



IRISH NATIONAL AEROSPACE NDT BOARD

National Aerospace NDT Board Ireland

Revision: 11

Effective Date: 14-Jul-2023.

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AMENDMENT RECORD

National Aerospace NDT Board Ireland Amendment Record				
Revision	Description	Part	Pages	Issue Date
Rev 1	New Document	All	All	Oct 2006
Rev 2	Audit Checklists for Accrediting Outside Agencies added to the NANDTB (Irl) Document.	6	All	Aug 2007
	IAA Letter of approval added.	1	All	
Rev 3	Membership List amended.	5	1	Feb 2008
	List of Approved Outside Agencies added.	6	8	
Rev 4	Membership List amended.	5	1	May 2010
Rev 5	Membership List amended.	5	1	April 2012
Rev 6	Membership list amended.	5	15	Nov 2012
	List of certificates updated.	6	23	Nov 2012
Rev 7	Membership list amended.	5	15	Apr 2014
	List of certificates updated.	6	23	Apr 2014
Rev 8	Membership list amended.	5	15	Jul 2015
	List of certificates updated.	6	23	Jul 2015
Rev 9	Membership List removed.	5	15	Feb 2016
	List of certificates removed.	6	23	Feb 2016
Rev 10	Redrafting of constitution to comply with membership requirements of European ANDTBF/08	All	All	Feb 2020
Rev 11	New I.A.A. Letter of Recognition added to Part 1.	1	All	14-Jul-2023
	Para 2.1 j) & 3.2 d) reworded to align with new Para 3.11 a).	3	All	14-Jul-2023
	New para 3.11 a) inserted to reflect EN4179:2021 C.2.4 requirements related to voting members.	3	All	14-Jul-2023
	New Para 3.14 added to reflect the use of the NANDTB website.	3	All	14-Jul-2023
	New Para 3.15 added to describe the administration of records related to the board's activities.	3	All	14-Jul-2023
	All references to "Chairman" replaced with "Chairperson".	All	All	14-Jul-2023

