

**DECISION RECORD
IS-BAO STANDARDS BOARD/5
LAS VEGAS, NV OCT 11, 2004**

Attendees

John Batty - BBGA	Chairman
Paul Stinebring, Emerson Electric – NBAA	Vice Chairman
Len Beauchemin, Kodak – NBAA	Member
William Boucher - CBAA	Member
Steve Fisher, Shell Aircraft - EBAA	Member
Don Spruston - IBAC	Member
Bill Stine - NBAA	Alternate
Gary Ridley, IBM Euroflight - EBAA/BBGA	Member
Ray Rohr - IBAC	Secretariat
Peter Ingleton - IBAC	Secretariat
Durwood Heinrich, Texas Instruments - NBAA	Observer

Absent with Apology

Pat Dunn, Motorola – NBAA	Member
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1. Call to Order

John Batty called the meeting to order at 0900 hrs and introduced Len Beauchemin and Durwood Heinrich to the members.

2. Adoption of Agenda

The proposed agenda was reviewed and it was moved by Paul Stinebring and seconded by Steve fisher that it be adopted.

Carried

Action - Info

3. Review of Decision Record of May 27, 2004

The Decision Record of May 27, 2004 was reviewed and it was moved by Bill Boucher and seconded by Peter Ingleton that the Decision Record of the May 27, 2004 Standards Board/4 meeting be adopted with the second last paragraph on page 4A1 revised to read:

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

Carried

Action - Rohr

4. Action Items from Last Meeting

4.1 The following Action Items from the May 27, 2004 meeting were reviewed and it was agreed that they would be actioned as noted.

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Action Item	Report	Action																				
a. Amendment of Standards Board Terms of Reference	Have been conditionally accepted by the Governing Board and will be presented to the Oct. 15 th meeting for formal ratification.	Will be presented to the Governing Board on Oct. 15 th .																				
b. Standards Board Membership	<p>Len Beauchemin has been added. His term will expire in 2007.</p> <p>Bill Boucher's and Bob Conley's terms expire this year. Bill Boucher agreed to remain on the Board but Bob Conley has indicated that he will be leaving the Board.</p> <p>Bob Blouin has indicated that he will be leaving the Board.</p> <p>Ron Swanda has been nominated by the NBAA.</p> <p>Proposed terms are as follows:</p> <table border="1" data-bbox="695 735 1297 1175"> <thead> <tr> <th data-bbox="695 735 1085 782">Member</th> <th data-bbox="1085 735 1297 782">Term Expires</th> </tr> </thead> <tbody> <tr> <td data-bbox="695 782 1085 824">John Batty (BAUA)</td> <td data-bbox="1085 782 1297 824">2005</td> </tr> <tr> <td data-bbox="695 824 1085 867">Paul Stinebring (NBAA)</td> <td data-bbox="1085 824 1297 867">2005</td> </tr> <tr> <td data-bbox="695 867 1085 909">Len Beauchemin (NBAA)</td> <td data-bbox="1085 867 1297 909">2007</td> </tr> <tr> <td data-bbox="695 909 1085 951">William Boucher (CBAA)</td> <td data-bbox="1085 909 1297 951">2007</td> </tr> <tr> <td data-bbox="695 951 1085 993">Pat Dunn (NBAA)</td> <td data-bbox="1085 951 1297 993">2006</td> </tr> <tr> <td data-bbox="695 993 1085 1036">Steve Fisher (EBAA)</td> <td data-bbox="1085 993 1297 1036">2006</td> </tr> <tr> <td data-bbox="695 1036 1085 1078">Gary Ridley (EBAA)</td> <td data-bbox="1085 1036 1297 1078">2005</td> </tr> <tr> <td data-bbox="695 1078 1085 1120">Bill Stine or TBD (NBAA)</td> <td data-bbox="1085 1078 1297 1120">2007</td> </tr> <tr> <td data-bbox="695 1120 1085 1175">Ron Swanda (GAMA) or other Des Rosier</td> <td data-bbox="1085 1120 1297 1175">2007</td> </tr> </tbody> </table>	Member	Term Expires	John Batty (BAUA)	2005	Paul Stinebring (NBAA)	2005	Len Beauchemin (NBAA)	2007	William Boucher (CBAA)	2007	Pat Dunn (NBAA)	2006	Steve Fisher (EBAA)	2006	Gary Ridley (EBAA)	2005	Bill Stine or TBD (NBAA)	2007	Ron Swanda (GAMA) or other Des Rosier	2007	Accepted. Don Spruston will follow-up with Ron Swanda on GAMA participation in the ISB.
Member	Term Expires																					
John Batty (BAUA)	2005																					
Paul Stinebring (NBAA)	2005																					
Len Beauchemin (NBAA)	2007																					
William Boucher (CBAA)	2007																					
Pat Dunn (NBAA)	2006																					
Steve Fisher (EBAA)	2006																					
Gary Ridley (EBAA)	2005																					
Bill Stine or TBD (NBAA)	2007																					
Ron Swanda (GAMA) or other Des Rosier	2007																					
c. Auditor Relationships	Amendment is being included in the Jan. 1, 2005 update.	Noted.																				
d. IS-BAO Security Standards and AMC	This issue is being coordinated with NBAA and other agencies and the guidance material will be updated in November based on the latest information available at that time.	Ray Rohr to update as per latest information.																				

