



**IS-BAO STANDARDS BOARD/ 9**  
**ORLANDO CONFERENCE CENTER, ROOM S310 A**  
**ORLANDO, FL OCTOBER 4, 2008**  
**DECISION RECORD**



**1. Call to Order**

The Vice-Chair, Mr. Steve Fisher, (in the Chair's absence) called the meeting to order at 0900 and conducted a roll call of Members and recognized others in attendance. Introductions were made.

**Members**

Paul Stinebring – Emerson Electric	Chair	regrets
Steve Fisher – Shell	Vice-Chair	
Len Beauchemin – AeroTechna Solutions	Member	
William Boucher – CBAA	Member	
Pat Dunn – Orient Wonder International Ltd	Member	regrets
Bill Stine - NBAA	Member	regrets
Jens Hennig – GAMA	Member	
Rudy Toering - CAE	Member	Steve Papadopoulos attended for Rudy Toering
Dave Stohr - Air Training International	Member	regrets
Francisco A. Lyra - CFLY Aviation	Member	
Don Spruston - IBAC	Member	

**Member Nominees**

David Nigri -Textron-NBAA
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**Support Staff-IBAC**

Katherine Perfetti	Standards Manager
Peter Ingleton	Director, ICAO Liaison
John Sheehan	Manager, Safety Promotion
Ray Rohr	Director, Regulatory Affairs

**NBAA**

Steve Brown regrets
Doug Carr

**2. Adoption of Agenda**

The proposed agenda was reviewed and it was moved by Len Beauchemin and seconded by William Boucher that it be adopted.

Carried.

**Action - Info**



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AGENDA

ITEM	OPI
1. Call to Order	Chair
2. Adoption of Agenda	Chair
3. Review of Decision Record of September 24, 2007	Chair
4. Action Items From Last Meeting	Spruston
5. Standards Board Membership	Chair
a. Terms expiring in 2008	
b. New members	
6. IS-BAO Activity Report	Perfetti
a. IS-BAO Sales	Perfetti
b. IS-BAO Auditors	Perfetti
c. Registered Operators	Perfetti
d. IS-BAO Workshops	Perfetti
e. IS-BAO Marketing and Promotion	All
7. Amendments to Annex 6 and Other Related Annexes	Ingleton/All
8. Amendments to IS-BAO, APM and GCOMS	Perfetti/Sheehan
9. IS-BAO Workshop Schedule for 2008-2009	All
10. Other Business	All
a. FOQA data	Fisher
b. Auditor Advisory Group	Perfetti/Sheehan
c. SMS Toolkit and workshops	Rohr
d. SMS eLearning product	Rohr
e. EASA regulatory update and CEN workshop	Rohr
f. ICAO compliance dates (Bermuda letter) and acceptance of IS-BAO to meet ICAO requirements	All
g. TSA	
h. Vendors/ service and product providers	
11. Next Meeting	Chair
12. Adjournment	Chair

**3. Review of Decision Record of September 24, 2007**

The inclusion of the Decision Record of the Standards Board/8 meeting held on September 24, 2007 was noted by the acting Chair.

**Action - Info**



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**4. Action Items From Last Meeting**

The following Action Items from the September 24, 2007 Standards Board meeting were reviewed and the discussed. Discussion notes are in *italics*.

<b>Action Items From Last Meeting</b>	<b>Report</b>
a. Revise Terms of Reference so that GAMA representation be made permanent and recognize need for a regional geographic balance.	Terms of Reference were amended and a copy was attached. <i>This item also supports item b. to include requirement for training expertise on the board. This item is completed.</i>
b. Accepted Rudy Toering representing Canada and training organizations and continuing on board—Need to seek EU replacement	Updated Standards Board information.  <i>EU replacement still needed.</i>
c. Develop mentoring program. 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.	Continuation of informal “matching” process in response to requests from operators. Request included in newsletter with minimal response, but when asked in person most companies willing to act as mentors.  <i>Discussed.</i>
d. Consider obtaining services of a marketing person to assist with developing a comprehensive IS-BAO marketing program (carry over item due to resignation of Bob Blouin)	Bob Blouin was selected as Manager, Safety Promotion. Bob resigned in 2008. John Sheehan brought on board fall of 2008.



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<p>e. 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</p>	<p>Continue with workshops as an interactive process with auditors, operators and other interested parties. See discussion items on workshops and SMS Toolkit and eLearning initiative.</p> <p><i>Not yet ready time wise with video concept – willing to discuss further.</i></p>
<p>f. Review IS-BAO business plan to reduce the price and increase sales. Look at additional sources of funding. (carry over item to continue to review)</p>	<p>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.</p> <p>Note that IS-BAO revisions continue to be provided annually at no cost.</p> <p><i>This is a continuing discussion item at every Standards Board meeting. As it is right now, the program is holding its own—it is designed as a separate revolving fund—designed as zero profit. Right now we have significant products in development and we are running a deficit but we will look at this again next year after the eLearning and SMS toolkit are launched. By next year we will have better idea of revenues and will have better idea of whether to increase price.</i></p>



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<p>g. Publish amendments to IS-BAO and related documents. Look at reducing overhead costs by providing the IS-BAO electronically.</p>	<p>The January 1, 2008 amendment to the IS-BAO was published and mailed in December 2007. Due to renumbering the pages/ format change the manual was sent out in its entirety. The 2009 revision will have extensive revisions due to addition of SMS toolkit and ICAO Annex amendments. Open item to look at providing revisions electronically.</p> <p><i>Prefer to give flight departments the option. This would reduce costs somewhat if we provided an electronic revision. This remains an open item- continue to review.</i></p>
<p>h. Develop and implement an integrated marketing plan—continue with marketing plan. Need to do more with promotional material for maintenance. Missing points---IS-BAO not getting referenced in press/ advisory circulars—need to emphasize SMS</p>	<p>A marketing plan (educational strategy) was developed and is being implemented. Recommend additional discussion and update to the plan at this 2008 Board meeting. Recommended that we continue with educational philosophy. See additional discussion on marketing/ promotion of IS-BAO.</p> <p>Each association has responsibility for marketing. IS-BAO should be highlighted on the website. If IBAC produces e:mail marketing materials, it could be delivered through association sites. Example: NBAA postcard.</p> <p>We do not advertise. Educational philosophy. We do get a reasonable amount of press/ articles/ conference coverage/ press releases.</p> <p><i>Distribute press releases for new products. Discussed marketing/ press/ publicity during past year. Need to review each association website to ensure IS-BAO highlighted. Use Postcard to highlight new products.</i></p>



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<p>i. Hold Workshops as per the approved schedule. The number of workshops was increased to 12-15 per year. Add additional workshops as required</p>	<p>The scheduled workshops were completed and an additional workshop was held in Cambridge, UK. One additional workshop remains for 2008 in St. Louis, MO. (Cancelled Dubai and Brazil planned workshop). 2009 schedule is attached as a discussion item. <i>Discussed marketing potentials to increase promotion of workshops.</i></p>
<p>j. Develop a business case for IS-BAO</p>	<p>A business case for IS-BAO is being developed with NBAA's tax and regulatory committee—Brint Smith, Marsh, LLC. Is the lead. A presentation will be made at NBAA on Monday, October 6; and article to follow. <i>Followup on publishing business case- post on website</i></p>
<p>k. FAA just published AC 135-42—many items difficult to comply with—discussions ongoing with FAA—need NBAA comments on AC—AC 135-42 Oct 17 closing of comment period.</p>	<p>Predeparture check—industry commented on maintenance check—predeparture check by mechanic----</p> <p><i>Discussed</i></p>
<p>l. Explore eLearning concept with FlightSafety</p>	<p>Discussed at IBAC Governing Board and approved to move forward with eLearning product/ expenditures. See discussion item on eLearning product.</p> <p><i>Discussed- see additional discussion new business</i></p>
<p>m. 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.</p>	<p>.Need to review international procedures standard and AMC in IS-BAO. Action pending.</p> <p><i>Dave Stohr will review</i></p>



