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**CONFIRMED NOTES OF THE 47th MEETING OF THE
UK NATIONAL AEROSPACE NDT BOARD**

Meeting Date: Thursday 15th May 2014, 10:00
Location: BINDT HQ

NANDTB/2014/M2

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

It was noted that J Biddulph (Chair) was running late, in his absence C Dootson (V Chair) welcomed all to the meeting and introductions took place for the benefit of the 'acting' secretary Linda Taylor, who, it was noted would be replacing Jennifer Cook during her maternity leave.

2. Attendance & apologies for absence (Annex A)

Refer to attached attendance sheet.

3. Notes of the 46th meeting (distributed earlier)

a. Confirmation

The minutes of the last meeting were confirmed with slight amendments required to meeting dates.

b. Review of allocated actions below with special mention to the following;

Ref	Actions brought forward	Remarks
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.	ON HOLD Document update to be postponed until publication of new issue EN 4179
08/2013 Amended	C Worrall to combine NANDTB-27 and supporting PowerPoint. Once complete send to J Cook for upload and addition to the NANDTB-01	COMPLETE
13/2013 Amended	K Phillips (LEAD), B Scott, N Scutt, C Durrant, C Dootson, S Algar P Berkley, A Williams, K Griffiths to review and amend NANDTB-21 document. NANDTB-21 revised and published. UK NANDTB members to completely revise the document (to include checks and balances) at the next WG meeting to be held at BINDT 11th November 10am. Comments from WG meeting to then be reviewed at 9th December (EGM). Noted that WG members should bring ideas.	COMPLETE

24/2013	All members to send suggestions to K Phillips for collation, on 'what the UK NANDTB wants the forum to achieve'. Suggestions to be put to T Blacklay at a meeting between UK NANDTB and CAA at Aviation House TBC. (action re-allocated to KP from JB)	ON HOLD No suggestions received from members
29/2013	K Phillips to draft letter to EASA informing them of the Board's decision to no longer accept future, overseas affiliations. (relates to 13/2013)	ON HOLD Pending changes to policy on overseas affiliations
32/2013 Amended	All members - comments to T Blacklay for changes to Part 145. T Blacklay advised that comments are still required	OVERDUE No comments received to date.
35/2013	N Scutt to email Board members for volunteers for the Eddy Current specific, questions review to be held 3 rd December.	ON HOLD Pending resolution between BINDT/UK NANDTB
37/2013	J Biddulph to issue a letter to N Scutt, formally nominating G McCully as the GTC representative of the Aerospace industry & UK NANDTB.	OVERDUE GMc advised the Board that he was elected as Vice Chairman on the GTC committee and would be reviewing PCN Aero syllabus as well as specific questions against EN 4179.
39/2013	T Blacklay to formally correspond with Primes' employers advising why it is important that members of UK NANDTB attend and witness audits of Aerospace agencies/training & examination centres.	OVERDUE
01/2014	T Blacklay to visit the potential changes to GR23 defining what is required by an organisation using PCN/AERO.	OVERDUE
02/2014 Amended	N Scutt to circulate the BINDT auditor training criteria	OVERDUE
03/2014	On behalf of the UK NANDTB, J Biddulph to formally respond, via PowerPoint, to BINDT's response to EGM comments, circulation to UK NANDTB members, Tony Dunhill, Robert Smith, Jennifer Cook	COMPLETE Discussed under agenda item 6d.
04/2014	B Scott to chase nomination letter from Bombardier ref role on the Board	COMPLETE
05/2014	C Dootson, R Bright, A Williams to review NANDTB-05. To provide J Cook with changes if any to update the document.	COMPLETE No changes required
06/2014	C Worrall to combine the NANDTB 27 information document with the PowerPoint presentation to create 1 information document.	COMPLETE
07/2014	J Cook to correspond with all existing affiliates requesting completion of the NANDTB-21 application form to be submitted with supporting documentation within 3 months. The action 13/2013 working group are then to review the applications (on the member area of the website) for approval	COMPLETE
08/2014	J Cook to circulate the updated oversight matrix to NANDTB members	COMPLETE
09/2014	4 new members to be selected for review of audit reports (previously JB, AW, RB, CW)	ACTION DUE MEETING 48, 3RD SEPTEMBER

