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ORGANIZATION AND OPERATION REGULATIONS OF RO-NANDTB

COD: ROF RO-NANDTB

Ed.3: from 21.06.2019

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EVIDENCE OF CHANGES			
No. CRT.	Edition / Revision	Name, signature	DATE
		MODIFIED BY	


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1. GENERALITIES

- 1.1. RO-NANDTB is a legal person of private law with a non-patrimonial, independent purpose, organized according to the Government Ordinance no. 26/2000 regarding associations and foundations.
- 1.2. RO-NANDTB operates separately from aeronautical agents and suppliers of materials / components / services and independently performs the tasks provided for in this Regulation.
- 1.3. The present organization and functioning regulation establishes the rules according to which the RO-NANDTB activity is carried out.
- 1.4. This regulation is approved by the RO-NANDTB Board of Directors. Any modification of the Organization and Functioning Regulations will be approved only by the RO-NANDTB Board of Directors
- 1.5. This Regulation of Organization and Functioning is supplemented by the National / European standards applicable in the field and with the procedures issued by RO-NANDTB.

2. ORGANIZATION AND OPERATION

- 2.1. RO-NANDTB is an independent organization, representing the national aeronautical industry in the field of NDT, constituted and supported by the main organizations that carry out non-destructive examinations and has as activity object:
 - supervision of topics related to training standards and certification of personnel employed for NDT in the aeronautical field
 - elaboration of national procedures in the field of training and qualification of NDT personnel, according to the requirements of the standards
 - ensuring a system for recognizing the qualification of NDT personnel for organizations implementing NDT standards
 - providing a system for the recognition of organizations considering training and / or qualification examinations, in accordance with the requirements of NDT standards
 - establishing interpretation mechanisms, decisions and arbitration, in case of dispute / litigation regarding the interpretation of NDT standards
 - establishing the policy and process for qualifying NDT personnel in new NDT technologies, which are not covered by the current standard

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- supporting and guiding organizations in the Romanian aeronautical industry to meet the requirements of EN 4179 and NAS 410
- supervision of NDT personnel qualification services offered by the authorized CIE.

2.2. The organizational structure of RO-NANDTB is as follows :

- (a) **The General Assembly**, the supreme body of RO-NANDTB, which comprises the members of the RO-NANDTB association, according to the Statute (art.11.1.1);
- (b) **The Board of Directors**, consisting of 5-9 members, is elected by the General Assembly of the Association. The members of the Board of Directors have a mandate of 4 (four) years and are chosen from among the members of the RO-NANDTB association, being re-eligible, according to the Statute (art. 11.1.2.); the founding members of the association each have a legal representative in the Board of Directors according to the Statute (art.9.3.)
- (c) **The Executive Board**, appointed by the Board of Directors, is composed of 1-3 persons: one Executive Director and two members, one of whom will be appointed Deputy of the Executive Director
- (d) The RO-NANDTB **Technical Commission** is composed of NDT Level 3 staff of the founding members and affiliates, and observers within the AACR / AAMN.
- (e) Within the Technical Commission, decisions are made by the Level 3 staff of the founding members and affiliates.

3. ADHERING / AFFILIATED MEMBERS

- 3.1. Any organization that has the object of activity in the Romanian aeronautical industry, with the field of work in design, manufacture and maintenance and who wishes to adhere to RO-NANDTB, must submit an application for membership.
- 3.2. By signing the application for accession by the legal representative of the organization, the organization confirms that it recognizes the Constitution, Statute, Regulation of Organization and Functioning of RO-NANDTB and commits itself to respect them, as an affiliated member.
- 3.3. The Board of Directors admits the affiliation of new members based on the recommendation of a member of the Board of Directors or two members of the RO-NANDTB association.
- 3.4. After affiliation with RO-NANDTB, the organization appoints its own level 3 staff to be part of the Technical Commission.

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4. LOSS OF MEMBER QUALITY

A RO-NANDTB member organization may lose its membership if it no longer meets the proven membership criteria, requests in writing to withdraw from RO-NANDTB, or is excluded from the Association (Article 14.2 of the Statute).

4.1. The member who can be excluded from the Association is the one who :

- does not comply with the statutory provisions
- commits unlawful, disgraceful or unfair acts towards the Association

The exclusion of a member is achieved by the vote of 2/3 of the members present at the General Assembly. The Board of Directors may decide to suspend membership until the first General Meeting, in duly justified cases.

The members who withdraw or are excluded have no rights over the social heritage of the Association.

