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Estonian Non-Destructive Testing Board

ENDTB – G0

Statutes

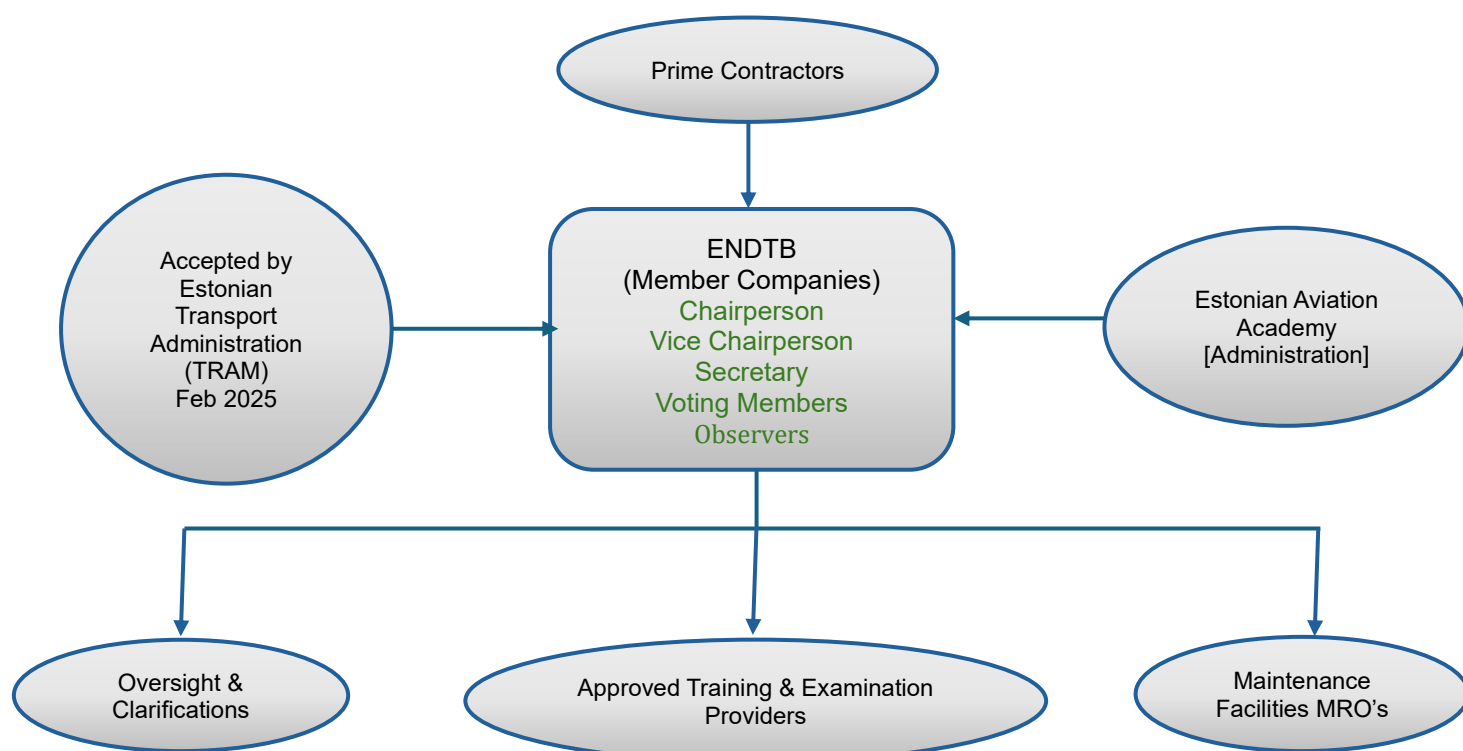
Authorised by:	 Chairman of the ENDTB		
Revision No.	Revision Date	Issued Date	Scheduled review date
0	27 Jan 2025	27 Jan 2025	Jan 2028


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1. Estonian Non-Destructive Testing Board (ENDTB)

- 1.1 ENDTB is an independent organization conforming to EN4179 Annex C.
- 1.2 ENDTB is a member of the European Federation for Non-Destructive Testing (EFNDT) and collaborates with all EFNDT member organizations.
- 1.3 The Board's activities are based on the official approval of the Estonian Transport Administration's Aviation Service and adhere to current NDT standards (including EN4179, NAS410, and ANDTBF/08), ensuring their implementation and oversight within Estonia's aviation sector.
- 1.4 The Board welcomes membership applications from organizations outside Estonia, provided they demonstrate adherence to the applicable NDT standards and contribution to the Board's objectives.
- 1.5 ENDTB is responsible for implementing and, if necessary, developing NDT procedures and personnel qualification standards in cooperation with the Estonian Transport Administration to ensure high quality and safety in the field.
- 1.6 The signed official NAA confirmation letter is publicly available on the ENDTB and Transport Administration websites in both Estonian and English versions.