10/2014 Amended	G McCully (Lead), P Berkley and J Biddulph WG to review OAQS-7 for IA audits. J Cook to circulate auditor comments. It was added that all document references within OAQS/7 need revising, as document changes have not been referenced within the checklist since it's last update	ONGOING
11/2014 Amended	C Thomas to create this checklist/work instruction as a NANDTB document, to TEG for review/approval, to NANDTB for ratification. This checklist should be linked with the audit checklists OA/IA.	ONGOING

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

N Scutt requested that the CAA confirm who would represent them on the BINDT Certification Management Committee (CMC) meetings as it had been previously advised that J Biddulph would take this seat as the CAA representative.

T Blacklay informed BINDT and the Board that the CAA does not feel that a NANDTB member should represent the CAA on this BINDT committee.

Action 12/2014 – T Blacklay to confirm CAA representative for BINDT CMC meetings

N Scutt advised the Board that BINDT had recruited a new lead assessor who has an Aerospace background.

Action 13/2014 – N Scutt to request that new lead assessor joins the WG for action 10/2014 review of OAQS-7

4. Membership (current list)

NANDTB_06 was presented it was noted that Jes Dugard (MoD) is a full voting member.

5. Documents for discussion and/or approval

See table of documents NANDTB _01

- o **NANDTB_09** – review by C Dootson and A Williams
Action 14/2014
- o **NANDTB_10 and 13** – on hold due to review of document suite which is required due to UK NANDTB proposal
- o **NANDTB_14** – review by G McCully (remove PPT)
Action 15/2014
- o **NANDTB_15** – review by C Dootson and A Williams
Action 16/2014
- o **NANDTB_19** – review by C Dootson, J Dugard, G McCully and T Blacklay
Action 17/2014

6. Qualifying Agencies -

a. Oversight Matrix Update

J Biddulph advised that due to the changes included in the new proposal the Board would now only witness audits for Outside/Inside agencies. All were in agreement.

b. New applications

It was noted that there were no new applications. J Cook did report that 3 agencies have decided to withdraw from the approval scheme and noted that at least 1 agency withdrew due to the auditing bureaucracy.

c. Audit comments

No comments had been received

d. UK NANDTB response proposal to BINDT (presentation)

It was recorded for the minutes that the UK NANDTB proposal was distributed to voting members of the Board only via email with the majority voting for the proposal and 2 against. It was noted that in favour of the proposal was; A Williams, C Dootson, P Berkley, J Dugard (voted at the meeting), B Scott, C Durrant, G McLeod, J Biddulph, C Worrall (voted at the meeting).

The proposal was presented and showed that PCN central certification would remain solely controlled by BINDT with support from industry and that Outside/Inside agencies (employer based certification) will come under the control of the Board. In addition the CAA would observe BINDT/PCN certification through their seat on the Certification Management Committee (CMC).

The presentation clarified that PCN is central certification and there are strict procedures in place to control the training and examination process therefore the requirement for NANDTB control is redundant. Whereas the employer based EN 4179 scheme is open to some degree of manipulation and which is why it requires a NANDTB to control it.

J Biddulph noted that this justifies the removal of wording from GR23 which states that all training and examinations should be under the control of a NANDTB.

T Blacklay mentioned EASA's potential plans one of which was to mandate ISO 9712 certification being run through part 147 organisations. C Thomas expressed his concern on this matter and stated that it clearly showed a lack of industry knowledge on EASAs part and the national authority. C Thomas also stated that EASA need to consult industry before making these types of changes.

T Blacklay advised the Board that before the wording of GR23 could be changed to discharge the Boards obligations of control over ISO 9712 training and examinations, the Board would need to confirm that all individuals undertaking PCN/AERO certification would be competent and recognised under the EN 4179 scheme. It is the responsibility of the Level 3 to decide if further specific training and examinations are required.