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<p>n. Revise terms of reference for Auditor Advisory group and establish group.</p>	<p>Terms of reference reviewed and amended to delete recommendation of having auditor on Standards Board. Newsletter and personal contacts requested participation on group. Initial list of issues identified. John Sheehan to chair this group. <i>See additional discussion item. Group will develop additional line of accountability / QA for this group. First meeting by end of Nov.</i></p>
<p>o. NEW: update website—need to update design to make it easier to find items—</p>	<p>. <i>Website redesign to make things easier to find. Highlight items including: workshop schedule/ registering for a workshop/ list of auditors/ implementation support/ list of benefits (including business case)/ how to order IS-BAO</i></p>

**Action Summary**

1. Find EU replacement on the Standards Board (preferably an operator)-refer to Governing Board.  
**Action- Spruston/ Perfetti**
2. Review IS-BAO pricing options (annual action item). Review in light of revenue from SMS Toolkit and eLearning product. Consider option of providing electronic amendment to IS-BAO.- **Action- Spruston/Rohr**
3. Review association websites (including GAMA) to highlight IS-BAO. Provide logo to associations for inclusion on their website.-**Action- Perfetti/ Lessard**
4. Increase promotion for workshops. **Action- Perfetti/ Sheehan**
5. Publish the business case for IS-BAO. Post on IBAC website.- **Action- Perfetti/ Lessard**
6. Update international procedures standard/ terminology. **Action- Perfetti/ Sheehan/ Stohr**
7. Set up Auditor Advisory Group and hold first meeting by end of November 2008. **Action- Perfetti/ Sheehan**
8. Update website to make it more user friendly and highlight areas most frequently used/ requested including: **Action- Sheehan/ Perfetti/ Lessard**
  - a. How to order IS-BAO
  - b. Auditor listing
  - c. Implementation support
  - d. Workshop schedule/ how to register for a workshop
  - e. IS-BAO benefits (including business case)
9. Increase promotion for new products/ press releases new products/ resurrect postcard system.  
**Action- Rohr/ Lessard**
10. Explore formalizing mentoring program for operators **Action- Perfetti**



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**5. Standards Board Membership and Executive**

The current members and terms of office are as follows:

<b>Member</b>	<b>Position</b>	<b>Term Expires</b>
Paul Stinebring – Emerson Electric	Chair	2008- New 2011
Steve Fisher –Shell	Vice-Chair	2009
Len Beauchemin – AeroTechna Solutions	Member	2010
William Boucher – CBAA	Member	2010
Pat Dunn – Orient Wonder International Ltd	Member	2009
Bill Stine - NBAA	Member	2010
Jens Hennig – GAMA	Member	2010
Dave Stohr - Air Training International	Member	2010
Francisco A. Lyra – CFLY Aviation	Member	2010
Rudy Toering - CAE	Member	2008-New 2011
Don Spruston - IBAC	Member	IBAC DG

**Action:**

Don Spruston proposed that Paul Stinebring and Rudy Toering’s terms be renewed for a 3 year period until 2011. This was seconded by Len Beauchemin. Carried. **Action-Spruston**

David Nigri of Textron was nominated by NBAA as a new operator representative to the Standards Board. This nomination will go forward to the Governing Board. **Action-Spruston/ Perfetti**

William Boucher requested that Peter Saunders from CBAA attend SB/10 as observer. Approved. **Action- William Boucher**

We still need to find a European representative for the Standards Board. This will be brought up at the Governing Board. **Action- Spruston**



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We need to amend the Standards Board listing to reflect the organization of the member, not the nominating organization. The Decision record was amended to reflect the member's organization. The IBAC website will be updated to reflect the same. **Action- Perfetti/ Lessard**

Potential new members include Carl Evans, Chief Pilot, FedEx. (NBAA nomination), Doug Carr, NBAA, Peter Saunders, CBAA. Action- Nominations pending from NBAA and CBAA.

**Action- Stine/ Boucher**

## **6. IS-BAO Activity Update**

The attached (Attachment A) IS-BAO Activity Report was reviewed and accepted. It was additionally noted that Don Spruston and Ray Rohr made presentations at VLJ conferences during 2008.

**Action- Info**

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

The amendments to the ICAO Annexes and related documents were reviewed and the following recommended actions were accepted. See Attachment B for the list of amendments to ICAO Annexes.

### **Actions:**

- Amend IS-BAO to ensure that the most recent amendments to ICAO are incorporated into the standard. This includes review and incorporation of the new Annex 6 part II requirements. Since Annex 6 changes are extensive, provide a 6 month implementation window for companies that are applying for, or renewing their registration –they can comply with either the 2008 or 2009 version of IS-BAO for the first 6 months of 2009.
- The attached table provides the outcome of a review of the Amendment status of ICAO Annexes and PANS adopted since SB 2007. The adoption of the Seventh Edition of Annex 6 Part II (aka Annex 6 Part II Modernization) has not been included in the table and will be dealt with in a separate document for SB consideration.
- As will be noted, the only pertinent amendments in the attached table relate to terminology (Ref Annexes 2 and 11).
- There are two possibilities for revising the IS-BAO to align with the contemporary ICAO terminology. These are:
  - to entrust to the IBAC staff the editorial task of updating the terminology, or
  - to recognize the need for an expert review and updating of the International Operations Chapter, including with regard to incorporating the new terminology.

Note need to update terminology and decide preferred course of action to accomplish. We need to pick up changes in terminology for RNP and performance based navigation. Dave Stohr has agreed to review the international sections.

**Action- Perfetti/ Sheehan/ Stohr**



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

Attachment B contains the proposed amendments. The proposed amendments were reviewed and discussed and accepted with the following comments. The underlying principle of this revision is that the IS-BAO will meet the new Annex 6 Part II amendment.

**Comments:**

- a. Item 4. The SMS section needs to be updated to reflect the latest ICAO updates.
- b. Corresponding amendments to the other documents (Audit Procedures Manual, audit protocols, Acceptable Means of Compliance, GCOM) will be made.
- c. 6.2.8. Need to rework the performance section so that it applies to all types of aircraft--small and large. The Board discussed the FAA ARC—whether safety buffers are required. Need to raise awareness of a safety buffer if things don't go as planned/ if the runway condition is unknown or contaminated, is there a process to build in a buffer? Right now an operator can plan to use 100% of the runway. Planning should tie to a risk assessment.
- d. Refuelling. Discuss prohibition of radio transmissions when refuelling. Currently DEN and other airports do not allow transmitting on radio when refuelling. (in EU with passengers on board/ some airports have restrictions re turning on APU when refuelling.) Look for additional guidance on refuelling- See Annex 14 Airports Vol 1 Safe Refuelling Practices as starting point./ Modify table.
- e. 8.5.3-AED Take into account the needs of the operation and the type of the airplane.
- f. 9.1.8 Use the term "Operator" shall ensure...
- g. Discussed cosmic radiation issue but determined no change required to IS-BAO.
- h. Agreed on a 6 month compliance window for companies registering/renewing in the first 6 months of the year due to the extensive changes in this year's revision. They can use the 2008 or 2009 version for the first 6 months of 2009.

**Action- Perfetti/ Sheehan**

**9. IS-BAO Workshop Schedule**

The 2009 workshop schedule was reviewed and accepted. It includes confirmed and planned workshops.

**Action:** Schedule workshop in Brazil in conjunction with LABACE. Reschedule Auditor Renewal workshop in August due to conflict with LABACE. Schedule remaining workshops and any requested ad hoc workshops.

