

## Aerospace NDT Boards' Forum

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### **Status of this document**

Issue 1 dated 1<sup>st</sup> December 2006 was approved at the first meeting of the forum, held at EADS, Paris, France.

Issue 2 dated 2008-12-03, which was approved at the fifth meeting, held in Fuerth, Germany, introduced the procedure for election and appointment of officers detailed at Annex A.

### **Introduction**

European standard EN 4179 : 2005 (Aerospace series; Qualification and approval of personnel - non-destructive testing) defines, at clause 3.17, a National Aerospace NDT Board as an "an independent national aerospace organization representing a nation's aerospace industry that is chartered by the participating prime contractors and recognized by the nation's regulatory agencies to provide or support NDT qualification and examination services in accordance with this standard".

The responsibilities of such a Board are briefly described in the standard as follows:

- ... may include participation in certification (3.17)
- When used, the NANDTB shall administer procedures for qualification and certification of NDT personnel according to the requirements of this standard. It is entitled, in conjunction with the employer, to recognize equivalencies of qualification and certification, and may be requested to provide general guidelines in accordance with this standard regarding facilities for NDT training, course outlines, examination questions and exam procedures. For countries where no NANDTB exists, the employer may use the services of other NANDTBs (4.5.2)
- ... training shall be conducted in accordance with a detailed course outline approved by the responsible Level 3 or NANDTB (6.1.1)

There are further references, throughout the standard (as above), to the activities of the Responsible Level 3 or the NANDTB.

### **Formation**

A proposal to establish a Forum for NANDTB was presented and agreed at the 9<sup>th</sup> European Conference on NDT, Berlin, in September 2006. The following pages set out the aims and objectives, constitution and method of working of the Aerospace NDT Board Forum.

## **1. AIMS AND OBJECTIVES OF THE ANDTBF**

- 1.1. The Aerospace NDT Board Forum (hereinafter referred to as ‘the ANDTBF’), has the following aims and objectives in relation to EASA regulations (i.e., part 145 and part 21 etc.) and EN 4179:
  - 1.1.1. provide a forum for discussion of matters of common interest to all NANDTB;
  - 1.1.2. harmonisation of methodology for the control of aerospace NDT training and EN 4179 qualification examinations provided at the various national levels;
  - 1.1.3. provide formal representation of the common concerns of the ANDTBF members to EASA;
  - 1.1.4. act as an advisory body for new NANDTB implementing applicable regulations and standards;
  - 1.1.5. agree common specifications for outside agencies providing training and qualification examinations at the various national levels;
  - 1.1.6. agree and promote a common format for company written practices in conformance with EN 4179;
  - 1.1.7. provide a mechanism for interpretation in cases of dispute regarding the implementation of applicable regulations and standards.
- 1.2. The ANDTBF will seek multilateral recognition between its members, with organisations having similar aims, e.g., IAQG, and with any other pertinent body in order to benefit the Aerospace industry and to minimise duplication and multiple audit.
- 1.3. In order to obtain the widest possible representation, the ANDTBF encourages NANDTB or similar organisations outside of the European Union and Free Trade area to apply for membership or otherwise to seek involvement in it’s activities.
- 1.4. Any organisation wishing to apply for membership of the ANDTBF, and to nominate a representative to attend meetings, is requested to contact the Secretary to the ANDTBF, c/o Certification Services, British Institute of NDT, 1 Spencer Parade, Northampton NN1 5AA, United Kingdom. Further information on membership is available upon request.

## **2. CONSTITUTION**

- 2.1. The ANDTBF is composed of the duly nominated representatives of the NANDTB member bodies. The bodies in current membership are listed in document reference ANDTB/02. Such other bodies as the ANDTBF may determine may be invited to join on terms which the ANDTBF shall prescribe.
- 2.2. Members of the Forum shall be recognized by the relevant national Civil Aviation Authority and, where such agencies are active in their country, shall have in place an audit and approval system for ‘Outside Agencies’ and ‘Internal Agencies’ (hereinafter referred to as ‘Qualifying Agencies’) providing NDT training and/or qualification examinations for personnel in accordance with the requirements of EN4179.
- 2.3. Member organisations may at any time nominate alternates or change their representation by informing the Secretary of the ANDTBF in writing.