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Action Item	Report	Action
e. 2004 IS-BAO Workshop Schedule	Subsequent to the last meeting Workshops were held in Chicago DuPage June 25, Farnborough July 20, Washington, DC Aug. 23 and Van Nuys Sept. 25. Dallas is scheduled for Nov. 19, 2004.	Noted.
f. <i>Introduction to IS-BAO Video</i>	It was completed and copies sent to each member association. It is hoped that it will also be on the IBAC web site in the very near future.	Noted.
g. Single Pilot VLJ Operating Considerations	This issue is being actively perused by the NBAA Safety Committee. It was discussed in detail at the POC and it was agreed that that IBAC should refrain from undertaking its own programme of work on VLJs, but rather should and monitor the work underway in order to keep abreast of developments with a view to identifying and acquiring material suitable. It was agreed to review the issue at the next ISB meeting and assess the options available.	The issue was reviewed and it was agreed to collaborate with the NBAA Safety Committee initiative and develop an addendum to the IS-BAO to address single pilot operation of high performance aeroplanes and to develop a generic operations manual for such operations. Ray Rohr will initiate action.
h. Issues for 2005 IS-BAO Revisions	They are included as agenda item 7.	Noted.
i. Flight Safety Newsletters	Ray Rohr has subscribed to the UK CAA Flight Safety Newsletter and will disseminate information as appropriate.	Noted.
j. IS-BAO Activity Report	Updated sales, workshop and registration information is attached.	Noted

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Attachment 4 A

The following are the IS-BAO sales reported to October 1, 2004 with comparative data sales for 2003

MEMBER ASSOCIATION	REPORTED IS-BAO SALES		
	OCT. 1, 2004	SEP. 1, 2003	LAST YEAR
ABAG (Brazil)	3	0	3
BAUA (United Kingdom)	11	8	3
BAASA (S. Africa)	2	0	2
CBAA (Canada)	6	4	2
EBAA (Europe)	13	9	4
EBAA-F (France)	3	1	2
GBAA Germany	3	3	0
JBAA (Japan)	5	5	0
NBAA (United States)	275	210	65
Total	321	240	81

The list of accredited IS-BAO Auditors is as follows:

Canada	2	South Africa	1
Japan	1	UK	5
Netherlands	1	USA	43
Russia	1	Total	54

A total of 17 of the auditors who were accredited in 2002 have renewed their accreditation in the past year. Three of that group have indicated that they will not be renewing their accreditation.

Eight IS-BAO Workshops were held in the past year. Attendance was as follows:

Date	Location	Attendance			Total
		Operators	Auditors Initial	Auditors Renewal	
Feb 9	Dallas	17			17
Feb 11	White Plains	12	1		13
Mar 11	West Palm Beach	12	3		15
Apr 16	Seattle	13	4		17
Jun 25	Chicago	13	5		18
Jul 20	Farnborough	3		3	6
Aug 23	Washington			14	14
Sep 21	Van Nuys	8	1		9
	Total	78	14	17	109

It was agreed that we should investigate strategies to promote recognition by business operators and corporations of Part 135 operators who have received IS-BAO Registration so

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4.2 Recognition of S-BAO Registration

It was agreed that we should investigate strategies to promote recognition by business operators and corporations of Part 135 operators who have received IS-BAO Registration in order to reduce the number of audits of these operators that are conducted on behalf of customers.

Action - Rohr

4.3 Operator Registration Motivation

It was agreed that we should investigate strategies and take action to motivate operators who have purchased the IS-BAO but not achieved registration to complete IS-BAO implementation and registration.

