

ITALIAN AEROSPACE NON DESTRUCTIVE TESTING BOARD



ITANDTB 02

ITANDTB FOUNDING CHARTER

ITANDTB 02 - Rev. 1

Antonio Ciliberto – ITANDTB Chairman

Agreed with

**Paolo Privitera - ENAC representative
(NAA)**

**Col. Manuele Bernabei - ARMAEREO Representative
(MAA)**

<u>INDEX</u>		
INDEX	page	2
DEFINITIONS / ACRONYMS	page	3
INTRODUCTION	page	4
CONSTITUTION AND OFFICE	page	4
MISSION OF THE COMMITTEE	page	6
TASKS OF THE COMMITTEE	page	6
PURPOSE OF THE COMMITTEE	page	6
RECOGNITION OF THE COMMITTEE	page	7
PARTICIPATION (MEMBERSHIP) AND ORGANIZATIONAL STRUCTURE	page	7
RENEWAL	page	9
EXCLUSION	page	9
CONTRIBUTIONS	page	9
BOARD BODIES	page	10
COUNCIL	page	10
ITANDTB CHAIRMAN	page	12
TECHNICAL COMMITTEE	page	13
HEAD OF TECHNICAL COMMITTEE	page	15
REGULATION COMMITTEE	page	16
HEAD OF REGULATION COMMITTEE	page	16
SECRETARIAT	page	16
FATHERING	page	17
FINAL PROVISIONS	page	17

0. DEFINITIONS / ACRONYMS

0.1	External Agencies	A company or an organization external to the Company (employer) which, when approved as “CAE”, can train and qualify personnel inside and outside the Company.
0.2	Internal Agencies	An organization within the Company (employer) which, when approved as “CAE”, can train and qualify personnel within the Company.
0.3	AIAD	Italian Federation of Companies in Aerospace, Defense and Security
0.4	ASD-STAN	Aerospace and Defense Standardization
0.5	ARMAEREO	Aeronautical and Airworthiness Armaments Department (DAAA)
0.6	CAE - Training and Exam Center	ITANDTB approved center for training and administration of exams for Level 1 and 2 NDT personnel. It includes “External Agencies” and “Internal Agencies”.
0.7	NDT	Non-destructive testing
0.8	IC	ITANDTB Chairman
0.9	EASA	European Aviation Safety Agency
0.10	ENAC	Italian Civil Aviation Authority
0.11	FF. AA.	Armed Forces
0.12	IAQG	International Aerospace Quality Group
0.13	ITANDTB	Italian Aerospace Non-Destructive Testing Board
0.14	UNAVIA	Association for Standardization, Training and Qualification in the Aerospace, Defense and Security Industry

INTRODUCTION

- Considering that NDT personnel in the Aerospace Industry shall be qualified and approved in accordance with the current specific standard, i.e. EN 4179,
- Taking into account that the Commission Regulation (EU) 1321/2014 Part. 145, notwithstanding the general references to EN 4179, introduced the requirement of a National Aerospace Non-Destructive Testing Board, which acts in general controls of examinations, as well as issuing recommended guidelines to Employers for the qualification and approval of NDT personnel,
- Taking into account the unanimous agreement of the Primary Italian Aerospace Companies ("Prime Contractors") associated in AIAD to establish such a Board, supported by the main "stakeholders"¹ and in line with the requirements of the most important international clients,
- Considering the resolution of AIAD Board of Directors on the 21st April 2004 to place the Italian Aerospace NDT Board within UNAVIA,

CONSTITUTION AND HEADQUARTER

Art. 1

Italian Aerospace Non-Destructive Testing Board is established in UNAVIA² with acronym "ITANDTB".

ITANDTB, hereinafter referred to as "Board", is based at UNAVIA site that among the others provides its Administrative Secretariat.

¹Stakeholders: Parties directly or indirectly involved in the qualification and approval of NDT personnel, such as FF.AA. (Segredifesa, ARMAEREO as the "Military Regulatory Authority", General Staff of FA, Commands and Logistics Inspectorates as "government employers"), ENAC, as the "civil aviation regulatory Authority", Aerospace companies, as "participating employers", AIAD, as the Italian Federation of Companies for Aerospace, Defense and Security, UNAVIA as the Association for the Standardization of the Aerospace Sector.

