



Decision Record
IS-BAO Standards Board/2
Orlando, FL, September 29 2002

Attendees

John Batty (BAUA)	Chairman
Paul Stinebring (NBAA)	Vice Chairman
Robert Blouin (NBAA)	Member
William Boucher (CBAA)	Member
Bob Conley (NBAA)	Member
Gary Ridley (EBAA)	Member
Don Spruston (IBAC)	Member
Ray Rohr (IBAC)	Secretariat
Peter Ingleton (IBAC)	Secretariat

Absent with Apology

Glen Navas (ABAG)	Member
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1. Call to Order

John Batty called the meeting to order at 0915 hrs.

2. Adoption of Agenda

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

Carried.

Action - Info

3. Review of Decision Record of December 10, 2001

The Decision Record was reviewed and there were no errors or omissions. It was moved by Bob Blouin and seconded by Bill Boucher, that the Decision Record be adopted as circulated.

Carried.

Action - Info

4. Action Items from Last meeting

4.1 IS-BAO Launch

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Don Spruston briefed on the IS-BAO Launch. After a delay in obtaining liability insurance coverage, the IS-BAO was launched in May 2002 in conjunction with EBACE. To date there has been good industry and media interest in the IS-BAO.

Action – Info

4.2 IS-BAO Sales Report

Peter Ingleton provided the following report of documents shipped to National/Regional associations and reported sales:

Association	Shipped	Sold
ABAA	2	0
ABAG	5	0
BAASA	2	0
BAUA	20	8
CBAA	5	1
EBAA	10	4
EBAA-F	5	1
GBAA	5	0
IBAA	2	0
JBAA	2	0
NBAA	75	48
Total	133	62

Action – Info

4.3 Audit Procedures Manual

An Auditor Workshop was held in Atlanta, GA on Aug. 20 & 21 to conduct a final review of the Audit Procedures Manual and to complete the accreditation requirements of auditors. Fifteen potential auditors participated in the Workshop and provided good input for finalization of the Audit Procedures Manual. Letters accrediting each of the 15 auditors for a two year period will be issued after this meeting. The auditors will also each receive an Identity Card signifying their accreditation.

Two additional Auditor Workshops are planned for 2002. The next Workshop will be held in Farnborough on October 21st and a subsequent workshop will be held in Washington, DC on November 18th. This information is posted on the IBAC web site.

It is planned to hold auditor workshops in 2003 in conjunction with EBACE and the NBAA convention. A workshop may be held in conjunction with LABACE if there appears to be sufficient demand.

Action – IBAC Secretariat

5. Audit Program

5.1 Approval of the Audit Procedures Manual

The final draft Audit Procedures Manual was reviewed and it was moved by Bob Blouin and seconded by Paul Stinebring, that the Manual be approved as presented.

Carried.

Action – IBAC Secretariat

5.2 Auditor Workshop Fees

Don Spruston briefed on optional fee structures to cover the costs of the IS-BAO, Audit Procedures Manuals and accreditation workshops for auditors. After discussion it was agreed that he would present the following fee proposal to the Governing Board for approval:

\$1,500	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	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	Renewal fee.	Issue of accreditation renewal.

Action - Spruston

The administration of the audit program was also discussed. It was agreed that the program should be administered through the IBAC Office.

Action – IBAC Secretariat

6. Certificate of Registration

The prototype IS-BAO Certificate of Registration was reviewed. It was accepted in principle with the recommendation that when an operator's registration is renewed, that a new valid to date be added, but that the history of the operator's registration be retained on the certificate.

The operator registration fee was discussed. It was moved by Bob Blouin and seconded by Paul Stinebring that the operator's registration fee be established at \$200 and that the validity period be two years.

Carried.

Action – IBAC Secretariat

7. Amendments to Annex 6 and Other Related Annexes

Peter Ingleton presented the summary of amendments to the ICAO Annexes and other documents, which may have an impact on the IS-BAO. A copy is attached as Appendix A. It was agreed that the upcoming amendment #22 to Annex 6 Part II would be reviewed and if deemed appropriate, the revision would be reflected in the January 2003 edition of IS-BAO. Also, it was agreed that the definition changes introduced by the 2001 amendment to Annex 2 would be reviewed and any necessary revisions would be made 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 B. It was moved by Gary Ridley and seconded by Bob Blouin, that the proposed amendments as revised, be accepted.

