

**Decision Record
IS-BAO Standards Board/3
ORLANDO, FL, OCTOBER 6, 2003**

Attendees

John Batty (BAUA)	Chairman
Paul Stinebring (NBAA)	Vice Chairman
Robert Blouin (NBAA)	Member
William Boucher (CBAA)	Member
Gary Ridley (EBAA)	Member
Ray Rohr (IBAC)	Secretariat
Peter Ingleton (IBAC)	Secretariat
Paul Lessard	Secretariat
Bill Stine (NBAA)	Observer

Absent with Apology

Bob Conley (NBAA)	Member
Don Spruston (IBAC)	Member

1. Call to Order

John Batty called the meeting to order at 0835hrs.

2. Adoption of Agenda

It was moved by Paul Stinebring and seconded by Bill Boucher, that the agenda be adopted as presented.

Carried.

Action - Info

3. Standards Board Membership

Bob Blouin noted that the credibility of the Standards Board is extremely important and that it needs to be active and engaged. After extensive discussion of this point it was agreed that there was a need to expand the membership of the Board. In order to do this, maintain a balance of expertise and to avoid the potential of perceived conflict of interest, it was moved by Bob Blouin and seconded by Gary Ridley the Terms of Reference for the IS-BAO Standards Board be amended to read as follows:

IS-BAO Standards Board Members

The IS-BAO Standards Board shall consist of the following Members:

- Six members appointed by the Planning and Operations Committee; and
- Five members appointed by of the Governing Board;

The Board shall be comprised of at least three members with flight operations experience and one with aircraft maintenance expertise.

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All members will be appointed for a three-year term, however, the membership terms shall be arranged so that the term of at least three members expires each year.

The IS-BAO Standards Board will elect a Chairperson and a Vice-Chairperson from among its Members, each to serve for a two-year term of office.

Carried

The resulting amended version of the Terms of Reference for the IS-BAO Standards Board is attached as Appendix A.

Action – IBAC Secretariat

4. Election of Chair and Vice-Chair

It was moved by Bill Boucher and seconded by Gary Ridley that John Batty be elected as Chair and Paul Stinebring as Vice-Chair for a two-year term commencing 1/1/04 and running through 12/31/06.

Carried

Action - Info

5. Review of Decision Record of September 9, 2002

It was moved by Paul Stinebring and seconded by Bill Boucher that the Decision Record be adopted as presented.

Carried

Action - Info

6. Action Items from Last Meeting

Action Item	Report			
a. 2002/03 IS-BAO Workshop Report	During the year Workshops were held as follows:			
	Location	Date	Auditors	Others
	Farnborough, UK	Oct. 21/02	2	1
	Washington, DC	Nov. 18/02	5	5
	Colorado Springs, CO	Mar. 16/03	5	2
	Morristown, NJ	Sept. 5/03	13	7
			25	15
b. Audit Procedures Manual Launch	The Audit Procedures Manual that was approved at SB/2 was distributed to all accredited auditors.			
c. GB Approval of the IS-BAO Workshop Fee Schedule	The IS-BAO Workshop fee schedule was approved at GB/36 on Sept. 13&14/02.			
d. IS-BAO Certificate of Registration	A registration certificate has been developed and issued to all registered flight departments.			
e. 2002 Amendment to IS-BAO & GCOM	The amendments to the IS-BAO and GCOMs that were approved at SB/2 were issued to all IS-BAO holders in Dec. 2002.			
f. Operator/Auditor Feedback	The <i>Keeping IS-BAO Current</i> page on the website was			