Figure 1. ENDTB Structure



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2. Scope of Activity, Objectives, and Tasks

2.1 Scope of Activity

2.1.1 ENDTB defines the requirements for the qualification of Non-Destructive Testing (NDT) personnel and the approval of NDT personnel training programs, covering areas such as aircraft manufacturing, maintenance, and oversight.

2.1.2 ENDTB sets requirements for all NDT methods used or planned for use in the aviation sector of the ENDTB members.

2.1.3 The organization's activities are in accordance with EN4179, NAS410, and ANDTBF/08 NDT standards and compliance with the guidelines of the Estonian Transport Administration Aviation Service (Estonian Civil Aviation Administration, ECAA).

2.1.4 ENDTB is a member of the European Federation for Non-Destructive Testing (EFNDT) and collaborates with all EFNDT member organizations.

2.2 The Objectives of the ENDTB

2.2.1 The Board shall regulate and control the implementation of employer based NDT personnel training and coordination of non-destructive testing procedures and personnel qualification standards within the Estonian aviation industry

2.2.2 Provide support and guidance to employers and Responsible Level 3s in compliance with EN4179.

2.2.3 Establish policies and processes for qualifying NDT personnel in new and emerging technologies.

2.2.4 Develop mechanisms for interpretation, adjudication, and arbitration in case of disputes regarding EN4179 and ENDTB policies.

2.2.5 Seek recognition of policies and procedures through the Aerospace NDT Board Forum and other relevant organizations.

2.2.6 Recognize personnel qualifications achieved under the control of other National Aerospace NDT Boards.

2.2.7 Provide guidance to Aviation Authorities regarding regulations pertaining to NDT personnel certification.

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2.3 ENDTB's Tasks

- 2.3.1 Oversee the implementation of non-destructive testing procedures and personnel qualification standards.
- 2.3.2 Conduct audits and inspections to ensure compliance with national and international NDT standards.
- 2.3.3 When Required formulate policies and interpretations for international standards to resolve disputes.
- 2.3.4 When required develop procedures required for implementing standards in new technological fields.
- 2.3.4 Manage the oversight of NDT personnel training and examinations through third-party audits and approval programs.

2.4 Commencement

- 2.4.1 This document comes into force upon official written confirmation from the NAA and after the relevant documents have been audited.
- 2.4.2 The document remains valid until the submission and approval of the next version.
- 2.4.3 Any changes or additions must be submitted and approved at an ENDTB board meeting.
- 2.4.4 Amendments take effect following the official written approval from the NAA and/or a new audit.

3.0 ENDTB Members

3.1 The Constitution

- 3.1.1 ENDTB members consist of employees from organizations with a demonstrable professional interest in implementing and overseeing non-destructive testing standards in the aviation sector, both in Estonia and internationally.
- 3.1.2 All board members must work either in NAA-approved design, manufacturing, and/or maintenance organizations; institutions involved in aviation technical training, research, or development activities; or in a national institution performing technical oversight in the field.
- 3.1.3 Membership is free of charge; however, all members and/or their representing organizations bear their expenses, including travel and working time costs.

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3.1.4 Estonian Transport Administration Aviation Service (National Aviation Administration, NAA) shall nominate a person or persons to attend meetings of the ENDTB with observer status.

3.1.5 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 by the Board, or be liable for any damages resulting, or claimed to have resulted, from decisions of personnel implementing the scheme(s), or any consequential loss arising out of the operation of the scheme(s).

3.2 Membership Application Process

3.2.1 To join, a candidate must submit an official application and documents verifying their professional competence via e-mail to the board secretary.

3.2.2 The secretary registers the application in the organization's database, and the Board will review the application at the next board meeting and vote on application.

