



**IS-BAO STANDARDS BOARD/ 8**  
**GEORGIA WORLD CONGRESS CENTER, RM B301**  
**ATLANTA, GA 0900 HRS, SEPT 24, 2007**



**Attendees**

**Members**

Paul Stinebring – NBAA	Chair
Steve Fisher – EBAA	Vice-Chair
Len Beauchemin – NBAA	Member
William Boucher – CBAA	Member
Pat Dunn – NBAA	Member
Bill Stine – NBAA	Member
Don Spruston – IBAC	Member

**Support Staff**

Katherine Perfetti	Standards Manager
Peter Ingleton	Director, ICAO Liaison

**Others**

Doug Carr	NBAA
Steve Brown	NBAA
Dave Stohr	NBAA Nominee
Jens Henning	GAMA - Nominee
Francisco A. Lyra	ABAG- Nominee
Peter Stein	Johnson Controls- Presenter
Durwood Heinrich	PetSmart- presenter
Philip Roberts	PAR Travel Tech- presenter

**Regrets**

Ron Swanda	RETIRED
Rudy Toering – BBGA	Member

**1. Call to Order**

Paul Stinebring called the meeting to order at 0900 hrs.

**2. Adoption of Agenda**

The proposed agenda was reviewed and it was moved that it be adopted.

Carried

**Action - Info**



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**3. Review of Decision Record of October 16, 2006**

The Decision Record of October 16, 2006 was reviewed and it was moved that the Decision Record of the October 16, 2006 Standards Board/7 meeting be adopted as presented.

Carried

**Action - Info**

**4. Action Items from Last Meeting**

The attached Action Items from the October 16, 2006 meeting were reviewed and the actions taken were accepted with the following additional discussions/actions recommended:

- Accept Rudy Toering representing Canada and training organizations and continuing on board/ seek EU replacement. Amend the Terms of Reference to represent the regional geographic nature of IBAC and include a member representing the aviation manufacturing sector. (also see 5. below.
- Go out to all registered operators to see if they would be willing to act as mentors-highlight on website- Get operator profile to help match applicants with similarly sized registered operators.
- Need business case analysis. Is this a cost or is this an investment? Investment has return.
- Workshops—resources/time an issue—promote video on-demand/video streaming—response: would like to have as an interactive process. Look at video programming as alternative or supplement
- Reduce overhead costs by providing the manual electronically
- Need to do more with promotional material for maintenance. Missing points---IS-BAO not getting referenced in press/ advisory circulars—need to emphasize SMS
- FAA just published AC—many items difficult to comply with—discussions ongoing with FAA—need NBAA comments on AC—AC 135-42 Oct 17 closing of comment period

<b>Action Items From Last Meeting (2006)</b>	<b>Report</b>
a. Revise Terms of Reference so that GAMA representation be made permanent and recognize need for a regional geographic balance	A draft revision to the Standards Board Terms of Reference is attached. (Attachment 1)
b. Find a replacement for Gary Ridley	Rudy Toering was recruited to the Standards Board- <i>Need to consider replacement for EU</i>
c. Consider obtaining services of a marketing person to assist with developing a comprehensive IS-BAO marketing program	Bob Blouin was selected as Manager, Safety Promotion
d. Review IS-BAO business plan to reduce the price and increase sales. Look at additional sources of funding	Pricing options and cash flow requirements were reviewed and it was concluded that unless additional funding sources were found a change in the pricing structure was not practical. The GAMA representative did not provide any indication of possible funding from the manufacturing sector and no other sources have been identified.  Note that IS-BAO revisions continue to be provided annually at no cost.



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e. Consider survey of Maintenance Managers in developing marketing program	Len Beauchemin sent a questionnaire and more emphasis was placed on including the maintenance personnel in Workshop promotional material.
f. Publish amendments to IS-BAO and related documents	The January 1, 2007 amendment to the IS-BAO was published and mailed in December 2006.
g. Select new Standards Manager	Katherine Perfetti was selected to replace Ray Rohr as the Standards Manager.
h. Develop and implement an integrated marketing plan	A marketing plan (educational strategy) was developed (see attachment 2) and is being implemented. Recommend additional discussion at this Board meeting
i. Hold Workshops as per the approved schedule. Add additional workshops as required	The scheduled workshops were completed. A new workshop was added at the Cessna Conference Center in Wichita following the Safety Standdown (10/26/07). Additional workshop(s) proposed for Cleveland/ Michigan in early December
j. Review part 135 long range operations material for inclusion in IS-BAO	Relevant considerations have been included as a recommended practice in the IS-BAO draft revision

**Action - Spruston**

**5. Standards Board Membership and Executive**

Gary Ridley announced his resignation from the Standards Board in October, 2006, due to a change in employment. His resignation was reluctantly accepted and his contribution to the work of the Board was noted with appreciation. Rudy Toering was selected to replace Gary.