Carried.

There were no comments offered on the proposed amendments to the GCOMs that had been circulated.

Action – Ray Rohr

9. IS-BAO Feedback Mechanism

Ray Rohr briefed that in order to facilitate feedback from operators, auditors and others the following actions are proposed:

- a. The feedback form that is currently on the IBAC web site will be enhanced,
- b. A feedback form will be a part of the Audit Report Form, and
- c. Feedback will be gained through the Quality Assurance program.

He requested that member associations be encouraged to solicit feedback from operators and any other source they deem appropriate. All feedback obtained will be used to make future improvements to the IS-BAO and related documents.

Action - All

10. IS-BAO Marketing Program

Don Spruston and Ray Rohr briefed on the following marketing initiatives:

- A presentation on the IS-BAO was made at EBACE concurrent with IS-BAO Launch,
- Comprehensive information on the IS-BAO has been placed on the IBAC web site,
- An article on the IS-BAO and the Safety Management System, has been submitted to the Business Aviation Safety Journal,
- Articles on the IS-BAO have been printed in several aviation journals,
- Information on IS-BAO has been provided to some of the training organizations and they have agreed to recommend it to operators,
- Don Spruston and Ray Rohr participated in the NBAA Operations Manual Workshop, and
- An abstract has been submitted to the April 2003 Corporate Aviation Safety Seminar.

In addition, it was noted that the NBAA Ops Manual Workshop used the IS-BAO as the basis for development of a company operations manual.

In subsequent discussion it was agreed that all associations should take an active part in marketing the IS-BAO and that business aircraft manufacturers be approached and encouraged to recommend IS-BAO to aircraft purchasers. A significant, potential IS-BAO market particularly for audit and registration of Part 135 operators (or equivalent) was considered as worthy of additional attention. Currently such operators can be subject to multiple audits commissioned by business aircraft operators who hire charter operators to supplement their fleet. Reducing or eliminating such multiple audits and having all such audits conducted to one standard would considerably reduce costs as well as enhance audit comparability.

Action – All

11. Other Business

It was agreed that we should set a goal of achieving 25 operator registrations by the end of 2003 and that we enlist the support of all IBAC member associations in achieving this goal.

Action - All

It was agreed that Don Spruston and Bob Blouin would co-ordinate a press conference at the NBAA Convention to announce that we have shipped 133 copies of IS-BAO and that we had 22 operators at the Operations Manual Workshop.

Action – Spruston/Blouin

It was agreed that we should develop a survey to obtain information on how those that purchased the IS-BAO learned about it and their initial reaction to it. IBAC member association should be also provided with a form to survey interest among their members and gather information that could be used in IS-BAO sales and registration marketing initiatives.

Action – IBAC Secretariat

12. Next Meeting

It was agreed that the next meeting will be convened on 6 October 2003 in Orlando.

13. Adjournment

There being no further business the meeting was adjourned at 1300 hrs.

Agenda 7 Attachment

1. Annex 1 Personnel Licensing, Ninth Edition July 2001

Amendment Applicable

Nature and Scope of Amendment

2. Annex 2 Rules of the Air, Ninth Edition July 1990

Amendment 36 Applicable 1 November 2001

Nature and Scope of Amendment

Revised definitions for “air traffic control unit”, “approach control unit”, “alternate aerodrome”, “flight crew member”, “pilot-in-command”, and “visibility” plus editorial amendments.

3. Annex 6 Part I Operation of Aircraft – International Commercial Air Transport – Aeroplanes, Eighth Edition July 2001

Amendment 27 Applicable 28 November 2002

Nature and Scope of Amendment

Revised requirements for ground proximity warning system (GPWS) and forward looking terrain avoidance function.

New and revised requirements for the incorporation of security into aircraft design.