4.2. The staff of level 3 member of the RO-NANDTB Technical Commission may lose their membership, under the following conditions:

- a) if it loses the quality of Level 3 certified personnel to the employer and the organization announces in writing RO-NANDTB, appointing another Level 3 operator in its place;
- b) if by its behavior, or by its activities, it damages the image of RO-NANDTB, in violation of the code of ethics described in Annex A, signed with the accession. Membership is withdrawn by vote, with two thirds of the votes cast by the members of the Technical Commission.

4.3. In the case presented in paragraph 4.2.b) The Executive Director informs in writing the Organization that has designated the person of Level 3 within the Technical Commission, requesting his replacement with another Level 3 operator.

5. ORGANIZING THE MEETINGS OF THE TECHNICAL COMMISSION

5.1. The Technical Commission carries out its activity in ordinary and extraordinary meetings.


5.2. The meeting of the Technical Commission in extraordinary meetings is made at the request of the Director Committee, the Executive Director or at least two thirds of the number of members of the Technical Commission.

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- 5.3. The meetings of the Ordinary Technical Commission shall be convened by the Executive Director, at least 7 days before the date of the meeting, specifying the time and place of the deployment, as well as the working agenda.
- 5.4. In exceptional cases, in which it is necessary to take urgent decisions, which do not allow the physical meeting of the members of the Technical Commission, with the consent of all the members the meetings can be organized by video / tele-conference or by e-mail.
- 5.5. In accordance with the topics on the working agenda to be addressed by the Technical Commission, the Executive Director notifies the Romanian Civil Aviation Authority and the National Military Aviation Authority within the General Staff of the Air Forces, in order to allow the observers designated by them to attend the meeting. The notification will be made by written address, sent by fax or e-mail at least one week before the date of the meeting.
- 5.6. Before the beginning of the meetings, the Executive Director shall appoint a meeting secretary, who shall draw up the minutes.
- 5.7. The participation of the members of the Technical Commission in its meetings is mandatory.
- 5.8. The meetings of the Technical Commission may be held subject to the participation of at least 2/3 of the total number of members. The names of the participants in the meeting, the fulfillment of the quorum conditions, the agenda, the views of the participants and the decisions of the Technical Commission shall be recorded in the minutes, which will be signed by all the members present and the meeting secretary.

6. VOTING PROCEDURE FOR MEETINGS OF THE TECHNICAL COMMISSION

- 6.1. Before each meeting of the Technical Commission, which also involves a voting session, the situation of the voting members will be analyzed and recorded in the meeting minutes, in order to validate the vote.
- 6.2. In the event that a member with voting rights, for objective reasons, cannot attend a meeting of the Technical Commission, it is accepted to transmit the point of view and the vote of the person concerned by letter or e-mail.
- 6.3. Each organization is entitled to one vote within the Technical Commission. The level 3 staff representing several organizations are entitled to one vote.
- 6.4. In fulfilling and within the limits of its tasks, the Technical Commission adopts decisions / solutions by open vote, by simple majority, in relation to the total number of voting members. The votes sent by letter or e-mail shall be taken into account, under the conditions specified in paragraph 6.2.

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- 6.5. In case of ballottage, the decisive vote will be given by the Executive Director.
- 6.6. In the exceptional cases presented in point 5.4, the decisions can be taken by the vote FOR expressed by at least 2/3 of the members of the commission, transmitted by e-mail to the Executive Director.


7. ATTRIBUTIONS

7.1. RO-NANDTB has the following tasks:

- provides an interpretation and arbitration mechanism regarding the implementation of applicable standards and regulations;
- ensures the authorization of the Training and Examination Centers;
- ensures the examination of NDT Level 3 personnel through authorized CIEs
- elaborates procedures in the field of NDT personnel qualification in accordance with the requirements of EN 4179 / NAS 410;
- acts as a decisive entity on all matters related to the qualification and certification of NDT personnel in the aeronautical field;
- keep records of the written and practical examinations carried out at the authorized Training and Examination Centers;
- make available to the internal and external regulatory and audit agencies the RO-NANDTB procedures;
- undergoes the procedure necessary for the recognition of RO-NANDTB by AACR, AAMN and Aerospace NDT Boards Forum;
- take the necessary steps to obtain accreditation from AACR, NADCAP or equivalent.

