

IS-BAO STANDARDS BOARD/4
GENEVA MAY 27, 2004

Decision Record
IS-BAO Standards Board/4
GENEVA, MAY 27, 2004

Attendees

John Batty (BAUA)	Chairman
William Boucher (CBAA)	Member
Pat Dunn (NBAA)	Member
Steve Fisher (EBAA)	Member
Don Spruston (IBAC)	Member
Bill Stine (NBAA)	Alternate
Ray Rohr (IBAC)	Secretariat
Peter Ingleton (IBAC)	Secretariat
Don Baldwin (NBAA)	Observer

Absent with Apology

Paul Stinebring (NBAA)	Vice Chairman
Robert Blouin (NBAA)	Member
Bob Conley (NBAA)	Member
Gary Ridley (EBAA/BAUA)	Member

1. Call to Order

John Batty called the meeting to order at 1330hrs and introduced Steve Fisher and Pat Dunn to the members.

2. Adoption of Agenda

The proposed agenda was reviewed and it was agreed that it be adopted as presented.

Agreed.

Action - Info

3. Review of Decision Record of October 6, 2003

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

Carried

Action - Info

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4. Action Items from Last Meeting

Action Item	Report	Action																		
a. Amendment of Standards Board Terms of Reference	<p>The proposed amendment to the Standards Board Terms of Reference to enlarge the Board and provide for sequential expiry of member's term of office was approved by the Governing Board at GB/37.</p> <p>Discussions during the process to make the new appointments to the Board have lead to conclusion that it may be unnecessary to separate the appointments to be made by the GB and POC but instead provide for the appointments to be made on a joint basis. It was also noted that the IBAC DG should be a permanent member of the Standards Board. Consequently, a revision to the Terms of Reference has been drafted for consideration of the Governing Board. It is attached to this agenda item.</p>	<p>The Standards Board Terms of Reference were reviewed and it was agreed that they be modified as per Attachment 4-A.</p> <p>The revision will be presented by Don Spruston to the Governing Board for ratification.</p>																		
b. Standards Board Membership	<p>The following members have been added to the Board:</p> <ul style="list-style-type: none"> • Pat Dunn (NBAA) • Steve Fisher (EBAA) <p>Terms of Office must be determined so that at least two member's term expires each year. The members are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Member</th> <th style="text-align: left;">Term Expires</th> </tr> </thead> <tbody> <tr> <td>John Batty (BAUA)</td> <td>2005</td> </tr> <tr> <td>Paul Stinebring (NBAA)</td> <td>2005</td> </tr> <tr> <td>Robert Blouin (NBAA)</td> <td>2004</td> </tr> <tr> <td>William Boucher (CBAA)</td> <td>2004</td> </tr> <tr> <td>Bob Conley (NBAA)</td> <td>2004</td> </tr> <tr> <td>Pat Dunn (NBAA)</td> <td>2006</td> </tr> <tr> <td>Steve Fisher (EBAA)</td> <td>2006</td> </tr> <tr> <td>Gary Ridley (EBAA)</td> <td>2005</td> </tr> </tbody> </table>	Member	Term Expires	John Batty (BAUA)	2005	Paul Stinebring (NBAA)	2005	Robert Blouin (NBAA)	2004	William Boucher (CBAA)	2004	Bob Conley (NBAA)	2004	Pat Dunn (NBAA)	2006	Steve Fisher (EBAA)	2006	Gary Ridley (EBAA)	2005	<p>The dates of the end of the Terms of office of the Members were agreed as indicated.</p> <p>It was also agreed that the NBAA would attempt to recruit a potential member with aircraft maintenance experience.</p> <p>It as further agreed that Ray Rohr would develop a roster of potential Standards Board members.</p>
Member	Term Expires																			
John Batty (BAUA)	2005																			
Paul Stinebring (NBAA)	2005																			
Robert Blouin (NBAA)	2004																			
William Boucher (CBAA)	2004																			
Bob Conley (NBAA)	2004																			
Pat Dunn (NBAA)	2006																			
Steve Fisher (EBAA)	2006																			
Gary Ridley (EBAA)	2005																			