² Association for Standardization, Training and Qualification in the Aerospace and Defense Sector.

Art. 2

The Board is configured as a non-profit organization, independent from partisan interests as it operates according to its own procedures and as it is open to the participation of all aerospace operators, transparent and accessible in the Country, in terms of operating procedures, to cover the interests of Italian Aerospace Companies working in manufacturing, maintenance and service activities, operating in full compliance with the requirements of EN 4179 in its latest applicable edition.

Art. 3

The Board is set up for a long-lasting activity. It may be dismissed by unanimous resolution of UNAVIA Board of Directors.

Art. 4

Founding Charter, in the first version (Ref. ITA-CC-001-A) requested by the AIAD Quality Task Group, was written and chartered by the eight Primary Aerospace Companies³ (Prime Contractors) associated in AIAD and subjected to recognition by the National Aviation Authority in charge of aeronautical regulation in the civil field (ENAC). UNAVIA Board of Directors approved it on the 22nd June 2004.

Given the approval by UNAVIA Board of Directors,

- National Aviation Authority (ENAC), in the role of "Civil Aviation Regulatory Agency", recognized ITANDTB as the Italian Board equivalent of the "National Aerospace NDT Board" recalled by the Standard and identified its own representative in the Presidential Council (ENAC communication no.04-100556 / ARS on the 13th October 2004).
- National Military Authority identified its own representative in the Presidential Council.

Changes made to the Founding Charter (Ref. ITA-CC-001-B) were submitted to UNAVIA Board of Directors and approved on the 23rd February 2010.

The actual Founding Charter is designated as "ITANDTB 02" which cancels and replaces the previous ITA-CC-001-B.

³ Year 2004 : AgustaWestland, Alenia Aermacchi, Alenia Aeronautica, Alitalia CAI, Avio, Microtecnica, Piaggio Aero Industries, Thales Alenia Space Italia
Year 2017: Alitalia SAI, GE Avio, Leonardo Helicopters, Leonardo Velivoli, Piaggio Aerospace, Thales Alenia Space, UTC Aerospace Systems.

MISSION OF THE BOARD

Art. 5

Addressing needs of Aerospace manufacturing and maintenance Companies in regards to qualification and approval of NDT personnel as well as approval of CAE in compliance with EN 4179 standard.

OBJECTIVES OF THE BOARD

Art. 6

- a) Issuing and keeping updated the recommended guidelines for the qualification and approval of the personnel assigned to Non-Destructive Testing in compliance with the content of the Standard and with any requirements imposed by Institutional Clients and / or by the most important international Clients.
- b) Providing to the Italian Aerospace Companies qualification service of Level 3 NDT specialists.
- c) Ensuring that all aerospace Companies (manufacturing, maintenance, services and subcontractors) receive the qualification service of Level 1 and 2 NDT specialists through CAE.
- d) Issuing CAE approval procedure.
- e) Recognizing EN4179 qualification of NDT personnel obtained under the control of other NANDTB's full members of the European Forum for National Aerospace NDT Boards.
- f) Recognizing, on the basis of the privileges granted to the Responsible Levels 3 of Italian aerospace companies and in agreement with their respective employers, the qualifications and approvals issued by equivalent bodies of other States, in which there is no NANDTB or with NANDTB not recognized by ITANDTB and, in any case, complying with the EN4179 / NAS410 standard.

AIMS OF THE BOARD

Art. 7

- a) Supporting employers of Italian aerospace companies, primary and subcontractors, in the development of internal procedures (written

practices) for the qualification and approval of their own NDT personnel in full compliance with the reference standard⁴.

- b) Ensuring the reference to a uniform and recognized procedure for qualification and approval of NDT personnel in the Italian aerospace industry which is controlled, transparent and, therefore, fit for purpose.
- c) Issuing the certificates of Level 3 qualifications and, at CAE request, certificates of qualification for Level 1 and Level 2 personnel.
- d) Recognizing, Approving and Auditing CAE's.

