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Norwegian Aerospace NDT Board

Exposition manual

Issue 1, Rev 21

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A. List of effective pages and record of revision

A.1 List of effective pages

Page number	Chapter	Revision number	Date of rev.
1	Frontpage	20	028.feb 0kt.2024
2	A	2	2808.feb 0kt.2024
3		1	28.feb.2024
4		1	28.feb.2024
5		1	28.feb.2024
6		1	28.feb.2024
7		1	28.feb.2024
8		1	28.feb.2024
9		1	28.feb.2024
10		1	28.feb.2024
11		1	28.feb.2024
12		1	28.feb.2024
13		1	28.feb.2024
14		1	28.feb.2024
15		2	028.feb 0kt.2024
16		2	028.feb 0kt.2024
17		1	28.feb.2024
18		2	028.feb 0kt.2024
19		1	28.feb.2024
20		1	28.feb.2024

A.2 Record of revision

Reference	Authorised name	Date	Approval	Date
Revi			Draft	31. march 2023

A.4 Acronyms, terms in use

Revision ~~21~~, ~~feb-okt~~ 2024

PART I - Constitution

1 Introduction

1.1 Legal basis

The "Norwegian National Aerospace NDT board", N-NANDTB, is an independent aerospace organisation representing the aerospace industry of Norway. N-NANDTB is founded as required by EASA Part-145. This manual is based on the following:

- EASA Part-145. (145.A.30 including AMC)
- EMAR 145. (145.A.30 including AMC)
- EN 4179:2021, Appendix C
- Applicable AIC from CAA-N

These procedures were agreed by the N-NANDTB on 28.02.2024 and came into effect on the 01.03.2024 (Ref. Civil Aviation Authority of Norway letter of acceptance).

N-NANDTB will be subject for audits by the authorities according to their audit programme. For CAA-N this will normally be every 24 months.

The Civil Aviation Authority of Norway runs the secretary function from the startup.

1.2 N-NANDTB Contact information

CAA Norway
Co. Valter Kristiansen
Sjøgata 45-47
N-8007 BODØ
postmottak@caa.no

Chairman

Roger Aas
KAMS AS
Fetveien 80-84
N-2007 KJELLER
~~roger.aas@kams.kongsberg.com~~ Leiv Kristian Krüger
Aero Norway AS
Flyplassvegen 220
N-4550 SOLA
~~leiv.kristian.kruger@aeronorway.no~~

1.3 Aims and objectives

The Norwegian National Aerospace NDT Board has agreed the following purpose. N-NANDTB shall:

- Fulfil the Norwegian requirement for National aerospace NDT board as mandated by EASA Part-145 and NS-EN 4179, currently valid revision.
- Act as custodians for all matters related to employer-based personnel training and certification standards within the Norwegian aerospace sector.
- Provide support and guidance to employers and Responsible Level 3s.

Kommentert [KV1]: Sett inn riktige datoer

- d) Control NDT personnel training and examinations through oversight of a third-party audit and approval program.
- e) Provide support and guidance to CAA-N and MAA-NOR regarding NDT matters, such as interpretation of standards and matters regarding personnel qualifications/certification.
- f) Provide a system for recognition of organizations implementing standards, ref e).
- g) Provide a system for recognition of organizations seeking to provide training and or qualification examinations meeting the requirements of such standards.
- h) Provide a mechanism for assessment, interpretation, and decisions in cases of dispute regarding NS-EN 4179, the N-NANDTB policy and procedures and the implementation of such standards.
- i) When needed, set standards for the introduction of new and emerging technologies not currently covered by such standards.
- j) Through membership of the EFNDT/ANDTBF, seek recognition of its schemes with other European National Aerospace NDT Boards, and with any other pertinent body to benefit the Norwegian Aerospace Industry.
- k) Recognise qualification of personnel achieved under the control of other National Aerospace NDT Boards who are members of the EFNDT/ANDTBF.
- l) Provide a system for assessing organizations for compliance with a company written practice designed to conform to such standards.

1.4 Founding

The Norwegian NDT Board was established at the 12th of June 2023. It was established to fully replace the former Scandinavian NDT Board (SCANDT) as the official National Aerospace NDT Board of Norway.

