

IS-BAH™ Policy 2016-03

Subject – IS-BAH™ Auditor Accreditation Requirements and Procedures

Effective: July 1, 2016 – Replaces Policy 2014-01

1. Purpose

This International Standards for Business Aviation Handling (IS-BAH™) Policy has been developed to address specific measures that are being taken to enhance the oversight of the IS-BAH™ audit programme and the integrity of the IS-BAH™ programme in general. The updated policy provides details of auditor prerequisites, the initial accreditation process, and the associated fee structure. This Policy replaces Policy 2014-01 at effective date.

2. Discussion

The basis for the IS-BAH™ has been developed using many of the same major elements of the International Standards for Business Aircraft Operations (IS-BAO™). Both programmes are centered on a Safety Management System (SMS) which integrates all of the IS-BAO™ components in a manner that will reduce organization risk to a level as low as reasonably practicable. Because of the many similarities between the two programmes, it was decided to base the IS-BAH™ auditor accreditation programme on that of the IS-BAO™ programme.

While there are operational and administrative differences between Fixed Base Operations and Business Aircraft Handling Agencies (FBO/BAHA) certification and range of quality systems, the auditing principles and standards are sufficiently similar to permit an auditor to audit both types of operations using the standards provided.

3. Policy

3.1 Auditor Prerequisites

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

1. Working knowledge of the operational and maintenance provisions of civil air regulations and International Civil Aviation Organization standards and recommended practices;
2. Working knowledge of business aviation handling management;
3. A minimum of five years' *working* experience in aircraft ground handling including, FBO/BAHA activities; *or* a period of two years as an active I3SA providing implementation support to companies successfully achieving IS-BAH at Stage 1 or above;

4. Submission of a course completion certificate for an ISO, ASQ, or equivalent audit course or provide proof of substantial experience in aviation safety auditing;
5. Completion of the Fundamentals of IS-BAH™ and IS-BAH™ Auditor Accreditation Workshop within the previous two calendar years;
6. Provision of evidence of experience in aviation safety management; and
7. Demonstration of excellent written and oral communication skills.

3.2 Auditor Initial Accreditation Process

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

1. Auditor applicants must complete and submit the Accredited Auditor Application form on the IS-BAH™ website: [Become an IS-BAH auditor](#) ;
2. Upon receipt, the application will be reviewed by the IS-BAH™ Audit Accreditation Manager (AAM);
3. If the applicant clearly demonstrates that they meet the prerequisites, the IS-BAH™ AAM may accept the application and inform the applicant;
4. If the IS-BAH™ AAM is not fully satisfied that the applicant meets the prerequisites, he/she will send the application to the IBAC Auditor Review Group which will render a determination on the application;
5. The IS-BAH™ AAM will then advise the applicant of the final decision.
6. Upon receipt of the Auditor Accreditation Fee the applicant will be required to register at the next suitable Fundamentals of IS-BAH™ and IS-BAH™ Auditor Accreditation Workshops;
7. When the applicant has successfully completed the Fundamentals of IS-BAH™ and IS-BAH™ 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 24th month after completion of the workshops and associated auditor credentials to the applicant;
8. It is the auditor's responsibility to maintain currency and accreditation status within the accreditation period.

3.3 Auditor Accreditation Fee Structure

The following is the IS-BAH™ auditor accreditation and renewal fee structure.

1. The IS-BAH™ auditor initial accreditation fee is US\$2,500 for each accredited auditor.
For that fee the auditor applicant receives:
 - a. A copy of the International Standard for Business Aircraft Handling Manual, including the IBAC SMS Toolkit and manual amendment service for as long as their auditor accreditation is valid;
 - b. A copy of the IS-BAH™ Audit Procedures Manual and amendment

- service for as long as their auditor accreditation is valid;
- c. Registration for the Fundamentals of IS-BAH™ workshop and associated workshop materials;
- d. Registration for the IS-BAH™ auditor accreditation workshop and associated workshop materials;
- e. IS-BAH™ auditor accreditation valid until the end of the 24th month after completion of the Fundamentals of IS-BAH™ and auditor Accreditation Workshops, and
- f. Listing as an accredited IS-BAH™ auditor on the IBAC web site for as long as their auditor accreditation is valid.

3.5 Extensions of Auditor Validity Period

Auditor validity periods will not normally be extended. However, in exceptional circumstances, the IS-BAH™ AAM may, at his/her discretion, grant an extension to an auditor accreditation validity period until the date of the next suitable auditor accreditation workshop.

Approved by Terry Yeomans, IS-BAH™ Programme Director, July 1, 2016