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	<p>updated and the need for feedback was reinforced. Also operators and auditors were canvassed directly for comments and feedback. The limited amount of feedback that was received from these efforts and the comments that were included in the Audit Report forms, has been considered in developing this year's updates.</p>																
<p>g. Report of IS-BAO Sales and Registrations</p>	<p>Reported IS-BAO sales as of the end of September were as follows</p> <table style="margin-left: 20px;"> <tr><td>BAUA</td><td style="text-align: right;">8</td></tr> <tr><td>CBAA</td><td style="text-align: right;">3</td></tr> <tr><td>EBAA</td><td style="text-align: right;">9</td></tr> <tr><td>EBAA-F</td><td style="text-align: right;">1</td></tr> <tr><td>GBAA</td><td style="text-align: right;">3</td></tr> <tr><td>JBAA</td><td style="text-align: right;">5</td></tr> <tr><td>NBAA</td><td style="text-align: right;">190</td></tr> <tr><td>Total</td><td style="text-align: right;">219</td></tr> </table> <p>To date six operators are IS-BAO registered, two have completed their audits and should be registered in the near future and 13 additional audits are planned by the end of the year.</p>	BAUA	8	CBAA	3	EBAA	9	EBAA-F	1	GBAA	3	JBAA	5	NBAA	190	Total	219
BAUA	8																
CBAA	3																
EBAA	9																
EBAA-F	1																
GBAA	3																
JBAA	5																
NBAA	190																
Total	219																
<p>h. Marketing Efforts and Results by Member Association</p>	<p>Ray Rohr reported the following IBAC and member association marketing efforts:</p> <ul style="list-style-type: none"> • Two articles published in the <i>NBAA's Journal of Business Aviation Safety</i>, • An article published in the ICAO Journal, • Presentations made at two NBAA Regional Forums, • A panel session held at EBACE, • A presentation made to the Aviation Insurance Association (AIA) annual meeting, and • An article published in the AIA Newsletter. <p>He also noted that the information that the NBAA had posted on its web site and the editorial on IS-BAO in the <i>NBAA's Journal of Business Aviation Safety</i> had been very effective in generating interest as had the exposure provided through their Safety Committee.</p>																

Action – Info

7. Amendments to Annex 6 and Other Related Annexes

Peter Ingleton lead a review of the amendments that had been made in the past year to following ICAO documents:

- Annex 1 Personnel Licensing – Amendment # 164,
- Annex 2 Rules of the Air – Amendment # 37,
- Annex 6 Operation of Aircraft, Part I Commercial Aeroplanes – Amendment # 28,
- Annex 6 Operation of Aircraft, Part II General Aviation Aeroplanes – Amendment # 23,
- Annex 10 Aeronautical Telecommunications, Volume II Communications Procedures – Amendment # 78,
- Annex 10 Aeronautical Telecommunications, Volume III Communications Systems – Amendment # 78,
- Annex 11 Air Traffic Services – Amendment # 42, and
- Annex 18 The Safe Transportation of Dangerous Goods by Air – Amendment 17.

It was agreed to make the required amendments to the IS-BAO. Appendix B contains the details of the amendments and the required amendments to the IS-BAO.

Action – Ray Rohr

8. Amendments to IS-BAO and GCOMs

Ray Rohr presented the proposed revisions to the IS-BAO that had been previously circulated. A copy of the amendment summary and agreed actions is attached as Appendix C. It was moved by Gary Ridley and seconded by Bill Boucher, that the proposed amendments as revised, be accepted.

Carried.

It was agreed that the GCOMs would be amended to reflect the revisions to the IS-BAO and to make RVSM and RNP part of the regular operational procedures rather than just an International Airspace consideration.

Action – Ray Rohr

9. Amendment to the Audit Procedures Manual

Ray Rohr briefed that the proposed amendment to the Audit Procedures Manual that will provide increased information on assessment of operator safety management systems. It was moved by Paul Stinebring and seconded by Gary Ridley that the proposed amendments be accepted.

Carried

It was also agreed to amend the audit protocols to reflect the revisions to the IS-BAO.

Action – Ray Rohr

10. Auditor Qualifications and Relationships

10.1 Auditor Qualifications

The Governing Board recommendation that only auditors who have completed a formal recognized audit course be accepted as IS-BAO auditors was discussed in depth. It was agreed that the qualifications as identified in section 3.5 of the Audit Procedures Manual were appropriate and that extensive aviation auditor experience should be accepted in lieu of a formal audit course.

It was further agreed that that the auditor qualifications should be specified on the IBAC web site along with appropriate explanatory material.