1. NAME AND LEGAL STATUS

1.1 Name of the NDT Board

- a) "National Aerospace NDT Board Ireland" or NANDTB-Ireland

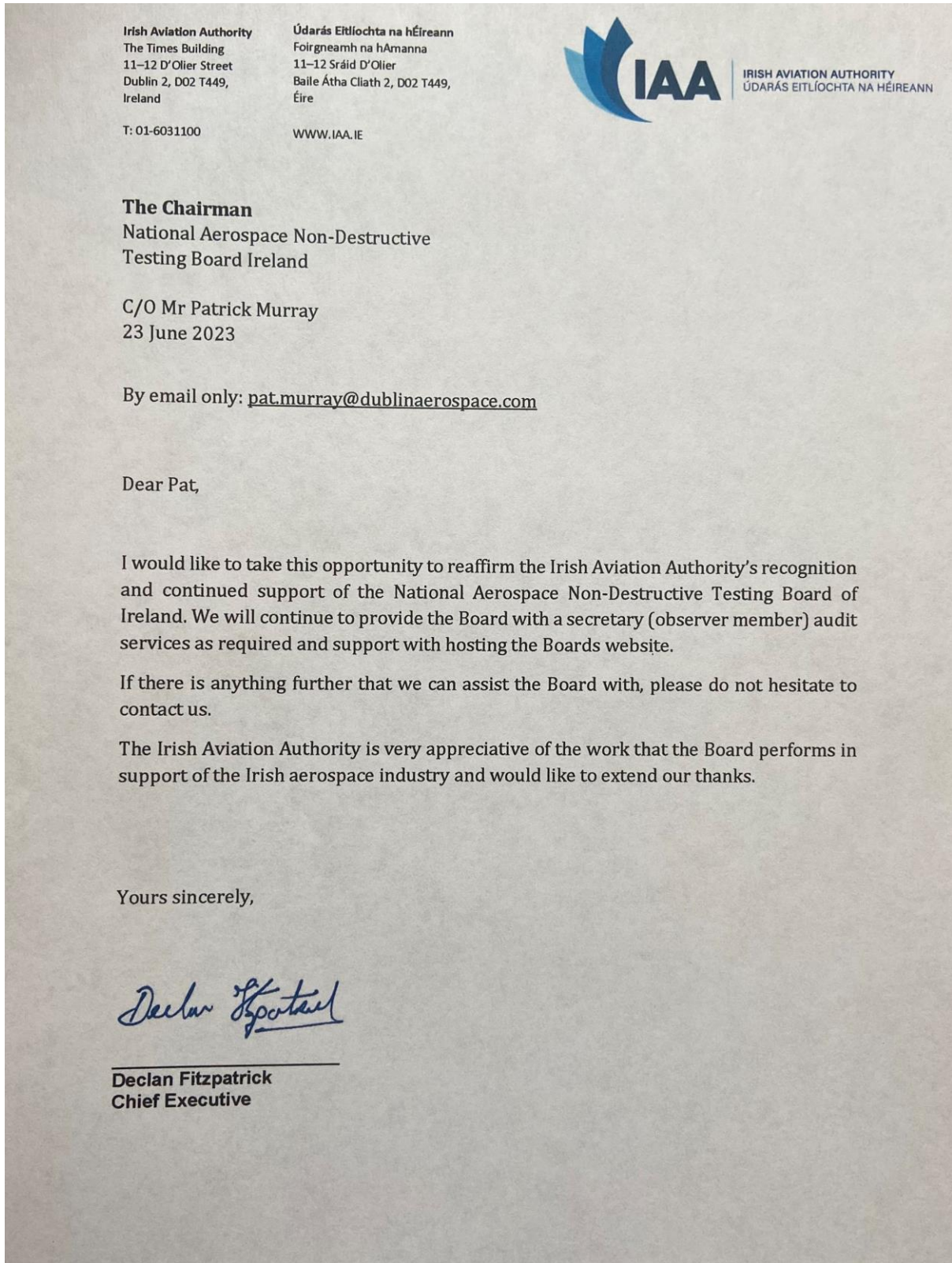
1.2 Purpose of the NANDTB-Ireland

- a) Satisfy the Irish Aviation Authority (IAA) requirement for a National Aerospace NDT Board as defined in EN 4179 and EASA Part 145.
- b) Act as custodians for all matters related to employer based personnel training and certification standards in the aerospace sector.
- c) Provide a system for recognition of organizations implementing such standards.
- d) Provide a system for recognition of organizations seeking to provide training and or qualification examinations meeting the requirements of such standards.
- e) Provide a system for assessing organizations for compliance with a company written practice designed to conform to such standards.
- f) Provide a mechanism for interpretation, adjudication and arbitration in cases of dispute regarding the implementation of such standards.
- g) Set standards for the introduction of New and Emerging Technologies not currently covered by such standards.
- h) Through membership of the Aerospace NDT Board Forum, seek recognition of its schemes with other European National Aerospace NDT Boards, and with any other pertinent body in order to benefit the Irish Aerospace Industry and to minimize duplication and multiple audits where possible.

1.3 Commencement

- a) The rules and procedures were agreed by the NANDTB-Ireland on 18th October 2006 and came into effect on the 12th March 2007. (Reference Irish Aviation Authority letter of acceptance).

a. Irish Aviation Authority (Letter of Recognition)