4. Annex 6 Part II Operation of Aircraft – International General Aviation – Aeroplanes, Sixth Edition July 1998

Amendment 22 Applicable 28 November 2002

Nature and Scope of Amendment

Revised requirements for ground proximity warning system (GPWS) and forward looking terrain avoidance function.

5. Annex 8 Airworthiness of Aircraft, Ninth Edition July 2001

Amendment 98 (included in 9th Edition) Applicable 2 March 2004

Nature and Scope of Amendment

- a) new definitions of Human Factors principles, human performance , maintenance, repair, Type Certificate;
- b) restructuring of Part II into four chapters; Type Certificate, Production, Certificate of Airworthiness and Continuing Airworthiness;

- c) revision of the provisions in Part II to allow the introduction of type certificate concept and production control;
- d) restructuring of Part III into Part IIIA (same provisions as those contained in the current Part III of Annex 8, Eighth Edition , including Amendment 97, except for applicability clauses and cross-references) and Part IIIB (new);
- e) revision of provisions (old Part III) in Part IIIB pertaining to performance, stability, control, and cargo environment, electrical bonding, emergency landing , electromagnetic interference, ice protection and systems software;
- f) the provision of translation into English for Certificates of Airworthiness; and;
- g) new provisions concerning human factors.

6. Annex 10 Aeronautical Telecommunications Volumes I-V

Amendment (Volumes IV and V) 77

Applicable 28 November 2002

Nature and Scope of Amendment

Volume IV

SSR Mode S (Chapters 2 & 3) and ACAS (Chapters 1 & 4).

Volume V

Consequential changes resulting from GNSS SARPs that provide for GBAS broadcast in the band 108-117.975 MHz.

7. Annex 11 Air Traffic Services, Thirteenth Edition July 2001

Amendment 40 Applicable 1 November 2001

Amendment 41 Applicable 28 November 2002

Nature and Scope of Amendment 41

Spacing between parallel area navigation (RNAV) routes and notification of Dangerous Goods information to rescue co-ordination centres (RCCs).

8. Annex 16 Environmental Protection Volume I Aircraft Noise, Third Edition July 1993

Amendment 7

Applicable 21 March 2002

Nature and Scope of Amendment

- a) increase in stringency of the turbo jet and heavy propeller – driven aeroplane noise requirements(new Chapter 4- existing Chapter 4 becomes Chapter 12)
- b) new provision relating to the re-certification of Chapter 3 aeroplanes
- c) increase in stringency of the helicopter noise requirements of Chapters 8 and 11;
- d) change to clarify or redefine existing certification procedures, align with harmonized JAR/FAR requirements, introduce new provisions relating to digital instrumentation;
- e) introduction of guidance material on tilt-rotor aircraft noise certification; and
- f) inclusion of an English language certification documents.

9. Annex 16 Environmental Protection Volume II Aircraft Engine Emissions, Second Edition July 1993

Amendment Applicable

Nature and Scope of Amendment

10. Annex 17 Security Seventh Edition April 2002

Amendment 10* Applicable 1 July 2002

* included in Edition 7

Nature and Scope of Amendment

11. PANS ATM (Doc 4444)

Amendment 1 Applicable 28 November 2002

Nature and Scope of Amendment

- a) Chapter 5. Separation Methods and Minima.
New provisions which introduce lateral separation on intersecting tracks for area navigation (RNAV) operations where required navigation performance (RNP) is specified and new provisions concerning 55.5 km (30 nm) longitudinal separation and the requirement for automatic dependant surveillance (ADS) to implement this separation minimum; and
- b) a new Chapter 13 . Automatic Dependant Surveillance

12. PANS OPS (Doc 8168) Volume I Flight Procedures

Amendment Applicable

Nature and Scope of Amendment

13. PANS OPS (Doc 8168) Volume II Construction of Visual and Instrument Flight Procedures

Amendment Applicable

Nature and Scope of Amendment

Appendix B – IS-BAO Amendment Summary

The following is a summary of the revisions to the IS-BAO and the associated issues that the Standards Board made decisions on at the September 9, 2002 meeting.

