

2 ACCREDITED AUDITORS

2.1 Auditor Accreditation

2.1.1 IBAC issues auditor accreditation and appropriate credentials, at IBAC's sole discretion, to those individuals that successfully demonstrate adequate qualification, expertise and experience, as well as appropriate customer service skills and professional conduct compatible with the IBAC programme, to the satisfaction of IBAC. The scope of an auditor accreditation is awarded based on their aviation experience and areas of expertise. Notwithstanding issuance by IBAC of accreditation and/or credentials to auditors, IBAC makes no representation or warranty to any auditors as to the remuneration, potential or actual, that may be earned by an individual applying for and accepting such an accreditation; and, in no event, shall IBAC be liable to any auditors for any incidental or consequential damages (including, but not limited to, lost revenues and/or profits) in connection with the issuance, non-renewal, suspension, or withdrawal of such accreditation and/or credentials for any reason.

2.1.2 For initial accreditation applications, the Auditor Accreditation Manager reserves the right to request auditors to provide additional information and evidence as well as to complete specific tests, interviews and other assessments in validation of performance and expertise. IBAC has the right to refuse an initial accreditation application at its sole discretion, to include but not limited to where:

- a. Having considered the application and any other information or documents in its possession relating to them, IBAC considers that they are unsuitable for initial accreditation;
- b. The references are deemed unsatisfactory; or
- c. IBAC considers that granting the accreditation is not in the best interest of the IS-BA Programme.

Note: Auditor accreditation is a privilege, not a right.

2.1.3 For renewal accreditation applications, the Auditor Accreditation Manager reserves the right to request auditors to provide additional information and evidence as well as to complete specific tests, interviews and other assessments in validation of performance and expertise, as well as review the auditor's history in the programme, including the auditor's performance in past audits, the quality of their audit reports, their ethical and professional conduct, their customer service skills and their overall attitude towards the programme, IBAC and its staff, among other aspects. IBAC has the right to refuse a renewal accreditation application at its sole discretion, to include but not limited to where:

- a. Having considered the application and any other information or documents in its possession relating to them, as well as the auditor's history in the programme, IBAC considers that they are unsuitable for continued accreditation;
- b. The references are deemed unsatisfactory; or
- c. IBAC considers that renewing the accreditation is not in the best interest of the IS-BA Programme.

Note: Auditor accreditation is a privilege, not a right.

2.1.4 In order to be considered for initial accreditation or for renewal of accreditation, the candidate must demonstrate compliance to the satisfaction of IBAC in its sole discretion with the qualification and experience prerequisites detailed in Appendix F (IS-BAO™) or G (IS-BAH™) of this manual. Auditors who hold a valid accreditation as of the publication date of this manual are not subject to the qualification pre-requisites established in Appendix F (IS-BAO™) or G (IS-BAH™). As such, their credentials must be maintained in the future renewals of their accreditation, unless withdrawn in accordance with section 2.4.3 of this manual. However, this

exemption will no longer apply if the auditor lets his/her accreditation/validity expire for more than 6 months, in which case the auditor will be processed as an initial applicant under the rules of this manual.