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Action Item	Report	Action
c. IS-BAO, GCOM and APM Amendments	The IS-BAO, Generic Company Operations Manuals and the IS-BAO Audit Procedures Manual were amended as agreed and the revisions were published on January 1, 2004. Some problems were encountered with the envelopes being damaged in the mail. In order to preclude this from re-occurring, more durable envelopes will be used next year.	Noted
d. Auditor Qualifications	More specific information on the prerequisite auditor qualifications have been posted on the IS-BAO Auditor web page.	Noted
e. Auditor Relationships	This item was inadvertently missed in the January 2004 amendment and will be included in the next amendment. In the interim the item will be discussed at every IS-BAO Workshop.	Ray Rohr to action.
f. IS-BAO Internal Audit Manual	An IS-BAO Internal Audit Manual was developed and issued with the January 2004 amendment.	Noted
g. IS-BAO Marketing Program	<ul style="list-style-type: none"> • IS-BAO Information sessions are planned for each 2004 NBAA Regional Forum. • Operator focused IS-BAO Workshops are being held in conjunction with the NBAA Regional Forums. • An IS-BAO article was included in the February 2004 issue of BART International. • A presentation on the IS-BAO and SMS was made at the April 2004 Corporate Aviation Safety Seminar. • A presentation was made at the ILA in Berlin and one is planned for the Farnborough Air Show. • Presentations were included in the LABACE and EBACE technical programs. 	Noted
h. IS-BAO Security Standard and AMC	<p>The 2004 amendment included the <i>NBAA Voluntary Security Protocol for Part 91 Operators</i>. The TSAAC program is being tracked for possible integration of TSAAC and IS-BAO requirements.</p> <p>EU security requirements are being monitored and will be reflected in future updates</p>	Ray Rohr will work with Richard Doubrava the NBAA Director, Security and will track the EU security activities to keep the security guidance material current.

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Action Item	Report		Action	
i. Report of IS-BAO Sales and Operator Registrations	To date the following IS-BAO sales have been reported:		Noted	
	BAUA (UK)	10		
	BAASA (S. Africa)	2		
	CBAA (Canada)	6		
	EBAA (Europe)	9		
	EBAA-F (France)	3		
	GBAA (Germany)	3		
	JBAA (Japan)	5		
	NBAA (USA)	245		
	Total	283		

**Action – Spruston item 4.a
Stine item 4.b, and
Rohr items 4.b, .e & .h**

5. 2004 IS-BAO Workshop and Information Sessions

The 2004 IS-BAO Workshop schedule was reviewed and it was agreed that the Van Nuys Workshop should be held later this year and that one should be held in conjunction with the Dallas NBAA Regional Forum.

Ray Rohr will continue to liaise with other IBAC Member Associations to organize Workshops where opportunities may exist.

Action - Rohr

6. Introduction to IS-BAO Video

Ray Rohr advised that he anticipated adding two more operator testimonials to the video. This will be done by the end of June. He will then supply copies to the Member Associations for distribution to operators who express an interest in the IS-BAO and for Member Association marketing activities.

Action - Rohr

It was agreed that Bill Stine would discuss with the NBAA IT specialists the feasibility of loading a copy of the video on the IBAC web site.

Action - Stine

7. Single Pilot Very Light Jet Operating Considerations

Don Spruston advised that this was an item on the POC Action List. It will be reviewed at their June 2004 meeting. It was noted that there is currently a lot of good work underway by the OEMs and the NBAA Safety Committee and duplication must be avoided.

It was agreed that we should track these activities and consider including appropriate operations and training guidance material in the IS-BAO. It was noted that the following items should be considered toward this end;

- a. The list of issues that Richard Walsh addressed in his EBACE presentation.
- b. Related work that he and the NBAA Safety Committee are doing. Eric Ramsdell is the contact.
- c. The programs that the OEMs are developing.
- d. The experience that CBAA has gained with aircraft such as the Piper Meridian etc.
- e. The September 2004 VLJ seminar that the CBAA is holding in Toronto, ON.
- f. Initiatives undertaken by the aviation insurance community.

It was further agreed that we must carefully consider the form that the guidance material in the IS-BAO will take. It may be advisable to integrate it into the current guidance material with a system of references or a checklist, that could be used by operators of VLJs or other who are facing similar considerations.

