



IS-BAO POLICY



IS-BAO Policy 2010 - 1

Subject – IS-BAO Auditor Accreditation & Workshop Fee Structure

Effective: March 1, 2010

1. Purpose

This IS-BAO Policy has been developed to address specific measures that are being taken to enhance the oversight of the IS-BAO audit program and the integrity of the IS-BAO program in general. The policy provides details on the revised auditor prerequisites, the initial accreditation process, the accreditation renewal process and the associated fee structure.

2. Discussion

At the 2009 meeting of the IS-BAO Standards Board the exponential growth of the IS-BAO program and its recognition by a broad range of stakeholders including business aviation operators, insurance underwriters, standards bodies and aviation regulatory authorities as an effective safety management program, prompted the Board to review the audit program along with a number of other IS-BAO management issues. The Board agreed that while the current audit program had demonstrated a high degree of effectiveness, there was room for improvement. Among the audit program oversight elements that were agreed to be enhanced were the;

- Auditor prerequisites,
- Auditor accreditation process,
- Audit report requirements,
- Audit report review process, and
- Auditor monitoring program.

As noted above, this policy provides details on the revised auditor prerequisites, the initial accreditation process, the accreditation renewal process and the associated fee structure.

3. Policy

3.1 Auditor Prerequisites

The IBAC qualification and experience standards that must be demonstrated by applicants for initial accreditation as IS-BAO auditors are as follows:

- a. Working knowledge of the operational and maintenance provisions of civil air regulations and International Civil Aviation Organization standards and recommended practices;
- b. Working knowledge of aviation operations or maintenance management;
- c. A minimum of five years experience in aviation operations or maintenance;
- d. Submission of a course completion certificate for an ISO, ASQ, or equivalent audit course or provide proof of substantial experience in aviation safety auditing;
- e. Completion of an *Introduction to IS-BAO* and an *Auditor Accreditation Workshop* within the previous two calendar years;
- f. Provision of evidence of experience in aviation safety management; and
- g. Demonstration of excellent written and oral communication skills.



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3.2 Auditor Initial Accreditation Process

The following describes the IS-BAO auditor accreditation requirements and process:

1. Auditor applicants must complete and submit the *Accredited Auditor Application* form that is attached as Appendix A.
2. Upon receipt, the application will be reviewed by the IS-BAO Audit Program Manager.
3. If the applicant clearly demonstrates that they meet the prerequisites, the IS-BAO Audit Program Manager may accept the application and inform the applicant.
4. If the IS-BAO Audit Program Manager is not fully satisfied that the applicant meets the prerequisites, he/she will send the application to the Audit Program Review Committee which will render a determination on the application.
5. The IS-BAO Audit Program Manager will then advise the applicant of the final decision and request that the applicant submit an *IS-BAO Auditor Accreditation and Workshop Registration* form attached as Appendix B.
6. Upon receipt of the Auditor Accreditation Fee the applicant will be loaded onto the next suitable 'Introduction to IS-BAO' and 'Auditor Accreditation' Workshops.
7. When the applicant has completed the 'Introduction to IS-BAO' and 'Auditor Accreditation' Workshops the IBAC Administrator will obtain the necessary information from the applicant and issue an accreditation letter valid to the end of the second year after completion of the 'Introduction to IS-BAO' and 'Auditor Accreditation' Workshops and associated auditor credentials to the applicant.

3.3 Auditor Accreditation Renewal Process

The following describes the IS-BAO auditor accreditation renewal requirements and process:

1. To renew their accreditation, IS-BAO auditors must pay the Auditor Accreditation Renewal fee and attend an *Auditor Accreditation Workshop*. They may attend the workshop at any time convenient to them during the year in which their accreditation validity period ends.
2. Auditors shall submit the *IS-BAO Auditor Accreditation and Workshop Registration* form attached as Appendix B, along with the Accreditation Renewal fee, and the IBAC Administrator will load them on the requested workshop.
3. Auditors who have not conducted an IS-BAO registration audit, either as lead auditor or audit team member, within their current validity period, must attend an *Introduction to IS-BAO Workshop* prior to attending the *Auditor Accreditation Workshop*. Provision for indicating the need for this is contained in the form that is attached as Appendix B.
4. The two workshops normally are scheduled on consecutive days.
5. Upon completion of the *Auditor Accreditation Workshop* the IS-BAO Administrator will issue an accreditation letter valid to the end of the second year after completion of the workshop and updated auditor credentials, if required.

3.4 Auditor Accreditation Fee Structure

The following is the IS-BAO Auditor accreditation and renewal fee structure.

1. The IS-BAO Auditor initial accreditation fee is \$2,500 US for an organization or an individual auditor. For additional auditors from an organization that already has at least one accredited auditor, the initial auditor accreditation fee is \$2,000 US. For that fee the auditor applicant receives:

Appendix A – IS-BAO Accredited Auditor Application

Applicants for accreditation as IS-BAO auditors are requested to complete this form in full and submit it to auditmanager@ibac.org along with a work history resume.

1. General Data

Name of Applicant: _____

Company Name _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

E-mail Address: _____

3. Geographical Region

Please list the countries/regions in which you are willing to conduct audits:

4. Initial Qualifications

Please check off the qualifications that you possess and ensure that they are substantiated in your attached resume of qualifications:

a. Working knowledge of at least the operational and maintenance provisions of civil air regulations and International Civil Aviation Organization standards and recommended practices;

b. Working knowledge of aviation operations or maintenance management;

c. a minimum of five years experience in aviation operations or maintenance;

d. Submit a course completion certificate for an ISO, ASQ, or equivalent audit course or provide proof of substantial experience in aviation auditing;

Specify _____

e. Have completed an Introduction to IS-BAO and an Auditor Accreditation Workshops; within the previous two calendar years

f. Provide evidence of experience in aviation safety management; and

g. Demonstrate excellent written and oral communication skills.

5. Professional References

Name _____

Name _____

Address _____

Address _____

Telephone _____

Telephone _____

6. Preferred Workshop Location _____ **Date** _____

7. a. I wish to be listed on the IBAC Website as an Accredited Auditor Yes No

b. I wish to be listed on the IBAC Website as an Implementation Support Provider Yes No

Signature of Applicant: _____ **Date of Application:** _____

Please attach your resume to this application and email them to auditmanager@ibac.org

Appendix C – Auditor Workshop Registration Form for Persons Not Seeking Auditor Accreditation

Persons wishing to attend an IS-BAO Auditor Workshop but not receive IS-BAO Auditor accreditation, may register for a Workshop by completing and submitting this form. The \$750 Workshop fee may be paid by cheque, money order, VISA or Master Card. For VISA or Master Card payment please complete section 3.

1. General Data

Name of Auditor: _____

Company Name _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

E-mail Address: _____

2. Preferred Workshop Location _____ Date _____

Signature of Applicant: _____ **Date of Application:** _____

3. For VISA or Master Card payment please complete this section.

Name on VISA or Master Card: _____

Payment Amount \$750 US.

Card Number: Expiry Date

Signature: (if mailed or faxed) _____

Submit to:

International Business Aviation Council (IBAC)
Suite 16.33, 999 University Street
Montreal, Quebec
H3C 5J9, Canada

Phone 1-514-954-8054
Fax: 1-514-954-6161
e-mail: plessard@ibac.org