Rudy Toering is leaving Flight Safety in Farnborough and will be managing all of the CAE training facilities in Canada. He is in the process of moving to Toronto. His new contact information is [rtoering@talktalk.net](mailto:rtoering@talktalk.net). It was recommended that additional Standards Board representation from Europe/ BBGA be considered to reflect regional composition and that Rudy remain on the board to represent Canada.

At the 2006 Standards Board meeting it was recommended that the Board reflect the regional composition of IBAC and include individuals that can contribute strategic input to the IS-BAO program from perspectives that are not presently represented. It was further recommended to revise the Terms of Reference such that the GAMA representation be made permanent and to recognize the need for a regional geographic balance. At the 2005 Standards Board meeting it was recommended that we attempt to recruit a member from South America. Ron Swanda retired from GAMA in 2007.

The following nominations were presented and recommended that Jens Hennig be nominated as his replacement representing GAMA. Dave Stohr is nominated and will provide a wealth of training and international operations experience. Francisco Lyra is also nominated and will represent ABAG.



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**Action Required**

Review membership and renew current memberships or appoint new members.

**Decisions**

Bill Boucher, Bill Stine and Len Beauchemin are willing to continue on the Standards Board. Their respective terms are extended for 3 years.

New members (Jens Henning, Dave Stohr and Francisco Lyra) nominations will be presented to Governing Board.

We need to give continuing consideration to finding a EU member—preferably another operator.

The current members and terms of office are revised as follows:

<b>Member</b>	<b>Position</b>	<b>Term Expires</b>
Paul Stinebring – NBAA	Chair	2008
Steve Fisher – EBAA	Vice-Chair	2009
Len Beauchemin – NBAA	Member	2010
William Boucher – CBAA	Member	2010
Pat Dunn – NBAA	Member	2009
Bill Stine - NBAA	Member	2010
Ron Swanda – GAMA	Member	Retired
Rudy Toering - BBGA	Member	2008
Don Spruston - IBAC	Member	IBAC DG

**6. IS-BAO Activity Update**

**The IS-BAO Activity Report** was reviewed and accepted.

There was extensive discussion on the marketing program. Additional discussion included promotion in new markets-- should there be a push for new markets? Can we go through associations (example India Expo in March)? Should we work through regional groups and manufacturers?

**SMS** Departments are having difficulty with SMS concept. We also explored the idea of providing training beyond workshops. One approach is from FSI to provide e-learning program for IS-BAO—there is a demand for SMS training. We have held discussions with them on partnership for an e-learning initiative for SMS. At this point we have developed a proposal/ business case not yet developed. IBAC would provide expertise/ FSI would provide e-learning technical capabilities. We would need to fund expertise to work with FSI. Business agreement: likely 25% value added from us in terms of cost input—would call for similar return from revenues. \$25,000 for our design/input. We don't have a time frame to recover costs. This would run under the IS-BAO revolving fund—revenues go back to IS-BAO. Agreement would prohibit e-learning on SMS with other companies. This is not in conflict/ competition with workshops—this would be an additional element/option.. A question was discussed on whether this was a conflict with other training providers.

This will be discussed at IBAC Board on Friday/ if expenditure agreed, agreements will move forward.

**Marketing:** It was agreed that marketing is still done through an education strategy.



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The following activities were reviewed and discussed.

**6.a. IS-BAO Sales**

The following are the IS-BAO sales reported for the first Half of 2007 with comparative data sales for the full years of 2005 and 2006.

MEMBER ASSOCIATION	IS-BAO SALES			
	2005	2006	JAN 1 TO AUG 30, 2007	TOTAL TO DATE
ABAG (Brazil)	-	0	0	3
BBGA (United Kingdom)	2	0	2	15
BAASA (S. Africa)	--	0	2	4
CBAA (Canada)	2	3	1	11
EBAA (Europe)	4	2	0	19
EBAA-F (France)	-	2	0	5
GBAA Germany	1	1	1	5
JBAA (Japan)	-	0	0	5
NBAA (United States)	95	60	105	545
<b>Total</b>	<b>104</b>	<b>68</b>	<b>121</b>	<b>612</b>

**6.b. IS-BAO Auditors**

The list of accredited IS-BAO Auditors as of September 1, 2007 is as follows. Two U.S. applications are pending. Three auditors were monitored in 2007 during the conduct of one initial registration and two renewals.