RECOGNITION OF THE BOARD

Art. 8

In accordance with the provisions of Commission Regulation (EU) No 1321/2014, the Board, in order to perform the duties provided for by the reference standard EN 4179, is recognized by the Civil and Military Aviation Authorities responsible by law for activities related to regulatory, control and certification in the Civil and Military Aviation sectors. In particular, the recognition of the Board is issued by both the Italian Civil Aviation Authority (ENAC) and the Military Directorate for Aeronautical Armaments and Airworthiness (ARMAEREO).

The representatives of the aforementioned Authorities participate as members of the Presidential Council in the activity of the Board with monitoring purpose. During the monitoring activities, ENAC and ARMAEREO can provide suggestions and recommendations and they can request to include specific relevant items for discussion in the Board agenda. The representatives of both ENAC and ARMAEREO are also required to notify the Board about any non-compliance situation that could invalidate or modify the original recognition, issued to the Board in accordance with EN 4179: 2000, and at the same time to provide indications on how to overcome these compliance failures.

Furthermore, the Board may be subjected to audit by the aforementioned Authorities.

MEMBERSHIP ORGANIZATIONAL STRUCTURE VOTING MEMBERS

⁴By reference legislation in the national field we mean: the ENAC Technical Regulations and ENAC documents connected to it, the European Regulations (EASA), the Regulations valid within the FF.AA. concerned (AER-Q and AQAP regulations).

Art. 9

The Board carries out mainly technical decisive activity and also relevant “policy” activity.

Members of the Board are divided in three categories: institutional, ordinary and honorary.

Institutional members are members appointed by the relevant institutional authority (Representative of the Civil Aviation Authority, Representative of the Military Aviation Authority, Representative of AIAD, Representative of UNAVIA).

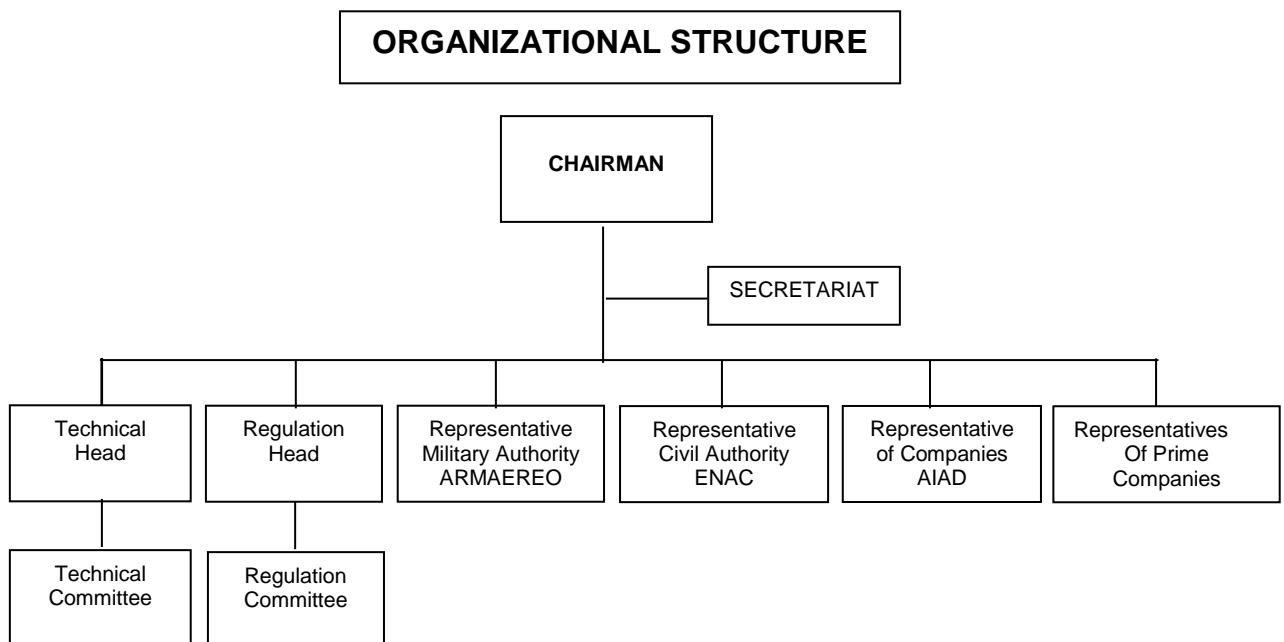
Ordinary members are members of the Board or the Levels 3 designated by the Founding aerospace companies (Prime), by the national manufacturing and/or maintenance companies, by institutional bodies and by the Training and Examination Centers (CAE) operating in the aerospace industry.