- 2.1.5 Audits can be conducted by a single auditor, or a team composed of more than one auditor, in which case one of the auditors will be designated as the lead auditor.
- a. The lead auditor of an audit team, or the single auditor, is responsible for:
 - i. Planning of the audit;
 - ii. Pre-audit coordination with the operator;
 - iii. Submission of the Planned Audit Notification to IBAC;
 - iv. Determination of the sections of the audit that will be conducted onsite by each one of the members of the audit team. For IS-BAO™ only, chapter 13 must be conducted by an auditor holding the (OP) credential whereas chapters 14 and 15 must be conducted by an auditor holding the (MX) credential. Chapter 3 must be conducted by the lead auditor, but it is strongly encouraged that all auditors on the audit team be included in this assessment as they will need to ensure that the SMS is fully integrated with all areas of the organization. The other sections/chapters of the audit protocols should be assigned within the audit team as appropriate to each member's expertise/credentials and to the audit schedule. The information on the auditor responsible for assessment of each chapter must be included in the Audit Summary section of the Audit Report;
 - v. Conduct of the pre-audit and onsite phases of the audit, including the review of document references, for the sections/chapters of the audit protocols under their own responsibility, and oversight of the work conducted by the audit team members on the other sections/chapters of the audit, including any identified nonconformity;
 - vi. Producing the audit report, including the revision of the sections / chapters audited by the other audit team members;
 - vii. Submitting the audit report to IBAC and working with the Audit Manager during the audit review process;
 - viii. Coordinating with the operator on any identified nonconformities and the associated review and validation of onsite corrections, remedial action plans and implementation of such plans for closure of any findings, as applicable;
 - b. The other accredited auditor(s) in the audit team are responsible for:
 - i. Supporting the lead auditor on the planning for the audit;
 - ii. Conducting the pre-audit and onsite phases of the audit, including the review of document references, for the sections / chapters of the audit protocols assigned to them;
 - iii. Assisting the lead auditor in determining that the SMS is fully integrated with all areas of the organization;
 - iv. Reporting to the lead auditor on the flow of the audit and its results, including any identified nonconformities and any other relevant aspects;
 - v. The review and validation of onsite corrections, or remedial action plans and implementation of such plans, for closure of any nonconformities related to the sections / chapters of the audit protocols assigned to them;
 - vi. Assisting the lead auditor throughout the audit review process as needed.
 - c. In extreme cases, the Audit Manager may authorize a pre-approved Subject Matter Expert (SME) to conduct the part of the audit for which the audit team does not hold the required credentials under the supervision of an accredited auditor. The responsibilities listed in item

2.1.5.b above also apply to SMEs. However, although SMEs are allowed to assist under the supervision of an accredited auditor, they may not submit an Audit Report. Also, this participation shall not count towards the minimum number of audits for granting the S credential should the individual obtain auditor accreditation after the audit.

- d. If any other non-accredited individuals, other than IBAC or authority staff, are present during the audit to observe or assist in the conduct of the audit (e.g. observers, auditors in training, assistants, translators, etc.), such individuals are to be considered part of the audit team and their involvement must be notified to IBAC and previously authorized by the audited organization. These individuals may assist the auditors with clerical tasks such as taking notes, photos or videos. However, the individual shall not conduct any portion of the audit, including the review of document references, or participate in the development of the audit report. Also, this participation shall not count towards the minimum number of audits for granting the S credential should the individual obtain auditor accreditation after the audit

2.1.6 The auditor or audit team must possess all the applicable credentials to conduct an audit, considering the operational characteristics of the organization to be audited, the Stage (1, 2 or 3) of the audit and whether the organization uses the IS-BA for regulatory purposes. The prerequisites for granting of each credential are described in Appendix F (IS-BAO™) or G (IS-BAH™) of this manual.

- a. Auditors holding a valid accreditation may request the addition of credentials at any time within their accreditation period, by indicating the credential(s) the applicant wishes to have added to his/her accreditation and providing documentation and evidence to support this request. The Auditor Accreditation Manager (AAM) will analyse the request considering the documentation and evidence provided by the auditor in this request, as well as previous performance and conduct in the IS-BA programme, and determine whether they support the auditor's qualification, expertise and experience for the requested credential(s) to the satisfaction of IBAC. During this analysis, the AAM may ask the auditor for additional evidence or documentation and subject the auditor to tests and/or interviews, as the AAM deems appropriate;
- b. If the auditor's request is accepted, the AAM will issue an updated accreditation letter indicating the approved additional auditor credentials. The auditor's Validity Period will remain unchanged;
- c. IBAC will continuously monitor the auditor's performance in the areas for which they hold credentials. Credentials may be suspended or removed by IBAC at any time at its sole discretion;
- d. Some countries or regions recognize the IS-BA programmes as part of their regulatory framework. For those cases, specific credentials, referred to as Special Regulatory Qualifications (SRQ), may be established and required for auditors to conduct audits at organizations using the IS-BA for regulatory purposes. The specific requirements for each Special Regulatory Qualification are determined in cooperation between IBAC and the affected State CAAs to ensure that audits conducted for this purpose meet the quality requirements of both organizations and are described in Appendix F (IS-BAO™) or Appendix G (IS-BAH™) of this manual. In order to audit organizations using the IS-BA for the purpose of complying with the regulatory requirements of such States, all auditors in the audit team must possess the corresponding Special Regulatory Qualification.