Australia	1	Libya	1
Brazil	1	Nigeria	1
Canada	2	Russia	1
Macao, China	2	South Africa	1
Japan	1	UK	7
Luxembourg	1	USA	64
		<b>Total</b>	<b>83</b>



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**6.c Registered Operators**

As of September 1, 2007 a total of 94 initial registrations had been issued. Of that number 4 flight departments ceased operation or merged with another flight department, and 1 operator did not renew their registration. The number of currently registered operators is 89. They are distributed as follows:  
 Note: One additional registration is pending.

Brazil	1	Netherlands	1
Canada	2	South Africa	1
Greece	1	UK	1
Germany	1	USA	81
		<b>Total</b>	<b>89</b>

Of the 89 registered operators, 29 have renewed their registration once, and an additional 6 have renewed their registration twice. Since the last Standards Board meeting, there have been an additional 21 initial registrations and 17 renewal registrations.

17 registrations will expire by the end of this year. 5 registrations have lapsed, however, these companies have scheduled audits and/or are planning to renew their registration.

The list of operators currently registered is as follows:

1	Entergy Services, Inc.	New Orleans, LA
2	The Coca Cola Company	Atlanta, GA
3	Altria Corporate Services Inc.	White Plains
4	Toyota AirFlite	Hebron, KY
5	MI Home Products	Harrisburg, PA
6	Magna International, Inc.	Toronto, ON, Canada
7	Yum! Brands Aviation	Louisville, KY
8	IBM	White Plains, NY
9	Countrywide Home Loans	Van Nuys, CA
10	Boeing Executive Flight Operations	Chicago, IL
11	The Home Depot	Atlanta, GA
12	Shell US	Houston, TX
13	Sky River Management	Henderson, NV
14	Gannett Co. Inc.	Dulles, VA
15	Shell Aircraft International	Rotterdam, Netherlands
16	Darden Restaurants	Orlando, FL
17	Aon Aviation, Incorporated	Chicago, IL
18	BellSouth Corp. Aviation and Travel Services, Inc.	Atlanta, GA
19	Executive Fliteways, Inc.	Ronkonkoma, NY
20	AFLAC Incorporated	Columbus, GA
21	T-Bird Aviation	DuPage West Chicago, IL
22	Cargill Corporate Aircraft	Minneapolis, MN
23	Koch Business Holdings, LLC	Wichita, KS
24	Textron, Inc.	Warwick, RI
25	Caterpillar, Inc.	Peoria, IL



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26	Anglo Operations Limited	Bonaero Park, South Africa
27	Mente, LLC	Seattle, WA
28	Merck & Company Inc.	West Trenton, NJ
29	General Mills Inc.	Minneapolis, MN
30	Harley-Davidson Motor Co.	Milwaukee, WI
31	CVS Caremark	Warwick, RI
32	BD Aviation	Teterboro, NJ
33	Marathon Oil	Houston, TX
34	BMW	Munich, Germany
35	CIGNA Corp.	Windsor Locks, CT
36	Husky Injection Moldings	Toronto, ON, Canada
37	Kellogg Company Aviation Dep't.	Battle Creek, MI
38	Bunn-O-Matic Corp	Springfield, IL
39	Amerada Hess Aviation	West Trenton, NJ
40	GE Corporate Air Transport	Newburgh, NY

	<b>Since 2005 Standards Board Meeting:</b>	
41	Amgen Aviation	Camarillo, CA
42	DB Aviation	Waukegan, IL
43	Group Holdings Inc	Fort Worth, TX
44	AGRO Industrial Management	West Palm Beach, FL
45	Northrop-Grumman Aviation Division	Hawthorne, CA
46	PepsiCo Flight Operations	White Plains, NY
47	United Services Automobile Assn	San Antonio, TX
48	Aviation Consultants of Aspen, Inc	Hollis, NH
49	Johnson & Johnson	West Trenton, NJ
50	Gulfstream Aerospace Demo and Corp Flight Operations	Savannah, GA
51	Dassault Falcon Jet	Teterboro, NJ
52	Lockheed Martin Corporate Aircraft	Baltimore, MD
53	Consolidated Contractors International Company. S.A.L	Athens, Greece
54	Emerson Aviation	Chesterfield, MO
55	Specsavers Aircraft Ltd.	Guernsey, CI, UK
56	Líder Táxi Aéreo	Belo Horizonte, MG, Brazil
57	Schering-Plough Corporation	Morristown, NJ
58	Nike Flight Operations	Hillsboro, OR
59	DuPont Aviation	New Castle, DE
60	Valero Energy	San Antonio, TX
61	Hendrick Motor Sport Aviation	Charlotte, NC
62	Occidental Petroleum	Burbank, CA
63	Eastman Kodak	Rochester, NY
64	M & N Aviation	Casper, WY
65	Owens Corning	Swanton, OH
66	Texas Instruments	McKinney, TX
67	Costco	Issaquah, WA
68	FedEx	Memphis, TN