2. NANDTB-Ireland CONSTITUTION

2.1 Constitution

- a) The National Aerospace NDT Board Ireland is comprised of companies with a professional interest in the control and application of standards in non-destructive testing in the aerospace industries.
- b) The Board members will be suitably qualified nominees from design, production and/or maintenance organisations engaged in Non Destructive Testing and who require personnel to be certified in accordance with EN 4179.
- c) The Irish Aviation Authority shall nominate a person or persons to attend meetings of the NANDTB-Ireland with observer status.
- d) Members of the Board shall retire after two years but will be eligible for re-nomination.
- e) The Board shall elect a suitably qualified person as Chairperson. The Chairperson will be appointed for a period not exceeding two years and will be eligible for re-election.
- f) The Board shall elect a suitably qualified person as Vice Chairperson. The Vice Chairperson will be appointed for a period not exceeding two years and will be eligible for re-election.
- g) The Board shall elect a suitably qualified person as Secretary. The Secretary will be appointed for a period not exceeding two years and will be eligible for re-election.
- h) The Board may alternatively delegate the duties of Secretary to a suitable organisation, any such arrangements being subject to an annual review.
- i) Member organisations may substitute their representative by informing the Secretary in writing.
- j) Board members in compliance with para 3.11 will have voting rights, which shall be exercised by their nominated representative.
- k) Any organisation wishing to apply for membership of the Board should contact the Secretary in the first instance.

3. NANDTB–Ireland TERMS OF REFERENCE / OPERATIONAL PROCEDURE

3.1 NANDTB –Ireland Board Terms of Reference

- a) The Board shall regulate and control the implementation of employer based NDT personnel training and certification standards within the Irish aerospace industry.
- b) Formulate the policy framework for any scheme that it establishes.
- c) Have the authority to set up working groups and committees, establish their terms of reference and set out the procedures whereby they report to the Board.
- d) Have the authority to develop and amend procedures by which it controls qualification examinations, accredit internal and external bodies providing qualification services, provide guidance to these bodies on the content of qualification certificates, recognise the approvals of examination bodies under the control of other National Boards or any other procedures required to maintain membership of the Aerospace NDT Board Forum.
- e) Neither the Board, its Chairperson, individual members, the bodies they represent, nor any working party or sub-committee appointed by the Board shall carry any financial liability for any scheme(s) operated for the Board, or be liable for any damages resulting, or claimed to have resulted, from decisions of personnel implementing the scheme(s), or for any consequential loss arising out of the operation of the scheme(s).

3.2 NANDTB – Ireland Board Operating Procedure

- a) The Board shall consider matters of policy at not less than two ordinary meetings per year. Meetings shall be convened on the authority of the Chairperson by the Secretary with at least 21 days notice in writing.
- b) Matters of policy to be decided at a meeting shall be supported by written documentation issued in advance of the meeting.
- c) The quorum for a meeting shall be the Chairperson or the Vice Chairperson and four members.
- d) In the event that a vote is necessary, voting members shall have one vote for each organisation represented. Observers will not have voting rights.
- e) Approval of changes to the constitution, terms of reference and method of working, and invitations for other bodies to be represented on the Board shall be decided by a majority of not less than three quarters of those present at a meeting. Other matters shall be decided by a simple majority.

3.3 Regular Memberships

- a) Regular membership in the NANDTB–Ireland is open to suitably qualified nominees from design, production and/or maintenance organisations engaged in Non Destructive Testing.
- b) Application for regular membership of the Board shall be made in writing to the Secretary. The company applying for membership shall nominate a person to attend meetings of the Board.
- c) The membership has to be confirmed by the NANDTB-Ireland.
- d) The Irish Aviation Authority shall nominate a person or persons to attend meetings of the NANDTB-Ireland with observer status.

3.4 Termination of Regular Membership

- a) Regular membership terminates by a written statement of resignation to the NANDTB Ireland.

3.5 Expulsion of Regular Members

- a) A member whose behaviour is detrimental to the Board may be expelled from the NANDTB – Ireland with two-thirds of the votes of the members.

3.6 Right to Vote of Regular Members

- a) Each regular member has one vote.

3.7 Co-opted Members

- a) The regular members can co-opt other members. Co-opted members belong to the NANDTB-Ireland until the regular members revoke their co-option. Co-opted members may have a vote if deemed appropriate by the regular members.

3.8 Costs of Membership

- a) Membership of the NANDTB-Ireland is free. The members carry the expenditures for their collaboration on the Board.