Action – Ray Rohr

10.2 Auditor Relationships

The issue of auditors conducting IS-BAO registration audits of operators to whom they have provided IS-BAO implementation consulting services was discussed. It was agreed that it was not appropriate in principle for auditors to audit work that they had done. It was accepted that often the auditor would be in the best position to provide advice and guidance to operators to address a shortcoming or solve a problem and that as such should not disqualify them from conducting future audits. It was agreed that Ray Rohr would draft a section for the Audit Procedures manual that addressed this issue in a manner that provided guidance but avoided making a hard rule. He will then circulate the section to the Board Members for review and comment.

Action – Ray Rohr

11. Auditor Application Form and Course Guidance Material

As suggested by the Governing Board the auditor application form and related guidance material was reviewed. It was agreed that while that basic material was appropriate, that several amendments should be made to enhance the clarity of the information. The revisions are shown in Appendix C.

12. Provision of Audit Procedures Manual to Operators

Two options were discussed. They were:

1. Make the audit procedures available for sale to IS-BAO holders at a specified price such as \$100US, or
2. Development of an internal audit procedures manual that could be made available to all IS-BAO holders at no additional cost,

It was agreed to develop an internal audit procedures manual that is based on the IS-BAO Audit Procedures Manual but designed specifically for the internal audit process.

Action – Ray Rohr

13. IS-BAO Marketing Program

Based on last years marketing program and the results discussed Item 6.h plus emerging complementary initiatives by Member Associations, the following IS-BAO marketing initiatives were recommended for the coming year:

1. Participation in all NBAA Regional Forums;
2. Provide information to operators on IS-BAO and how it can be implemented through IS-BAO Workshops in the USA, Europe and South America;
3. Make similar presentations at LABACE, EBACE, US Corporate Aviation Safety Seminar, Farnborough Air Show 2004 and the EBAA Safety Seminar being considered for March 2004;
4. Write IS-BAO articles for publication in aviation magazines that have broad circulation especially in Europe, North America and South America;
5. In the articles include how IS-BAO can be implemented by charter i.e., Part 135 or equivalent operators;
6. Develop a CD that contains a narrated IS-BAO information presentation and distribute it broadly through the IBAC Member Associations; and
7. Put out a press release that conveys the message that IS-BAO meets the requirements contained in the JAR-OPS 2 A/NPA and that the Standards Board has undertaken to ensure that it will continue to meet or exceed them. (A copy of the Press Release that was issued is contained in Appendix E).

14. Other Business

14.1 Security Issues

Bob Blouin briefed on the NBAA efforts to ensure equal access to airports and airspace for business aircraft operators. These efforts include the Transportation Security Administration Access Certificate (TSAAC) program that is now being tested in three New York area airports. NBAA and the TSA have developed a voluntary security protocol for Part 91 operator's that is integral to the test program. In anticipation of the success of the TSAAC test program and its national application, the NBAA are launching a series of security training seminars in the US.

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One issue discussed was how this initiative could be applied to operators from outside of the USA. There was general agreement that the objective should be to ultimately make the TSAAC program available to foreign operators.

It was agreed that one way of demonstrating to the TSA that foreign and USA operators met the TSAAC requirements was to integrate the requirements of the *NBAA Voluntary Security Protocol of Part 91 Operators* into the IS-BAO. In doing this the Security section of the IS-BAO should also reflect EU security requirements.

Action – Ray Rohr

It was also agreed that work should be undertaken to integrate the IS-BAO and TSAAC audit requirements. Ray Rohr will work with Eric Ramsdell, NBAA Manager, Safety & Operations, on this initiative.

Action – Ray Rohr

15. Next Meeting

It was moved by Paul Stinebring and seconded by Gary Ridley that the next meeting will be held from 1400 – 1600 hrs - on Thursday May 27, 2004 in Geneva. A subsequent meeting will be held on October 11, 2004 in Las Vegas, NV.

16. Adjournment

There being no further business the meeting was adjourned at 1500 hrs.

Terms of Reference for IS-BAO Standards Board

Purpose

The IS-BAO Standards Board is the decision making body for all changes to the standards contained in the IS-BAO and for decisions regarding issue of Certificates of Registration.

These Terms of Reference provide for the establishment and ongoing management of the IS-BAO Standards Board.

Authority

The IBAC Governing Board authorizes establishment of the IS-BAO Standards Board. The Standards Board is delegated responsibility by the IBAC Governing Board for the content of the standards and for final approval for issue of Certificates of Registration.