Section	Issue	Proposed Action	Agreed Action
Various	A number of typographical and grammatical errors have been identified in the Jan. 1, 2002 edition.	They corrections are shown on the draft Jan. 1, 2003 edition.	Approved
3.3 Freedom of Choice	At the August 2002 IS-BAO Auditors Workshop it was suggested that this section lacks clarity.	It is proposed to add the word “Company” before employees. It may be also appropriate to make it a recommended practice rather than a standard.	Reword as discussed in meeting.
4.1.2	This article belongs in the next section	Move it to 4.2.1 and renumber the remainder of section 4.2.	Approved
4.3 Crew Member Qualifications	The requirements to meet recency were not included.	The requirement has been included in 4.3.1 of the draft Jan. 1, 2003 edition.	Approved
4.3 Crew Member Qualifications	At the August 2002 IS-BAO Auditors Workshop it was suggested that the IS-BAO contain a limit of the number of types of aircraft over 12,500 lbs. that pilots be permitted to maintain competency on and that the limit be set at 2 types.	This is a very prescriptive standard. It is proposed that the issue be studied and discussed during the next year and that a decision be made at the next Standards Board meeting.	Concurred
6.13 Passenger Safety Briefing	At the August 2002 IS-BAO Auditors Workshop a number of revisions were suggested to clarify this section.	The proposed corrections are shown on the draft Jan. 1, 2003 edition.	Approved
6.15 Flight and Duty Time Limitations	At the August 2002 IS-BAO Auditors Workshop it was suggested that this section be modified to explicitly include maintenance personnel and to require that any deviations from the limitations suggested in the Flight Safety Foundation guidelines be supported by a comprehensive risk assessment process.	The proposed corrections are shown on the draft Jan. 1, 2003 edition.	Approved as amended in meeting.
8.3 Operational Information and Documents	At the August 2002 IS-BAO Auditors Workshop it was noted that a radio licence and insurance certificate had been omitted from the list of documents that shall be carried on an aircraft	The proposed corrections are shown on the draft Jan. 1, 2003 edition.	Approved
8.5 Emergency Equipment - General	At the August 2002 IS-BAO Auditors Workshop it was noted that personal breathing equipment had been omitted from the list of required equipment.	The proposed corrections are shown on the draft Jan. 1, 2003 edition.	Approved

Appendix B – IS-BAO Amendment Summary

Section	Issue	Proposed Action	Agreed Action
Ch. 9 Aircraft Maintenance & AMC 9.1	At the August 2002 IS-BAO Auditors Workshop there was a general concern that the Maintenance chapter of the IS-BAO was not comprehensive enough. The group recommended that some of the pertinent information be relocated from the AMC to the Standards.	The proposed revisions are shown on the draft Jan. 1, 2003 edition. It should be noted that this proposed change does not require a revision of the GCOMs because they already contain these provisions. In reality, the change only fleshes out the basic requirements that were in the 2002 edition of the IS-BAO.	Approved
Ch. 10 Company Operations Manual	At the August 2002 IS-BAO Auditors Workshop it was suggested that a clause be added to chapter 10 stating that the company operations manual should include a description of the administrative process to allow deviations from the provisions contained in it and that any deviations should identify the associated conditions and the person who may approve them.	The provision has been included as a recommended practice in the draft Jan. 1, 2003 edition.	Approved
Ch. 11 Emergency Response Plan	At the August 2002 IS-BAO Auditors Workshop some additional items were suggested	The suggestions have been incorporated in the draft Jan. 1, 2003 edition.	Approved
Ch. 15 Security & AMC 15	Following the <i>Corporate Aviation Security Threat Assessment</i> Expert Panel meeting that IBAC held in White Plains, NY in June 2002, it was concluded that chapter 15 and the associated AMC should be revised.	The proposed revisions are shown on the draft Jan. 1, 2003 edition.	Approved
AMC 7.0 Operations in International Airspace	Wake Turbulence Lateral Offset Procedures have been revised.	The associated revisions are shown on the draft Jan. 1, 2003 edition.	Approved