**Action- Perfetti**

DATE	Location and Host	Notes
January 8	Savannah, GA Workshop Host: FlightSafety Savannah	Planned briefing for managers and instructor staff on 1/7/09
January 28	Daytona Beach, FL Workshop Host: Embry-Riddle University	
Feb 10	Hong Kong Workshop	Day before ABACE. Presentation planned at ABACE.
April 8	Dallas Workshop-Host: FlightSafety Dallas (Day before NBAA regional forum)	Day before NBAA regional forum



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May 11	Geneva Workshop	Day before EBACE
June 18	Omaha Workshop Host: Silverstone	
June 24	MSP/ St. Paul, MN Workshop Host: TBD	Day before NBAA regional forum
July 14	Chicopee (Springfield), Massachusetts Host: MassMutual	
August 20	Auditor's Renewal Workshop- Washington DC Host: GAMA	RESCHEDULED from August 13 to August 20.
August 12	Brazil	In conjunction with LABACE
September 30	London Workshop- Host: AviateQ	
November 15-19	Dubai Tentative	In conjunction with MEBA
Requested/ planned but not yet finalized:		
Spring:	UK Workshop (2 workshops requested by BBGA-1 scheduled for Sep 30/ spring workshop TBD	
Spring:	Germany Workshop—to be confirmed by German Business Aviation Association	
TBD:	Morristown NJ or Teterboro Workshop Host: General Aero and Global Aerospace	
TBD:	Houston, TX Workshop Host: Marathon Oil flight department	
TBD	Las Vegas, NV (tentative—in conjunction with NBAA regional forum 9/17— workshop would be 9/16)	

**10. New Business**

**a. FOQA Data** Steve Fisher made a presentation on Shell's experience with flight data management and recommended that flight data management be actively supported and recommended as part of IS-BAO.  
**Action- Perfetti**

**b. Auditors Advisory Group**

The formation of the Auditors Advisory Group was further discussed. The terms of reference for the Auditors Advisory Group have been previously approved and the formation of the group has been announced in the IS-BAO newsletter and workshops. Interest has been expressed by a number of auditors and a number of issues have been identified. John Sheehan will take the lead to set up the first meetings of this group. Don Spruston expressed interest in participating in the first meeting.



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**Action- Sheehan/ Perfetti/ Spruston**

**c. SMS Toolkit and workshops** Ray Rohr made a presentation on the new SMS toolkit (background, establishment of the core group and advisory group, schedule to develop the toolkit, toolkit contents). The SMS Tools project was initiated because of concern about the lack of support to help business aviation operators (primarily commercial on-demand) that face regulatory requirements in the coming year. A Steering Committee met to establish the Terms of Reference following the BBGA meeting in February, also attended by a number of persons who had volunteered to participate in the Core Work Group. Ray Rohr was named to Chair the WG, with the Core Group consisting of Kathy Perfetti, Doug Carr, Joel Hencks and Nancy Harmer. A number of others have volunteered to serve on the Advisory Committee. The Core Group met a number of times over the summer and has now completed the Toolkit.

The Toolkit will be an integral part of the IS-BAO. A copy of the Toolkit will be provided to existing IS-BAO holders with the January 1, 2009 amendment and thereafter it will be included with the IS-BAO when it is purchased. The Toolkit will also be made available for sale through IBAC Member Associations or from IBAC.

A copy of the SMS Tools press release was provided. (Attachment D).

The Steering committee will meet on Sunday, October 5 to review the final product and agree on the business plan including the SMS workshop delivery. This will be presented to the Governing Board.

**Action- Rohr**

**d. SMS eLearning product** Ray Rohr made a presentation on the new SMS eLearning product. The eLearning program developed in partnership between IBAC and FSI is nearing completion and it is expected that the final product will be available in November. FSI will deliver the course through their Learning Management Systems and it will be marketed through both the FSI and IBAC websites. The cost of the 4 hour training program will be \$300. 30% of the sales revenue will come to IBAC iaw the development agreement. This will revert to the IS-BAO revolving fund. A copy of the joint press release is attached (Attachment E). This will be presented at the Governing Board meeting.

**Action- Rohr**

**e. EASA regulatory update and CEN workshop** Ray Rohr made a presentation on the status of the EASA regulations. Also, discussions were initiated with CEN a few years ago towards having the IS-BAO endorsed so that it can be recognized by EASA in their regulatory oversight process. Work continues to obtain CEN acceptance. A summary of Ray's presentation is attached as Attachment F.

**Action- Rohr/ Carr (EASA)**

**f. ICAO compliance dates (Bermuda letter) and acceptance of IS-BAO to meet ICAO and State regulatory requirements**

This letter from the Bermuda authority (See Attachment G) is driving many new IS-BAO implementations. We have 2 operators who have completed certification and will meet the new Bermuda requirements. We need to continue discussions with the FAA on acceptance/ recognition of IS-BAO registration as a means of meeting the ICAO SMS and Annex 6 Part II requirements.

**Action- Perfetti/ Carr**

**g. TSA** TSA has requested a meeting with some of our auditors to explore the idea of using our infrastructure of auditors for security audits, or the feasibility of using IS-BAO to meet their regulatory requirements. We will meet with their representatives during the NBAA convention. A TSA security NPRM is pending.

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**h. Vendors/ service and product providers** We are requiring vendors/ service and product providers that want to be listed on our website as providing implementation support to attend a workshop and also recommend they purchase the IS-BAO. This helps ensure their understanding of Safety Management Systems, the philosophy, and how their product or service fits into the Standard. They are also encouraged to provide technical input to help keep the standard current and correct.

**Action- Info**

**i. Accident/ Emergency Response planning**

We discussed what would be the reaction/ contingency plan in the event of an accident involving an IS-BAO registered operator. CBAA and GAMA discussed that they have information to help develop a contingency/ communications plan. This is also something that should be discussed in the Auditor Advisory group. We need to consider the auditor credentials and our own review process.

**Action- Perfetti/  
Sheehan/ Boucher/  
Hennig**

**11. Next Meeting**

It is proposed to convene the next meeting of the IS-BAO Standards Board on October 19, 2009, or the call of the chair if he deems it necessary to meet prior to that date. However, Jens Hennig recommended that we move the next meeting to Sunday, October 18<sup>th</sup> in order to get maximum participation as many Board members will be busy on the Monday before the Convention. Carried. **The date of the next Standards Board Meeting is moved to Sunday, October 18, 2009.** It was also noted that the IBAC calendar cards that were distributed will not be reprinted.

NOTE: The 2009 NBAA Convention will be held in Orlando October 20-22, 2009.

**Action- Info**

**12. Adjournment.** Steve Fisher adjourned the meeting.



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**Attachment A- IS-BAO Activity Report**

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

The following are the IS-BAO sales reported through September 1, 2008 with comparative data sales for the full years of 2005, 2006 and 2007.

MEMBER ASSOCIATION	IS-BAO SALES				
	2005	2006	2007	1 JAN TO 1 SEP 2008	TOTAL TO DATE
ABAG (Brazil)	-	0	0	0	3
BBGA (United Kingdom)	2	0	2	6	21
BAASA (S. Africa)	--	0	2	0	4
CBAA (Canada)	2	3	1	0	11
EBAA (Europe)	4	2	0	1	20
EBAA-F (France)	-	2	0	0	5
GBAA Germany	1	1	1	2	7
JBAA (Japan)	-	0	0	0	5
NBAA (United States)	95	60	105	95	659
<b>Total</b>	104	68	121	104	716

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

The list of accredited IS-BAO Auditors as of October 1, 2008 is as follows. This is a total increase of 19 auditors in 2008 to date. It is anticipated that a number of auditors will not renew their accreditation as they have been inactive or have changed companies. Auditors accreditation periods extend to the end of the calendar year and verification of their status will be completed after the remaining workshop in November, 2008 and by personal contact before/after that date.

Three auditors were monitored in 2007 during the conduct of one initial registration and two renewals. One monitor was scheduled in 2008 but due to a rescheduling of the audit, was unable to be completed.

Australia	2	Spain	1
Brazil	1	Nigeria	1
Canada	4	Russia	1
Macao, China	2	South Africa	1
Japan	1	UK	6
Luxembourg	2	USA	78
Switzerland (one with Dubai office)	2	<b>Total</b>	<b>102</b>



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**6.c Registered Operators**

As of September 21, 2008 a total of 131 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 127. The following tables show the distribution for 2007 and 2008:

Standards Board 2007:

Brazil	1	Netherlands	1
Canada	2	South Africa	1
Greece	1	UK	1
Germany	1	USA	82
		<b>Total</b>	<b>90</b>

Standards Board 2008:

Brazil	1	Netherlands	1
Canada	2	South Africa	1
Greece	2	UK	2
Germany	1	USA	116
China	1		
		<b>Total</b>	<b>127</b>

Of the 127 registered operators, 43 have renewed their registration once, and an additional 11 have renewed their registration twice. Since the last Standards Board meeting, there have been an additional 37 initial registrations and 20 renewal registrations.