The IBAC Governing Board retains authority for broad policy for the IS-BAO, including setting the price for the sale of the documents.

IS-BAO Standards Board Members

The IS-BAO Standards Board consists of the following Members:

- ~~• IBAC Safety and Flight Operations Workgroup;~~
- ~~• Two or three members of the Governing Board; and~~
- ~~• Two or three representatives of flight departments.~~
- Six members appointed by the Planning and Operations Committee; and
- Five members appointed by of the Governing Board;

The Board shall be comprised of at least three members with flight operations experience and one with aircraft maintenance expertise.

All members will be appointed for a three-year term however, the membership terms shall be arranged so that the term of at least three members expires each year.

The IS-BAO Standards Board will elect a Chairperson and a Vice-Chairperson from among its Members, each to serve for a two-year term of office.

Meetings

Meetings will be held at a minimum of once per year and will normally be of one-day duration. Meeting dates will be established approximately one year in advance of the meetings. On occasion, extraordinary meetings may be required to consider unforeseen issues.

Administration

The IS-BAO Standards Manager and IBAC administrative staff will provide secretariat services for the IS-BAO Standards Board. Board Members will be provided with the Agenda and material for the meeting approximately one week in advance of the meetings.

The IS-BAO Standards Manager is responsible for assessing all proposals for change to the standards and collating the assessments for consideration by the Board at its annual meeting.

Reporting

The IS-BAO Standards Board will issue an Annual Report to the IBAC Governing Board. The Standards Board will also report all changes to the IS-BAO standards on the IBAC Website dedicated to the IS-BAO.

Costs

All administrative costs associated with the IS-BAO Standards Board will be the responsibility of the IS-BAO Dedicated Account.

Members are expected to pay for travel expenses.

Annex 1 Personnel Licensing - Amendment # 164

Effective Date 14 July 2003

Date of Applicability

Description

- a) Amendment of definitions;
- b) New provisions requiring language proficiency for aeroplane and helicopter pilots, navigators using radiotelephony, air traffic controllers and aeronautical station operators;
- c) Introduction of a Note on qualification and training for aeronautical meteorology personnel;
- d) Amendment to the Human Factors knowledge requirements for Aircraft Maintenance Engineer.

Action: IS-BAO section 4.3 Crew Member Qualifications amended.

Annex 2 Rules of the Air - Amendment # 37

Adopted 28 February 2003

Effective Date –

Applicable –

Description: Pilot procedures in the event of unlawful interference.

Action: IS-BAO AMC 15.0 Security Programs amended.

Annex 6 Operation of Aircraft, Part I Commercial Aeroplanes - Amendment # 28

Adopted: 13 March 2003

Effective date: 14 July 2003

Date of applicability: 27 November 2003

Description:

- a) New provision concerning language proficiency requirements;
- b) New definition and provision concerning an operator's flight safety documents system;
- c) New definition and provisions concerning the safety aspects of ground handling arrangements;
- d) Authorization by the State of Operator for operations in RNP airspace; and
- e) New provision concerning the content of an operations manual in regard to the airborne collision avoidance system (ACAS).

Action: Noted as information

Annex 6 Operation of Aircraft, Part II General Aviation Aeroplanes - Amendment # 23

Adopted: 13 March 2003

Effective date: 14 July 2003

Date of applicability: 27 November 2003

Description: Authorization by the State of Registry for operations in RNP airspace.

Amendment details:

Chapter 7 AEROPLANE COMMUNICATIONS AND NAVIGATION EQUIPMENT

New para 7.2.2

“7.2.2 For flights in defined portions of airspace or on routes where an RNP type has been prescribed, an aeroplane shall in addition to the requirements specified in 7.2.1;

- a) be provided with navigation equipment which will enable it to operate in accordance with the prescribed RNP type(s); and
- b) be authorized by the State of Registry for operations in such airspace.

Note; *Information on RNP and associated procedures, and guidance concerning the approval process, is contained in the Manual on Required Navigation Performance (RNP) (Doc 9613). This document also contains a comprehensive list of references to other documents produced by States and international bodies concerning navigation systems and RNP.”*

Action: IS-BAO section 6.8 amended.

