



# Decision Record

## IS-BAO Standards Board (ISB/1)

New Orleans, LA, 10 December 2001  
Attendants

R. Blouin (NBAA) Member  
P. Stinebring (NBAA) Member, Vice Chairman  
J. Batty (BAUA) Member, Chairman  
W. Remington (CBAA) Member  
D. Spruston (IBAC) Member  
R. Rohr (IBAC) Secretariat  
P. Ingleton (IBAC) Secretariat

### Absent with Apology

G. Navais (ABAG)  
R. Conley (Aventis)

### 1. Introductions

Mr. D. Spruston, ad interim Chairman, called the meeting to order at 1300 h, introduced those present and extended a cordial welcome to the First Meeting of the Standards Board. He noted that Mr. Navais had been unable to attend but that he had arranged for Mr. Luis Beuno to attend on his behalf.

Mr. Spruston noted that;

Mr. Remington's place on the Board will be taken up by the CBAA Standards Manager, when appointed (expected early in 2002),

The appointment of a Board Member from continental Europe was pending.\* The Board noted that it would be preferable to have two persons from Europe on the IS-BAO Standards Board, one from the EBAA Board and one from a flight department.

\* Sec Note: Subsequent to the meeting the Secretariat was advised that the EBAA was nominating Mr. G. Ridley of IBM (Europe) Flight Department would be made available to serve as a Member.

Mr. Spruston briefed the meeting on the status of the IS-BAO launch. The tragic events of September 11 have caused considerable trauma to the insurance companies, resulting in a delay in provision of a quote for the liability insurance. The IBAC Governing Board will be briefed on

December 15 on the problem with a recommendation to delay the launch to February 1, 2002, or such time that the insurance can be arranged.

## **2. Selection of Chairman**

On the recommendation of Mr. Blouin and Mr. Spruston, that both the Chairman and Vice – Chairman of the Standards Board be from an operating Flight Department, Messrs. J. Batty and P. Stinebring were unanimously elected Chairman and Vice-Chairman, respectively. Each to serve for a term of two years.

## **3. Review of Standards Board Terms of Reference**

Draft Terms of Reference, dated October 2001, were reviewed and finalized.

Amendments were agreed as indicated in the attachment hereto.

Regarding preparation of the record of Board Meetings and the approval thereof, the Board noted that this would be the function of the Secretariat, with approval of the record by the Chairman. The Board further noted that the same arrangements would apply to the annual report of the Board to the IBAC Governing Board.

## **4. Review of Results of IS-BAO tests**

The process and the outcome of the tests conducted with six corporate flight departments were summarized by Mr. Spruston. The process worked well, there were no major problems and the reaction of the flight departments was in all cases very positive.

In light of experience during the first two tests with the International Airspace Procedures material, and duplication of Safety Management System material, the subsequent restructuring and rewriting of that material has made it more 'user friendly'.

On the advice of Mr. Blouin the Board affirmed the need for arrangements to solicit feedback on a regular, if not annual basis from users. Mr. Spruston confirmed that a feedback form would be provided on the IS-BAO web-site.

Mr. Blouin also recommended that arrangements be made, in conjunction with John Sheehan, to merge the IS-BAO into the NBAA Operations Workshop course structure/documentation and also to seek feedback through that medium.

## **5. Changes made to the International Airspace Section**

Mr. Spruston reported that, in the light of problems encountered during the two first tests with flight departments, the International Airspace Section of the AMC had undergone major restructuring and rewriting by Messrs. Rohr and Ingleton.

In the process it was decided that the SOP for International operations should be contained in a separate document ...hence the AMC has been set up accordingly.

## **6. Final review and approval of IS-BAO**

Recalling the time, diligence and professional effort devoted over the last one and one-half years to the development of the IS-BAO and in the light of the recent changes of significance described

in the preceding Agenda Items, Mr. Spruston presented for adoption the final draft (dated 19 November 2001).