A number of registrations have lapsed (approximately 10), however, feedback indicates that most of these companies have scheduled audits and/or are planning to renew their registration, or have completed audits and the report has not yet been processed. One company may have ceased operation (Husky)—in process of verifying status.

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



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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
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
	2002-2005 Standards Board meeting: 40 registrations	

	<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



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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
	2005 Board meeting to 2006 Board meeting: 28 registrations.	
	<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	Cummins Corporate Aviation	Columbus, IN
89	Bristol-Myers Squibb	West Trenton, NJ
90	Corporate Flight Alternatives	Dayton, OH



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	2006 Board meeting to 2007 Board meeting : 22 registrations	
	<b>Since 2007 Standards Board Meeting</b>	
91	U.S Steel Corp.	Pittsburgh, PA
92	Cardinal Health	Columbus, OH
93	DePuy Orthopaedics, Inc	Warsaw, IN
94	Control Techniques	Newtown, Powys, UK
95	Jackson National Life	Lansing, MI
96	Progress Energy	Raleigh, NC
97	El Paso Corporation Aviation Dept.	Houston, TX
98	Kohler	Sheboygan Falls, WI
99	Valmont Industries Inc.	Omaha, NE
100	General Dynamics	Dulles, VA
101	SCANA	West Columbia, SC
102	Jet Asia, Ltd.	Macau SAR China
103	JELD-WEN	Klamath Falls, OR
104	Honeywell	Morristown, NJ
105	Honeywell Aerospace	Phoenix, AZ
106	Maguire Aviation Group, LLC	Van Nuys, CA
107	University of Wyoming	Laramie, WY
108	Hewlett-Packard	San Jose, CA
109	Phillip Morris International Global Services	White Plains, NY
110	Gaylord Entertainment Company	Nashville, TN
111	Duke Energy	Charlotte, NC
112	Million Air Dallas	Addison, TX
113	NASCAR	Daytona Beach, FL
114	JP Morgan Chase	White Plains, NY
115	Waste Connections Aviation Dept.	Folsom, CA
116	Level (3) Communications	Broomfield, CO
117	Travelers Aviation Department	Windsor Locks, CT
118	Pfizer, Inc. Aviation	West Trenton, NJ
119	Richard Crouse & Associates, Inc.	Frederick, MD
120	Commonwealth of Virginia, Department of Aviation	Richmond, VA
121	Anadarko Petroleum Company	Houston, TX
122	MGM	Las Vegas, NV
123	Bath Iron Works	Portland, ME
124	Dominion Resources	Richmond, VA
125	VC Jets, LLC	Carlsbad, CA
126	Dreamworks	Burbank, CA
127	Seaflight Aviation	Piraeus, Greece
	<b>2007 Board meeting to 2008 Board meeting : 37 new registrations</b>	



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

Fifteen IS-BAO Workshops have been held in the past 12 months. The following are the results for these Workshops. Data is shown for calendar year 2007 in which we conducted 9 workshops, and for 2008 in which we conducted 13 workshops with one more scheduled for this calendar year. Expenses are prorated for trips that included events in addition to the conduct of the workshop.

Date	Location	Attendance				Revenue	Expense	Profit (Loss)
		Operators & Others	Auditors Initial	Auditors Renewal	Total			
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—Auditor renewal workshop	2	0	20	22	\$8,800	\$2,360	\$6,440
Oct 26, 2007	Wichita, KS	11	2		13	\$6,200	\$2,175	\$4,025
Nov 9, 2007	Oakland, CA	11	2		13	\$6,600	\$2,434	\$4,166
	<b>Total 2007</b>	<b>90</b>	<b>15</b>	<b>30</b>	<b>135</b>	<b>\$62,900</b>	<b>\$24,576</b>	<b>\$38,324</b>
Jan 11, 2008	Boca Raton, FL	2	3	3	8	\$5,500	\$2,068	\$3,432
Jan 17, 2008	Richmond, VA	9	1		10	\$3,100	\$1,366	\$1,734
Feb 13, 2008	Hong Kong	2		2	4	\$1,600	\$3,044	(-\$1,444)
Feb 26, 2008	Cleveland, OH	9	1		10	\$3,200	\$1,712	\$1,488
Feb 28, 2008	Detroit, MI	10	1		11	\$2,800	\$2,028	\$772
Mar 20, 2008	New Delhi, India	7			7	\$2,000	\$3,200	(-\$1,200)



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Mar 28, 2008	San Antonio, TX	8	1		9	\$3,500	\$2,300	\$1,200
Apr 9, 2008	Raleigh, NC	9	3	1	13	\$7,800	\$1,760	\$6,040
May 19, 2008	Geneva, Switzerland	9	1	1	11	\$5,100	\$3,240	\$1,860
June 27, 2008	Dayton, OH	14	1	2	17	\$7,100	\$2,815	\$4,285
July 3, 2008	Cambridge, UK	8	1	2	11	\$2,300	\$3,043	(-\$743)
Aug 21, 2008	Washington DC—Auditor Renewal workshop			7	7	\$2,800	\$1,554	\$1,246
Aug 26, 2008	Seattle, WA	5	3	1	9	\$5,300	\$2,251	\$3,049
Nov 2008	St. Louis, MO							
	<b>Total to Date 2008</b>	<b>92</b>	<b>16</b>	<b>19</b>	<b>127</b>	<b>\$52,100</b>	<b>\$30,381</b>	<b>\$21,719</b>



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**6.e. IS-BAO Marketing**

The following represents a summary of marketing initiatives completed, on-going and proposed. Additional discussion is invited to address promotion and marketing initiatives.

- **2008 NBAA Convention:**
  - An IS-BAO panel highlighting the business case for IS-BAO will be held on Monday, October 6.
  - IS-BAO panel highlighting small and medium size operations will be held on Tuesday, October 7.
  - PDP presentation
- **Personal contact** and discussions with operators, vendors, auditors, government officials, associations, and other interested parties.
- **Presentations:** The following presentations were conducted since the last Standards Meeting:
  - Presentation at NBAA Schedulers and Dispatcher Conference January 2008
  - Presentation at ABACE, Hong Kong Feb 2008
  - Presentation to all General Dynamics divisions, Sea Island, GA Mar 2008
  - Presentation at FlightSafety Dallas for managers and instructors. Did two presentations to enable most of staff to attend. March 2008
  - Presentation to NTSB managers and staff and meeting with Hendrick Motor Sports, Charlotte, NC with the NTSB May 2008
  - Presentation Brussels April 2008
  - Dallas Love Pilots Association luncheon June 2008
  - Houston Safety Day June 2008
  - FAA/EASA Conference St. Petersburg, FL June 2008
  - Verizon's Safety Standdown September 2008
  - Aviation Directors Roundtable, Hilton Head September 2008
  - Presentation of Certificate of Registration to Governor of Virginia September 2008
  - NASAO Convention September 2008
  - Presentation by Ray Rohr at NBAA Flight Attendant Conference, Tucson, AZ
- **Publications:**
  - NBAA Business Aviation Insider articles and operator profiles highlighting IS-BAO.
  - Flight Safety Foundation article
- **Conventions and conferences:**
  - Highlighted IS-BAO concept and benefits at the IBAC display booth at the 2007 and 2008 NBAA convention, EBACE, LABACE, and CBAA conventions.
  - NASAO
  - FAA/EASA Conference
  - Schedulers and Dispatchers Conference
  - NBAA Flight Attendant Conference



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- **Brochures:**
  - Distributed at conventions, conferences, workshops, mailings, NBAA regional forums. Provided to some vendors and distributed at aviation events.
  