Action – Spruston & Rohr

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8. Issues for 2004 IS-BAO Revisions

Issue	Originated By	Proposed Action	Agreed Action
a. Maintenance Technician Fatigue Countermeasure Guidelines.	Several Maintenance Chiefs	Have the Standards Manager do research the literature and establish a Working Group to assemble guidance material or reference list.	Ray Rohr will research literature and establish a Working Group to develop guidance material. The information provided by Gary Ridley will be incorporated into this activity.
b. The ISO 9000 process identifies a person in the structure that is responsible for management of the ISO 9000 process, would benefit from the same?	A person that has been designated responsibility for managing Flight Department IS-BAO activities.	The majority of flight departments worldwide have one aircraft and a small staff. Therefore, such a requirement would be excessive. In any event, the SMS standard states that the operator must identify " <i>clear authorities, responsibilities and accountabilities for safety at all levels within the air operation</i> " Therefore, nothing would preclude an operator from designating an IS-BAO Manager. Consequently it is recommended that no action be taken on the issue.	The recommended action was agreed to.
c. Include a recommended practice with regard to utilization of medical advisory service, levels of emergency medical education and medical equipment.	Managing Director MedAire Limited Farnborough Airport	Section 11.2 states " <i>The emergency Response Plan must address in-flight incidents involving injuries to, or serious medical problems suffered by, passengers or crew members.</i> " This performance standard is in keeping with the philosophy and structure of the IS-BAO. Consequently, it is recommended that a prescriptive <i>recommended practice</i> with regard to medical advisory services and/or equipment, not be included.	The recommended action was agreed to.

Action – Rohr item 8.a

9. Other Business

9.1 Addition of an RVSM Section or Paragraph

It was agreed that section 6.8 *Reduced Vertical Separation (RVSM) Airspace* and AMC 7.0 section 2.2.4 *RVSM* should be updated so as to reflect the introduction of RVSM airspace in Europe and North American domestic airspace.

Action - Rohr

9.2 Issues Related to Electronic Flight Bags

The wording of the sections in the IS-BAO related to documents to be carried and information to be available on the flight deck were reviewed and it was agreed that the current wording did not preclude the use of electronic flight bags. With some EFB installations STC approval is an issue.

Action - Info

9.3 Nomenclature for Aircraft Maintenance Technician

The issue was reviewed and it was noted that ICAO indicates that each Contracting State is expected to use the term (technician/engineer/mechanic) it prefers. It was agreed that in the IS-BAO we should keep the reference generic and where possible refer to maintenance personnel.

Action - Rohr

9.4 Flight and Duty Time Limitations

Steve Fisher briefed on the flight and duty time issue that some European corporate operators are facing. Many civil aviation authorities have declined to include corporate operators under the provisions of European Council Directive 2000/79/EC concerning flight and duty time because it may require resources on their part for regulatory oversight. The result of such a decision is that those operations would then fall under the general working hour provisions of Directive 90/104/EC. That directive is not designed for aviation operations and is problematic. Previously corporate operators had the opportunity to opt out of the Directives if all of the operator's employees agreed. That option is being removed in the UK and the Netherlands.

It was agreed that Ray Rohr would recommend that the provisions of Directive 2000/79/EC be added to the Flight and Duty Time provisions of JAR-OPS 2.

Action - Rohr

9.5 Flight Safety Newsletters

John Batty tabled a copy of the Air Transport Safety Newsletter from the UK CAA Confidential Human Factors Incident Reporting Programme. It was suggested that reference to it and other similar newsletters, or specific articles that are judged to be applicable, be published in the IS-BAO Newsletter.

It was agreed that Ray Rohr would conduct a review and publish relevant material.

Action - Rohr

10. Next Meeting

It was agreed that the next meeting of the IS-BAO Standards Board in Las Vegas, Nevada on October 11, 2004 at 0900 hrs, or the call of the chair if he deems it necessary to meet prior to that date.

Action - info

11. Adjournment

There being no further business the meeting was adjourned at 1600 hrs.

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 IBAC Director General and not less than six nor more than eleven Members nominated by the member associations and approved by the Governing Board (GB). ~~the following Members:~~

~~Six members appointed by the Planning and Operations Committee; and
Five members appointed by 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 ending December 31, however, the membership terms of the appointed Members shall be arranged so that the term of at least two three Members expires each year.

Members may be re-appointed at the end of their term. Should the GB and POC fail to appoint Members, the Board may extend the terms of Members.

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.