2 Constitution, terms of reference & method of operation

2.1 Constitution

- a) The N-NANDTB, is comprised of organisations within the Norwegian civilian and military aerospace industry with a professional interest in the control and application of standards in non-destructive testing in the aerospace industries.
- b) Accepted member organisations of Norwegian national NDT board (N-NANDTB) shall be the following:
 - Organisations approved in accordance with the EASA and/or EMAR requirements.
 - An aerospace design-, production- and/or maintenance organisations Performing Aerospace Non-Destructive Testing following the EN 4179.
 - Represented by a suitably technically qualified individual, ref Part I ch 3.
- c) N-NANDTB shall have an elected Steering Committee (N-NANDTB/SC), elected by the accepted members, ref b).

- d) Elected persons of N-NANDTB/SC holds the elected position for one year eligible for re-nomination.
- e) N-NANDTB shall elect a suitably qualified person as Chairman, ref ch 3.
- f) N-NANDTB shall elect a suitably qualified person as Vice Chairman, ref ch 3.
- g) At least one of the persons elected as Chairman/vice chairman shall be qualified as Level 3 in accordance with EN 4179.
- h) N-NANDTB shall accept a board member nominated by the CAA-N to attend all meetings of the N-NANDTB.
- i) N-NANDTB shall accept a board member nominated by the MAA-NOR Norway to attend all meetings of the N-NANDTB.
- j) N-NANDTB shall elect a suitably qualified person as Secretary. The Secretary will be appointed for a period of one year and will be eligible for re-election. The secretary may be a non-voting member. N-NANDTB may alternatively delegate the duties of Secretary to a suitable organisation, any such arrangements being subject to an annual review.
- k) Member organisations may substitute their N-NANDTB representative by informing the Secretary in writing.
- l) Only full members of N-NANDTB will have voting rights, which shall be exercised by their nominated representative. Ref chapter 3
- m) The voting status may be suspended if fees haven't been paid.
- n) Any organisation wishing to apply for membership of N-NANDTB should contact the Secretary in the first instance.
- o) N-NANDTB may co-opt individual members, however their contributions will be advisory only.

Kommentert [KV2]: Avklares

Kommentert [KV3]: Tekst revideres etter avklaring om administrasjonsavgift til NDT-foreningen (webside)

2.2 Terms of reference

The Norwegian National Aerospace NDT Board (by N-NANDTB/SC) has the responsibility to approve and oversight personnel or organisation providing training and examination to N-NANDTB member-organisations, either within Norway or any outside entity, in accordance with EASA Part-145/EMAR-145. In furtherance of this:

1. N-NANDTB will develop/evolve strategies that exert the necessary control over personnel and organisations conducting NDT training and examinations in accordance with EN4179.
2. N-NANDTB shall establish suitable processes and procedures that supports the strategy in compliance with EN4179.
3. N-NANDTB shall maintain an overview of any other NANDTB auditing and approving organisations who conduct NDT training and examination of N-NANDTB members.
4. N-NANDTB shall maintain an overview of any organisations who conduct NDT training and examination of N-NANDTB members.
5. Have the authority to set up working groups and committees, establish their terms of reference and set out the procedures whereby they report to N-NANDTB.

6. N-NANDTB shall have the authority to develop and amend procedures by which it controls, such as procedures covering:
- qualification examinations,
 - accreditation of internal and external bodies providing qualification services,
 - 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 procedures required to maintain membership of the ANDTBF.

Neither N-NANDTB, its Chairman, individual members, the bodies they represent, nor any working party or sub-committee appointed by N-NANDTB shall carry any financial liability for any scheme(s) operated for N-NANDTB, 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).

2.3 Test methods, including emerging methods approval

The N-NANDTB shall approve training and examination centres that is used by Norwegian companies approved to do NDT by CAA-N and /or MAA-NOR. To perform training and examination the certification requirements in each NDT-method in use, the current EN 4179 are followed by its members.

NDT-methods:

1. Eddy Current Testing (ET)
2. Magnetic Particle Testing (MT)
3. Penetrant testing (PT)
4. Radiographic Testing (RT)
5. Thermographic Testing (TT)
6. Ultrasonic Testing (UT)

Additionally, when needed the N-NANDTB shall approve training and examination programmes and centres for emerging NDT-methods following the criteria of EN 4179.