Annex 10 Aeronautical Telecommunications, Vol II Communications Procedures -
Amendment # 78

Adopted: 5 March 2003

Effective date: 14 July 2003

Date of applicability: 27 November 2003

Description: Language proficiency requirements

Action: Noted as information

Annex 10 Aeronautical Telecommunications, Vol III Communications Systems -
Amendment # 78

Adopted: 5 March 2003

Effective date: 14 July 2003

Date of applicability: 27 November 2003

Description:

- a) Changes to technical specifications relating to radio frequency channels;
- b) Introduction of registration requirement for ELTs;
- c) Incorporation of VDL Modes 3 and 4 in the table of ATN sub-network priorities (Table 3-3);
- d) Editorial amendments.

Action: Noted as information

Annex 11 Air Traffic Services - Amendment # 42

Adopted: 26 February 2003

Effective date: 26 July 2003

Date of applicability: 11 November 2003

Description: Definitions; provision of air traffic services irrespective of airborne collision avoidance system (ACAS) operation.

Action: Noted as information

Annex 18 The Safe Transport of Dangerous Goods by Air - Amendment # 7

Adopted: 24 February 2003

Effective date: 14 July 2003

Date of applicability: 27 November 2003

Description:

Notification to ICAO of appropriate national authorities responsible for dangerous goods;

Provision of emergency response information regarding dangerous goods.

Action: IS-BAO chapter 14.0 amended.

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APPENDIX C – AMENDMENTS TO IS-BAO AND GCOMs

Section	Issue	Proposed Action	Agreed Action
2.6 Translation into Other Languages	The IBAC Governing Board agreed that a statement to the effect that "The 'definitive' text for the IS-BAO is the English language version.", is to be inserted in the front of any translated version(s) of the IS-BAO.	Add section 2.6 advising of that requirement.	Approved
3.2 SMS Requirements	The <i>NBAA PROTOTYPICAL Business Aviation Safety Program Manual</i> and the recently developed <i>Guidelines for the Conduct of Risk Analysis by Business Aircraft Operators</i> provide guidance on SMS elements that could be of assistance to operators.	Provide a reference in section 3.2 to those sources.	Approved Add in appropriate references to material from other jurisdictions.
4.3 Crew Member Qualifications	This Standard does not address the requirement for operators to meet the personnel licensing standards of Annex 1 when operating outside of the operator's national airspace.	Add a provision that reflects this requirement.	Approved
4.3 Crew Member Qualifications	An amendment to ICAO Annex 1 introduces new language proficiency requirements for pilots.	Add a provision requiring flight crew members to be able to effectively communicate in the language used for radiotelephony communications	Approved
4.3 Crew Member Qualifications	At an auditor workshop it was recommended that right seat landing and take-off recency requirements be added, especially for pilot incapacitation considerations.	Add a recommended practice that when the aircraft is normally flown from the left seat that the operator should establish right seat recency requirements.	Approved
5.1 Training Programs	The <i>NBAA PROTOTYPICAL Business Aviation Safety Program Manual</i> contains information on training programs that may be useful to operators.	Provide a reference in section 5.1 to that source.	Approved
5.1 Training Programs	An operator noted that surface contamination and emergency procedures training is required each year while in some jurisdictions it is required every two years. Also, the GCOM intimates that emergency procedures training is required every two years.	Revise section 5.1 to make surface contamination and emergency procedures training required every two years.	Approved
5.1 Training Programs	At an auditor workshop it was recommended that MEL training be added to the list of training that an operator should consider.	Add MEL training to the list of courses of training that should be considered.	Approved
5.1 Training Programs	An operator noted that the industry "best practice" was to use flight simulators for initial and annual training and therefor the modifier " <i>at least, to use a flight simulator every second year</i> " was not correct.	Delete the modifier from the sentence in 5.1.4 and insert "initial".	Approved