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<b>Since 2006 Standards Board Meeting:</b>		
69	Venture Jets Inc	Lititz, PA
70	Peabody Energy	St. Louis, MO
71	Qwest Communications	Englewood, CO
72	Target Corporation	Minneapolis, MN
73	Nationwide Insurance	Columbus, OH
74	Eaton Corporation	Richmond Heights, OH
75	Xerox Corporate Aviation Services	White Plains, NY
76	Baldwin Aviation	Hilton Head, SC
77	3M Company	St. Paul, MN
78	Kraft Foods Global, Inc.	Milwaukee, WI
79	Lowe's Companies Aviation Dept	Statesville, NC
80	KeyCorp	Cleveland, OH
81	IMS Health Transportation Services	Oxford, CT
82	Monsanto	Chesterfield, MO
83	Flight Management Corporation	Sarasota, FL
84	Cessna Aircraft Company	Wichita, KS
85	S.C. Johnson & Son Aviation	Racine, WI
86	Johnson Controls Aviation Departments	Milwaukee, WI
87	University of Notre Dame	Notre Dame, IN
88	Bristol-Myers Squibb	West Trenton, NJ
89	Corporate Flight Alternatives	Dayton, OH
90	Pending : DePuy Orthopaedics, Inc.	Warsaw, IN

**6.d. IS-BAO Workshops**

Ten IS-BAO Workshops have been held in the past 12 months. The following are the results for these Workshops.

Date	Location	Attendance				Revenue	Expense	Profit (Loss)
		Operators & Others	Auditors Initial	Auditors Renewal	Total			
Oct.11, 2006	Philadelphia	4	4	1	9	\$6,800	\$2,400	\$4,400
Nov 7, 2006	Hong Kong	8	2	0	10	\$5,100	\$3,239	\$1,861
Nov 17, 2006	Long Beach	3	0	0	3	\$1,200	\$2,400	(\$1,200)
Jan 30, 2007	San Antonio	14	4	1	19	\$11,000	\$4,000	\$7,000
Feb 28, 2007	Boston	16	2	0	18	\$8,700	\$4,515	\$4,185
Mar 19, 2007	Farnborough	10	3	1	14	\$6,500	\$2,059	\$4,441
Apr 4, 2007	West Chicago	13	0	2	15	\$5,600	\$2,966	\$2,634
May 21, 2007	Geneva	3	1	6	10	\$4,400	\$1,593	\$2,807
Jun 20, 2007	Atlanta	10	1	0	11	\$5,100	\$2,474	\$2,626
Aug 21, 2007	Washington DC	2	0	20	22	\$8,800	\$2,360	\$6,440
Oct 26, 2007	Wichita, KS							
Nov 9, 2007	Oakland, CA							
	<b>Total</b>	<b>83</b>	<b>17</b>	<b>31</b>	<b>131</b>	<b>\$63,200</b>	<b>\$28,006</b>	<b>\$35,194</b>





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**7. Amendments to ICAO Annex 6 and Other Related Annexes**

The summary of the amendments to the ICAO Annexes was reviewed and the recommended actions were accepted. Peter Ingleton provided additional recommendations regarding the ELT requirements. ACTION: Need to review IS-BAO and AMC and other documents for revision to language/ acronyms/procedures to reflect performance based navigation—need to determine when this is applicable. 90-100 A AC in FAA uses new terms—look at ICAO site for this information—may want to note it as a minimum in the IS-BAO.