3.2.3 The applicant will be notified of the decision by the ENDTB in writing via email.

3.2.4 The member list is made public on the organization's website, and updated at least quarterly.

3.3 Member Categories

3.3.1 Voting Members

3.3.1.1 Individuals qualified in non-destructive testing (NDT) with at least one Level 3 certificate according to EN4179 or NAS410 standards.

3.3.1.2 Voting members must work in NAA-approved design, manufacturing, and/or maintenance organizations, or in institutions engaged in aviation technical training, research, or development activities, or perform technical oversight in the field within a national institution.

3.3.1.3 Each voting member has one vote per vote proposal.

3.3.2 Non-Voting Members

3.3.2.1 Observer Members are employees of the Transport Administration, the Ministry of Defence, or the Estonian Aviation Academy.

3.3.2.2 Observer members are required to participate in board meetings, advise the board on issues within their area of expertise, and provide expert opinions to support decision-making processes.

3.3.2.3 Affiliate Members - The board may temporarily include affiliate members from other aviation or NDT organizations in working groups.

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3.3.2.4 Affiliate members have an advisory role in the organization's activities, do not have voting rights at meetings, and their participation is temporary.

3.3.2.5 Guest Members may attend meetings by invitation of the board.

3.4 Rights and Obligations of Members

3.4.1 All members have the right to propose additions to the general meeting's agenda.

3.4.2 Proposals must be submitted in advance to the board secretary, who compiles the agenda accordingly.

3.4.3 Members also have the right to speak at meetings.

3.4.4 All voting members are required to attend at least one ENDTB meeting.

3.4.5 If unable to attend, they may delegate their voting rights through an official declaration.

3.5 Termination of Membership

3.5.1 Voting membership ends automatically if the member's Level 3 qualification is no longer valid.

3.5.2 Membership may also be terminated at the member's request by submitting a written application to the secretary.

3.5.3 The application is confirmed by the board, and the member is notified in writing.

3.5.4 Termination is decided at a general meeting with a two-thirds majority vote and is confirmed by the board chairman.

3.5.5 A member whose behavior is detrimental to the Board may be expelled from the ENDTB with two-thirds of the votes of the members.

3.5.6 The secretary will inform the member about their termination in writing.

4. ENDTB Board

4.1 Election of the Board Members

4.1.1 The election of the board of directors takes place at the general meeting of the board.

4.1.2 The meeting, discussion, and voting may also be conducted virtually, provided that all members receive the same and timely information.

4.1.3 The Estonian NANDTB will elect a suitably qualified person as Chairperson.

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4.1.3.1 The Chairperson will be appointed for a period not exceeding 2 years and will be eligible for re-election.

4.1.4 The ENDTB will elect a suitably qualified person as vice chairperson.

4.1.4.2 The Vice Chairperson will be appointed for a period not exceeding 2 years and will be eligible for re-election.

4.1.5 The ENDTB will elect a suitably qualified person as Secretary.

4.1.5.1 The Secretary will be appointed for a period not exceeding 2 years and will be eligible for re-election.

NOTE: The ENDTB will elect a suitably qualified person as vice chairperson and Secretary to a suitable organization, any such arrangements being subject to annual review i.e. Estonian Transport Administration Aviation Service

4.1.6 Voting is conducted publicly.

4.1.7 Each board member may delegate their vote through an official declaration submitted to the secretary at least three working days before the meeting.

4.1.8 All decisions are recorded in writing, specifying the meeting's location or virtual channel, date, voting results, and decisions.

4.1.9 The minutes are signed by the secretary and made available to members within seven days after the meeting, provided they do not contain confidential information.

4.2 Structure of the ENDTB Board.

4.2.1 The board consists of the following:

4.2.1.1 Three officers are elected from voting members: chairman, vice-chairman, and secretary.

4.2.1.2 Voting members, representing Estonian Aerospace Companies or from Aerospace Companies accepted to the board from other countries.

4.2.1.3 Observer members are also elected to the board from candidates nominated by the Estonian Aviation Academy (EAA), the Ministry of Defence, and the National Aviation Administration (NAA).

4.2.2 The tasks of the board include:

4.2.2.1 To monitor and ensure the proper implementation of EN4179, NAS410, and ANDTBF/08 standards within member organizations, regardless of their location, including the harmonization of interpretations with international boards.

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4.2.2.2 To establish and maintain relationships with institutions and organizations with which ENDTB collaborates or intends to collaborate.

