

IS-BAH™ Policy 2019-01

Subject – IS-BAH™ Auditor Accreditation Renewal Requirements and Procedures

Effective: January 21, 2019 – replaces Policy 2016-04

1. Purpose

This IS-BAH™ Policy has been developed to enhance the IS-BAH™ audit programme and the integrity of the IS-BAH™ programme in general. This policy provides details of accredited auditor renewal process and the associated fee structure for those auditors who have supported the programme from its inception and are now approaching their first renewal period.

2. Discussion

In recognition of the much valued support given by those who have chosen to actively support the International Standards for Business Aviation Handling (IS-BAH™) Programme since initial accreditation for this first renewal period, the following policy and fee structure shall apply.

3. Policy

3.1 Auditor Accreditation Renewal Process

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

1. Renewal of accreditation is not automatic, nor guaranteed at the end of the initial or subsequent accreditation period;
2. To register intent to renew accreditation Auditors shall submit, prior to expiry of accreditation period, the IS-BAH™ auditor accreditation renewal form on the IS-BAH website: [IS-BAH™ Auditor Renewal](#)
3. If the auditor is deemed to have demonstrated conformity with the requirements within the IBAC International Standards for Business Aircraft Audit Programme Manual Audit (APM) throughout the previous accreditation period the AAM will accept the renewal application and inform the applicant;
4. If the AAM is not fully satisfied with the renewal application, he/she will send the application to the IBAC Auditor Review Group which will render a final determination on the renewal application. The AAM will then advise the applicant of the decision.
5. To complete the accreditation renewal, auditors must pay the auditor accreditation renewal fee and attend both Fundamentals of IS-BAH™ and an IS-BAH™ auditor accreditation workshop. They must attend the workshops prior to the end of the 24th month following attendance at their

- previous workshops. The two workshops normally are scheduled on consecutive days.
6. When the applicant has successfully completed the Fundamentals of IS-BAH™ and Auditor Accreditation Workshops, the IBAC Administrator will obtain the necessary information from the applicant and issue an accreditation letter valid to the end of the 24th month after completion of the workshops and associated auditor credentials to the applicant.

3.2 Auditor Accreditation Renewal Fee Structure

1. The initial IS-BAH™ auditor accreditation renewal fee is to be US\$1,700 per auditor. For that fee the auditor receives:
 - a. Registration for the Fundamentals of IS-BAH™ and IS-BAH™ auditor accreditation workshop and associated workshop materials;
 - b. IS-BAH™ auditor accreditation valid until the end of the 24th month after completion of the auditor accreditation workshop and associated credentials.

3.3 Extensions of Auditor Validity Period

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

Approved by Terry Yeomans, IS-BAH™ Programme Director, January 21, 2019