- **Other initiatives:**
  - 2007-Worked with the NBAA to undertake an IS-BAO implementation project with a small operator. An operator in California with one Westwind and two pilots was selected. Discussions were held with the Chief Pilot and an implementation plan was developed. Unfortunately, shortly thereafter the owner was forced to sell the aircraft. Work continues to provide good IS-BAO small operator implementation information. Discussion was initiated with Eclipse Aircraft to further this project. Meeting was held but no followup from Eclipse.
  - Provided complimentary copies of the IS-BAO to several aviation educational institutions and national civil aviation authorities for their use in their business aviation related activities.
  - Met with Peter Adhemar, Bermuda to develop process for recognizing IS-BAO registration as a means of meeting ICAO/ OTAR requirements. Peter also attended an IS-BAO workshop.
  - Workshop attendees receive a PDP certificate indicating that they have met the requirements of PDP Objective O4.
  - Briefed the NTSB staff and management in Washington DC and accompanied accident investigators at a meeting with Hendrick Motor Sports, Charlotte, NC. Hendrick had implemented IS-BAO and provided a full day program highlighting IS-BAO, implementation, and benefits.

ADD: Presentations at Air Taxi Associations conferences. Safety person attended workshop. Followup pending.

- **On-going and future initiatives:**
  - Working with Flight Safety International to develop an on-line SMS training course and assess the potential for them to develop and conduct other IS-BAO related training on-line. See new business discussion: Ray Rohr
  - Government buy-in of IS-BAO/ SMS/ audit program
    - US: DOT, FAA, TSA, NTSB
    - Europe: Ray Rohr and Doug Carr participation on rulemaking initiative
    - International: Ongoing process with Bermuda. Currently have 2 IS-BAO registrations to meet these regulatory requirements and many in process.
  - Develop information to be provided to corporations that use on-demand charter services that demonstrates the benefits of chartering to IS-BAO Registered companies. Also, provide information to charter companies on the benefits of having IS-BAO registration and recommend to audit firms that when conducting due diligence audits for clients and doing audits for their accreditation programs of operators that are IS-BAO Registered,



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that they fully consider the IS-BAO programs (especially the operator's SMS) and audit reports to minimize their individual audit activities.

- Discussion on-going with 91 operators & 135 operators.
  - Suggested way forward to emphasize the benefits of IS-BAO registration for both operator types to ensure a consistent level of safety is being practiced whether on the company (part 91) aircraft or the chartered (part 135) aircraft operations.
  - Several 135 registered companies
  - 135 guide Met with the NBAA 135 committee to develop a guide for part 135 operators. Guide is in process.
- Develop a brochure that illustrates the key findings of the evaluation of the safety benefits of the IS-BAO. Also, insert the key results in the Business Aviation Safety Brief.
    - Update the January 2005 survey by polling existing IS-BAO flight departments.
    - What did they "learn" from the IS-BAO process?
    - Where there any major revelations?
    - Confirm the benefits.
    - Is another brochure the best way to communicate the results? Or through: Press release? Workshops? Interviews with press?
    - Have FSI and SimuFlight distribute IS-BAO brochures at their training centers.
  - Mentoring program
    - Currently providing contact information for companies seeking assistance from registered IS-BAO companies
    - Discuss expansion or formalizing mentor program
  - Insurance providers
    - Help to develop business case (Marsh)
    - Attendance at workshops/ hosting workshops (Silverstone and MassMutual are hosting workshops in 2009)
    - Personal contacts



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**Attachment B: ICAO Annex Amendments**

ICAO Document	Amdt #	Applicable	Nature	IS-BAO Impact	IS-BAO Ref
Annex 1	168	22 Nov 2007			
Annex 2	41	20 Nov 2008	Amendment to a definition and standard to align required navigation performance (RNP) and area navigation (RNAV) terminology with the performance-based navigation (PBN) concept.	Yes	various
Annex 6 / I	31	22 Nov 2007			
Annex 6 / II	26	22 Nov 2007			
Annex 8	nil				
Annex 10 / Volumes I	83	20 Nov 2008	a) Amendment to a definition and standard to align required navigation performance (RNP) and area navigation (RNAV) terminology with the performance-based navigation (PBN) concept.		
II	82	22 Nov 2007	b) Amendments to resolve certain navigation systems implementation issues and to reflect evolution of existing global navigation satellite systems (GNSS) and equipment		
III	83				
IV	83				
V	83				
			No change No change No change		
Annex 11	46	20 Nov 2008	a) Amendment to a definition and standard to align required navigation performance (RNP) and area navigation (RNAV) terminology with the performance-based navigation	Yes	Various



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			(PBN) concept; make use of latest GNSS terminology.		
Annex 16 Vol I	9	20 Nov 2008	- clarification of the definition of wind speed during tests, - update of International Electrotechnical Commission (IEC) references - clarification regarding the increment to be added to the V2 speed to determine the climb speed during certification training, Amendment of the applicability provisions to align them with similar provisions in other ICAO documents.	None	n/a
Annex 16 Vol II	nil				
Annex 17	11		No change		
Annex 18	9	20 Nov 2008			
PANS ATM	nil		No change		
PANS OPS / 1	nil		No change		
PANS OPS / II	nil		No change		



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**Attachment C: IS-BAO Standards and AMC Amendments Jan 1, 2009**

<b>Item</b>	<b>Section</b>	<b>Issue</b>	<b>Action</b>
1.	Foreword	Revise to incorporate new items	Conformance with ICAO Annex 6, Part II and Safety Management System (SMS) requirements noted.
2.	1. Purpose of Standard	Lapsed registration policy unclear. Need statement regarding address changes, failure to receive revisions, etc.	Clarify policy in 1.3  Add 1.4, Manual Revisions
3.	2. Introduction	No method noted for users to comment on or suggest changes to ISBAO elements	Add section 2.7.8, ISBAO Improvement
4.	3.2 Safety Management System Requirements	ICAO has standardized the required elements and components of an SMS.	3.2 revised to reflect ICAO SMS requirements
5.	4 Organization and Personnel Requirements	Schedulers/dispatchers not mentioned within the section; dispatcher training required by Annex 6, Part II, 3.10 for large/turbojet aeroplanes	Add 4.5, Other Personnel, mentioning schedulers and dispatchers, and other personnel.
6.	4.2 Crew Member Duties and Responsibilities	Annex 6, Part II, 3.12, adds cabin crew section.	Modify 4.2.5.
7.	4.2.3 PIC Duties	Annex 6, Part II, 2.2.5, PIC must ensure that crew is properly rated, competent, fit to fly and will report accidents. Annex 6, Part II, 2.9, makes PIC responsible for aircraft security during operation and reporting unlawful interference. Annex 6, Part II, 3.3.1.3, PIC responsible for operational control Annex 6, Part II, 3.3.1.4, SAR information needed Annex 6, Part II, 3.4.5, requires PIC to report accidents and be responsible for the journey log	Add requirements to 4.2.3. “ “ Add section 6.2.1.3  Add to 4.2.3
8.	4.3.1 Crew Member Qualifications	Annex 1, 1.2.9/ Annex 6, Part II .3.3.1.5, imposes language proficiency requirements Annex 6, Part II, 3.9.4.2,3, requires takeoff and landing	Modify 4.3.1  Add to 4.3.1



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		currency for flight crew members of large/turbojet aeroplanes.	
9.	5.1 Training Programmes	Annex 6, Part II, 3.4.2.4, prohibits in-flight simulated emergency training with passengers on board.	Add statement to 5.1.4.
10.	5 Training & Proficiency	Safety procedures training not specified for cabin crew members	Add to 5.3 (moved from AMC to Standards section)
11.	5.1.3 Training Programmes	Dangerous goods training not specified for flight/cabin crews	Add to 5.1.3.
12.	6 Flight Operations	Annex 6, Part II, 3.5.2, specifies takeoff and landing performance standards in excess of what is covered in 6.4 Annex 6, Part II, 3.4.3.5, prohibits aircraft refueling with passengers on board. Annex 6, Part II, 3.4.6, requires cabin baggage be securely stowed. Annex 6, Part II, 2.2.4.4, 3.4.2.9.4 and 3.12.3 require passengers and crew to be seated at specific times.	Add new section, 6.2.8, Takeoff and Landing Performance <i>Most of these new standards are for large/turbojets but should be applied to all aircraft under IS-BAO.</i>  Add new section, 6.2.9, Refueling With Passengers On Board  Add new section, 6.11.6 Cabin Baggage  A new section, 6.15, Seating Requirements
13.	8.6 Flights over Water	Annex 6, Part II, 3.6.3.11, provides new performance-oriented requirements	8.6 revised accordingly, titled, Long-Range Flights Over Water
14.	8.11 GPWS	Annex 6, Part II, 2.4.11/3.6.8 provide new standards	Revise 8.11
15.	8.12 ACAS II	Annex 6, Part II, 3.6.10, requires ACAS II for aircraft with a MTOM of 15,000 kg. and recommends for all large aircraft.	Revise 8.12
16.	8.13 Transponders	Annex 6, Part II, 2.4.13/3.6.11 make transponders mandatory	Revise 8.13
17.	8.14 FDR/CVR	Annex 6, Part II, 3.6.3, provides new CVR/FDR standards Annex 6, Part II, 3.11.3, requires protection of flight recorder data in the event of an accident or incident.	Revise 8.14 Revise 8.14.5
18.	8.15 MEL	Annex 6, Part II, 3.6.1.1, specifies an MEL for large/turbojet aircraft	Revise 8.15 <i>Should be used for all aircraft, if available.</i>