The Board proposed and accepted that any individual certified to the PCN/Aero ISO 9712 certification scheme would be recognised by the Board and recognised as meeting the requirements of EN 4179. The Board requested that the CAA takes this agreement back to EASA.

T Blacklay reminded the Board that EASA would still raise findings for anyone overseas that holds PCN but is not affiliated. The Board discussed this and agreed that the UK NANDTB would recognise any individual, internationally, that hold the PCN/Aero as it meets the requirements of EN 4179. Jon Biddulph explained that changes in the European Forum for NANDTBs may make this policy easier to administer.

T Blacklay agreed to go to EASA with the UK NANDTBs agreement to recognise PCN/Aero certificate holders whether affiliated or not and that essential changes would be made to GR23.

J Biddulph and Colin Thomas recognised the importance of expediting the changes to GR23 and volunteered to draft the changes for T Blacklay. T Blacklay agreed for the Board to create this draft for his review and implementation.

Action 18/2014 – C Thomas (Lead), J Biddulph, C Worrall, G McLeod to draft essential changes to GR23 for review and implementation by T Blacklay

Action 01/2014 – T Blacklay can now implement the revision of GR23 to match the UK NANDTB proposal once action 18/2014 complete

It was reported by N Scutt that the Vice Chair of the General Technical Committee (GTC), in this instance G McCully, would be invited as a voting member onto the CMC, and therefore representing the Aerospace industry. G McCully added that it is part of his role on the GTC to review the Aerospace syllabus and all Aerospace questions. N Scutt added that any questions for review would be referred initially to the GTC (a working group of experts) which may include NANDTB members if they are the only experts.

The Board were happy that the issues surrounding the control aspect of examinations and training have now been amicably resolved and all NANDTB documents require a review to update to make sure the new policy is accurately reflected.

e. Outside Agency audit finding

It was brought to the group's attention that there had been a dispute between the UK NANDTB voting members and an Outside agency regarding the agency's corrective actions for non conformances raised at their latest audit.

The group was provided with an overview of the case and after discussion the audit review working group (J Biddulph, R Bright (email vote), A Williams and C Worrall) voted in favour of providing the agency with approval for 1 year from the date of this meeting (15th May 2014) followed up by yearly audits.

T Blacklay referred to a letter from the Outside agency with regard to a CAA organisation terminating their contract to provide Responsible Level 3 support which was distributed to the Board upon the agency's request. The CAA acted on this letter but it was believed that the agency would continue to provide Responsible Level 3 support to the company until the issue of agency approval was concluded.

J Cook advised the group that during the dispute there was a lack of support to her as the Board's secretary. It was noted that as secretary she was the first point of contact for the agency due to her role on the Board as well as being responsible for the approval scheme at the time of this dispute.

It was noted the secretary was not kept informed of case updates, specifically;

The agency was contacted directly by Board members and the secretary was not advised, emails regarding the case were sent omitting the secretary and the secretary received no response from Board members when requesting updates or votes for approval.

J Cook advised that she was in receipt of daily phone calls from the agency and due to the lack of update and response from the Board she was unable to provide the agency with adequate updates to the case and the delay with response severely affected the agency's livelihood.

The Board discussed and agreed that should such cases arise in the future an emergency, face to face, meeting should be held so that members and the secretary are in attendance to ensure everyone is informed correctly and a decision can be made.

J Biddulph advised that the auditor should declare what is a major or minor non conformance so that major's could be escalated immediately to prevent delay with re-approval. N Scutt re-iterated that agency auditors were not comfortable declaring what is a major/minor non conformance and requested that this should be broken down by the Board for auditor guidance it was noted that BINDT would support this guidance from the Board.

The Board requested clarification on the approval process, N Scutt confirmed that initial applicant companies are audited yearly for a 3 year cycle and if audits are approved with no issues then the agency will be put forward to the Board with recommendation for biennial (2 yearly) audits. If the company does not meet the criteria they will continue with yearly auditing.