Action - Rohr

It as agreed that the strategies to achieve this objective would include:

- a. adding a listing of IS-BAO implementation support companies and individuals to the IS-BAO web site,
- b. developing IS-BAO Implementation Guidance and include it on the IS-BAO CD and IS-BAO web site,
- c. send letter to operators who have not achieved registration asking:
 - Are you planning to implement the IS-BAO,
 - Are you planning to register,
 - Are you encountering any issue, and
 - Is there anything that we can do to help?
- d. then follow-up in 6 months to determine if any results were achieved.

Action - Rohr

5. VLJ Update

Eric Ramsdell presented a report on the VLJ activities of the NBAA Safety Committee. The issue was discussed in depth and it was agreed to collaborate with the Committee initiative to develop an addendum to the IS-BAO that would address single pilot operation of high performance aeroplanes and to develop a generic operations manual for such operations.

Ray Rohr will develop a proposal to develop the IS-BAO addendum and the generic ops manual in collaboration with the NBAA Safety Committee.

Action - Rohr

6. IS-BAO Marketing Program

Ray Rohr reported on marketing efforts that have been undertaken by IBAC and Member Associations. It was agreed that he would work with Len Beauchemin to increase maintenance managers' awareness of IS-BAO. One imitative will be to have an IS-BAO presentation included in the April 2005 Maintenance Management Conference to present information on the IS-BAO and obtain feedback.

Action – Beauchemin/Rohr

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7. Amendments to Annex 6 and Other Related Annexes

Peter Ingleton advised that he has reviewed the 2004 amendments to Annexes 1, 2, 6, 8, 10, 11, 17 & 18 and he has not identified any issues that require amendments to the IS-BAO.

Action - Info

8. Amendments to IS-BAO, APM and GCOMs

The proposed amendments contained in Attachment 8-A were reviewed and action was agreed as noted.

Action - Rohr

ATTACHMENT 8-A - AMENDMENTS TO IS-BAO AND GCOMS OCT. 2004

Section	Issue	Proposed Action	Agreed Action
	IS-BAO		
1.3 Registration	No guidance is provided in the IS-BAO regarding the calculation of validity date for renewal audits.	Add in a provision indicating that if a registration renewal audit is conducted within the 90 day period prior to expiry of the operator's registration the certificate of registration will be renewed for two years from the original expiry date.	Accepted
	The operator registration application and renewal form are not included in the IS-BAO.	Add reference the application and renewal forms in section 1.3 and Application as Appendix A and Renewal Form as Appendix B.	Accepted
3.2 Safety Management System requirements	It was recommended at the Auditor Workshop that we add in some guidance material on accident and incident investigation.	Add an attachment to AMC 3.2 that was developed by John Sheehan that is excerpts from Annex 13 <i>Aircraft Accident and Incident Investigation</i> .	Accepted
	It was also recommended that references be included to other SMS resources.	Add a listing of sources in 3.2.2.	Accepted
4.1 Organization and Personnel	It was noted in the Auditor Workshop that defined accountabilities are required but duties and authorities are not mentioned.	Add the requirement to have "duties and authorities" defined in the organization structure requirements specified in 4.1.1.	Accepted
4.3 Crew Member Qualification	The requirement to hold a radiotelephone (RT) licence is not included in 4.3.1.	Add it in to 4.3.1a.i.	Accepted
4.4 Maintenance Technician Qualifications	It has been suggested that "maintenance engineer" be added to the nomenclature.	Change name in 4.4 and other locations to maintenance personnel.	Accepted
5.1 Training Programs	It has been suggested that first aid training be included for flight crew. It is currently required for cabin crewmembers only.	This is not a flight crew duty. It is recommended that it not be specified. Operators are free to add it if they wish.	Accepted
5.5 Proficiency Certification	The original intent was that there should be a system to all training met the training objectives. The section is not clear on that issue.	Revise section 5.5 to clarify the issue.	Accepted
6.4 Weather Minima	The issue of ½ mile take-off minima has generated a lot of discussion. Take-off minima are not specified on many IFR procedure charts.	Revise 6.4 to require operators to specify a procedure for the determination of take-off minima from runways were none is specified and suggest that a risk analysis be included.	Accepted