Honorary members are natural or legal persons interested in Board activity or who acquired notoriety for having carried out studies, deserving work or having provided decisive contributions in the Italian NDT Industry.

Voting members are Levels 3 of the Founding Companies (Prime) in the Presidential Council and Levels 3 belonging to the Founding Companies (Prime), Supplier Companies and CAE’s participating in the activities of the Technical Commissions.

The methods of implementation of this Founding Charter are detailed in the Regulations (Operating methods of the National Aerospace Board for Non-Destructive Testing).

The organizational structure is outlined below:



APPLY FOR MEMBERSHIP

Art. 9 Bis

Any Organization wishing to participate in the activities of the Board as a Member or to appoint its own Representative in existing Committees must send a formal request to the ITANDTB Secretariat (e-mail: itandtb@unavia.it). The application will be evaluated by the voting Members.

RENEWAL

Art. 10

Membership as an ordinary member is tacitly renewed every year in absence of explicit communication of resignation to be notified by registered letter to the Board Chairman at least three months in advance.

TERMINATION OF MEMBERSHIP

Art. 11

Termination of Membership is approved by the Presidential Council:

- against any Levels 3 in case of:
 - Behavior deemed not in line with the contents of the Code of Ethics, which is an integral part of this Founding Charter.
 - Insufficient technical contribution to the Board's activities.
 - Serious misconduct with reference to the guidelines issued by the Board.
- against any Primary Founding aerospace company (Prime) in the event of failure to pay the membership fee to the Board.

CONTRIBUTIONS

Art. 12

The contents of this Founding Charter are shared by the primary aerospace companies that have established the Board. They contribute to the existence of the Board through the payment of an annual membership fee. Furthermore, the primary aerospace companies have the obligation to ensure their active participation through their ordinary members.

Institutional and honorary members are not required to contribute to the sustenance of the Committee.

COMMITTEE BODIES

Art. 13

Bodies of the Board are:

- a) Presidential Council
- b) Technical Committee
- c) Regulation Committee

The Board was nominally nominated, for the first time, by the Board of Directors.

The assignments in the Bodies of the Board last three years and are renewable.

Control bodies of the Board are:

The Institutional Members, who, in the manner prescribed in Art. 8, have the role of monitoring the compliance of Board to both the Founding Charter and Aerospace regulations.

PRESIDENTIAL COUNCIL

Art. 14

The Presidential Council is composed of:

- a) Board Chairman
- b) Head of Technical Committee
- c) Head of Regulation Committee
- d) Secretariat
- e) Representative of National Civil Aviation Authority - ENAC
- f) Representative of the Directorate of Aeronautical Armaments and for Airworthiness - ARMAEREO
- g) AIAD representative
- h) Representatives of Prime Companies. They are the Responsible Level 3 (or delegated Level 3), one for each of the seven primary aerospace companies that have established this Founding Charter⁵

⁵ In the event that one of the seven primary aerospace companies is already represented on the Presidential Council, as one of its employees holds one of the functions of the Council, it will not have the right to indicate an additional representative in this group.

Board Chairman is appointed by UNAVIA Board of Directors.

Head of Technical Committee and Head of Regulation Committee are proposed to the ratification of UNAVIA Board of Directors by the Board Chairman after agreed approval among the voting members of the Presidential Council.

The Representatives of the Civil Aviation Authority, Military Aviation Authority and AIAD are indicated by their respective Bodies.

The Presidential Council:

- a) indicates the strategies and the policy for improving strengthening of the Board in national and international qualification / approval system of NDT personnel,
- b) establishes ethical and moral principles to be incorporated in the Code of Ethics applicable to personnel acting in the Board organizational structure,
- c) ensures adequate relations of Board with National Bodies / Institutional Organizations acting in NDT field, as well as with national and homologous international Committees, Bodies, Associations and Organizations for mutual recognition of both respective work and equivalence of qualifications/approvals.

Art.14 bis

The Presidential Council is chaired by the Board Chairman or, in his/her behalf, by the Head of the Technical Committee, assisted by the Secretariat.