He noted that the Preamble page will be removed and replaced with a concise statement which will include a 'hold harmless' text to be provided by a lawyer via the insurance company. He also advised that copyrights would be obtained for all documents and the copyright symbol inserted before final printing. He recommended that the final version be dated 1 January 2002.

The Board decided to retain pro tem the IS-BAO Section 15 "Security", on the understanding that the opportunity would arise for it to be consulted on the impact, if any, that retention of this Section might have on the premium for liability insurance.

Mr. Blouin *moved* the adoption of the IS-BAO draft dated 19 November 2001, subject to amendments of an editorial nature. Mr. Stinebring *seconded*.

The Board *adopted* unanimously.

## **7. Review of Generic Company Operations Manuals**

The Chairman noted, by way of introduction to the discussion, that the Board was not required to take approval action on these manuals.

Mr. Spruston reported that testing had established that the concept works well and that, typically, it takes approximately two full days work to develop a company specific ops manual based on the template. He noted that IBAC has taken copyright on the draft and will shortly do likewise for the final versions.

Mr. Rohr was accordingly requested to place copyright signification on each page of the final version.

## **8. Discussion of format for selling products**

Mr. Spruston outlined the format as follows for the selling products:

printed copy (8.5 by 11 inches) of IS-BAO in a 3-ring binder accompanied by a printed copy of the Generic Company Operations Manual in either standard format or JAR-OPS format.

An associated CD containing soft copies of; IS-BAO( two page sizes 8.5 by 11 and A4), GCOM standard format (two page sizes, 8.5 by 11 and 4.25 by 5.5), GCOM JAR-OPS format (two page sizes A4 and half A4).

The purchase price will include a 5 year subscription to amendment service provided in hard copy and via the IS-BAO web-site.

Regarding the Audit Procedures Manual, Mr. Spruston advised the Board that this will be made available in printed copy (8.5 by 11) in a 3-ring binder (along with the Check List and Report Template) and will be accompanied by a CD containing soft copies of these documents plus material presented during the one day training course. Whereas auditors will be expected to purchase the IS-BAO package as a separate item, the Audit Procedures Manual would be provided as part of the price for enrolment in the Auditor Training Courses.

The Board concurred with the arrangements as presented by Mr. Spruston.

## **9. Review of status of Audit Procedures Manual**

Mr. Spruston reported that no changes have been made to the draft dated 1 September 2001 i.e. since the last meeting of the IS-BAO Steering Committee.

Two sections remain to be completed. Namely, "Judgement" and "Decision Making". Target for completion of final draft is early 2002 in conjunction with completion of the IS-BAO. The first issue of a certificate of Registration for IS-BAO is anticipated for around April/May but is highly contingent on the actual launch date for IS-BAO.

The Board accepted Mr. Spruston's recommendation that the final draft be challenged and critiqued during the first training course for auditors envisaged for March/April 2002. It was noted that, in spite of best efforts it might not be possible to accomplish this prior to EBACE/2.

Following a short discussion, the Board decided that it would be acceptable for a company internal auditor to attend an IS-BAO auditor training course with the proviso that such an individual could do so on a 'non-graduating' basis.

In order to ensure oversight by the Board of the Audit Procedures Manual, it was decided to retain this Item as a Standing Item on the Board Agenda.

## **10. Other Business**

Farewell thanks and appreciation were extended to Mr. Remington for his contribution to the development of IS-BAO. Appreciation was likewise conveyed to CBAA for making the available the services of Mr. Remington.

Mr. Blouin conveyed a request to Mr. Spruston for a briefing on IS-BAO to be provided to the NBAA Chief Pilots and Aviation Directors Round Table to be held in Washington 12 or 13 February 2002.

## **11. Next Meeting**

It was agreed that the Second Meeting of the Board will be held in Orlando in September 2002 and that, should the need arise to resolve unforeseen launch problems, an extraordinary meeting could be held in the interim in May 2002 in Geneva (i.e. in conjunction with EBACE/2).

The Meeting adjourned at 1645h.

Record approved by .... Mr. J. Batty, Chairman IS-BAO Standards Board.

Date: January 30, 2002