



## **BRITISH ACCREDITATION COUNCIL INSPECTION REPORT**

### **SUPPLEMENTARY INSPECTION NEW/ADDITIONAL PREMISES (Short Course Provider)**

**PROVIDER:** International School of Aerospace NDT

**ADDRESS:** Unit 2 Beech Avenue  
Taverham  
Norfolk  
NR8 6HW

**HEAD OF PROVIDER:** Mr Simon Wright

**DATE OF INSPECTION:** 26 September 2018

**ACCREDITATION COMMITTEE DECISION AND DATE:** Continued accreditation 29 November 2018

## **PART A – INTRODUCTION**

### **1. Background to the provider**

The International School of Aerospace NDT Limited (ISA/the Provider) was founded in 1995 to train people, from the aerospace industry, about the theory and practice of non-destructive testing (NDT). The Provider began training participants, both from the United Kingdom (UK) and overseas, in 1996. It is a private company limited by shares. In May 2016, there was a change of ownership and the company was sold to Morgan Ward Limited (Ltd), which is a large provider of NDT in the aerospace industry and is now the majority shareholder in ISA.

The Managing Director of Morgan Ward Ltd is also ISA's Managing Director. The day-to-day operation of the Provider is carried out by the School Director and the Chief Instructor is responsible for programme delivery. These posts are supported by two administrators, one of whom is responsible for the reception area. Since the last inspection, a new administrator has been recruited to cope with an increase in workload. The Provider aims to make learning as enjoyable as possible, with student welfare being a high priority.

Previously based at Norwich airport, ISA moved, in June 2017, to new more modern premises on an industrial site, located just outside Norwich city centre. These premises are the subject of this supplementary inspection.

Since the last inspection, the Provider offers more bespoke programmes, which are delivered off-site at clients' premises. These courses have been delivered in a range of countries, including Nigeria, Malaysia, Mongolia, the Lebanon and China. The Provider also offers courses in Scotland and the Republic of Ireland. The number of open courses, which are offered for participants from different company clients, and are delivered at the Provider's premises, has remained the same as at the last inspection. ISA is approved by the British Institute of Non-Destructive Testing (BINDT) as an examination and training organisation.

### **2. Brief description of the current provision**

ISA offers seven different NDT programmes. These are scheduled up to six times a year for delivery in Norwich. A further six programmes are offered on an occasional or bespoke basis. While aimed principally at professionals in the aerospace industry, other participants involved in NDT also attend the courses, for example, maintenance staff working for Formula 1 racing teams.

The seven main NDT programmes are offered at levels one, two and three and are accredited by BINDT. These programmes cover eddy current testing, magnetic particle testing, penetrant testing, radiography, thermography, ultrasonic testing and ultrasonic phased array inspections. Also offered, up to level two, are aircraft wheel inspection, bond testing, radiographic film interpretation, management appreciation of NDT, overview of NDT and recertification examination programmes. All the programmes are between two and ten days in length.

At the time of the inspection, there were three participants undertaking an aircraft maintenance recertification examination course. All the participants were male and aged between 30 and 40 years. They came from Qatar, Turkey and Slovenia.

### **3. Inspection process**

The inspection was carried out by one inspector over half a day. A meeting was held with the School Director and one of the Administrators. A tour of the premises was carried out and various documentation was scrutinised.

### **4. Inspection history**

Full inspection:	7-8 April 2009
Interim inspection:	9 June 2010
Spot check inspection	5 April 2011
Re-accreditation inspection	12-13 June 2013
Interim inspection	21 May 2015
Re-accreditation inspection	12-13 January 2017
Supplementary inspection	4 May 2017

**PART B – JUDGMENTS AND EVIDENCE**

The following judgments and comments are based upon evidence seen by the inspector during the inspection and from documentation provided by the provider

The numbers below refer to the standards as presented in the short course provider scheme document and main full inspection report

**INSPECTION AREA – PREMISES AND FACILITIES**

**23. The provider has secure possession of and access to its premises**

23.1	The provider has secure tenure of its premises.				YES
23.2	Where required, the provider has access to suitable external premises for academic or non-academic purposes of a temporary or occasional nature.				NA
		Met	Partially met	Not met	NA
	This standard is judged to be	✓			
<b>Comments</b>					
Tenure of the premises is secured through a lease that is dated 28 March 2017 and is valid for six years.					