4.2.2.3 To approve training plans, materials, and examinations, to ensure their compliance with international standards, and to conduct regular audits.

4.2.2.4 To authorize organizations to provide training and qualification services and to issue qualification certificates.

4.2.2.5 To assign examiners and trainers to external organizations if necessary.

4.2.2.6 To coordinate actions to address deficiencies that threaten the safety or the integrity of products/services.

4.2.2.7 To ensure the currency of NDT personnel definitions, including adding new methods.

4.2.2.8 To manage audit reports, non-conformance reports (NCR), and document handling to ensure validity, preservation, and availability as needed.

4.3 Responsibilities of Board Members

4.3.1 Chairman

4.3.1.1 Responsible for preparing the board's annual reports and maintaining international relations and convening board meetings.

4.3.1.2 Only a regular member can be elected as Chairperson.

4.3.1.3 The Chairperson (or Vice-Chairperson in his /her absence) is responsible for contact with the authorities and other organizations.

4.3.2 Vice-Chairman

4.3.2.1 Is elected by the members.

4.3.2.2 Oversees board meetings, drafts the annual work plan, and supports or replaces the chairman as needed.

4.3.3 Secretary

4.3.3.1 Ensures accurate recording of meetings, sharing minutes and the annual reports with members.

4.3.3.2 Notifies all members of meeting dates, times, and locations.

4.3.3.3 Publishes meeting minutes on the ENDTB website as "unapproved" until officially confirmed.

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4.3.3.4 Manages information on the website.

4.3.4 Observer members

4.3.4.1 Are required to attend board meetings, advise on matters within their area of expertise and provide expert opinions to support decision-making processes.

4.3.4.2 Each observer member has the right to suspend board decisions and dispute them within two weeks if they do not comply with current standards, procedures, or established rules.

4.4 Procedures for Board Meetings

4.4.1 The board members will meet at least twice a year.

4.4.2 The chairman has the right to combine board meetings with general meetings if necessary.

4.4.3 The chairman convenes board meetings.

4.4.4 The secretary sends an official letter, including the agenda, at least 30 days before the meeting.

4.4.5 Meetings and voting may be conducted via email, phone, video conference, or other similar means, provided that all members receive the same information.

4.4.6 Decisions are recorded in writing, specifying the meeting's location or communication method, time, and voting results.

4.4.7 Minutes are signed by the secretary. Documents may be signed digitally.

4.4.8 Meeting minutes that do not contain confidential information are made available to all members within seven days of the meeting.

4.4.9 If the minutes contain confidential information, they are made available to all board and observer members within seven days.

4.4.10 Minutes of the previous meeting will be agreed at the next board meeting and voted on for acceptance.

4.5 Decision-Making and Voting

4.5.1 A meeting has a quorum if at least two-thirds of the voting members are present.

4.5.2 Decisions are made by a majority vote.

4.5.3 Physical presence of members at voting is not required. Votes may be submitted to the chairman via letter, email, fax, or phone.

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- 4.5.4 Responsibility for late or lost information lies with the voter. Votes cannot be submitted or considered after the votes have been counted and the final results announced.
- 4.5.5 If observer members do not attend the meeting, they have the right to file a complaint about the decisions no later than two weeks after the minutes are published.
- 4.5.6 For the initial approval or license renewal of training centers based on an audit, involved parties—auditors and training center representatives—must not participate in the voting process to ensure impartiality and objectivity.
- 4.5.7 Decisions disputed by observer members are reopened for discussion at subsequent meetings to ensure compliance with current requirements and international best practices.
- 4.5.8 All relevant parties, including those involved in the original voting process, participate in the discussion and decision-making process.
- 4.5.9 In case of a tie, the Chairperson will have the casting vote.
- 4.5.10 In general, the voting takes place by open ballot i.e. a show of hands.

5. ENDTB Information Management

- 5.1 ENDTB ensures transparent and effective information management by publishing the following documents and data on the organization's website:

5.1.1 Statutes and Guidelines:

The organization's statutes and all operational guidelines that regulate the work of the organization and the board.

5.1.2 Recognition Information:

Official documents and evidence of the organization's recognition by competent authorities, including TRAM and other international organizations.

5.1.3 Member List:

A list of members, including their positions, areas of responsibility, and participation in working groups as applicable.