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19.	8 Equipment	Annex 6, Part II 3.6.6, requires weather detection equipment for pressurized aircraft Annex 6, Part II, 3.6.12, requires the use of boom microphones when operating below the transition level	Combine with ice protection equipment in 8.9 <i>This is for turbojet/large aircraft, but should be made standard for all aircraft</i>  Add new section 6.16.
20.	8.5 Emergency Equipment	Recommendation that an AED be carried.	Soft recommendation for an AED placed in 8.5.
21.	9 Maintenance	Annex 6, II, 3.8.4, requires certain information regarding continuing airworthiness must be forwarded to the State of Registry. Annex 6, II, 3.8.3, requires a maintenance programme for each turbojet/large aircraft.	Place in new section, 9.1.8  Add new section, renumbered 9.2
22.	9.1 Maintenance Control System	Annex 6, Part II, 2.6.2, requires specific maintenance records be kept. Recommendation to clarify and universalize authorization to certify elementary work.	Add to 9.1.8  Add to 9.1.3.b.iii
23.	9.1.6 Maintenance Control System	Annex 6, Part II, 3.8.5, specifies a maintenance release be created for all maintenance performed.	Insert as 9.1.6.
24.	10.1 Company Operations Manual	Annex 6, Part II, Attachment 3A, lists additional items required to be in the manual.	Add to 10.1.
25.	11.5 Emergency Response Plan	Current NBAA links invalid.	Update the link to the NBAA emergency response guidance material in 11.5 to <a href="http://web.nbaa.org/public/ops/safety/manual/Accident&amp;IncidentPreparedness.pdf">http://web.nbaa.org/public/ops/safety/manual/Accident&amp;IncidentPreparedness.pdf</a>
26.	Various	The NBAA have reorganized their web site and a number of links in the IS-BAO to NBAA reference material may no longer be valid.	NBAA links updated
27.	Throughout manual	Numerous editorial changes that do not change content or substance.	

**Considered**

	5.1.3 Training Programmes	Recommend in-flight Illness/Injury training for flight crewmembers be a recommended practice when a cabin crewmember/flight attendant	<i>This is a controversial issue, especially of small aircraft operators. Currently covered in 5.3.1.k, "Emergency Procedures Training</i>
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		is not carried. The training should include first aid, CPR and AED training	- passenger health emergencies.”
	6.14 Travel Health Issues	Should we impose some standards on this process?	Need to review reporting requirements--. Perhaps mention in AMC Section TBD
	Flight crew medical issues	<p>Include pilot medical fitness checklists</p> <p>Insert pilot substance abuse early detection and action program</p> <p>Pilot incapacitation potential and detection program</p> <p>Recommends access to medical consultants to minimize risk profile</p> <p>Fatigue program reviews recommended using medical personnel</p> <p>Additional medical/ crew health considerations</p>	<p>See <i>below</i>. Further review to consider incorporation in AMC. Already covered in 4.2.3</p> <p>Really necessary?</p> <p>See 4.2.3</p> <p>...</p> <p>Has the lack of this caused problems? Covered in Fatigue countermeasure program.</p>

*VHS advocates including the “I’M SAFE” CHECKLIST – below:*

*Illness—Do I have any symptoms?*

*Medication—Have I been taking prescription or over-the-counter drugs?*

*Stress—Am I under psychological pressure from the job? Worried about financial matters, health problems, or family discord?*

*Fatigue—Am I tired and not adequately rested?*

*Eating—Am I adequately nourished?*

*Alcohol—Have I been drinking within 8 hours? Within 24 hours?*

**AMC Work In Progress**

	AMC 3.2	The SMS Toolkit includes or supersedes most of the information in this AMC	Revise AMC 3.2 --Either reference SMS toolkit and/or summarize guidance and implementation activities/ requirements
	AMC 4.1	Add other personnel duties/qualifications(eg Schedulers)	Add to AMC 4.1
	AMC 6	Travel health issues not well discussed	Add AMC 6.14
	AMC 7	GNE statement	Add to AMC 7
		Review international section for terminology and currency/update international library contents	
		Review AMC to ensure consistency with revised standards above	
		Revise audit protocols consistent with revised standards above	



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		Corresponding revisions to Audit Procedures Manual and GCOM	

Attachment D:

## Press Release

### IBAC and Member Association Develop SMS Toolkit for the IS-BAO

**Montreal, Canada October 05, 2008** – The International Business Aviation Council (IBAC) and its Member Associations have developed an SMS toolkit which will be part of the IS-BAO – an International Standard for Business Aircraft Operations. Don Spruston, the IBAC Director General said “the Toolkit is designed to assist business aviation operators in developing, implementing and maintaining an appropriate and effective safety management system”.

The Toolkit will be part of the IS-BAO – an International Standard for Business Aircraft Operations, and will be included with the January 1, 2009 amendment to the IS-BAO. Thereafter, it will be included with the IS-BAO on initial purchase. The Toolkit will also be available from IBAC and its member associations as an individual product.

The SMS Toolkit includes a hard copy of the SMS Tools booklet that provides a step by step process to develop and implement an SMS plus a CD that contains numerous reference documents and more than 15 individual tools for operators to use in developing, implementing and maintaining their SMS.

Included is material from the International Civil Aviation Organization (ICAO), several civil aviation authorities and aviation associations plus best practices from a number of operators and individual experts.

The tools will help operators identify what exactly they need to do to develop their SMS and then to manage the work program.

The tools also provide examples of SMS components and help operators to adapt them to their individual situation.

Ray Rohr, the IBAC Director, Regulatory Affairs said “IBAC member associations will be organising SMS Toolkit workshops for operators. The workshops will cover the basics of aviation safety, safety management systems and how to use the tools to develop, implement and mature an SMS”.

For further information, please contact IBAC Director General, Don Spruston at [dspruston@ibac.org](mailto:dspruston@ibac.org) or 604-614-5459, or IBAC Director Regulatory Affairs, Ray Rohr at [rayrohr@telusplanet.net](mailto:rayrohr@telusplanet.net) or 780-915-6972.



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**Attachment E: Press Release**

**New Web Based SMS Course**

**Montreal, Canada October 05, 2008** –The International Business Aviation Council (IBAC) and FlightSafety International have co-developed a four-hour web-based Safety Management Systems (SMS) course designed specifically for flight department personnel. The course will be delivered by Flight Safety International through their web based Learning Management System.

“An effective SMS enhances the safety, efficiency and effectiveness of flight operations, and requires the full participation of all team members to be successful,” said Don Spruston, Director General of IBAC. “This course provides the framework to help flight department personnel understand their responsibilities in the implementation and maintenance of their organization's Safety Management System.”

The new Safety Management Systems course covers all aspects of hazard identification, risk management and accident/incident prevention and reporting. “It will provide flight department personnel flexibility in obtaining state-of-the-art training on safety management systems,” said Ariel Landau, acting eLearning Operations Manager, FlightSafety International. “With a self-paced online system, flight department staff can log on and off as often as they need until the course is completed.”

“The course will benefit International Standard for Business Aircraft Operations (IS-BAO) registered operators, those preparing for their first audit by the organization, and other flight departments who have implemented an SMS, or are in the process of doing so,” said Ray Rohr, IBAC Director of Regulatory Affairs. “SMS is the cornerstone of IS-BAO and a successful the audit by the organization is dependent on an effectively implemented SMS.”