The Council meets, upon convocation of the Board Chairman, with a notice of at least 15 days, when necessary, at least once a year and when any institutional Representative of the Presidential Council or of UNAVIA Board of Directors makes a duly justified request or when at least 2 voting members make a formal written request to the Secretariat; this request must contain the purpose of this convocation, which must be subsequently answered by the Board Chairman within 30 days of notification receipt.

The Presidential Council decides by majority of the attending or by proxy parties entitled to vote (Art. 9). P.C. voting members can delegate only one voting member who can accept maximum one delegation.

Each member of the Presidential Council has just one vote in representation of his/her own represented Founding Company and each Founding Company has just one vote even if represented by more than one Level 3.

Changes to the Founding Charter, to be effective, shall be subjected to the assessment and agreement with ENAC and ARMAEREO.

The approval of changes to this document and to the name of persons proposed by Board Chairman as Heads of both Technical and Regulations Committees to be later ratified by UNAVIA Board of Directors is decided by a majority of at least three quarters of voting members attending the Presidential Council.

Coordinators of Method Commissions within the Technical Council can participate to the Presidential Council as additional members without voting rights.

Secretariat shall prepare dedicated minutes of each meeting. The minutes must be distributed to all members of the Board, ensuring the widest share.

Art.14 ter

The Presidential Council:

- to) ratifies all the proposals
- b) formalizes, with the signature of the Board Chairman, all the documentation issued by the Technical Council with the exception of the Level 3 exam questionnaires;
- d) establishes the Register of the Aerospace NDT Levels 1, 2 and 3, delegating to the Secretariat the task of publication and updating.

BOARD CHAIRMAN

Art. 15

Board Chairman is nominated by UNAVIA Board of Directors. He/She must be a Responsible Level 3 of one of the Prime Companies and must have at least 5 years' experience in the Aerospace NDT. He/She serves for three years and can be renewed.

He/She:

- a) chairs the Presidential Council;
- b) supervises the adequate application of the Founding Charter and its rules;
- c) convenes the Presidential Council at least 15 days' notice, providing the agenda of the meeting which includes the approval of the previous meeting minute;
- d) represents the Board in national, European and international meetings;
- e) can delegate to the Head of Technical Committee or Head of Regulation some of his/her functions;
- f) proposes to the Presidential Council the approval of honorary members;

g) approves with signature all the documentation issued by the Board.

TECHNICAL COMMITTEE

Art. 16

Members of Technical Committee are ITANDTB Level 3.
The Technical Committee is placed under the direct control and coordination of the Technical Head. This Committee consists of nine or more Technical Commissions composed as follows (see Art. 9):

1. PT Commission (Liquid Penetrant Testing)
Coordinator plus two or more Members
2. MT commission (Magnetic Particle Testing)
Coordinator plus two or more Members
3. ET Commission (Eddy Current Testing)
Coordinator plus two or more Members
4. UT Commission (Ultrasonic Testing)
Coordinator plus two or more Members
5. RT Film Commission (Radiographic Film Testing)
Coordinator plus two or more Members
6. RT Non-Film Commission (Radiographic Non-Film Testing)
Coordinator plus two or more Members
7. IRT Commission (Thermographic Testing)
Coordinator plus two or more Members
8. ST Commission (Shearographic Testing)
Coordinator plus two or more Members
9. "Basic" Commission
Coordinator plus two or more Members

Coordinator of each Commission is authorized to propose changes to the Head of Technical Committee in agreement with needs of the Companies to which he/she belong and submits them to the final approval of the Presidential Council.

Technical Committee lasts three years and is renewable. Meetings are chaired by the Head of Technical Committee and are convened at least annually.

- Companies can indicate their Commission Members (for each method).
- Each Commission will be composed of at least 3 members chosen, among those proposed by the Companies, by the Board Chairman and the Technical / Regulation Chairmen in order to guarantee a homogeneous competent presence of Levels 3 in all the Commissions of the Technical Committee.
- Each Commission votes the Coordinator selected among the members of the Commission; Coordinator lasts 3 years, with the possibility of being re-elected for the same duration, upon expiry.