APPENDIX C – AMENDMENTS TO IS-BAO AND GCOMs

Section	Issue	Proposed Action	Agreed Action
5.2 Crew Resource Management	At an auditor workshop it was pointed out that there are CRM courses available that are applicable to single pilot operations.	Remove the statement that CRM applies to two-crew aircraft.	Approved
5.4 High Altitude Training	An auditor has question the appropriateness of requiring a full high altitude training program for each type of aircraft.	To require High Altitude training for all flight crew members operating aircraft above 10,000 feet ASL and recommended that high altitude training pertinent to the aircraft type be done during initial aircraft type training.	Approved
5.6 Training and Qualification Records	During an audit it was noted that the corporate retention policy of several of the training service providers is to retain training records for three years. This is considered representative to identify trends and appropriate for management of recurrent training programs.	Revise the training record retention period to three years from five years.	Approved
6.1 Standard Operating Procedures	The <i>NBAA PROTOTYPICAL Business Aviation Safety Program Manual</i> contains guidance material on SOPs, especially approach deviation limits and associated procedures, that could be of assistance to operators.	Provide a reference in section 5.1 to that source.	Approved Also add European references.
6.4 Weather Minima	At an auditor workshop it was recommended that a provision be added to 6.4 specifying that take-off minima of ½ mile be applied when no other take off minima is specified.	Revise 6.4 to require that take-off minima of ½ mile be applied when no other take off minima is specified. Obstacle clearance considerations have also been included. Section 6.4.4 has also been revised to more accurately reflect the requirements of Annex 6 Part II.	Approved with minor revision.
6.6 Minimum Navigation Performance Specification Airspace	Editorial	Editorial revision to clarify.	Approved
6.8 Required Navigation Performance	An amendment to ICAO Annex 6 Part II revises the wording for RNP equipment and approval requirements.	Revise to reflect Annex 6 Part II.	Approved
7.1. Sovereign and International Airspace	An operator noted that there was duplication in the requirements stated in 7.1.1 and 7.8.	To delete 7.8 and amend 7.1 to clarify the requirement.	Approved
8.5 Emergency Equipment - General	Crash axe requirement. See attached issue paper.	Revise requirement for a crash axe to apply to aircraft with a seating capacity of more than	Approved

APPENDIX C – AMENDMENTS TO IS-BAO AND GCOMs

Section	Issue	Proposed Action	Agreed Action
		19 passengers.	
8.7 Flights over Remote Land Areas	An auditor suggested that the terminology “flights over remote land areas” was ambiguous.	Revise the section to reflect the wording that is used in ICAO Annex 6 Part II.	Approved
9.1 Maintenance Control System	It was noted that the term maintenance program is used in some jurisdiction rather than maintenance schedule.	Revise references in section 9.1 to read maintenance “schedule/programme”.	Approved
9.1 Maintenance Control System	At an auditor workshop it was noted that the term “flight authorities” was ambiguous.	Revise the section to specify that the provision relates to flight permits and special flight authorizations.	Approved
9.2 Maintenance Agreements	At an auditor workshop it was noted that the requirement for “written” maintenance agreements was very restrictive and there may be other forms of authorizations that are equally effective.	Revise section 9.2 to allow for other forms of maintenance authorizations to be specified in the COM.	Approved
9.2 Maintenance Agreements	At an auditor workshop it was suggested that a requirement be included for maintenance service providers to ensure that maintenance staff do not work on the operator’s aircraft when they are fatigued.	Include fatigue provision in section 9.2.3 as a recommended practice.	Approved
9.5 Maintenance Personnel Training	At an auditor workshop it was suggested that maintenance personnel training be split into required training and recommended training.	Revise section 9.5 to required initial and recurrent aircraft type training and recommended other related training.	Approved
11.0 Emergency Response Plan	The <i>NBAA PROTOTYPICAL Business Aviation Safety Program Manual</i> contains guidance material on emergency response plans that could be of assistance to operators.	Provide a reference in section 11.0 to that source.	Approved
12.0 Environmental Management	At an auditor workshop it was recommended that operators should also be aware of local environmental rules as well as procedures at destination and en-route airports.	Revise section 12.0 to include this as a recommended practice.	Approved
13.0 Occupational Safety and Health	The <i>NBAA PROTOTYPICAL Business Aviation Safety Program Manual</i> contains guidance material on occupational safety and health issues that could be of assistance to operators.	Provide a reference in section 13.0 to that source.	Approved ADD IN EU REFERENCES