2.1.7 Unless otherwise authorized by IBAC, in order to perform an audit as a lead auditor, the auditor must have a valid accreditation and be considered current. Auditor Accreditation Validity is discussed in section 2.2 of this manual. Auditor currency requirements are detailed in Appendix F (IS-BAO™) or G (IS-BAH™).

- 2.1.8 By accepting the IBAC auditor accreditation, the auditor must undertake to ensure that they are current and qualified in conducting an IS-BA audit and will only audit the scope of operations for which they are approved.
- 2.1.9 For the IS-BAH™ programme only, an initially accredited auditor must participate in at least two Stage 1 audits as lead auditor, prior to conducting a Stage 2 audit. Per Appendix G, auditors must have completed at least six IS-BAH™ Stage 2 audits, four of which were completed over the last 24 months, to be considered for the Stage 3 (“S”) credential which allows the auditor to function as the lead auditor in Stage 3 audits.
- 2.1.10 A current list of accredited auditors, the scope of their accreditation and their organizational affiliation is maintained on the respective IS-BA programme pages of the IBAC website.

2.2 Accreditation Validity

- 2.2.1 Accreditation validity is determined during the initial accreditation and the renewal process.
- 2.2.2 Initial auditors receive an accreditation for a period of 24 months. The auditor’s Validity Date will be determined as the last calendar day of the month, 24 months after initial Accreditation Date.
- 2.2.3 An auditor whose accreditation/validity has expired is not permitted to perform IS-BA registration audits until his/her accreditation is renewed, unless otherwise authorized by IBAC.
- Auditors whose accreditation/validity has expired for more than 6 months must apply as an initial candidate if they wish to regain accreditation;
 - Auditor validity periods will not normally be extended. However, in exceptional circumstances, the Auditor Accreditation Manager may, at his/her discretion, grant an extension to an auditor accreditation validity until the date of the next suitable auditor accreditation workshop, limited to a 3-month period from auditor’s current validity. Such an extension does not affect the new validity period after renewal is complete, which will be based on the previous validity period as determined in section 2.2.4.
- 2.2.4 Renewing auditors may receive an accreditation valid for a period of up to 30 months. The actual Validity Date will be determined by the Auditor Accreditation Manager as follows:
- If an auditor completes the required training for renewal more than 6 months before his/her Validity Date, the new Validity Date of the renewed accreditation will be determined as 24 months from the completion of training;
 - If an auditor completes the renewal training up to six months prior to or up to six months after his/her Validity Date, the new Validity Date will be determined as 24 months from the auditor’s previous Validity Date. For example, if the auditor’s current Validity Date is July 31, 2023 and he/she completes the renewal training in February 2023 or in December 2023, his/her new Validity Date will be July 31, 2025.

2.3 IBAC Auditor Code of Conduct

- 2.3.1 Auditors are required, as a minimum, to adhere to the following:
- To conduct the audit professionally, accurately and in an unbiased manner;
 - Not to act in any way prejudicial to the reputation, interests or credibility of IBAC;
 - To exercise reasonable skill, care and diligence and apply the highest professional standards;

- d. To maintain high standards of conduct relating to health and safety, harassment, ethics, discrimination and data protection;
- e. To do nothing which is likely to bring the IBAC into disrepute or which is materially contrary to the interests of the IBAC;
- f. Not to undertake or pursue any assignments that they are not competent or IBAC approved to perform;
- g. Not to represent conflicting or competing interests and will disclose to IBAC any relationships that may influence the auditor's judgment;
- h. Not to discuss or disclose any information relating to any audit unless required by law or authorized in writing by the client;
- i. To cooperate fully with IBAC in the execution and completion of audit reports, including, but not limited to, being responsive to requests from IBAC for further information or clarification regarding audit reports;
- j. In the event of being selected for an audit monitor, to cooperate fully with, and provide assistance to, any IBAC designated monitor;
- k. To not use the name and trademarks of IBAC, IS-BAO™ and IS-BAH™ and/or any copyright material of IBAC (including, but not limited to, this document) in advertising, publicity or promotion of an auditor or an auditor's business without specific, written prior permission from IBAC;
- l. In the event of any alleged breach of this code, to co-operate fully in any formal inquiry procedure; and
- m. To correct any errors at the auditor's own expense.