3.9 Organization of the NANDTB-Ireland

Chairperson

- a) The members of the NANDTB-Ireland elect a Chairperson and a Vice- Chairperson by voting, for the duration of two years. Re-election is possible.
- b) Only a regular member may be elected as Chairperson.
- c) The Chairperson (or vice- Chairperson in his or/her absence) is responsible for contacts with all authorities and other organizations.

Secretary

- a) The Secretary is elected by the members. The Board may delegate the duties of Secretary to a suitable organisation, any such arrangements being subject to an annual review.

3.10 Meetings, discussions

- a) When required, the Chairperson will call a meeting of the NANDTB-Ireland in coordination with the members in alternating locations. The execution of discussions and voting by email, telephone-conference or comparable media is allowed if it is guaranteed that all members get the same information.

3.11 Voting

- a) As a minimum, the voting members in the deciding entity shall be Level 3 personnel from design, production and or maintenance organisations that are approved by the nation's regulatory agencies. Other members may be co-opted as voting or non-voting members as necessary to support the activities of the NANDTB.
- b) The NANDTB-Ireland is entitled to vote providing the Chairperson or the Vice Chairperson and four members can participate in the vote.
- c) In the case of a tie, the Chairperson will have the casting vote.
- d) In general, voting takes place by open ballot.

3.12 Resolutions

- a) Resolutions are recorded in writing by the Secretary including the location, type of communication and the date and time of the meeting and the voting results.
- b) The document may be signed electronically.
- c) A copy of the minutes will be made available to all members.

3.13 Publications

- a) Documents approved by the NANDTB particularly directives and decisions which are not declared as classified material, will be made available to the public. The publication, when possible, will be published on the Internet.
- b) A table of members will be published.

3.14 Website

- a) The NANDTB website is hosted on the I.A.A. website at <https://www.iaa.ie/ndt> The site is used to disseminate information related to the activities of the board. Access to amend the site is restricted to the I.A.A. observer on the board.

3.15 Records

- a) The Board Secretary is responsible for the administration of all records related to the activities of the board. All hard copy records are stored in a secure location in the I.A.A. Dublin offices. All digital records are stored on an internal I.A.A. drive. The I.A.A. Observer on the board has access to all board records. In general, the I.A.A. Observer on the board will also act as the Board Secretary.

4. DUTIES AND RESPONSIBILITIES OF APPOINTED OFFICERS

4.1 Chairperson:

- a) Call a meeting of the board at least twice per calendar year.
- b) Control the meeting and ensure that discussions are carried out in a courteous manner.
- c) Ensure that the meeting is conducted in a timely and effective manner and ensuring that the discussion remains on topic.
- d) Ensure that all members are given the opportunity to speak without interruption.
- e) Attempt to reach decisions by consensus, and if this is not possible, put the issue under discussion to a vote of members.
- f) At the end of the discussion of each topic, summarise and clarify the main points and ensure the secretary records any decisions taken.
- g) Arrange the time and date of the next meeting.
- h) The Chairperson is responsible for all contact with the NAA and other organizations.

4.2. Vice- Chairperson:

- a) Deputise for the Chairperson in the event of his absence.
- b) Support the Chairperson in his role.
- c) Work with the Chairperson on policy matters.

4.3 Secretary

- a) Notify all members of the date, time and location of the meeting.
- b) Consult with the Chairperson on agenda items and the order of business.
- c) Circulate to all members the agenda, minutes of previous meeting and any documents required for intended discussion.
- d) Make a record of attendees, absentees and apologies received.
- e) Present the minutes of previous meeting.
- f) Record the proceedings of the meeting including decisions, key points and actions to be taken.
- g) Remind and assist the Chairperson in ensuring the agreed order of business is followed.
- h) Prepare draft minutes of the meeting and consult with the Chairperson if clarifications are needed.
- i) Upload all relevant documents to the NANDTB Ireland website.