed that this is an internal document for the use of BINDT and the OA/IA.

Next meeting 27<sup>th</sup> March 2013

**9. ANDTB Forum, Update - (JB)**

J Biddulph tabled a PowerPoint presentation highlighting the outcome from NAS/EN international harmonisation team face to face meeting held at Lockheed Martin, Florida. The presentation is to be circulated for information.

J Biddulph reported that the NAS410/EN 4179 harmonised draft will shortly be circulated for comment via ANDTB. All comments are to be sent for the attention of J Biddulph for collation and submission. A face to face meeting of the European team will take place 3-4 April to review all the European comments before submitting to the AIA NDT Team. The finally agreed draft will undergo formal ballot via respective issuing bodies, i.e. AIA and ASD-STAN. **Action 16/2013 - All members to submit comments on draft harmonised NAS410/EN 4179 by 20th March 2013.**

**10. Regulators update - (TB) –**

T Blacklay commented on ambiguous NDT methods being used for training overseas and stated that he will be providing audit training in Singapore. This is due to a query being raised regarding a method called Eltch Testing and whether it is actually an NDT technique.

C Worrall briefly explained the meaning of Eltch Testing and added that it is not an NDT method.

**11. Any other business -**

N Scutt advised that a PCN AERO Infrared Thermography working group is being setup to cover levels 2 & 3 and requested volunteers. **Action 17/2013 - Members interested in being part of the PCN AERO IRT WG to contact N Scutt.**

It was anonymously reported to the group that an employee of a company has been dismissed due to substance abuse and that the ex-employee holds a PCN Aerospace certificate. N Scutt will be taking this

back to the CMC for suggestive action. T Blacklay advised that the company representative should go to NANDTB/through MOR for advice.

**12. Date and location of the next meeting**

2 - 16-17th April 2013 - Rolls Royce, Glasgow

3 - 25-26th June 2013 - Airbus Filton, Bristol

4 - 3-4th September 2013 - Caparo, Reigate

5 - 15-16th October 2013 - Bombarider, Belfast

6 - 3-4th December 2013 - MTD, Cardiff

**Annex A – attendance and apologies for absence at the 28th February 2013 NANDTB meeting**

Name	Representing	In attendance	Apologies for absence
Alun Williams	(Airbus UK)	1	
Bobby Scott	(Bombardier)	1	
Carl Sheppard	(British Airways)		1
Chris Dootson	(BAE Systems)	1	
Chris Durrant	(Messier-Bugatti-Dowty)	1	
Clive Worrall	(British Airways)	1	
Colin Thomas	(Messier-Bugatti-Dowty)	1	
Dave Griffin	(Training & Examination Group)	1	
Graham McCully	(Pt. 145 Orgs, QAs and SIG members)	1	
Jon Biddulph (Chairman)	(Rolls Royce)	1	
Keith Griffiths	(Rolls Royce)	1	
Keith Phillips	(Airbus UK)		1
Kevin Pickup	(BAE Systems)	1	
Jennifer Cook (Secretary)	(BINDT)	1	
Nicole Scutt	(BINDT)	1	
Paul Marshall	(Ministry of Defence)		1
Phil Berkley	(Agusta Westland)		1
Rob Bright	(Flybe)		1
Graham Mcleod	(Honeywell)	1	
Ted Blacklay	(Civil Aviation Authority)	1	
Stuart Algar	(Civil Aviation Authority)	1	
	<b>Totals</b>	<b>16</b>	<b>5</b>

Ref	Actions brought forward	Remarks
01/2013	C Worrall was requested to chase for the nomination of Carl Sheppard.	
02/2013	NLS to check the possibility of holding a NANDTB forum at the next (BINDT) UK Certification Conference.	
03/2013	NLS to tender out the requirement for specific questions written against the new essential standards list.	
04/2013	NLS to get formal nomination letter from CEO, BINDT.	
05/2013	J Biddulph (LEAD), C Thomas, B Scott, T Blacklay, S Algar to review NANDTB-02 and NANDTB-04. Comments to be submitted to J Cook by close of business 5th April 2013 for implementation with approval at the next meeting.	
06/2013	C Worrall (LEAD), G McCully, C Thomas, T Blacklay, S Algar to review NANDTB-18. Comments to be submitted to J Cook by close of business 5th April 2013 for implementation with approval at the next meeting.	
07/2013	J Biddulph to review NANDTB-25. Comments to be submitted to J Cook by close of business 5th April 2013 for implementation with approval at the next meeting.	
08/2013	B Scott (LEAD), C Worrall, D Griffin to create a new document, NANDTB-27, on policy. Comments to be submitted to J Cook by close of business 5th April 2013 for implementation with approval at the next meeting.	
09/2013	J Cook to amend NANDTB-12 to state ISO 17025, re-issue and upload to the web and to amend the checklist and G McCully to re-issue to OA/IAs.	
10/2013	J Cook to update FAQ page with clarification on duration of qualification.	
11/2013	NLS to email all questions/complaints to J Biddulph in order to create a formal response.	
12/2013	J Cook write to Kenyan Airways/Chromalloy to accept affiliation based on confirmation of compliance with NANDTB-21.	
13/2013	B Scott (LEAD), N Scutt, C Thomas, C Dootson, S Algar to review and amend NANDTB-21 conformance clarification.	
14/2013	NLS to upload audit reports to the website for review and approval	
15/2013	J Cook to issue out the oversight matrix with confirmed dates.	
16/2013	All members to submit comments on draft harmonised NAS410/EN 4179 by 20th March 2013.	