A copy of the summary is below:

ICAO Document	Amdt #	Applicable	Nature	IS-BAO Impact	IS-BAO Ref
Annex 1	168	22 Nov 2007	The four elements of this amendment all pertain to air traffic controllers.	None	.n/a
Annex 2	40	22 Nov 2007	Amendment of definitions and the inclusion of associated procedures for ADS-B, ADS-C and ADS-C agreement; pilot procedures in the event of unlawful interference.		
Annex 6 / I	31	22 Nov 2007	<ul style="list-style-type: none"> <li>a) Amendments to Standards to facilitate implementation of the available technology in relation to the use of automatic dependant surveillance-contract (ADS-C) and to the introduction of required communications performance (RCP) in the provision of air traffic services (ATS);</li> <li>b) Amendment of existing provisions related to the mandatory carriage requirements of emergency locator transmitters (ELTs) as of 1 July 2008;and</li> <li>c) Changes to Standards related to pressure altitude data sources used by transponders as of 1 January 2009 and 1 January 2012.</li> </ul>		



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Annex 6 / II	26	22 Nov 2007	<p>a) Amendments to Standards to facilitate implementation of the available technology in relation to the use of automatic dependant surveillance-contract (ADS-C) and to the introduction of required communications performance (RCP) in the provision of air traffic services (ATS);</p> <p>b) mandatory carriage requirements of emergency locator transmitters (ELTs)</p>		
Annex 8	nil				
Annex 10 / Volumes I	81	23 Nov 2006	<p>a) Introduction of ground-based augmentation system (GRAS) Standards and Recommended Practices,</p>		
II	82	22 Nov 2007	<p>b) Amendments to SARPs for instrument landing systems (ILS), distance measuring equipment (DME) and microwave landing system (MLS).</p>		
III	nil		Update of aeronautical fixed telecommunications network (AFTN) common ICAO data interchange		
IV	nil				
V	nil				



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			network (CIDIN) provisions, communications procedures related to radiotelephony ( R/T) reply procedures and voice communications failure; use of controller-pilot data link communications (CPDLC).		
Annex 11	45	22 Nov 2007	Definitions and associated procedures for ADS-B, ADS-C and RCP; coordination procedures between ATS and other entities; name code designators; introduction of wind shear alerts		
Annex 16 Vol I	nil				
Annex 16 Vol II	nil				
Annex 17	nil				
Annex 18	9	20 Nov 2008	The extension of the provisions in Chapter 12 relating to the investigation of dangerous goods accidents and incidents to include cases of misdeclared or undeclared dangerous goods.	None	n/a
PANS ATM	nil				
PANS OPS / 1	nil				
PANS OPS / II	nil				

**Action – Perfetti**

**8. Amendments to IS-BAO, APM and GCOMs**

The proposed amendments to the IS-BAO, Audit Procedures Manuals and generic company operations manuals were reviewed in detail and accepted. One exception was the Threat Error Management material which was deferred. A copy of the summary is attached as Appendix C.

Also discussed were the renumbering of pages. This would allow for revisions by sections vs. whole manual. This has not been costed out and may need a survey of operators before the current method is changed. We discussed making electronic copies available on web. This would make the IS-BAO more accessible but raised questions of control. We would need to further analyze the options and cost benefits.

Audit due dates were discussed and agreed that short extensions could be managed.

We agreed to hold action on Threat Error Management proposed revisions. We need to research other programs/ terminology including the FAA's Flight Risk Tool.



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**Action – Perfetti**

**9. IS-BAO Workshop Schedule**

The IS-BAO Workshop schedule was discussed and it was agreed to increase the number of workshops to 12-15 per year. The draft list of workshops were approved, subject to further revision.

Additional Workshops may be held as required.

<b>Date</b>	<b>Location</b>	<b>Remarks</b>
<b>2008:</b>		
January 11, 2008	Boca Raton, FL	Following Embry-Riddle SMS Conference in Daytona Beach
February	Hong Kong &/or India	Could be scheduled around ABACE (Feb 14) 2 auditors due for renewal in that area/ India Business Aviation Association expressed interest in meetings/workshop
March 28	San Antonio	Following NBAA PDP forum
April	Raleigh, NC	
May 19	Geneva	Day before EBACE
June 27	Dayton, OH	Following NBAA PDP forum
July		
August	Seattle, WA	
September		
October		NBAA Convention is held this month.
November	St. Louis, MO	Also, Middle East Business Association conference will be held in Dubai Nov 23-25
December		
<b>2009: TENTATIVE</b>		
January	Albuquerque, NM	
February	Savannah, GA	
March	Denver, CO	
April	Teterboro, NJ	
May 11	Geneva	Before EBACE (May 12-14)
June	Omaha	
July		
August	Washington DC	Auditor Renewal Workshop
September		
October		NBAA Convention (Oct 20-22)

**Action – Perfetti**



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## 11. Other Business

**Auditor Advisory Group.** The attached Terms of Reference were reviewed. It was agreed to delete the provision (recommended by auditors) to have a member of the Auditor Advisory Group sit on the Standards Board as an ex officio member. Revision is made to the proposed Terms of Reference to delete that line.