2.4 Auditor Performance Review

- 2.4.1 IBAC continually monitors auditor performance via a number of sources including organization feedback, audit reviews, and auditor monitoring.
- 2.4.2 Auditors are expected to demonstrate professional behaviours and skills in line with the principles listed below.
 - a. Subject-matter expertise in the areas credentialed;
 - b. Willingness to continuously learn and improve;
 - c. Passion about aviation safety, with a level of knowledge going beyond the foundational documents;
 - d. Diplomacy, open-mindedness, sincerity, and fairness;
 - e. Lack of hesitation to raise findings, but with ability and care to do so in a respectful and constructive manner;
 - f. Highly values work ethics, and places the auditees' safety and interests before personal gains;
 - g. Ability to recognize situations of conflict of interest, and willingness to step aside when warranted, even as precautionary measure or when in doubt;
 - h. Integrates the crucial importance of good preparation and planning, but remains flexible to last-minute changes;
 - i. Genuine interest in understanding what makes sense to others and ability to accept different perspectives;

- j. Understanding that creating value for the customer is the only viable long-term business proposition for all concerned;
- k. Ability to remain factual and as objective as possible;
- l. Ability to build and sustain constructive working relationships;
- m. Strives for excellence in the quality of their work;
- n. Demonstrates good verbal and written communication skills.

2.4.3 IBAC reserves the right, at its sole discretion, to deny accreditation renewal or to withdraw or suspend accreditation or specific credentials of an auditor, at any time, for any reason to include, but not limited to:

- a. Failure to renew auditor accreditation within the specified timeframe;
- b. Failure to complete an audit within the timelines specified in section 3.7.2 without acceptable reason;
- c. Inappropriate or unacceptable conduct;
- d. Consistent unsatisfactory performance as determined by IBAC at their sole discretion; or
- e. Failure to comply with IBAC policies and requirements.

For auditors that are accredited in both IS-BA Programmes, given the overlap in the features and conduct of both programmes, an IBAC decision to deny accreditation renewal or withdraw accreditation or specific credentials of an auditor as to one of the IS-BA Programmes may be extended, in the sole discretion of IBAC, to cover the other IS-BA Programme in order to ensure appropriate quality control.

2.4.4 States or other regulatory agencies which accord a degree of recognition to the IS-BA programmes within their regulatory system may choose to monitor audits conducted in their region as they see fit. If the regulatory agency is not satisfied with the quality of the audit conducted, they may, at their discretion, provide remedial training to the auditor, or ask IBAC to revoke the auditor's corresponding Special Regulatory Qualification (SRQ) credential (when applicable) due to unsatisfactory performance.

2.5 Auditor Review Board (ARB)

2.5.1 IBAC, in its sole discretion, may take action related to an auditor's accreditation at any time as it deems appropriate for auditor conduct or performance. Whenever IBAC deems appropriate, it may, at IBAC's discretion, convene an Auditor Review Board in order to discuss issues arising as a result of Auditor performance or conduct.

Note: The ARB is a process solely for the review of Auditor performance or conduct by IBAC as a matter of its internal operations, not a legal proceeding.