The FlightSafety web-based Learning Management System tracks course progress and returns participants to the last previously-viewed screen. When they have successfully passed the assessment at the end of the course, learners will be provided with a record of completion. Flight department managers can get weekly reports of their staff's progress to ensure everyone is progressing properly.

For further information, please contact IBAC Director General, Don Spruston at [dspruston@ibac.org](mailto:dspruston@ibac.org) or 604-614-5459, or IBAC Director Regulatory Affairs, Ray Rohr at [rayrohr@telusplanet.net](mailto:rayrohr@telusplanet.net) or 780-915-6972.



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## **Attachment F: EASA Rulemaking Activities**

Work on the EASA Implementing Rules proceeds. The Notice of Proposed Amendment (NPA) 2008-17 which contains the proposed Implementing Rules (IRs) for pilot licensing was issued in June 2008 and comments are scheduled to close on October 15, 2008. However, as the OPS NPA has been again delayed it is expected that the comment period for this NPA will be extended.

The pilot licensing NPA has been issued in three parts.

**Part A** contains explanatory material that discusses the development process and the content of the NPA, plus cross reference tables that indicate where the provisions from JAR FCL are located in the proposed EASA pilot licensing IRs.

**Part B** contains all of the IRs related to pilot licences and ratings including training course, instructor and examiner requirements, plus the related AMCs and guidance material. This part also includes the requirements for conversion of national licences to EASA licences and the acceptance of licences from third countries.

**Part C** contains the medical requirements for pilot licences and the rules related to medical examiners.

The implementing rules related to Training Organizations and Aero-medical Centres will be contained in Part Management Systems. The NPA for Part Management Systems and for Part Authority Requirements is scheduled for publication in October.

Work is continuing on the Cabin Crew, Flight Time Limitations and Security sections of the OPS Implementing Rules well as issues identified by the OPS.001 Rulemaking Group with the April draft of the remained of the OPS Implementing Rules. It is anticipated that the Part OPS NPA will be issued in November. Development of the Regulatory Impact Assessment has been a major cause of the delay.

Work on the rules for third Country aircraft is progressing in collaboration with ICAO and the FAA. It is anticipated that an NPA addressing these rules will be issued some time this year.

In the meantime EBAA has scheduled an EASA Rules Seminar for October 16, 2008 in Paris. EASA personnel will attend and both the Flight Crew Licensing and OPS rules will be discussed. The seminar is open to all operators as well as EBAA members.

EASA will also be holding a workshop on the FCL rules in Cologne on October 9 & 10, 2008 and on the OPS rules on November 5 & 6, 2008. Details on these and other EASA workshops can be found on the EASA website at [http://www.easa.europa.eu/ws\\_prod/g/g\\_events.php](http://www.easa.europa.eu/ws_prod/g/g_events.php).

### **CEN IS-BAO Recognition**

Discussions were initiated with CEN a few years ago towards having the IS-BAO endorsed so that it can be recognized within the European standards regime. This requirement had been specified by EASA for standards to be "officially recognized" in their regulatory oversight process.

Given the lack of progress by CEN in spite of numerous notes of encouragement from IBAC, Ray Rohr requested a meeting with CEN to see if we could have the work accelerated. Ray and Eric Mandemaker met with CEN officials earlier this year and a more rigorous process was established.

One route for CEN endorsement is the Workshop process where all interested parties contribute to a thorough review. The Workshop is the single most costly part of the process and the funding is the responsibility of the applicant and a CEN member must act as secretariat for the Workshop. The initial



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quote that we received from AFNOR the French standards body to provide secretariat and related services was 40,000 Euros. This price was considered by IBAC to be too high and the IBAC GB voted at the meeting in Geneva, to allocate a maximum of 20,000 Euros.

In addition there were two major stumbling blocks that had to be resolved before the workshop process could proceed. The usual process for CEN standards is that CEN hold the copyright and the standards are sold through CEN member. IBAC advised CEN that control of the contents **MUST** remain with the IS-BAO Standards Board and IBAC members must be able to sell the IS-BAO.

A meeting of the CEN Sales and Distribution committee was held in June in Berlin where they considered a paper prepared by IBAC on the sales and distribution issue. The conclusion of the Committee was that the standard must be available to all CEN Members for them to sell and that the copyright may be jointly held by IBAC and CEN. Although a proposal was made by IBAC that a specified portion of the sales revenue be rebated to IBAC, this option was not accepted by the Committee as it would be inconsistent with all other similar joint copyright arrangements. T

A further appeal to EASA was made to request that they consider another option. However, EASA advised that for EU legislation reasons they must rely on CEN endorsement for industry standards.

- i. As a result of the EASA conclusion further discussion were held with to CEN to determine if a compromise could be negotiated. It was agreed by CEN that IBAC could apply to have the IS-BAO standards alone considered without the AMCs or any of the supporting material. Therefore the core standards would be subject to the workshop and then provided to CEN Members for their sale. However, it is unlikely that the standards would be of much benefit to operators without the supporting material, hence, it is probable that operators will still make purchases from IBAC Member Associations.

In addition IBAC has reached agreement with Netherlands Standardization Institute NEN to provide secretariat services within the budget approved by the Governing Board.

The draft of an IS-BAO Workshop Business Plan is attached. In summary the proposed plan to obtain CEN acceptance is as follows:

1. IBAC will fund the CEN IS-BAO Workshop,
2. IBAC and CEN will hold joint copyright for the standards only and not the supporting material.
3. The standard without the supporting material will be made available to CEN Members for their sale.
4. Acceptance by CEN will permit the IS-BAO to be an officially recognized European standard.

This plan is not without trepidation, but at this point after trying many options it appears the only possibility if we are to gain EASA acceptance of the industry standard.



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**Business Plan for a CEN Workshop**  
**Business Aircraft Operations**

**CHAPTER 1 - STATUS OF THIS BUSINESS PLAN**

Draft Business Plan for 60 days commenting period

**CHAPTER 2 - WORKSHOP PROPOSERS AND PARTICIPANTS**

The proposers of the Workshop to approve a CEN Workshop Agreement (CWA) for Business Aircraft Operations are the:

1. **International Business Aviation Council**, (IBAC), Suite 1633, 999 University Street, Montreal, Quebec, H3C 5J9, Canada - phone +1-514-954-8054 - e-mail [info@ibac.org](mailto:info@ibac.org).
2. **European Business Aviation Association**, (EBAA), Avenue de Tervuren 13 a-b/ Box 5, BE- 1040. Brussels. Belgium - phone +32 2 766 00 70 – e-mail [info@ebaa.org](mailto:info@ebaa.org).

The participants at the Kick-Off meeting on dd-mm-yy who approved the Business Plan and Workshop will be listed in Annex A.

**CHAPTER 3 - WORKSHOP OBJECTIVES**

The objective of this Workshop is to achieve endorsement of the IS-BAO, a set of private international standards for Business Aircraft Operations, as an approved CEN Workshop Agreement (CWA).

The IS-BAO was developed by the business aviation community as an industry code of practice. It was developed over a two year period through a process that was chaired by IBAC, and involved business aviation associations worldwide and individual business aircraft operators and subject matter experts in Europe, North America and South America. The IS-BAO was approved by the IBAC Governing Board in May 2002 and since then it has become a widely accepted code of practice for business aviation operators worldwide.

The aviation safety rules that are currently under development by the European Aviation Safety Agency provide for the use of “officially recognised” industry standards as a means of demonstrating compliance with these rules. The IS-BAO was developed to meet the requirements of the new EASA rules and as a number of operators who will be subject to these new rules have implemented or are in the process of implementing, the IS-BAO, it is essential that the IS-BAO now be granted “official recognition” as becoming a document approved by a recognised European Standardization Organization.