**AUDITORS ADVISORY GROUP**  
**TERMS OF REFERENCE**

### Purpose

The IS-BAO Auditors Advisory Group has been established to provide advice to the IS-BAO Standards Board on issues such as the IS-BAO standards, the Audit Procedures Manual and the general IS-BAO program issues.

These Terms of Reference provide for the establishment and ongoing management of the IS-BAO Auditors Advisory Group.

### Authority

The IBAC Governing Board has authorized establishment of the IS-BAO Standards Board. The Standards Board has been 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.

The IS-BAO Standards Board has authorized establishment of the Auditors Advisory Group to provide advice to the IS-BAO Standards Board.

### IS-BAO Auditors Advisory Group Members

The IS-BAO Auditors Advisory Group consists of the not less than six nor more than eleven Members elected by the Accredited IS-BAO Auditors and accepted by the IS-BAO Standards Board.

All members will be elected for a three-year term ending December 31, however, the membership terms of the Members should be arranged so that the term of at least two Members expires each year.

Members may be re-appointed at the end of their term.

The Auditors Advisory Group 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 held via teleconference. Members may also work electronically as required. On occasion, extraordinary meetings may be required to consider unforeseen issues.



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## Administration and Reporting

The IS-BAO Standards Manager will provide secretariat services for the IS-BAO Auditors Advisory Group. Group Members will be provided with the Agenda and material for meeting in advance.

*The Chair of the IS-BAO Auditors Advisory Group shall be an ex-officio member of the IS-BAO Standards Board NOTE; Recommended deleting this provision. It is premature to decide on an ex-officio member of the Board.*

The IS-BAO Standards Manager will assist the Auditor Advisory Group chair in assembling recommendations and other material produced by the Auditors Advisory Group and presenting it to the Board for consideration at its annual meeting.

## 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 any other expenses on their own account.

**Threat Error Management.** Peter Stein, Durwood Heinrich and Phillip Roberts made a presentation recommending Threat Error Management be included in the IS-BAO. It was agreed that this was premature and action was deferred.

**Security.** It is anticipated that TSA will do something—may be similar to 12-5 program.

**Action- Perfetti**

## 12. Next Meeting

The next meeting will be held in Orlando, FL on Saturday, October 4, 2008 or, if required, at the call of the Chair.

**Action – Info**

There being no further business it was moved by Paul Stinebring that the meeting be adjourned.

Carried

**IS-BAO, GCOM & APM AMENDMENTS JAN. 1, 2008**

<b>IS-BAO CD</b>		
<b>Section</b>	<b>Issue</b>	<b>Amendment Action</b>
1	General	<p>With continuous page numbering complications arise when only one section requires amending, therefore it has been suggested that the document be restructured in a manner that would facilitate amending only sections of it.</p> <p>Sectionalize the document to have each section numbered independently. Send out only the revised sections instead of the entire manual. Table of Contents will be renumbered to reflect the new numbering system.</p> <p>Note: January 2008 revision will contain the entire manual with the new numbering system. Subsequent revisions will contain only the affected sections.</p>
2	1.3 Registration	<p>It has been suggested that the word “normally” in the first line of the second paragraph and the reference to two years is misleading.</p> <p>Revise the paragraph to: -Indicate that the initial registration is valid for two years from the month that the audit was completed.</p>
3	1.3 Registration	<p>No provisions are made for handling of registration renewal after the registration has lapsed.</p> <p>Discuss handling of registrations that have lapsed— -New renewal date from date of the completion of the audit -Include a provision that registrations which have lapsed more than six months must be treated as initial registrations.</p>
4	2.1 Introduction -Need for IS-BAO	<p>IBAC should reference the Woodhouse report to highlight safety benefits of IS-BAO and should highlight other benefits of IS-BAO</p> <p>Reference the links to the Woodhouse report and benefits of IS-BAO contained on the IBAC web site.</p>
5	2.7.4	<p>Minor typo.</p> <p>Correct typo.</p>
6	2.7.5	<p>Typo. Correct name of Chapter 5 of the Internal Audit Manual</p> <p>Make correction to read “Evaluating...” vs “Evaluation” to reflect the correct title.</p>
7	4.1 Organization and Personnel 4.1.1.d (new)	<p>2.4 of the AMC includes Safety Officer responsibilities and qualifications; however, no mention of a Safety Officer position is included as a standard or recommended practice.</p> <p>Add 4.1.1.d (recommended practice) to include a Safety Officer position or assigning Safety Officer responsibilities to the flight department manager in smaller organizations. This mirrors the information currently contained in the AMC.</p> <p>Revise audit protocols.</p>
8	5.1.3.e Other training	<p>It was suggested that CFIT training be included.</p> <p>Add a reference to the NBAA ALAR Training Aid.</p>
9	5.1.4 Flight Simulators	<p>It was suggested that the standard make the use of flight simulators mandatory.</p> <p>This was discussed at a previous Board meeting and also discussed with auditors during the Auditor Renewal workshop. It is recommended that no change be made due to the availability of simulators and/or the fact that some airplanes do not have simulators. Therefore, this section remains a recommended practice and not a standard.</p>