7.2. **The General Assembly** has the following tasks:

- establishes the general strategy and objectives of RO-NANDTB;
- approves the revenue and expenditure budget and the balance sheet;
- elects and dismisses the members of the Board of Directors;
- select and revoke the censor / censors
- establish subsidiaries;

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- amends the constitutive act and the statute;
- dissolves and liquidates RO-NANDTB and determines the destination of the goods remaining after liquidation;
- approves the annual activity program of RO-NANDTB proposed by the Board of Directors;
- analyzes and resolves appeals regarding the decisions of the Board of Directors;

7.3. The Board of Directors has the following tasks:

- draws up the draft annual program of RO-NANDTB activity and submits it to the General Assembly for approval;
- draws up the draft budget for revenue and expenditure and the balance sheet and submits them for approval to the General Assembly;
- concludes legal acts on behalf and on account of RO-NANDTB;
- approves the organizational chart and personnel policy of RO-NANDTB;
- approves the admission, withdrawal or exclusion of members;
- approves the amount of the registration fee and periodically establishes the contribution amount;
- approves the Regulation of Organization and Functioning of RO-NANDTB;
- convenes the General Assembly in accordance with the provisions of the statute;
- meets the decisions of the General Assembly;
- executes the revenue and expenditure budget;
- represents RO-NANDTB in relations with third parties.

7.4. The Executive Office has the following tasks:


- ensures the operational management of RO-NANDTB;
- informs the Board of Directors about the issues resolved between its meetings.

The decisions of the Executive Office are taken in the presence of the majority of its members, by an absolute majority.

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7.5. The Executive Director has the following duties:

- ensures the management of the activity of the Association, its coordination and control, regarding the use of financial, material and human resources in order to achieve the objectives of the Association, in compliance with the approved BVC provisions;
- convenes and leads the meetings of the Technical Commission;
- ensures that the proposed working agenda leads to the efficient fulfillment of the tasks of the Technical Commission;
- sends the written notice to the members of the Technical Commission, usually 7 days before the date of the meeting;
- transmits to the members of the Technical Commission the documents that are the subject of the agenda of the meeting, preferably at least 7 days before the date of the meeting;
- coordinates the activity of the meetings of the Technical Commission and monitors the implementation of its decisions;
- has a decisive vote in case of ballotage of votes within the Technical Commission;
- approves the RO-NANDTB procedures developed, only on the basis of the minutes signed by the members of the Technical Commission:
- transmits information to organizations regarding the RO-NANDTB procedures in effect, and publishes them on the Association's website;
- designates the Drafting Commission, which prepares / revises the procedures within the RO-NANDTB, based on the decisions of the Technical Commission recorded in the minutes of its meetings;
- appoint the meeting secretary;
- ensures the conditions for registration and keeping under control of the issued documents, according to RO-NANDTB -01 - Control of documents. When printed copies need to be distributed, it ensures the multiplication and distribution of copies;
- ensures the record and archiving of documents and correspondence received and issued by the Technical Commission, as well as the minutes of the meetings and decisions of the Technical Commission, according to RO-NANDTB 03 - Document archiving.

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ANNEX A - CODE OF ETHICS

A1 **Scope**

This Code of Ethics contains the general guidelines for conducting RO-NANDTB activities in accordance with the highest ethical standards.

This Code applies to all members of the RO-NANDTB Technical Commission.

RO-NANDTB has a simple and direct policy regarding the rules of conduct and behavior that its members must respect when carrying out activities for RO-NANDTB. They must do what is right (correct), respect all legal provisions, have honest and ethical behavior, treat people correctly, respect the diversity of ideas, take responsibility, communicate openly and always have a blameless behavior. Generally, these requirements are referred to as "ethics". Each member is required to maintain these high ethical standards at all times. All members must apply in their activity the highest standards of professional ethics and comply with all applicable laws and regulations. No member has the authority to request or approve any action that would violate the law or ethical standards. Members should avoid situations where they could engage in activities that could harm RO-NANDTB.

A2 **Help and information**

This Code is not intended to be a global regulatory framework and cannot address any situation that RO-NANDTB members may face. If a member feels uncomfortable with a particular situation or has doubts about whether it is in line with ethical standards, he should ask for help. We encouraged RO-NANDTB members to first seek the help of the Executive Director.

A3 **Reporting a Code violation**

All members have a duty to report any known violation or suspected violation of this Code, including any violation of applicable legal regulations, rules, or policies under RO-NANDTB. If a member is aware of or suspects a violation of this Code, he or she must immediately notify the Executive Director, by preparing a report.

All reports of known or suspected violations of legal regulations or this Code will be treated with discretion. The Executive Director will protect the identity of each member to the extent possible, in accordance with the actual legislation.

The decision on each case will be based on the facts and circumstances of each situation. The member who has been accused of violating the provisions of this Code will be given the opportunity to present his own version of the events, before making a decision.

