

## **NANDTB 03 / CONSTITUTION**

### **1. Rules of the Board**

- a. The Board is composed of leading companies from national aerospace industry and military organizations.
- b. The Board is recognized by the Turkish CAA.
- c. The Board is consisting of minimum 5 member companies and limited to 10 member companies.
- d. The Turkish CAA can nominate a person or persons to attend meetings of the Board with observer status.
- e. The Board shall elect a suitably qualified person as Chairman.
- f. The Board shall elect a suitably qualified person as Secretary.
- g. The Board shall be operated in according to the Board documentation.

### **2. Rules of Membership**

- a. The Board members will be suitably qualified nominees from design, manufacturing or maintenance companies from aerospace industries as company representative.
- b. The Board shall be limited to 10 members. Maximum 4 members from Prime Contractor, maximum 4 members from MROs and maximum 2 members from Training Centers. At least half of the current members shall be NDT Level 3, however all members shall have relevant aerospace knowledge.
- c. The Board positions are open to the Turkish aerospace industry. Nominees are to be proposed by their employer by direct application to the Board Secretary. Application of a membership shall be agreed by the majority of the existing voting members. After the approval the new member, Member List is updated.
- d. These member representatives shall be technically qualified individuals (Level 2 & Level 3 certification) with a minimum 5 years aerospace experience within last 10 years.
- e. Membership of a company may be terminated where an organization no longer fulfils Membership criteria. Also, a member representative whose behavior is detrimental to the Board may be dismissed with a majority of not less than two-thirds of all the voting members. In this situation, a new member representative shall be requested from the member company.
- f. The membership in the Board is free. The member companies shall carry the expenses for their collaboration on the Board.
- g. List of Board Members is given in NANDTB 06.

### **3. Organization and Responsibilities**

#### **Chairman**

Only a voting member shall be elected as the Chairman. The members of the Board elect a Chairman by voting, for the duration of maximum 5 years. Re-election is possible. The Chairman;

- a. Provide to carry out the scheduled actions of the Board.
- b. Confirm the agenda and manages the meetings.
- c. Sign the Training and Examination Centers' Certificates.
- d. Responsible for the contacts with all authorities and other organizations.

#### **Vice-Chairman**

Only a voting member shall be elected as the Vice-Chairman. The members of the Board elect a Vice-Chairman by voting, for the duration of maximum 5 years. Re-election is possible. The Vice-Chairman;

- a. Acts as a Chairman during absence of him/her.
- b. Supports the Chairman in his/her activities.

#### **Secretary**

Secretary shall be elected and approved by the Board. Secretary may not be a voting member. The Secretary;

- a. Send to all members the documents to be discussed and prepare the meeting agenda including the feedback from the members.
- b. Arrange the meetings and announce to the members.
- c. During the meeting take the necessary notes for minutes of meeting (MoM).
- d. Prepare the MoM including decision and action. Distribute the MoM to all members.
- e. Distribute the MoM to Turkish CAA to be issued in their website.

#### **Members**

- a. The Board consists of members from the aerospace industry including manufacturing, MROs, NDT service providers, NDT training providers, and Turkish CAA.
- b. The Board shall be limited to 10 members. Max. 4 members from Prime Contractor, max. 4 members from MROs and max. 2 members from Training Centers. At least half of the current members shall be NDT Level 3, however all members shall have relevant aerospace knowledge.
- c. The Board positions are open to the Turkish aerospace industry. Nominees are to be proposed by their employer. Self-employed persons may be nominated by one of their contracting organizations. Members shall be elected and approved by the Board.
- d. Only the members holding Level 3 certificate shall be a voting member.

## **Working Groups**

Working Groups established to conduct work address actions on behalf of the Board shall be led by a Convenor or Chairperson. The Working Group will only remain in effect until the required work or action has been completed via a report to the Board. The duties and responsibilities of the Convenor are detailed in following paragraph.

Duties and Responsibilities of a Working Group Chairperson or Convenor

1. Call the meeting or meetings as required (face to face, telephone conference, WebEx etc.).
2. Prepare the agenda or discussion points for the meeting and send to Working Group members beforehand.
3. Make sure the deliverable is clear to all.
4. Designate a person to take notes if not one's self.
5. Capture the agreed outcome of the working Group, e.g. a powerpoint presentation, document etc.
6. Present to agreed outcome of the Working Group to the Board Members at the next available meeting.

## **4. Rules for Meetings and Voting**

- a. The Board will meet at least twice per year.
- b. Statements to be decided at a meeting shall be recorded by written documentation and distributed to the members by the secretary.
- c. Only representatives of member organization qualified as Level 3 have a voting right as one vote. Observers do not have a voting right.
- d. Approval of changes to the constitution (including the chairman election), working procedures, qualification and examination procedure shall be decided by a majority of not less than 2/3 those present at a meeting. Other matters shall be decided by a simple majority.
- e. In the case of a tie, the Chairman will have the casting vote.
- f. 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.

## **5. Rules for Documentation**

- a. Secretariat publishes and controls the documentation approved by the Board for publication. All the documents shall be kept minimum 5 years by the Secretariat.
- b. Minutes of Meetings shall be documented and issued by the secretary. All members attending the meeting shall sign the Minutes of Meeting.
- c. Documents approved by the Board may be posted on the Board webpage.

## **6. Audit and Monitoring of the Board**

a. The Board has obligations under the recognition by Turkish CAA to monitor and report on its the Schedule Functions described in the Board documentation.

b. The Board shall be audited by CAA in accordance with Audit Criteria to Be Used on Audits of the NANDTB-TR (NANDTB-12) which covers AFNDT Board Checklist (ANDTBF-14). Audit period shall be 3 years.

c. The Auditor will provide a written audit report of findings and observations to the Chairman as soon as practicable after its completion, not later than 10 days.