3 Membership

3.1 Memberships

NDT-approved organisations:

- EASA Part-145 organisations approved for NDT services shall be represented in N-NANDTB, and
- EASA Part-21 production organisations approved for NDT services shall be represented in N-NANDTB, and
- Organisations approved by CAA-N for NDT services in accordance with national Aerospace requirements, and
- EMAR organisations approved (by MAA-NOR) for NDT following the requirements of EN 4179, may be represented in N-NANDTB.

3.1.1 Regular memberships

- a) NDT-approved organisations shall nominate suitably qualified persons from design, production and/or maintenance organisations as their representative. Suitably qualified shall

be the responsible Level 3. Nominated Person, Compliance monitoring manager. NDT-person certified at NDT Level 2 of the organisation may be co-opted.

- b) Application for regular membership of N-NANDTB shall be made in writing to the Secretary. The company applying for membership shall nominate a person to attend meetings of N-NANDTB.
- c) For civil aviation: The membership shall not be effective until CAA-N has confirmed that the organisation is/will be approved as an NDT provider.
- d) CAA-N shall nominate a person or persons to attend meetings of the N-NANDTB with status as non-voting member.
- e) The MAA-NOR may nominate a person or persons to attend meetings of the N-NANDTB with status as non-voting member.

3.1.2 Termination of regular membership

- a) Regular membership shall be terminated if requested by the CAA-N and/or MAA-NOR.
- b) If membership is terminated by the organisation itself directly to the N-NANDTB, the CAA-N and/or MAA-NOR shall be informed immediately.

3.1.3 Exclusion of regular memberships

- a) Organisation that got the aerospace NDT-approval withdrawn by the authority or surrendered by the organisation on a permanently basis shall be excluded from N-NANDTB.
- b) Any organisations not fulfilling the requirement of N-NANDTB and/or EN 4179 on temporary basis may continue as a voting or non-voting member as decided by N-NANDTB.
- c) A nominated board member whose behaviour is detrimental to N-NANDTB may be expelled from the N-NANDTB with two-thirds of the votes of the members.

3.1.4 Non-voting memberships

Persons representing the CAA-N or MAA-NOR shall be non-voting members. This is applicable for both N-NANDTB and Steering committee.

Any nominee/co-opted exceeding one from each member organisation shall be considered as non-voting.

Any foreign organisation accepted as member of N-NANDTB shall be a non-voting member.

3.1.5 Co-opted members

Any member organisation may co-opt either the Nominated person ("maintenance manager"), the Compliance monitoring manager or NDT- Level 2 person.

N-NANDTB may co-opt any person to support N-NANDTB activity due to capacity or competence.

3.1.6 Membership cost

Each member organisation of N-NANDTB shall take part of the cost-sharing to cover the administrative cost to "*Den norske NDT forening*", mainly a contribution to run the website. In this context N-NANDTB encourage all organisations to pay the fee to "*Den norske NDT forening*" for their (NDT-) employees.

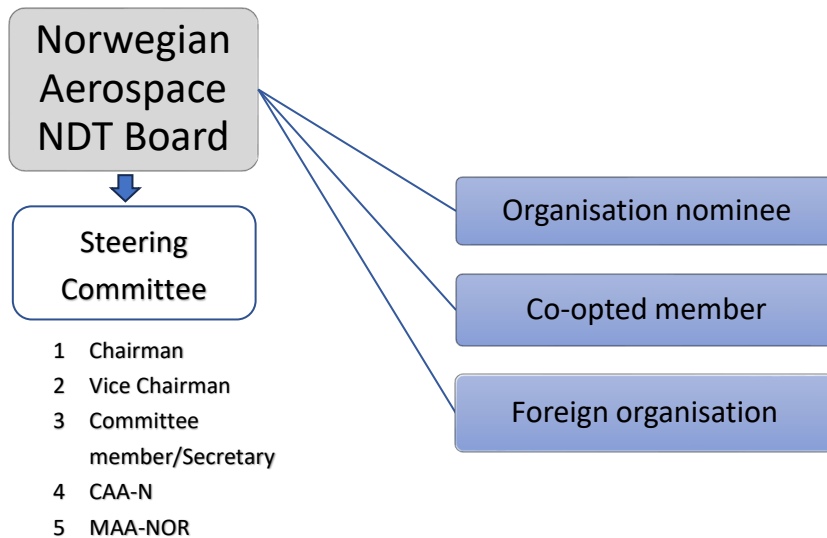
3.1.7 List of members (organisations) including membership status

Ref. Appendix 1: N-NANDTB member organisations

4 Organisation, meetings & discussion, voting, decisions and publications

The N-NANDTB shall constitute a Steering Committee covers N-NANDTBs obligations and acts on its behalf in NDT related issues.