ATTACHMENT 8-A - AMENDMENTS TO IS-BAO AND GCOMS OCT. 2004

Section	Issue	Proposed Action	Agreed Action
		Add a recommendation that for aerodromes that do not have an instrument procedure or where no take off minima are otherwise specified, a minima of ½ mile visibility be applied.	Accepted
6.8 RVSM	Wording should be reviewed to endure D-RVSM requirements are covered.	Revise wording.	Accepted
6.6 RNP, 6.7 MNPS & 6.8 RVSM	Consistency.	Add cross-references to Chapter 7.	Accepted
7.0 Operations in International Airspace	There is some redundant material in the standard and it was recommended by several sources that the Special Area Operations be included here as well as the specific references to RNP, MNPS & RVSM in Chapter 6.	Delete redundant material and add in considerations for Special Area Operations.	Accepted
8.1 Aircraft Equipment Requirements - General	Consistency	Add a clause noting that equipment requirements may be specified for certain airspace.	Accepted
8.3 Operational Information and Documentation	It has been suggested that we include a reference on Electronic Flight Bags.	Include a reference to FAA Circular AC 120-76A - <i>Guidelines for the Certification, Airworthiness, and Operational Approval of Electronic Flight Bag Computing Devices.</i>	Accepted
8.6 Flights Over Water	The Flight Safety Foundation has produced a very good guide for operators who conduct over water flights.	Add a reference to the guide.	Accepted
8.10 ELT	The ICAO provisions regarding ELTs change effective January 1, 2005.	Amend 8.10 to require ELT capable of simultaneous operation on 406 MHz and 121.5 MHz when over water or remote land mass and recommend ELT for all aircraft.	Accepted
8.11 GPWS/TAWS	The IS-BAO requirement does not exactly reflect the current ICAO requirement.	Revise to reflect ICAO requirement that GPWS with forward looking terrain avoidance functions is required for turbine aircraft for which the individual certificate of airworthiness is issues on or after 1 Jan. 2004 and recommended for others.	Accepted
	Currency of data bases in TAWS is a recognized problem in the industry.	Add requirement that operators have a system to ensure the data base is current and pilots are trained to use it.	Accepted

ATTACHMENT 8-A - AMENDMENTS TO IS-BAO AND GCOMS OCT. 2004

Section	Issue	Proposed Action	Agreed Action
9.5 Maintenance Personnel Training	It has been suggested that a requirement for recency be added to 9.5 for anyone with maintenance release authority and that the periodicity for recurrent training be specified.	Add recency into section 9.5 as specified in ICAO Annex 1 - that is 6 months experience within the preceding 24 months.	Accepted
		Add a recommendation that recurrent training be undertaken every two years for anyone with maintenance release authority.	Accepted
14.0 Transportation of Dangerous Goods	At an Auditor Workshop it was recommended that Dangerous Goods/ Hazmat info and training be referenced.	Add appropriate references to the awareness and training chapter.	Accepted
		Reorder the Dangerous Goods chapter to bring passenger awareness and aircraft crew training to the top of the chapter.	Accepted
15.0 Security	It has been recommended that "vulnerabilities" also be considered.	Add vulnerability considerations to the threat assessment and preventive measures requirements.	Accepted
	The TSAC program is under review and it and the NBAA Voluntary Security Protocol in AMC 15.0 may have to be updated.	The situation will be reviewed in Nov. 2004 and updated at that time.	Accepted
AMC 3.2 – Safety Management Systems	The Change Management Process should have more info related to routine activities.	Revise text of para 1.6.	Accepted
	The risk analysis guidelines that are on the IS-BAO CD are not referenced.	Include reference to the <i>Guidelines for the Conduct of Risk Analysis by Business Aircraft Operators</i> that is included on the IS-BAO CD	Accepted
	At the Auditor Workshop it was recommended that aircraft maintenance consideration be added to the SMS example.	Add aircraft maintenance considerations to the example and Safety-Risk Profiles.	Accepted
	The Human Factors "Crew Rest Facilities" is too narrow – the issue is really fatigue.	Revise factor to "Fatigue" and update the definition in the guidance in Attachment A to AMC 3.2.	Accepted
AMC 6.15 Flight and Duty Time	It was noted that there is a error (typo) in Table 2 with regard to Duty Period Per 24-hour Period.	Correct the error.	Accepted