APPENDIX C – AMENDMENTS TO IS-BAO AND GCOMs

Section	Issue	Proposed Action	Agreed Action
14.0 Transportation of Dangerous Goods	An amendment to ICAO Annex 18 revised the reporting requirements in the event that an aircraft carrying dangerous good is involved in an accident or incident.	Revise chapter 14.0 to reflect revised reporting requirements.	Approved
15.0 Security	The <i>NBAA Best Practices for Business Aviation Security</i> was used a source document in developing the Security AMC. It may be useful to operators to consider other items on that web page when developing their security program	Provide a reference in section 15.0 to that source.	Approved ADD IN EU REFERENCES
15.0 Security	The <i>NBAA Voluntary Security Protocol for Part 91 Operators</i> is the NBAA recognized and Transportation Security Administration (TSA) endorsed standard for demonstrating an acceptable means for securing Business Aviation.	Include this protocol as Attachment B to AMC 15.0 Security Programs, and provide a reference to it in section 15.0.	Approved ADD IN EU REFERENCES
AMC 3.2 Safety Management System	The document <i>Guidelines for the Conduct of Risk Analysis by Business Aircraft Operators</i> has been developed as additional guidance material for operators.	Provide a reference in section AMC 3.2 to that source.	Approved Add to IS-BAO CD

Audit Program

Certificate of Registration

Flight Departments implementing IS-BAO may wish to obtain a Certificate of Registration from IBAC, thus demonstrating compliance to a recognized international standard. IS-BAO is a voluntary standard and registration is voluntary; however, there may be considerable benefits to a flight department by advising Boards of Directors, regulators and insurance companies, of compliance to the international standard. [Click here to view Certificate of Registration Application, Right Click "Save Target As" to download](#)

Audits

Certificates of Registration are issued by IBAC to flight departments that have demonstrated compliance through successful completion of a third party industry audit by an IBAC Accredited Auditor.

Flight departments arrange for an audit directly with an Accredited Auditor. The audits are conducted pursuant to the IBAC Audit Procedures Manual, which is provided to auditors attending the audit workshop.

Accredited Auditors

IBAC will accredit auditors following completion of a **one-day** workshop. ~~Prior to attending the IS-BAO workshop, auditors must have had experience in an aviation discipline and must have attended an audit course such as the ISO internal or external audit course.~~ The IBAC standards for the qualifications and experience required for auditors are as follows:

- a. knowledge in civil air regulations provisions in general, particularly those of the International Civil Aviation Organization;
- b. knowledge in aircraft operational management;
- c. a minimum of five years experience in an aviation discipline;
- d. have completed a recognized audit course such as an ISO or other standards body related course, for either external or internal auditing, or have extensive aviation auditor experience;
- e. have experience in aviation safety management; and
- f. excellent written and oral communication skills.

Click here to view the Accredited Auditor list.

Audit Workshops

IBAC offers an audit workshop on a periodic basis, generally twice per year. Locations for the workshop are rotated to facilitate attendance, but generally one in North America and one in Europe is planned each year.

The cost of the workshop includes a copy of the Audit Procedures Manual. Auditors **are required to**~~should~~ attend a workshop ~~every~~**within** the previous two **calendar** years.

Point here to see a schedule of IS-BAO Audit Workshops and information on how to sign-up to attend a Workshop.

APPENDIX D – IBAC WEB SITE IS-BAO AUDIT PROGRAM INFORMATION

IS-BAO Audit Workshops

IBAC presents a minimum of two audit workshops per year, contingent on demand. An attempt is made to schedule Workshops at locations and times convenient to potential accredited auditors and other interested parties. Please contact IBAC if you feel that there is a critical mass of individuals interested in a Workshop in areas not shown on the schedule.

Fees

1,500 USD	Initial accreditation of an organization or an individual auditor.	Auditor Workshop, copies of the IS-BAO and Audit Procedures Manual, and issue of auditor accreditation.
1,200 USD	Initial accreditation of an organization or other members of an organization or an individual auditor where the organisation or individual has already purchased a copy of IS-BAO.	Auditor Workshop, a copy of the Audit Procedures Manual, and issue of auditor accreditation.
400 USD	Renewal fee, refresher workshop.	Issue of accreditation renewal.