**Business Aviation and the IS-BAO**

Business aviation is defined by IBAC as:

*That sector of aviation which concerns the operation or use of aircraft by companies for the carriage of passengers or goods as an aid to the conduct of their business, flown for purposes generally considered not for public hire and piloted by individuals having, at the minimum, a valid commercial pilot license with an instrument rating.*



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Within that framework IBAC has identified three sub-divisions of business aviation. They are:

**Sub-division 1 Business Aviation – Commercial**

The commercial operation or use of aircraft by companies for the carriage of passenger or goods as an aid to the conduct of their business and the availability of the aircraft for whole aircraft charter, flown by a professional pilot(s) employed to fly the aircraft.

**Sub-Division 2 Business Aviation – Corporate**

The non-commercial operation or use of aircraft by a company for the carriage of passengers or goods as an aid to the conduct of company business, flown by a professional pilot(s) employed to fly the aircraft.

**Sub-Division 3 Business Aviation – Owner Operated**

The non-commercial operation or use of aircraft by an individual for the carriage of passengers or goods as an aid to the conduct of his/her business,

The IS-BAO is used by all three sub-divisions, to manage the safety, security, efficiency and effectiveness of their operation.

**The IS-BAO**

The IS-BAO is a set of performance based standards that use a safety management system as their cornerstone. The standards address operations, maintenance, training and other related issues. The standards also provide linkages to the standards and recommended practices specified by the International Civil Aviation Organization (ICAO) and to national aviation regulations. The IS-BAO also contains extensive guidance material to assist operators implement the overall standard and meet the related regulatory requirements. The standards and guidance material in the IS-BAO relate directly to the EASA requirements for the non-commercial operation of complex motor-powered aircraft, and have potential benefits for the commercial operators in the on-demand charter segment of the industry.

**IS-BAO Standards Board**

The IS-BAO programme is managed by the IS-BAO Standards Board, which has been established under the authority of the IBAC Governing Board. The Terms of Reference of the Standards Board specify that it is the decision making body for the content and all changes to the standards contained in the IS-BAO and for decisions regarding 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.

As there is constant evolution in international civil aviation standards and recommended practices and in national regulations the IS-BAO Standards Board conducts an annual review and revision process. The Standards Board employ a Standards Manager to manage this process plus the day-to-day administration of the IS-BAO programme.

**Operator Certification**

Operators who have implemented the IS-BAO have the option of having the company registered with the International Business Aviation Council (IBAC). To be registered the flight department must arrange for a third party audit by an IBAC accredited IS-BAO auditor. Such audit arrangements are contracts between the operator and an accredited auditor and do not involve IBAC or its member associations. Flight Departments that successfully demonstrate compliance with IS-BAO will receive a certificate of registration from IBAC.

To do this the IS-BAO has a conformity audit process that includes an Audit Procedures Manual and a process to select, train, accredit and monitor auditors. The Audit Procedures Manual was developed in recognition of proven industrial management auditing concepts and follows the principles set out in ISO 19011 *Guidelines for Quality and/or Environmental Management System Auditing*.



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**Financing the IS-BAO**

The IS-BAO programme has been established as a self supporting function within the above noted framework. The costs of administering the programme are in excess of € 100,000 per year. These costs are covered primarily by the sales of the IS-BAO standard.

The approved CEN Workshop Agreement will be provided to CEN, the European Aviation Safety Agency and the International Civil Aviation Organisation.

**CHAPTER 4 - WORKSHOP'S WORK PROGRAMME**

The CWA will be delivered in the English language which is the language used in the IS-BAO.

The work program for the Workshop is as follows:

Official announcement of the proposed Workshop made publicly via CEN members, so as to identify potential interested parties.

<b>Kick-off Meeting</b>	Nov. 20, 2008
Objective: consensus to officially create the CEN Workshop, discussion on deliverables, and first comments on the IS-BAO	
<b>Comments phase</b> from any interested parties (via e-mail)	Jan 30, 2009
<b>Compilation of comments</b> and development of responses and actions	Mar 15, 2009
<b>Workshop Plenary meeting</b> to resolve identified issues and reach consensus on approval of CEN Workshop Agreement	April 16, 2009
<b>Publication</b> of CEN Workshop Agreement	June 15, 2009

**CHAPTER 5 - WORKSHOP ORGANIZATION**

The Workshop management structure is as follows:

**Workshop Chair**

The Workshop Chair will be appointed during the Kick-off meeting and it is expected that the main sponsor, IBAC, would make a nomination. The responsibilities of a CEN WS Chairman may be summarized as follows:

- to chair any plenary meetings of the WS
  - to be the formal contact point for any outside liaisons during the lifetime of the WS
- to organize discussions aimed at compromise on technical matters if necessary
- to collaborate with the CEN in respect of the organization of the WS, ensuring correct liaison with other activities, avoidance of duplication of effort, and ensuring that project results are processed and published with minimal delay;
- to represent the WS in outside meetings

**Workshop Secretariat**



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The Workshop Secretariat will be confirmed at the Kick-off meeting. It is expected that its responsibilities will be taken up by a CEN national member. The WS Secretariat shall:

- maintain a register of participants in each WS;
- arrange Plenary meetings;
- ensure progress on the WS deliverables;
- keep CEN informed of progress

### **Workshop Participation**

Registered participants may participate in the review process and meeting activities in person or by e-mail. The Web site where the documents of the Workshop will be made available will be communicated to the participants by the secretariat when they register.

### **CHAPTER 6 - RESOURCES**

All costs related to the participation of interested parties in the Workshop's activities have to be borne by themselves.

The Workshop Secretariat will be financed by the International Business Aviation Council.

### **CHAPTER 7- RELATED ACTIVITIES**

Nil at this time.

### **CHAPTER 8 CONTACT POINTS**

**Proposed Workshop Chair** – Ray Rohr, Director, Regulatory Affairs, International Business Aviation Council

**Proposed Workshop Vice-Chair** – Eric Mandemaker CEO, European Business Aviation Association

#### **Proposed Workshop Secretariat -**

Job Landré  
Standardization consultant  
NEN  
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Fax. +31 15 26 90 287  
[job.landre@nen.nl](mailto:job.landre@nen.nl)

**Attachment G: Copy of the letter from the Government of Bermuda endorsing IS-BAO:**



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GOVERNMENT OF BERMUDA  
 Ministry of Tourism and Transport

**Department of Civil Aviation**

**HIGH IMPORTANCE**

**LTO: Flight Operations 001/08**

**26<sup>th</sup> February 2008.**

**To Operators of Bermuda registered aircraft (General Aviation and Corporate Operators)**

This letter is to advise all Operators of Bermuda registered aircraft that are in the General Aviation category (including Corporate Operators) of an important legal requirement which will need your compliance for you to maintain your status on the Bermuda aircraft register.

Article 84 of the Air Navigation (Overseas Territories) Order 2007 requires all Operators of aircraft registered in Bermuda to be granted an approval in accordance with the conditions specified in Article 85. The AN(OT)O 2007 can be accessed on the A.S.S.I. website, [www.airsafety.aero](http://www.airsafety.aero).

The Overseas Territories Aviation Requirements (OTAR) 125, also available on the above website, provides the means of compliance with the AN(OT)O and details information and guidance on how to obtain approval.

Part 125.13 details the Applicability of the Order, and should be scrutinized to determine whether you are required to gain an approval. If you have determined that you need to seek an approval, Part 125.21 describes the two methods that are available to you.

The Bermuda DCA strongly recommends that you proceed in the manner described in Part 125.21(b), namely to become IS-BAO registered and comply with the standards demanded by the International Business Aviation Council (IBAC). ([www.ibac.org](http://www.ibac.org).)

If you decide to proceed in accordance with Part 125.21(c), the approval process could be protracted and your submitted Operations Manual, Safety Management System and Fatigue Management Scheme will be outsourced for review at your expense.

**All Operators are strongly urged to become compliant with Article 84 of the AN(OT)O 2007 by the 1<sup>st</sup> November 2008. Certificates of Airworthiness may be withheld if Operators cannot demonstrate commensurate progress towards full compliance no later than 31<sup>st</sup> October 2009.**

  
 Thomas Dunstan  
 Director



**HIGH IMPORTANCE**

Channel House, Suite 2, 12 Longfield Road, Southside, St. David's DD03, Bermuda  
 P.O. Box GE 218, St. George's 2417 Website: [www.dca.gov.bm](http://www.dca.gov.bm)