**24. The premises provide a safe, secure and clean environment for participants and staff**

24.1	Access to the premises is appropriately restricted and secured.				YES
24.2	The premises are maintained in an adequate state of repair, decoration and cleanliness.				YES
24.3	There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to participants, staff and visitors.				YES
24.4	General guidance on health and safety is made available to participants, staff and visitors.				YES
24.5	There is adequate signage inside and outside of the premises and notice boards for the display of general information.				YES
24.6	There is adequate circulation space for the number of participants and staff accommodated, and a suitable area in which to receive visitors.				YES
24.7	There are toilet facilities of an appropriate number and level of cleanliness.				YES
24.8	There is adequate heating and ventilation in all rooms.				YES
		Met	Partially met	Not met	NA
	This standard is judged to be	✓			
<b>Comments</b>					
<p>There is a reception area at the entrance to the premises, with a large window facing towards the front door so that anyone approaching the building can be easily seen. All visitors sign in on entry. As a result, access to the premises is appropriately secure.</p> <p>The premises are fit for purpose, well maintained and clean and, therefore, provide a pleasant learning and working environment for participants and staff.</p> <p>There is a well-equipped practical workshop area, in which aircraft components are tested. The workshop has clear, well displayed hazard and safety notices, including notices relating to spillages, wearing protective clothing such as coats and glasses and the use of eye wash. There is also a dark room where film is processed. This contains a filtration system so that any waste chemicals can be safely disposed of. Therefore, these areas provide a safe working and study environment.</p>					

Visitors receive a verbal briefing on general health and safety procedures on arrival and there is good health and safety signage within the building. The participants are provided with detailed information on health and safety as part of their induction and sign to say that they have read and understood this information. Staff get a thorough induction on joining the company, which includes relevant health and safety guidance. They also sign to confirm their understanding of the information. In addition, there is a laminated information sheet that is available to participants, staff and visitors. This includes relevant and clear information about fire safety, evacuation procedures and first aid.

General signage, circulation space and toilet facilities are good and there is adequate ventilation and heating throughout the premises.

**25. Training rooms and other learning areas are appropriate for the courses offered**

25.1	Training rooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them.				YES
25.2	Training rooms and any specialised learning areas (e.g. laboratories, workshops & studios) are equipped to a level which allows for the effective delivery of each course.				YES
25.3	There are facilities suitable for conducting the assessments required on each course.				YES
		Met	Partially met	Not met	NA
This standard is judged to be		✓			
<b>Comments</b>					
<p>There is one well-equipped, light and airy classroom, which is used for all the training courses run at the centre. There is a practical workshop space used for testing aircraft components and a dark room, both of which are of an appropriate size and are well equipped. A good investment has been made, since the last inspection, in new equipment to ensure that the participants are well trained and are able to carry out effectively the necessary practical exercises as part of their course.</p> <p>Recent participant feedback regarding the new training facilities demonstrates that they are meeting the participants' needs very well.</p> <p>There are suitable rooms for the conduct of examinations and there is a set of locked drawers where candidates are required to lock away their mobile telephones so that these cannot be used during assessments.</p>					

**26. There are appropriate additional facilities for participants and staff**

26.1	Participants have access to sufficient space and suitable facilities for private study, including library and IT resources.				YES
26.2	Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation.				YES
26.3	Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate.				YES
26.4	Participants and staff have access to storage for personal possessions where appropriate.				YES
26.5	There are individual offices or rooms in which trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings.				YES
26.6	Administrative offices are adequate in size and resources for the effective administration of the organisation				YES
		Met	Partially met	Not met	NA
This standard is judged to be		✓			
<b>Comments</b>					

There are suitable rooms for private study and access to a good wireless connection throughout the premises. The trainers prepare their courses at home although they have access to appropriate work space if needed.

There is a spacious and clean kitchen which can be used by staff and participants to prepare and consume food and drink. It is well equipped and furnished. Next door to the building, there is a hotel and staff and participants can make use of the hotel's facilities, including a swimming pool. Recent participant feedback is highly positive about the rest and refreshment facilities.

There is a suitable administration office as well as an additional small room which can be used if required. There is a good boardroom space for meetings and for staff to work privately.

**PART C – SUMMARY OF ACTION POINTS**

<b>ACTIONS REQUIRED</b>	<b>Priority H/M/L</b>
None	

<b>RECOMMENDED AREAS FOR IMPROVEMENT</b>
None

<b>COMPLIANCE WITH STATUTORY REQUIREMENTS</b>	
<b>Declaration of compliance has been signed and dated.</b>	<b>YES</b>
<b>Further comments, if applicable</b>	