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Section	Issue	Proposed Action	Agreed Action
	It was agreed by the Standards Board to add fatigue countermeasures guidance material for maintenance personnel.	Guidance materials on fatigue countermeasures for aircraft maintenance personnel and global considerations have been included.	The proposed wording was reviewed and it was agreed to remove the recommended practices that were from the UK study. Len, Gary & Ray will develop revised guidelines for maintenance personnel.
		Also the AMC heading will be changed to Fatigue Countermeasures.	Accepted
AMC 7.0 Operations in International Airspace	This section is currently under review by an international operations expert.	Proposed amendments will be circulated prior to the ISB meeting.	Accepted

ATTACHMENT 8-A - AMENDMENTS TO IS-BAO AND GCOMS OCT. 2004

Section	Issue	Proposed Action	Agreed Action
	GCOM		
5.6 In-Flight Passenger Illness	It was suggested that procedures for reporting illness or death on an aircraft be included in the GCOM.	<p>Expand section into 5.6 In-Flight Passenger Illness to include the reporting procedures as stated in ICAO Annex 9 – Facilitation</p> <p>5.xx If the illness is other than airsickness the PIC shall advise the medical authorities the destination airport of the on-board illness prior to arrival. Such notification will normally be made through the air traffic control agency and should be done as soon as practical after the illness has been identified in order to facilitate provision for the presence of any special medical personnel and equipment necessary for medical assistance and health procedures on arrival. Upon arrival the relevant information shall be included in the General Declaration Form.</p> <p>Cases of suspected death shall be handled in a similar manner.</p>	Accepted
Various	The amendments to the IS-BAO will necessitate other amendments to the GCOMs.	Make the amendments as appropriate.	Accepted

ATTACHMENT 8-A - AMENDMENTS TO IS-BAO AND GCOMS OCT. 2004

Section	Issue	Proposed Action	Agreed Action
	IS-BAO Audit Procedures Manual		
Conflict of Interest	<p>At ISB/3 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.</p> <p>This item was missed in the 2004 revision.</p>	<p>Add section 3.10 to the APM as follows:</p> <p>3.10 Conflict of Interest</p> <p>It is a well accepted principle that auditors should not audit their own work. Therefore, auditors who do provide consulting services to operators must not conduct IS-BAO registration audits if the audit involves auditing work that they or their firm have done. At the same time it is understood that an auditor may often be in the best position to provide advice and guidance to an operator to address a shortcoming or solve a problem and that, as such, should not disqualify them from conducting future audits. Therefore, auditors must govern themselves accordingly.</p>	Accepted
5.8 SMS Audit Protocol Example	One auditor has commented that the example is somewhat confusing.	Change first sentence to read "The following is an example of a partially completed SMS Audit Protocol."	Accepted
		Change the example form a Stage One to a Stage Two example as it is more appropriate to examine "Effectiveness" at a Stage Two evaluation.	Accepted
7.3 Audit Report Contents	One auditor has noted that it is not clear when a minor non-conformance is closed and what follow-up action is required.	Revise 7.3 to clarify when minor non-conformances are considered closed and the follow-up that is required.	Accepted
		Revise 8.3 IS-BAO Audit Finding Form to clarify actions for a Minor non-conformance and for a Major non-conformance.	Accepted
8.16 MEL	Editorial – the referenced number is incorrect.	Change MEL ref from 8.16 to 8.15	Accepted
14.0 Transportation of Dangerous Goods	In the Standard this chapter was re-structured.	Amend as per the IS-BAO Standard.	Accepted
New Forms	The operator IS-BAO Registration Application has been available on the IBAC web site but it was not included in the IS-BAO or the Audit Procedures Manual.	Add the IS-BAO Registration Application and Registration Renewal Forms to the APM and Internal Audit Manual.	Accepted

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9. IS-BAO Workshop Schedule

The 2004 IS-BAO Workshop schedule and results were reviewed. It was agreed to follow a similar format in 2005 and to include Workshops in conjunction with LABACE and EBACE.

Action - Rohr

10. Other Business

10.1 SAFA Checks

One concern that was raised is there appears to be some uncertainty regarding the expectations of the European Inspectors that are conducting SAFA checks when a FAA licence holder has type ratings on two aircraft types and does a PPC on each type in alternate years. It was agreed that Ray Rohr will investigate this issue with the JAA and selected European civil aviation authorities.

Action - Rohr

11. Next Meeting

It was agreed that the next meeting of the IS-BAO Standards Board in New Orleans, LA on November 14, 2005 or the call of the chair if he deems it necessary to meet prior to that date.

Action - All

12. Adjournment

There being no further business the meeting was adjourned at 1430 hrs.