7. Pt. 145 Orgs, QAs and SIG members Update – (GMcC)

Nothing to report, no questions received.

8. General Technical Committee update – (GMcC)

It was re-iterated that G McCully was elected Vice Chair for the GTC. As part of his role on the committee he has setup a working group made up of himself, Gary Elliott and C Thomas to review PCN/Aero Gen and the syllabus.

9. Overseas affiliation applications update – (JC)

J Cook advised that there had been 2 applications received in response to the newly issued NANDTB-21 document which were with the affiliation working group for review.

J Biddulph presented a letter received from one of the current overseas affiliates – ADAT – explaining that the company was undergoing change which included a company split. ADAT will now also have a company called ATS&S which they requested also be listed on the NANDTB-21.

10. Aerospace question review – (NLS)

N Scutt advised that there has been no review of the Eddy Current questions to date and that questions would now be directed to the GTC for review.

11. Regulators Update – (TB)

T Blacklay advised there was no update to report.

12. ANDTBF including NAS410/EN4179 update – (JB)

ANDTBF_08 was presented and it showed a 'recognition of approvals' change which allows organisations not affiliated to a Board e.g. those member states without a Board, to have recognised examination/training if conducted by a NANDTB controlled organisation e.g. a BINDT approved outside agencies. It was felt that this would do away with the affiliation policy and process.

In light of this change it was confirmed that the current policy of overseas affiliations would remain as is until a working group had reviewed the entire UK NANDTB suite of documents to ensure alignment with the ANDTBF_08.

Action 19/2014 – WG to review UK NANDTB suite of documents and advisories to ensure alignment with ANDTBF_08. J Dugard (Lead), G McCully, K Phillips, J Biddulph

A discussion took place on whether certificates should include the UK NANDTB logo to show that the certificate was supplied by an organisation under the control of a Board. J Biddulph suggested there be a UK NANDTB logo on all certificates UK and Overseas as long as there is a clear disclaimer on the certificate.

Action 20/2014 – to review the current certificate disclaimer wording on Outside agency certificates issued to candidates. C Thomas (Lead), G McCully and D Griffin

ANDTBF_08 was presented and agreed at the last forum meeting so is therefore an active document although it needs to be put into the public domain. It was noted that these documents have never been made available. J Biddulph informed the group that BINDT has offered itself as secretariat to the ANDTBF so all documentation will eventually be accessible on the BINDT NANDTB website once an information and document transfer has taken place.

Action 21/2014 – J Biddulph and N Scutt to co-ordinate expediting the transfer of ANDTBF information and documentation to be included on BINDT website

It was advised that once the document is live on the website T Blacklay would circulate it to CAA surveyors and EASA which 'should' address the issue of findings being raised against non affiliated organisations.

The Board agreed to accept the split of ADAT/ATS&S and will keep the status quo regarding overseas affiliation policy until the document is live after this the overseas affiliation policy will be removed. T Blacklay suggested the Board publish an advisory and organisation chart stating they've signed up to ANDTBF_08 recognition of approvals.

Action 22/2014 – J Biddulph to inform J Cook of ATS&S company information to be included on NANDTB_21

Action 23/2014 – J Biddulph to create an advisory and organisation chart showing the Board has signed up to ANDTBF_08 recognition of approvals and removing the overseas affiliations process.

J Biddulph also notified the Board that the amended NAS 410/EN 4179 was presented at the forum and was passed by 30 day ballot.

13. TEG Update – (CT)

It was reported that there had not been a TEG meeting since early 2013. C Thomas suggested that the Board to review the co-option from TEG and noted that a very small percentage of TEG membership represents Aerospace and felt it would be worth maybe co-opting from Outside/Inside agencies. C Thomas recognised that this may lead to him losing his seat on the Board but expressed that he would rather see effective and relevant representation for Aerospace NDT & Inspection Organisations.

N Scutt suggested splitting G McCully's representation on the Board to Part 145 orgs and SIG members and removing QAs so that there is individual representation for QAs. G McCully agreed with the split and it was stated that this may allow QAs to feel they have a voice and support on the Board.