- 2.4. The ANDTBF shall elect a suitably qualified person as chairman. The Chairman shall take office for a term not exceeding two years and shall be eligible for re-election for one further term of office.
- 2.5. The ANDTBF shall elect a suitably qualified person as vice chairman. The Vice Chairman shall take office for a term not exceeding two years and shall be eligible for re-election for one further term of office.
- 2.6. The ANDTBF shall appoint a suitably qualified person as secretary. The Secretary shall take office for a term not exceeding two years and shall be eligible for re-appointment.
- 2.7. The ANDTBF shall have the power to co-opt individuals to attend meeting(s).

### **3. METHOD OF WORKING**

- 3.1. The ANDTBF shall consider matters of policy at least one ordinary meeting per year which shall be convened on the authority of the Chairman by the Secretary with at least 30 days notice in writing.
- 3.2. Matters to be decided at a meeting should be supported by written documentation issued in advance of the meeting.
- 3.3. The quorum for a meeting shall be a minimum one third of the current voting members. In the event that a vote is necessary, representative members shall have one vote for each country represented on a National Board. Co-opted members shall not have a vote.
- 3.4. Approval of changes to the constitution, terms of reference and method of working, and invitations for other bodies to be represented on the ANDTBF shall be decided by a majority of not less than three fourths of those present at an ordinary meeting. Other matters shall be decided by a simple majority.
- 3.5. Any five voting members of the ANDTBF may request a special meeting at any time by written notification to the Secretary. Such notification must state clearly the purpose of the proposed meeting which must be convened to take place within 28 days of receipt of the notification.
- 3.6. The ANDTBF is empowered to set up working groups and committees, establish their terms of reference and set out the procedures whereby they report to the ANDTBF.
- 3.7. Applications for membership shall be in the form of a letter, supported by a documented procedure for the assessment and approval of Qualifying Agencies. Representatives of not less than three members of the Forum shall be appointed to review each membership application and supporting procedure(s) and submit comments and recommendations regarding acceptance to the next formal meeting of the Forum, which will consider and accept or reject the request for membership.
- 3.8. Neither the ANDTBF, its Chairman, individual members, the bodies they represent, nor any working party or sub-committee appointed by the ANDTBF shall carry any financial liability for any scheme operated for the ANDTBF, or be liable for any damages resulting, or claimed to have resulted, from decisions of personnel implementing the scheme, or for any consequential loss arising out of the operation of the scheme.
- 3.9. The ANDTBF shall publish an annual report covering its activities.

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### **Appointment of Officers (Annex A, 2008-12-03)**

#### **Procedure**

The members of the Forum are invited to propose in writing individuals for the positions of Chairman, Vice Chairman and/or Secretary. Proposals shall be seconded by a nominated representative of a different member Board.

Seconded proposals in advance for vacant offices shall be made using the attached form, which should be returned to the Secretary by the date stated in a covering letter or email to all of the Forum members.

In the event that there are no nominations in writing for any of the vacant positions, verbal seconded nominations will be accepted at the meeting convened for the purpose provided the nominee is willing to have his or her name submitted to a ballot of the members.

In the event that there are no members representatives willing to accept nomination or appointment, the future of the Forum will be a matter for discussion by those present at the meeting concerned, which must have at least one third of the Forum members represented

Ballots for appointment of officers are conducted in an ordinary or extraordinary meeting of the Forum, which is announced in writing at least 30 days in advance of the meeting with an agenda item covering the ballot.

Individuals to be proposed or nominated shall undertake in advance to accept the appointment if successful in a ballot with a simple majority of the votes cast by those members represented at the meeting.

Each Board shall have one vote for each position to be filled. Proxy votes are not accepted. A quorum for such a meeting shall be at least one third of the full voting members at the time of the ballot.

A secret ballot shall be arranged in the event that there is more than one individual proposed for any position.