5.1.4 Board Composition:

Details of the board (including observer members) along with their positions and areas of responsibility.

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5.1.5 Associated Organizations:

A list of partner organizations, including affiliated organizations with which ENDTB collaborates.

5.1.6 Training and Examination Institutions:

A list of approved training and examination institutions, along with descriptions of their auditing and approval procedures.

5.1.7 Procedures and Specifications:

An overview of the procedures and technical specifications established by the organization, including the requirements for issuing and managing qualification certificates.

5.1.8 Recognition of International Certificates:

Rules and methodology for accepting and recognizing certificates issued under the control of other international boards within member organizations, regardless of their location.

5.1.9 Minimum Qualification Certificate Requirements:

The minimum requirements for certification.

6. Training and Examinations

6.1 The Estonian NANDTB approves sectoral training and examination institutions and monitors their compliance with EN4179 and NAS410 standards as well as other applicable international and national regulations.

6.2 Auditing Training Programs and Organizations (Ref ENDTB-G6)

6.2.1 The board oversees the ad-hoc consultation and regular auditing of sectoral training and examination institutions.

6.2.2 Audits of Training facilities will be using an approved checklist created by the Estonian NANDTB. Refer to ENDTB-CL 1 and ENDTB-CL 2 as appropriate.

6.2.3 If necessary, the procedures may be delegated to TRAM, provided that ENDTB's board supervises them.

6.2.4 The frequency and scope of audits are determined by the ENDTB board.

6.2.5 During audits, the following are evaluated:

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6.3 Compliance of training programs with applicable requirements.

6.3.1 Assessment of examinations and scoring systems for compliance with current requirements.

6.3.2 Suitability of examination facilities and qualifications of personnel.

6.3.3 Implementation of current codes, standards, and specifications in training and examination processes.

6.4 If deficiencies that may impact flight safety are identified, the auditor must immediately notify the ENDTB board in writing and initiate corrective action procedures.

6.5 Audit results are officially documented, and the training or examination institution is informed.

6.6 In case of non-conformities, a corrective action plan is developed, which the institution must approve and implement within a specified timeframe.

6.6.1 All audit reports are stored in ENDTB's document management system and made available to the Board as needed.

6.6.2 The board is responsible for the accuracy and publication of these documents.

6.7 Auditor Qualifications:

6.7.1 Auditors are appointed by the ENDTB board.

6.7.2 All auditors must meet the requirements of EN4179 and NAS410 standards, ensuring their competence and impartiality.

6.7.3 Audits of Training facilities will be using an approved checklist created by the ENDTB.

6.8 Involvement of External Organizations:

6.8.1 The board may approve contracts with external organizations to conduct examinations, provided their activities comply with applicable requirements, regulations, and standards.

6.8.2 The board ensures that the processes of external organizations fully align with international standards.

6.9 Impartiality and Confidentiality:

6.9.1 ENDTB ensures impartiality, confidentiality, and security in all processes.

6.9.2 All procedures are structured to avoid conflicts of interest and ensure transparency and reliability of work processes.

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7. Complaints and Dispute Resolution Procedure

7.1 Any member of the organization or related party may file a complaint or dispute a process, decision, or audit result by submitting a written application to the ENDTB board secretary.

7.2 The application must be submitted within two weeks of notification of the decision and must include:

7.2.1 A description of the issue.

7.2.2 Relevant documents or evidence.

7.2.3 Suggested solution or alternative proposal.

7.3 Reviewing Complaints

7.4 The secretary forwards the complaint to the board chairman, who sets a deadline for reviewing the complaint.

7.5 The review is conducted within 30 days of the complaint's submission.

7.6 The board may form a special working group, including independent members and/or observer members, to ensure impartial and transparent processing of the complaint.

7.7 Resolving Disputes

7.7.1 If the complaint concerns certificates, examinations, or audit results, an independent auditor not involved in the disputed decision will be engaged in the resolution process.

7.7.2 All disputes and resolution steps are officially documented, and the procedure's records are made available to the involved parties.

7.8 Communication of Decisions

7.8.1 The decision is communicated in writing to the parties involved, including corrective actions or instructions for further steps, if necessary.

7.8.2 If the complainant disagrees with the board's decision, they have the right to appeal to the Transport Administration or another competent authority, following applicable national regulations and deadlines.