It was strongly felt that each OA/IA must nominate a representative who will attend meetings.

Action 24/2014 – BINDT to hold a ballot of OAs/IAs for QA representation on the Board. J Biddulph to speak with TEG chair regarding this role change.

14. Any other business

J Dugard referenced the new EN 4179 standard regarding annual maintenance (previously referred to as annual performance review). It was asked when a level 3 is subject to review who can carry out the review in the absence of a secondary level 3. It was noted that this was a NADCAP requirement and the Board confirmed that a level 2 can carry out the review of the level 3.

J Dugard requested a guidance document from the Board on EN 4179 changes.

15. Date and location of the next meeting

48th meeting – Thursday 24th July – MoD Portsmouth

49th meeting – Wednesday 3rd September - Flybe

50th meeting – Wednesday 5th November – Minton

51st meeting – Wednesday 10th December – Airbus

Annex A – attendance and apologies for absence at the 2014 NANDTB meeting no. 47

Name	Representing	In attendance	Apologies for absence
Alun Williams	(Airbus UK)	1	
Bobby Scott	(Bombardier)		1
Carl Sheppard	(British Airways)		
Chris Dootson	(BAE Systems)	1	
Chris Durrant	(Messier-Bugatti-Dowty)		1
Clive Worrall	(British Airways)	1	
Colin Thomas	(Training & Examination Group)	1	
Dave Griffin	(Training & Examination Group Deputy)		1
Jes Dugard	(MoD)	1	
Graham Mcleod	(Honeywell)	1	
Graham McCully	(Pt. 145 Orgs, QAs and SIG members)	1	
Jon Biddulph (Chair)	(Rolls Royce)	1	
Keith Griffiths	(Rolls Royce)	1	
Keith Phillips	(Airbus UK)	1	
Kevin Pickup	(BAE Systems)		
Jennifer Cook (Secretary)	(BINDT)	1	
Linda Taylor (acting Secretary)	(BINDT)	1	
Mandy Cox	MAA	1	
Nicole Scutt	(BINDT)	1	
Phil Berkley	(Agusta Westland)		1
Rob Bright	(Flybe)		1
Ted Blacklay	(Civil Aviation Authority)	1	
Stuart Algar	(Civil Aviation Authority)		1
	Totals	15	6

Actions allocated and carried over from meeting 47, 15th May 2014.

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01/2014 Amended	T Blacklay can now action essential changes to GR23 once draft completed under action 18/2014	OVERDUE
02/2014 Amended	N Scutt to circulate the BINDT auditor training criteria	OVERDUE
09/2014	4 new members to be selected for review of audit reports (previously JB, AW, RB, CW)	ACTION DUE MEETING 48, 3RD SEPTEMBER
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11/2014 Amended	C Thomas to create this checklist/work instruction as a NANDTB document, to TEG for review/approval, to NANDTB for ratification. This checklist should be linked with the audit checklists OA/IA.	ONGOING
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13/2014	N Scutt to request that new lead assessor joins the WG for action 10/2014 review of OAQS-7	
14/2014	NANDTB_09 – review by; C Dootson and A Williams	

15/2014	NANDTB_14 (remove PPT) – review by; G McCully	
16/2014	NANDTB_15 – review by; C Dootson and A Williams	
17/2014	NANDTB_19 – review by; C Dootson, J Dugard, G McCully and T Blacklay	
18/2014	To draft essential changes to GR23 for T Blacklay review and implementation C Thomas (Lead), J Biddulph, C Worrall, G McLeod	
19/2014	WG to review UK NANDTB suite of documents and advisories to ensure alignment with ANDTBF_08. J Dugard (Lead), G McCully, K Phillips, J Biddulph	
20/2014	To review the current certificate disclaimer wording on Outside agency certificates issued to candidates. C Thomas (Lead), G McCully and D Griffin	
21/2014	J Biddulph and N Scutt to co-ordinate expediting the transfer of ANDTBF information and documentation to be included on BINDT website	
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