Payment can be made by bank draft or money order in US dollars made payable to:
International Business Aviation Council - IS-BAO Account.

Please mail payment no later than 14 days prior to the workshop to:
**International Business Aviation Council
Suite 16.33
999 rue University
Montreal, Quebec H3C 5J9
Canada**

Schedule

The next workshop is planned for **September 5, 2003** in **Morristown, New Jersey**.

Sign-up

Please contact:
IBAC Standards Manager, at rayrohr@telusplanet.net
Tel: 1-780-915-6972
Alternatively, contact IBAC at: info@ibac.org
Tel: 1-514-954-8054

Sign-up Form

To download the Sign-up Form that applies to you click below.
Please e-mail the form to info@ibac.org or fax to 1-514-954-6161

[Form for Auditors](#)

Applicants for accreditation as IS-BAO auditors are requested to complete this form in full and submit it to IBAC along with a resume of qualifications.

[Form for Operators and Interested Parties](#)

(click to open **word** files, right click, "save target as" to download)

APPENDIX D – IBAC WEB SITE IS-BAO AUDIT PROGRAM INFORMATION

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. General knowledge of civil aviation regulation provisions.
- b. Knowledge of ICAO Standards and Recommended Practices.
- c. Knowledge of the management of business aircraft operations.
- d. A minimum of five years experience in an aviation discipline.
- e. Completion of a recognized audit course.
Specify _____
- f. Experience in aviation safety management.
- g. Good written and oral communication skills.

5. Professional References

Name _____

Name _____

Address _____

Address _____

Telephone _____

Telephone _____

6. PREFERRED WORKSHOP Location _____ Date _____

7. I WISH TO BE LISTED ON THE IBAC WEBSITE AS AN ACCREDITED AUDITOR YES NO

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

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION.

Format of Response to Expressions of Interest.

Dear Mr. _____:

Thank you for your expression of interest in receiving accredited as an IS-BAO auditor.

Attached is an application form. Please complete the form and send it to me via e-mail or fax, along with a copy of your resume. In your resume please ensure that you provide information that substantiates your experience and qualifications in relation to the IS-BAO Auditor minimum qualifications. They are:

- a. knowledge in civil air regulations provisions in general, particularly those of the International Civil Aviation Organization;
- b. knowledge in aircraft operational management;
- c. a minimum of five years experience in an aviation discipline;
- d. have completed a recognized audit course such as an ISO or other standards body related course, for either external or internal auditing, or have extensive aviation auditor experience;
- e. have completed the IS-BAO Audit Workshop within the previous two **calendar** years;
- f. have experience in aviation safety management; and
- g. excellent written and oral communication skills.

Once your application has been accepted you will be asked to submit the course fee. The course fee is:

- \$1,500 US for initial accreditation of an organization or an individual auditor, or
- \$1,200 US for initial accreditation of an organization or other members of an organization or an individual auditor where the organization or individual has already purchased a copy of IS-BAO.

When the course fee has been paid you will be provided with a copy of the Audit Procedures Manual and other documents.

If you have any questions, please contact me.

Ray Rohr
IBAC Standards Manager
Phone 780-915-6972
Fax 780-460-0286



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**Press Release
IS-BAO TAKES FLIGHT**

IS-BAO - an International Standard for Business Aircraft Operations was launched by the International Business Aviation Council (IBAC) in May 2002 following three years of development. This industry code of best practice is rapidly gaining acceptance with flight departments and recognition by regulatory authorities, particularly those in Europe.

While nearly 200 US Flight Departments have started the process of IS-BAO implementation, recent events have stimulated interest in Europe. The Joint Aviation Authority have indicated in the JAR OPS 0 & 2 Advance Notice of Proposed Rulemaking that compliance with IS-BAO will be accepted as fulfilling that emerging regulatory requirement.

John Batty, IS-BAO Standards Board Chair, reported today in Orlando that the Board will continue to closely monitor the ongoing development of JAR OPS 0 & 2 to ensure that the IS-BAO will meet or exceed European Regulatory requirements for Business Aviation.

October 7, 2003