4.1 Organisation



4.1.1 Steering Committee Members

N-NANDTB shall point a steering committee with at least 3 elected representatives (position 1-3) from the Regular member organisations. From these 3 at least 2 must be a qualified NDT Level 3.

If the secretary function is delegated there shall be an elected committee member.

1. *Chairman*

- a) Elected by the voting members of N-NANDTB by voting for the duration of one year. Re-election is possible.
- b) Only a regular member may be elected as Chairman.
- c) The Chairman (or vice-Chairman in his or/her absence) is responsible for contacts with all authorities and other organizations.

2. *Vice-Chairman*

- a) Elected by the voting members of N-NANDTB by voting for the duration of one year. Re-election is possible.
- b) Only a regular member may be elected as Vice-Chairman.
- c) The Vice-Chairman act as a deputy for chairman.

3. *Committee member/Secretary*

- a) The Secretary is elected by the members. N-NANDTB may delegate the duties of Secretary to a suitable organisation, any such arrangements being subject to an annual review.
- b) If the secretary is delegated there shall be elected a committee member for the duration of one year, from the regular member organisations.

4. *CAA Norway/CAA-N*

The steering committee shall have at least one non-elected representative from CAA-N.

5. *MAA-NOR*

The steering committee shall have non-elected representatives from the MAA-NOR.

Kommentert [KV4]: Avklar med NML!

6. *Steering committee*

Referring to Appendix 2: N-NANDTB SC Members

4.2 Meetings, discussions

4.2.1 Board meeting

The N-NANDTB shall at least facilitate one annual meeting.

Unless otherwise is decided by the Steering Committee this meeting shall be by physical attendance.

Preferably this meeting shall be conducted as a part of "NDT-konferansen".

The agenda shall as a minimum include the following:

1. Review of N-NANDTB reports
2. Review of the N-NANDTB documents
3. ANDTBF information
4. Information from the authority/-ies
5. Election of the steering committee
6. Proposals received.
7. Economy

4.2.2 Steering committee (SC)

The elected SC shall run the activity of N-NANDTB on the day-to-day basis. SC shall nominate A representative to ANDTBF meetings.

4.2.3 Other meetings

The N-NANDTB (SC) may facilitate additionally meetings if required.

4.3 Voting

- a) The votes are counted as one vote each voting member.
- b) In the case of a tie, the Chairman will have the casting vote.
- c) In general, voting takes place by open ballot.

The authority representatives may not take part in the voting.

4.4 Decisions and meeting minutes

SC shall record all discussions by meeting minutes and/or by case summary and conclusions in matters regarding NDT.

- 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.

The authorities may overrule the decision if it is not meeting the regulatory requirements. If the decision meets only one of the regulatory requirements, EASA Pat-145 or EMAR 145, this should be clearly recorded in the case summary to assure its only effective for the applicable requirement.

4.5 Publications

- a) Documents approved by N-NANDTB, particularly directives and decisions which are not declared as classified material, will be made available to the public.
- b) A table of members will be published.
- c) N-NANDTB shall make sure that any public document must be anonymized to meet the requirements in "Personvernforordningen" (GDPR).

Kommentert [KV5]: Skriv om slik at hensikten i GDPR og organisasjonshemmeligheter ivaretas

5 Duties and responsibilities of the Steering committee

In addition to the duties that follows in Ch. 6 the positions in the Steering Committee shall:.

5.1 Chairman

- a) In cooperation with the secretary call a meeting of N-NANDTB at least once 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 Chairman is responsible for all contact with the CAA-N, Norwegian Military Airworthiness Authority and other organizations.

5.2 Vice-Chairman

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

5.3 Secretary

- a) Notify all members of the date, time and location of the meeting.
- b) Consult with the Chairman on agenda items and the order of business.