- b. The IS-BA ARB will consist of the IBAC leadership and the auditor. No third parties will be permitted to participate in the ARB;
 - i. A minimum of three members of the IBAC leadership are required for a quorum;
 - ii. The ARB may meet in person or via video conference;
- c. The Auditor will be informed of the issue to be discussed before the Board and scheduled via email;
- d. Auditor participation and cooperation with the ARB process is required. Failure to do so in a reasonable timeframe, or explicit refusal by the auditor to participate in the ARB process, will result in a waiver of the auditor's opportunity to participate in the ARB process and the immediate suspension or revocation of accreditation at the sole discretion of IBAC;

- e. The Board meeting will be documented and may have the following outcomes to close an ARB:
 - i. Feedback and Clarity;
 - ii. Counselling of Auditor;
 - iii. Suspension of Auditor Privileges;
 - iv. Revocation of Auditor Privileges;
- f. The Auditor may appeal an ARB to the IBAC Director General (DG);
 - i. The DG has the authority to uphold, modify or overrule the ARB's decision;
 - ii. The DG will reply with a decision affirming, modifying or overruling the ARB decision within 30 calendar days of receiving a formal request via email from the Auditor;
 - iii. Decisions of the DG are final and not subject to any further appeal.
- g. If the auditor is employed or contracted by an audit company or is part of an auditing group, IBAC reserves the right to inform the company or group of the ARB results and any action taken by IBAC.

2.6 Auditing Groups

- 2.6.1 An IBAC recognized Auditing Group (AG) is defined as a group of two or more IBAC accredited auditors in one organization or affiliation, or that otherwise work together on a regular basis for the conduct of IS-BAO/H audits and/or consulting services related to the IBAC programmes.
- 2.6.2 The AG will need, at a minimum, an operations document containing the following:
 - a. Organizational structure;
 - b. Point of contacts;
 - c. Scope of business;
 - d. Documented firewall between auditing and consulting;
 - e. Documented process for determination of the appropriate number of person-days to be spent onsite, in coordination with the auditor(s) who will conduct the audit, and taking into account the characteristics of the organization and audit, to include but not limited to the audit stage, the number of auditors in the team, the size of the organization and the locations to be visited (in accordance with Appendix E), and the types of operation conducted by the organization;
 - f. Documented process for control / monitoring of the quality of the work of the auditors under the Auditing Group; and
 - g. Documented process for rotating lead auditors with same operator client in conformity to items 3.5.2.b and 3.5.2.c.
- 2.6.3 The AG must provide the IBAC Auditor Accreditation Manager with an updated listing of the accredited auditors conducting IS-BA Programme audits for them. Additionally, when conducting an audit under an AG, the name of the AG must be informed by the auditor to IBAC and the organization to be audited prior to the audit.
- 2.6.4 Accreditation is only granted to named individuals and never to organizations. The up-to-date list of accredited, current and valid individuals is available to those seeking registration audits on the IBAC website.

2.6.5 Organizations seeking initial or renewal IS-BA registration audits should be wary of any unsolicited approaches by third parties offering services in the support of IS-BA implementation or auditing services. Such services are only recognized by IBAC through an individual's auditor accreditation or the organization's Programme Support Affiliate (PSA) status.

APPENDIX F – IS-BAO™ AUDITOR QUALIFICATION AND CURRENCY REQUIREMENTS

This appendix details the auditor qualifications, credentials and currency requirements applicable to auditors of the IS-BAO™ programme.

In order to be considered for initial accreditation or for renewal of accreditation, the candidate must demonstrate compliance with the qualification and experience prerequisites detailed in this manual to the satisfaction of IBAC, and:

- a. Complete the applicable (initial or renewal) auditor application form;
- b. Be proficient in the English language;
- c. Hold a copy of the IS-BAO™, purchased from IBAC in his or her name;
- d. Have attended applicable IS-BAO™ Workshops, as required by the Auditor Accreditation Manager, within the previous 6 months; and
- e. Pay the IS-BAO™ Auditor Accreditation fee.

During the accreditation process, each auditor will be assessed by the Auditor Accreditation Manager and will receive the credentials appropriate for his/her qualification and experience. There are a total of 6 possible credentials:

- a. Flight Operations Management (OP) – this credential allows the auditor to audit all IS-BAO™ SARPS, except those specifically related to aircraft maintenance. This credential is complemented by the Fixed-Wing Aircraft (FW) and/or Rotor-Wing Aircraft (RW) credentials as detailed below:
 - i. Fixed-Wing Aircraft (FW) – This credential allows the auditor to audit all IS-BAO™ SARPS related to fixed-wing aircraft.
 - ii. Rotor-Wing Aircraft (RW) – This credential allows the auditor to audit all IS-BAO™ SARPS related to rotor-wing aircraft, to include special operations such as offshore operations, external load operations, etc. if not auditing in accordance with the Helicopter Association International (HAI) Accreditation Program (AHS).
 - iii. For mixed (FW/RW) fleet aircraft operators not performing RW special operations (i.e., other than passenger transport), auditors possessing the FW credential may audit the IS-BAO™ SARPS.
 - iv. Remotely-piloted aircraft system (RPAS) – This credential allows the auditor to audit all IS-BAO™ SARPS related to remotely-piloted aircraft systems.
- b. Maintenance Management (MX) – this credential allows the auditor to audit all IS-BAO™ SARPS except those specifically related to aircraft flight operations. This credential is complemented by the Fixed-Wing Aircraft (FW), Rotor-Wing Aircraft (RW) and/or Remotely-piloted aircraft system (RPAS) credentials as detailed in item (a) above;
- c. Stage 3 (S) – This credential allows the auditor to function as the lead auditor in Stage 3 audits. Auditors who do not possess this credential may function as the lead auditor in Stage 1 and 2 audits and may participate as an audit team member in Stage 3 audits with a lead auditor that possesses the Stage 3 credential.
- d. United Kingdom (UK) Overseas Territories Aviation Requirements (OTAR) Special Regulatory Qualification (SRQ) – This credential allows the auditor to audit organizations using the IS-BAO™ programme to comply with the requirements of the UK Overseas Territories.

- e. Progressive Auditor (PROG) – This credential allows the auditor to conduct implementation services under the FS1 program and/or to conduct FS1 and PS3 audits

1. Auditor Qualification Prerequisites

1.1 Operational Experience Prerequisites

- 1.1.1 A candidate for IS-BAO™ Auditor must have documented:
 - a. Working knowledge of international civil aviation regulations; and
 - b. More than 5 years of applied experience in business aviation operations and/or maintenance management.
- 1.1.2 A candidate for IS-BAO™ Auditor must, at a minimum, qualify for either the Flight Operations Management (OP) or the Maintenance Management (MX) credential according to the corresponding prerequisites specified in 1.4 and 1.5.

1.2 Safety Management Systems (SMS) Experience Prerequisites

- 1.2.1 A candidate for IS-BAO™ Auditor must have expertise and training in Safety Management Systems (SMS). In order to satisfy these prerequisites, the candidate must:
 - a. Furnish documented and verifiable evidence of completion of a SMS training course acceptable to IBAC within the 24 months preceding his/her initial accreditation. Acceptable evidence of training shall consist of a certificate of completion, confirming that the candidate has successfully completed all aspects of the course, including an examination and/or demonstration of proficiency; and
 - b. Demonstrate expertise in auditing Safety Management Systems through the successful completion of the “Auditing SMS Proficiency Test” or verbal assessments administered by the Auditor Accreditation Manager or other members of the IBAC Secretariat.

1.3 Auditing Experience Prerequisites

- 1.3.1 A candidate for IS-BAO™ Auditor must have expertise and training in auditing International Organization for Standardization (ISO)-based Quality Management Systems (QMS).
- 1.3.2 In order to satisfy the prerequisites as specified in 1.3.1, the candidate must furnish documented and verifiable evidence of completion of a quality auditor or lead auditor training course acceptable to IBAC, and demonstrate expertise in auditing management systems to the satisfaction of IBAC. Acceptable evidence of training shall consist of a certificate of completion, confirming that the candidate has successfully completed all aspects of the course, including an examination and/or demonstration of proficiency.