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10	5.4.4 Training (new)	Mixed gas devices are now used by some training service providers to simulate oxygen deficient environments. Add a reference to mixed-gas training in a new section 5.4.4.
11	6.2.2 VFR Flight	Consider including a statement on requiring a policy and risk assessment for VFR flights to include risks such as route and traffic. Add additional risk assessment factors to the section on VFR flight.
12	6.2.5 Fuel & Oil	A reference is in error. Correct the reference.
13	6.2.7 Extended Operations (ETOPS) New item	Extended operations (ETOPS) is a new rule for part 135 operations—guidance material is in draft format and out for public comment See 135.364 Add extended operations as a recommended practice for part 91/private operations. Revise audit protocols
14	6.5.1 Category II and III Operations	<i>Advisory Circular AC 120-29A, Criteria for Approval of Category I and Category II Weather Minima for Approach</i> contains relevant information and was not referenced. Add references to the Advisory Circular.
15	6.10.4 Use of Oxygen	The footnote to this provision is in erroneous. Also, 6.10.4 recommends that the pilot at the flight controls shall use an oxygen mask if the aircraft is operated above FL410 or if one pilot leaves the flight deck for any reason above FL350. Part 91 requires these items. Correct the footnotes. Add a note that specific State requirements may vary. Operators must meet the specific requirements of the State of Registry and the State in which the operation is being conducted. Revise audit protocols.
16	6.11 Passenger Safety Briefing	It was suggested that the “Brace Position” be added to the “Prior to take off” briefing. The brace position is required in the Emergency briefing referenced in para 6.11.4. Para 5.3.2 also recommends that for operations without cabin attendants, that passengers that fly frequently receive emergency procedures training. It is considered that this is appropriate and sufficient.
17	6.14 Travel Health Issues	A recent amendment to ICAO Annex 9 contains new provisions for the protection of the health of passengers and crews and prevention of the spread of communicable disease thorough international travel. Included are provisions for advising the destination aerodrome when a case of communicable disease is suspected. 6.14 (recommended practice) currently requires procedures for assessing health risks and developing a response plan. This suggestion provides additional information to be included in those procedures. It is recommended that the current recommended practice is adequate and no change be incorporated.



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18	6.9 Aircraft Airworthiness	It was suggested that this section is duplicative of the maintenance section and should be deleted in its entirety.	This section is complementary to the maintenance section. It requires that an operator shall ensure that aircraft are maintained and operated in accordance with their certificate of airworthiness and the provisions of the company maintenance program. Since it involves flight operations, it is not redundant to the maintenance section. No change recommended.
19	7.6 International Publications Library	It was suggested that the recommended practice to maintain an international procedures library be changed from a recommended practice to a standard.	Para 6.2.1.1 requires that “before commencing a flight the pilot-in-command of an aircraft shall be familiar with the available flight information that is appropriate to the intended flight”. Also, as many operators use commercial flight planning services to provide required flight information and/or URL references it would appear that it is not necessary to change 7.6 to a standard.
20	8.11 GPWS/TAWS	The provisional period provided in ICAO Annex 6 Part II expired Jan. 1, 2007 so the wording should be revised.	Update the provision to reflect current Annex 6 Part II requirement.
21	8.12	It was recommended that ACAS II be mandated as a standard vs. a recommended practice.	Because of the wide variety of aircraft it is proposed to keep this as a recommended practice.
22	9.1.3.b	This element refers to “elementary work or preventive maintenance and aircraft servicing” The term “elementary” has no meaning in describing maintenance functions. Recommend that the term be deleted.	Elementary work or preventative maintenance is defined in the note in 9.1.3 and does have relevance. Therefore, no change to the standard is warranted.
23	9.2.2 Maintenance Agreements	Procedures for flight crews to obtain maintenance away from home base should be a standard and not a recommended practice.	Change this provision to a standard versus a recommended practice. It was further recommended to make it a subset of 9.2.1 but this would change the numbering system (see comment below on numbering)
24	11.0 Emergency Response Plan	It was suggested that training of personnel be included.	Modify para 11.5.
25	12.1 Environmental management	It was suggested that disposal of international trash be included in this section.	12.1.f is added to address disposal of international trash
26	12.2 Environmental management	It was suggested that element 12.2 be deleted as operators would have no means of determining environmental rules and procedures at destination and enroute airports.	12.2 is a recommended practice and states that operators should also be aware of local environmental rules and procedures at destination and enroute airports. No change is recommended to this practice as operators should be aware of procedures for noise abatement, ground operations, disposal of waste materials, etc.