- a) Circulate to all members the agenda, minutes of previous meeting and any documents required for intended discussion.
- b) Make a record of attendees, absentees and apologies received.
- c) Present the minutes of previous meeting.
- d) Record the proceedings of the meeting including decisions, key points and actions to be taken.
- e) Remind and assist the Chairman in ensuring the agreed order of business is followed.
- f) Prepare draft minutes of the meeting and consult with the Chairman if clarifications are needed.
- g) Communicate with “Den norske NDT foreningen” regarding uploading all relevant documents to the N-NANDTB website.

5.4 Other members

N/A

6 Procedure amendment and authority audits

6.1 Procedure amendment

N-NANDTB shall at least review these procedures annually, ref Meeting agenda in 4.2.1. The steering committee shall also amend the procedure to implement any changes in EASA and or EMAR requirements and to correct any findings raised by authorities.

The procedures must also reflect changes based in decision made by N-NANDTB, ref Part 2 ch 1.4.

Procedure approval by authorities

Any changes not considered to be minor shall be approved by CAA-N and MAA-NOR. The changes may take effect in only one of the regulatory areas. If so, it must be clearly stated in the procedure.

Separation between the procedures

Most likely this procedure will appear as homogenous. In case there should be need to separate the following counts:

“EASA only: ...” using blue text.

“EMAR only: ...” using green text.

6.2 Authority audits

In addition to participate in audits the authorities shall also be granted access to any facilities, procedures, documents, reports if requested. N-NANDTB recognise that authorities have their own planned audit cycles. N-NANDTB recognise that the authorities may raise findings against N-NANDTB after auditing member organisations.

Kommentert [KV6]: Endre tekst i samsvar med hva som blir avtalt med NDT-foreningen

PART II – Working procedure

1 Duties of the N-NANDT

The SC shall facilitate the following on behalf of N-NANDTB:

1.1 Recognition of providers of training, qualification, and examination – Approved by N-NANDTB

Any organisation providing NDT-training and examination used by an N-NANDTB member shall be recognised by N-NANDTB.

1.1.1 Training-/examination provider approval basis

Training providers used by approved organisations shall be approved by the N-NANDTB, based on the following elements:

- A self-assessment performed by the training provider, in accordance with appendix 3.
- Completed internal audits of the training provider not older than 12 months at the time of application. The internal audit shall at least cover subjects according to appendix 4 in this manual.
- N-NANDTB by its representative shall perform an on-site audit to verify conformance with requirements in the applicable NS-EN4179 and appendix 3 and 4 in this manual.

1.1.2 Audit of training-/examination providers

Audit team

N-NANDTB by the SC shall establish an audit team of at least two (2) members of which at least one (1) holds an NDT Level 3 certificate and one (1) can document audit competence. Audit competence may be gained through experience (at least two audits), e.g. as a team member.

SC representatives from CAA-N and MAA-NOR may take part in the team accepted as a fully team member.

N-NANDTB by SC shall assure that all team members are independent from the procedures, process, and product of the audited organisation.

Discretion-GDPR

The information presented by the auditee shall be handled with discretion and in accordance with the requirements in GDPR.

Audit report

The audit team shall produce an audit-report, ref template in appendix 5. If any findings (non-conformances) they shall be listed in the report. The report can also include comments and proposals for improvements covered by the audit (training program, organisation).

Within 10 working days after the audit the audit report should be sent to the following:

- The auditee
- CAA-N and/or MAA-NOR
- N-NANDTB member organisations covered by the audit.

Audit findings

The auditee shall respond on any findings to N-NANDTB/SC within ~~3-weeks~~30 days after receipt of the audit report.

This response shall include as a minimum:

- ~~— The root cause.~~
- Corrections and
- Corrective action plan

The N-NANDTB/SC or the Audit team shall evaluate the response within 30 days if the response is accepted or that additional information is required.

Findings that may hazard the flight safety shall be reported immediately to CAA-N and/or MAA-NOR, as appropriate.

Record

N-NANDTB shall produce and keep the record of audit-reports including “dirty fingerprints”, e.g. checklist and documented evidence.

1.1.3 Approval and re-approval of training-/examination providers

N-NANDTB will approve a training provider used by an approved organisation when the audit shows *satisfactory results* and/or the training provider can document closure of non-conformances to a satisfactory level.