The working method of each Technical Commission is, as a rule, by video conference or by electronic means. If technical reasons suggest formal meetings, the Coordinators will inform the Head of Technical Committee who can decide whether to chair them or to delegate this task to a Coordinator.

Meeting reports must, however, be brought to the attention of the Head of Technical Committee and circulated, for information, to the members of all the Technical Commissions.

Head of Technical Committee, if deemed appropriate, can formally convene one or more Commissions.

HEAD OF TECHNICAL COMMITTEE

Art. 17

Chairman of Technical Committee is a Level 3 acknowledged expert in the field of aerospace NDT; he/she is elected by the UNAVIA Board of Directors on indication of ITANDTB Presidential Council, he/she lasts three years and can be re-nominated.

He/She:

- a) chairs and coordinates the Technical Committee;
- b) appoints the Coordinators of the Technical Commissions and submits them to the Presidential Council for ratification;
- c) reports to the Board Chairman for the activities pertaining to the Technical Committee. In particular, he/she proposes to the Board

Chairman the composition of the Technical Commissions in the Technical Committee, whose coordination he/she ensures;

- d) receives and ratifies the results of the Level 3 qualification exams received from the Secretariat as well as the evidence of CAE's approval audits.
- e) defines Level 3 qualification examination commissions with the Secretariat
- f) refers to all the technical documentation already prepared during the establishment of the Committee, ensures its updating as well as its incorporation and listing in the ITANDTB 01 document by Secretariat;
- g) agrees and plans the methods for the execution of Level 3 exams using CAE's facility together with the Secretariat;
- h) guarantees the compliance of the internal documentation with any changes that have occurred in the reference standards;
- i) provides the Presidential Council with information on any interaction / interface needs with European and international organizations;
- j) proposes to the Presidential Council the organization of and / or participation in conferences, seminars, work meetings at national and international interest for the Board.

REGULATION COMMITTEE

Art. 18

Regulation Committee has the task of drafting and updating documents that regulate the activities of the Board, listed in ITANDTB 01 document.

The primary Companies can indicate a member for this commission, chosen from among Level 3 personnel who have knowledge of international quality standards in the Aerospace Industry.

This Committee will be composed of at least 3 members.

HEAD OF REGULATION COMMITTEE

Art. 19

Head of Regulation is a Level 3 acknowledged expert in the field of Aerospace Regulation, he/she is elected by the UNAVIA Board of Directors on indication of ITANDTB Presidential Council, he/she lasts three years and can be re-nominated.

He/she chairs and coordinates the Regulation Committee.

He/she reports to the Board Chairman about the activities pertaining to the ITANDTB Regulation Committee. In particular, he/she proposes to the Board Chairman the composition of the Regulation Committee he/she coordinates.

SECRETARIAT

Art. 20

ITANDTB Secretariat works in support of the Board Bodies and is part of the UNAVIA General Secretariat, based in Rome office.

He/she has the task of:

- Keeping an orderly / confidential archive of all examination questionnaires and draw up, distribute and archive the minutes of the Presidential Council and Commissions.
- Keeping archive of the qualification files of people / companies in a database for immediate consultation with hyperlinks.
- Keeping database of test sample cards archive.
- Issuing certificates of qualification.
- Keeping expiration date of NDT personnel qualifications and CAE's approval.
- Calling the exam sessions.
- Communicating exam results.
- Maintaining the exam questions database, selecting those for each session by random software.
- Synthesizing and keeping an ACTION PLAN document continuously updated for each type of activity Board must carry out.
- Updating all documents on the BOARD website ensuring that they are at current status.
- Submitting each relevant letter / document to the Board Chairman and Chairmen of both Technical and Regulation Committees.

FATHERING

Art. 21

Founding Fathers, proposed for recognition on the 12th / 13th May 2003 by the “Evaluation Commission”, established on indications of AIAD Quality Committee and subsequently recognized as Levels 3 EN 4179 / NAS410 by the Board, can simultaneously hold positions of member of the Presidential Council, Chairman and member of a Commission.

FINAL PROVISIONS

Art. 22

For anything not expressly provided for in this Founding Charter, the applicable laws/standards apply.

Art. 23

Both operation and organization of ITANDTB and of several promoted activities are the subject of a specific Regulation approved by the members of the Board and by UNAVIA Board of Directors.