

RULES OF PROCEDURE

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1. REFERENCES

EN 4179 and ANDTBF14.

2. APPLICABLE DOCUMENTS

NANDTB procedure P001, P002, P003, P004, P005, P006, P007, P008, P009 & P010.

NANDTB Forms F001, F002, F003, F004, F005, F006, F007 & F008

3. SCOPE

This procedure outlines the requirements for processes performed by the Netherlands Aerospace Non Destructive Testing Board.

4. PURPOSE

The activity of the Netherlands Aerospace NDT Board is to implement and support the EN 4179 standard for qualification and approval of personnel and approved training organizations for non-destructive testing within the aerospace industry. This procedure is to clarify the processes performed by the Netherlands Aerospace NDT Board.

5. APPLICATION.

This procedure is applicable to individuals involved in the processes defined in this procedure

6. MEMBERSHIP

Membership is mandatory for all part 145 organisations in the Netherlands and optional for part 21, 66 & 147 organizations.

The membership has to be confirmed by the Netherlands Aerospace NDT Board.

7. ORGANIZATION OF THE NETHERLANDS AEROSPACE NDT BOARD

The members of the NANDTB elect a chairman by voting.

The chairman is responsible for the contacts with all authorities, European Forum for Non Destructive Testing (EFNDT) and organizations with which the Netherlands Aerospace NDT Board cooperates or aims a co-operation.

7.2. Secretary

The secretary shall be nominated by the chairman.

7.3. Convener

The chairman of the NANDTB or committee shall act as convener of the board of committee. The actual invitation may be delegated to the secretary of the NANDTB.

7.4. Meetings, discussions

When required the chairman will call a meeting of the Netherlands Aerospace NDT Board.

The execution of discussions and voting by e-mail telephone-conference or comparable media is allowed if is guaranteed that all involved members get the same information. The notice of the available information, e.g reading e-mails lies in the responsibility of the receivers.

7.5. Voting

The Netherlands Aerospace NDT Board is entitled to vote providing the chairman and 3 members can participate in the vote.

By voting the ordinary resolution decides.

When important technical procedures must be approved, the Netherlands Aerospace NDT Board is entitled to involve the members of the voting committee.

7.6. Voting committee

The voting committee exist of Level III experts. With a maximum of one (1) voting member per NANDTB participant.

The voting committee shall be involved when important technical procedures need to be approved

7.7. Review committee

The evaluation committee shall exist of NDT Level 3 experts and a reserve.

The task of the evaluation committee is to evaluate applications for (re-) certification as level 3 in accordance with NEN EN4179 and NANDTB requirements. (ref. NANDTB procedure P001)

7.8. Minutes of resolution

Resolutions are minuted in writing by the secretary including the location, type of communication and date of the meeting and the voting result. The minutes are signed by the secretary.

The document may be signed electronically

A copy of the minutes is available to any member upon request.

7.9. Publications

Documents approved by the Netherlands Aerospace NDT Board particularly directives and decisions which are not declared as classified material, will be made available to the public, the publication will be performed primarily by the internet.

7.10. Appointed organizations

The Netherlands Aerospace NDT Board has appointed the Netherlands Aerospace Group to perform the following tasks for the NANDTB.

- Contact point for the NANDTB.
- Administration of the NANDTB.
- Website of the NANDTB

8. MEMBERSHIP NANDTB

8.1. Membership

Membership is mandatory (but not limited to) all part 145 companies in the Netherlands and overseas territories overseen by the Inspectie van Leefomgeving en Transport (ILT).

8.2. Application for membership

An application for membership will be send by the NANDTB to all part 145 companies performing NDT in the Netherlands and overseas territories

After receiving the application form the company will be registered on the NANDTB website.

Membership for non part-145 companies will be accepted if NDT in accordance with aerospace regulations and NEN EN 4179 is performed (e.g. part 21, part 147 certificate holders). They can contact the NANDTB secretary for an application form.

8.3. Termination of membership.

Membership will / can be terminated if:

- The member is no longer registered as an aerospace 145 company.
- The member is no longer performing NDT in accordance with NEN EN4179.
- The member behaviour is found unethical regarding safety and product integrity during audits.
- Voluntarily on request of member.

If membership is terminated the company involved will receive a letter from the NANDTB with the reason of termination. The membership announcement will be removed from the website.

10. AUDITS

10.1. Internal / external Audits

All audits shall be performed using a checklist which is available on request for the auditee.

If deemed necessary the audit team additional questions can be incorporated, to verify quality / NDT related issues observed during the audit.

10.2. Audit teams

If the NANDTB performs audit the audit team shall exist of at least 2 members of which one (1) is a NDT level 3 expert.

The audit team shall have no personal or commercial involvement with the company being audited.

The audit team shall discreetly handle the information presented by the auditee.

10.3. Audit findings

Audit findings shall be documented and reported to the NANDTB.

The auditee shall respond to audit findings within 30 days.

The answer on the finding shall include as a minimum:

- The root cause.
- Corrective action and
- Containment.

The NANDTB / Auditors shall evaluate the respond within 30 days if the respond is accepted or that additional information is required.

Audit findings that are associated with safety or product integrity. Shall be reported immediately to the NANDTB, and after evaluation if deemed necessary reported to Inspectie van Leefomgeving en Transport (ILT).