For any new training providers N-NANDTB shall perform an initial approval process. New training providers shall be reaudited after 12 months and thereafter enter an audit-cycle of 24 months.

If the training-/examination provider is under control of other NANDTB under EF-NDT N-NANDTB, ref. Ch 1.2, may credit their activities and increase the audit-cycles to maximum 48 months.

If a training organisation is used by more than one N-NANDTB member N-NANDTB may credit an audit to more than one member organisation. *In this case N-NANDTB shall make sure all member's specific requirements and written practice is covered sufficiently.*

1.1.4 Issuance of approval certificate to training-/examination provider

The approval certificate issued by N-NANDTB shall be conformed in writing to the training organisation. Any Confirmation shall clearly state:

- Issuance date
- Approval expiry date, ref 6.1.3
- The organisations covered by the approval certificate.

The training provider: A request of reapproval shall be notified to the N-NANDTB by the training provider two months prior to approval certificate expiry date.

Expiry dates on certificates issued after a reapproval process shall keep the pattern from the previous certificate.

Extensions: A certificate may be extended up to 3 months. In this case the original certificate pattern shall be kept.

1.1.5 List of approved organizations

The approved provider shall be listed on the website and in Appendix 9 as “Approved by N-NANDTB” including any expiry date.

1.2 Recognition of providers of training, qualification, and examination – Approved by a “third party” NANDTB

N-NANDTB may recognise any provider approved by any other NANDTB being a part of ANDTBF and EASA system.

It is the N-NANDTBs responsibility, if needed with assistance from the applicable authority(-ies), to decide whether a training provider can be given a N-NANDTB approval by recognition other NANDTBs approval.

1.2.1 Recognition process

N-NANDTB and the approving NANDTB must agree that N-NANDTB can recognise their approval.

This agreement shall make clear that N-NANDTB may request:

- Any information regarding the provider that may or could represent any aviation hazard.
- Reports after audits at the provider

1.2.2 Duties of the training provider

The training provider shall provide N-NANDTB with self-assessment and internal audit reports, ref ch 1.1, upon N-NANDTBs request (normally every 24 month)

1.2.3 Assessment

N-NANDTB shall assess documentation provided by the approving NANDTB and the training provider to *make sure all member's specific requirements and written practice is covered sufficiently*, ref Ch 1.1.

1.2.4 Approval of a provider based on recognition.

N-NANDTB will not issue a separate approval for the training provider. The provider shall be listed on the website and in Appendix 9 as “Recognition of approval made by NN” and expiry date established by approving NANDTB.

1.2.5 Supporting information

Ref. Appendix 8 – Policy on recognition (by ANDTBF) – check EFNDTs website for any updates

1.3 System for assessing organizations for compliance with a company written practice TBD

1.4 Assessment, interpretation, and decisions regarding NS-EN 4179

N-NANDTB shall assure that the latest revision of NS-EN 4179 is implemented within N-NANDTB. This shall be the basis for all communication with the member organisations.

In Case of any dispute the requirements in EASA Part-145 and the valid NS-EN4179 shall take precedence.

If any organisation using a prEN 4179 or an expired standard, elements from this conflicting or not fully covering the currently valid NS-EN 4179 shall not be accepted. N-NANDTB shall notify CAA-N/MAA-NOR any conflict.

CAA-N take precedence in matter regarding EASA Regulations.

MAA-NOR take precedence in matter regarding EMAR requirements.

If outcome of interpretation made CAA-N and MAA-NOR are not aligned there must be clearly stated that the decision only covers one of the regulations. In this case affected member organisation shall be clearly advised.

1.5 ~~Emerging technologies~~Additional methods
Other methods are not currently introduced to the N-NANDTB.~~TBD~~

PART III – Appendices

Appendix 1 - N-NANDTB member organisations

Appendix 2 - N-NANDTB SC Member

Appendix 3 - Self Assessment - Training Provider

Appendix 4 - NDT training and examination providers – Audit Checklist

Appendix 5 – Audit report

Appendix 6 – CAA recognition of N-NANDTB

Appendix 7 – NDT personnel annual Assessment (template by ANDTBF)

Appendix 8 – Policy on Recognition (ANDTBF)

Appendix 9 – List of approved organisations

[Other supporting documents – ref ANDTBFs website](#)