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27	14.1.2	Highlight that dangerous goods training shall be conducted every two years.	Bolded in text. (existing requirement)
	AMC:		
1	AMC 3.2 SMS	It was suggested that a Threat and Error Management reference be added	Add a reference to TEM in sections 2.3 and 2.5 (text and link)
2	AMC 3.2 SMS	Add link to FAA's Flight Risk Awareness Tool	Add a link to this document in section 3 Additional Reference Material
3	AMC 3.2 SMS	Corporate Flight Operations Quality Assurance has been demonstrated to be an effective SMS tool.	Add reference to C-FOQA to section 2.5.
4	AMC 6.1 SOPs	<i>ICAO Doc 9870 Manual for Preventing Runway Incursions</i> -- It is not available electronically.	Revise reference to indicate the manual is available in print format.
5	AMC 6.13 Fatigue Countermeasures	The URL for one referenced document has changed.	Update URL.
6	AMC 6.13 Fatigue Countermeasures	The UK CAA in cooperation with a QinetiQ Group PCL and a number of airlines including Air New Zealand has developed a computer based system called SAFE - System for Aircrew Fatigue Evaluation to analyze and predict crew fatigue for a flight or a series of flights. It is anticipated that it will be available commercially some time in 2007.	Add a reference to AMC 6.13
	Other:		
		Concern with renumbering elements during the annual revision. This requires a significant amount of time to cross-reference elements that were renumbered.	To the maximum extent possible, do not renumber elements. Either add new sections or revise wording within an element.

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CD	A paper titled Tools for Efficient SMS Design was presented at the 2007 Corporate Aviation Safety Seminar. One of the tools discussed is an SMS Gap Analysis Tool. It is anticipated that it would be helpful to operators who are developing and implementing a safety management system.	Add the paper to the IS-BAO CD.

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GCOMs		
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TBD		

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Appendix B—pro forma written agreement between operator and auditor	Many legal departments of operators have totally rejected this proposed legal document (hold harmless provision). Some auditors are not using this form.	Refer to Auditor Advisory Group for recommendations. -Review other written agreements/ revise wording
	Auditor liability insurance—some operators are requiring auditors to maintain high liability insurance coverage	Refer to Auditor Advisory Group for recommendations.
3.1.2	Revise this section to reflect changes to IS-BAO re expiration dates.	Revise the paragraph to: -Indicate that the initial registration is valid for two years from the month that the audit was completed.
3.1.2	Revised this section to reflect changes to IS-BAO re lapsed registrations.	Discuss handling of registrations that have lapsed— -New renewal date from date of the completion of the audit -Include a provision that registrations which have lapsed more than six months must be treated as initial registrations.
4.1.1	Add recommended practice for a Safety Officer or persons performing the duties of a safety officer	Included in protocols as a recommended practice
5.2.1	Clarify that CRM for maintenance personnel is a recommended practice/ now shown as a standard requirement.	CRM for maintenance personnel, dispatchers, and other personnel is a recommended practice. Audit protocol is revised.
5.4.2-4	Clarify high altitude training requirements (current recommended practices are not included in the protocols)	Training for aircraft type, and altitude chamber/mixed gas hypoxia awareness training is added as a recommended practice.
6.2.7	Add ETOPS as a recommended practice	ETOPS and Polar Operations are added to the protocols as recommended practices.
6.10	Clarify oxygen requirements must meet State requirements.	A note was added that operators must comply with State requirements for use of the oxygen mask.
9.2.2	Change protocol to reflect change of 9.2 from a recommended practice to a standard (maintenance away from home base)	Protocol was revised.
11.5/ Audit protocol	11.5 is a recommended practice that states the emergency response plan should be exercised periodically in order test its integrity. However, this recommended practice is not shown on the audit protocols.	Add this recommended practice to the audit protocols.
12.1	Add provision for international trash	Added to protocol to reflect standard.

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