A4 **Policy towards retaliation**

RO-NANDTB strictly forbids any retaliation against a member who, in good faith, requests assistance or reports a known or suspected violation.

A5 **Conflict of interest**

Conflict of interests may arise when a member's personal interest interferes with the interests of RO-NANDTB. Members should avoid any private interests that influence their ability to act in the interest of RO-NANDTB or that make it difficult to perform their work objectively and effectively.

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A6 Identify potential conflicts of interest

Identifying potential conflicts of interest may not always be clear. Here are some situations that may represent conflicts of interest:

- Undue personal benefits (inappropriate). No member should receive any kind of benefits or favors (benefits) because of his position in RO-NANDTB.

A7 Disclosure of conflicts of interest

RO-NANDTB requires its members to present any situations that would reasonably be expected to give rise to a conflict of interest. If a member suspects that he or she has a conflict of interest or is in a situation that others might perceive as a conflict of interest, he or she must report it to the Executive Director. The Executive Director will discuss with the member to determine if there is a conflict of interest and if so, how best to address it.

A8 Compliance with laws and regulations

Each member has the obligation to comply with all applicable laws, rules and regulations RO-NANDTB. These include, without limitation, the laws on illegal bribery and commissions, copyrights, trademarks and secrets, confidentiality of information, illegal political contributions, anti-corruption practices, granting or receiving gratuities, discrimination or harassment.

A9 Obligations of members along the lines of conduct and ethics

Each member has at least the following obligations on the line of conduct and ethics:

- a) the obligation to maintain and strengthen RO-NANDTB's confidence in his person;
- b) the obligation to respect and promote, in all circumstances, the image and prestige of RO-NANDTB;
- c) the obligation of fidelity, loyalty and confidentiality towards RO-NANDTB in performing the duties both inside and outside RO-NANDTB. This fidelity obligation includes, but is not limited to, at least the following:
 1. the obligation to notify RO-NANDTB of any mistake or violation of any rule applicable in RO-NANDTB committed by its own person;
 2. the obligation to notify RO-NANDTB of any error or violation of any applicable rule in RO-NANDTB committed by RO-NANDTB members;
 3. the obligation not to work with other companies competing with RO-NANDTB;
 4. the obligation not to pursue and to make hidden income for himself or others as long as he is a RO-NANDTB member;
 5. the obligation to keep the information confidential within the RO-NANDTB;
- d) the obligation to promote in its activity a spirit of discipline and fairness, solicitude, respect and promptness in the relations with the organizations of the aeronautical industry, giving these relations a priority character and rejecting firmly the engagement of RO-NANDTB in actions of unfair competition or that contravene professional ethics.
- e) the obligation not to claim and not receive from the candidates, organizations or foreign persons material advantages for the exercise of their duties or their favor;
- f) the obligation to have a proper conduct in relation to the members of the Technical Commission;
- g) the obligation to comply with the applicable standards;

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ANNEX B - DEVICE SOLUTION

B1 Scope

This appendix deals with the procedure for resolving any complaint. The complaint will be discussed within the Technical Commission, and the agreed resolution will be sent to the applicant within 30 days from the date of receipt of the complaint, in writing.

- B2 Dispute resolution** The settlement of disputes is administered by the Executive Director, who appoints a commission, unless the complaint is made directly against these persons, in which case the settlement is administered by the Deputy Director of the Executive Director. The settlement commission may ask the complainant, either a natural person or a legal person, to clarify their claim. The response to the complaint is given directly, in writing, to the applicant.

The appointed commission will obtain all relevant information from those involved, in order to formulate a point of view that will be subject to analysis by the Technical Commission. In order to prepare the meeting of the Technical Commission for the analysis of the complaint, the prepared material, which contains the commission's point of view and the objective evidence administered, can be distributed electronically, and the discussions between members can be conducted by e-mail or by telephone. The RO-NANDTB Technical Commission may decide to contact, if necessary, any relevant person, in order to obtain useful information in order to resolve the complaint. The Executive Director (or deputy) will centralize all responses.

The purpose of the discussion is to formulate a response to the complaint, as well as to identify the corrective actions, if any. They must be accepted by a simple majority of the members of the Technical Commission.

The applicant can appeal the RO-NANDTB decision only as a result of the presentation of new information relevant to the case, which has not been previously considered.

In the event that, after analyzing the complaint, the Technical Commission establishes the application of disciplinary actions to a member, they will be administered by the Executive Director or his deputy. Any member can be sanctioned, if the majority of the members of the Technical Commission has established that he has violated, with or without intention, the Regulation of Organization and Functioning.