1.4 Special Prerequisites for Flight Operations Management (OP) Auditors

- 1.4.1 A candidate for Flight Operations Management (OP) Auditor must meet all prerequisites contained in 1.1, 1.2 and 1.3. Additionally, the candidate must have a minimum of five years’ total work experience in aviation operations, in one or more of the following disciplines:
 - a. Flight crew member licensed by a national aviation authority (NAA);
 - b. Military flight crew member;
 - c. Flight operations engineer;

- d. Flight dispatcher licensed by a national aviation authority (NAA);
 - e. Flight operations inspector for an NAA;
 - f. Supervisory personnel who can document operational experience in any of the above disciplines; or
 - g. Aviation safety or aviation quality management professional, who can demonstrate to the satisfaction of the Auditor Accreditation Manager a level of flight operations knowledge and experience equivalent to those listed above but derived via other sources.
- 1.4.2 In order to receive the Fixed-Wing Aircraft (FW) and/or Rotor-Wing Aircraft (RW) credentials, a candidate for Flight Operations Management (OP) auditor must demonstrate having a minimum three years' experience related to the operation of the corresponding type of aircraft (FW/RW), in one or more of the disciplines above. In order to receive the Remotely-Piloted Aircraft Systems (RPAS), a candidate for Flight Operations Management (OP) auditor must demonstrate successful completion of the IS-BAO™ RPAS auditor training course.

1.5 Special Prerequisites for Maintenance Management (MX) Auditors

- 1.5.1 A candidate for Maintenance Management (MX) Auditor must meet all prerequisites contained in 1.1, 1.2 and 1.3. Additionally, the candidate must have a minimum of five years total work experience in aviation maintenance, in one or more of the following disciplines:
- a. Maintenance engineer;
 - b. Maintenance technician licensed or approved by an NAA;
 - c. Airworthiness inspector for an NAA;
 - d. Supervisory personnel that have hands on work experience in any of the above disciplines; or
 - e. Aviation safety or aviation quality management professional, who can demonstrate to the satisfaction of the Auditor Accreditation Manager a level of maintenance knowledge and experience equivalent to those listed above but derived via other sources.
- 1.5.2 In order to receive the Fixed-Wing Aircraft (FW) and/or Rotor-Wing Aircraft (RW) credentials, a candidate for Maintenance Management (MX) auditor must demonstrate having a minimum three years' experience related to the maintenance of the corresponding type of aircraft (FW/RW), in one or more of the disciplines above. In order to receive the Remotely-Piloted Aircraft Systems (RPAS), a candidate for Maintenance Management (MX) auditor must demonstrate successful completion of the IS-BAO™ RPAS auditor training course.

1.6 Special Prerequisites for Stage 3 (S) Auditors

- 1.6.1 A candidate for Stage 3 (S) Auditor must meet all prerequisites contained in 1.1, 1.2 and 1.3. Additionally, to be eligible for consideration for the (S) credential, the candidate must have performed a minimum of 4 (four) IS-BAO™ registration audits, either as a lead auditor or an audit team member, with a high level of performance in those audits to the satisfaction of IBAC.

1.7 Special Prerequisites for the OTAR Special Regulatory Qualification (OTAR SRQ)

- 1.7.1 A candidate for the United Kingdom Overseas Territories Aviation Requirements (OTAR) Special Regulatory Qualification (SRQ) must meet all prerequisites contained in 1.1, 1.2 and 1.3. Additionally, the candidate must successfully complete an open book test designed by the State

CAAs to assist the auditor in becoming familiar with the local regulatory requirements. The test is administered by the Auditor Accreditation Manager on behalf of the UK OTAR States.

1.8 Special Prerequisites for the Progressive Auditor Qualification (PROG)

1.8.1 The Progressive Auditor Qualification (PROG) is granted to accredited IS-BAO™ auditors selected by IBAC as detailed in Appendix K.

2. Auditor Currency

2.1 Auditor Currency Requirements

2.1.1 An auditor is considered current if, within the previous 12 months, he/she has accomplished one of the following:

- a. Conducted at least one IS-BAO™ registration audit, either as a lead auditor or an audit team member; or
- b. Attended the applicable IS-BAO™ Workshops, as required by the Auditor Accreditation Manager; or
- c. Provided IS-BAO™ implementation services under the Flightplan Stage 1 (FS1) program.

3. Additional Auditor Training

3.1 Additional Auditor Training Requirements

3.1.1 Unless otherwise authorized by IBAC, in order to perform an audit, the auditor must have completed any additional mandatory training modules deemed necessary by IBAC (e.g. standardization meetings).