IS-BAH Policy 2014-01

Subject – IS-BAH Auditor Accreditation Requirements and Procedures

Effective: July 1, 2014

1. Purpose

This International Standards for Business Aviation Handling (IS-BAH) Policy has been developed to address specific measures that are being taken to enhance the oversight of the IS-BAH audit program and the integrity of the IS-BAH program in general. The policy provides details of auditor prerequisites, the initial and renewal accreditation process, and the associated fee structure.

2. Discussion

The basis for IS-BAH has been developed using many of the same major elements of the International Standards for Business Aircraft Operations (IS-BAO). Both programs are centered on a Safety Management System (SMS) which integrates all of the IS-BAO components in a manner that will reduce organization risk to a level as low as reasonably practicable. Because of the many similarities between to the two programs it was decided to base the IS-BAH auditor accreditation program on the IS-BAO program.

While there are operational and administrative differences between Fixed Base Operations and Business Aircraft Handling Agencies (FBO/BAHA) certification and range of quality systems, the auditing principles and standards are sufficiently similar to permit an auditor to audit both types of operations using the standards provided.

3. Policy

3.1 Auditor Prerequisites

The IBAC qualification and experience standards that must be demonstrated by applicants for initial accreditation as IS-BAH auditors are as follows:

1. Working knowledge of the operational and maintenance provisions of civil air regulations and International Civil Aviation Organization standards and recommended practices;

2. Working knowledge of aviation operations or maintenance management;
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3. A minimum of five years experience in FBO/BAHA operations, administration or management.

4. Submission of a course completion certificate for an ISO, ASQ, or equivalent audit course or provide proof of substantial experience in aviation safety auditing;

5. Completion of an Introduction to IS-BAH and an Auditor Accreditation Workshop within the previous two calendar years;

6. Provision of evidence of experience in aviation safety management; and

7. Demonstration of excellent written and oral communication skills.

3.2 Auditor Initial Accreditation Process

The following describes the IS-BAH auditor accreditation requirements and process:

1. Auditor applicants must complete and submit the Accredited Auditor Application form that is attached as Appendix A.

2. Upon receipt, the application will be reviewed by the IS-BAH Audit Manager.

3. If the applicant clearly demonstrates that they meet the prerequisites, the IS-BAH Audit Manager may accept the application and inform the applicant.

4. If the IS-BAH Audit Manager is not fully satisfied that the applicant meets the prerequisites, he/she will send the application to the Audit Review Group which will render a determination on the application.

5. The IS-BAH Audit Manager will then advise the applicant of the final decision and request that the applicant submit an IS-BAH Auditor Accreditation and Workshop Registration form attached as Appendix B.

6. Upon receipt of the Auditor Accreditation Fee the applicant will be registered at the next suitable Introduction to IS-BAH and Auditor Accreditation Workshops.

7. When the applicant has completed the Introduction to 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.

3.3 Auditor Accreditation Renewal Process

The following describes the IS-BAH auditor accreditation renewal process:
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1. To renew their accreditation, IS-BAH auditors must pay the Auditor Accreditation Renewal fee and attend an Auditor Accreditation Workshop. They must attend the workshop prior to the end of the 24th month following attendance at their previous Auditor Accreditation Workshop.

2. Auditors shall submit the IS-BAH Auditor Accreditation and Workshop Registration form attached as Appendix B, along with the Accreditation Renewal fee, and the IBAC Administrator will register them on the requested workshop.

3. Auditors who have not conducted an IS-BAH registration audit, either as lead auditor or audit team member, within their current validity period, must attend an Introduction to IS-BAH Workshop prior to attending the Auditor Accreditation Workshop. Provision for indicating the need for this is contained in the form that is attached as Appendix B.

4. The two workshops normally are scheduled on consecutive days.

5. Upon completion of the Auditor Accreditation Workshop the IS-BAH Administrator will issue an accreditation letter valid to the end of the 24th month after completion of the workshop and updated auditor credentials, if required.

3.4 Auditor Accreditation Fee Structure

The following is the IS-BAH Auditor accreditation and renewal fee structure.

1. The IS-BAH Auditor initial accreditation fee is $2,500 US for an organization or an individual auditor. For additional auditors from an organization that already has at least one accredited auditor, the initial auditor accreditation fee is $2,000 US. For that fee the auditor applicant receives:

   a. A copy of the International Standard for Business Aircraft Handlers Manual, including the IBAC SMS Toolkit and amendment service for as long as their auditor accreditation is valid,

   b. A copy of the IS-BAH Audit Procedures Manual and amendment service for as long as their auditor accreditation is valid,

   c. Registration for the Introduction to IS-BAH Workshop and associated workshop materials,

   d. Registration for the Auditor Accreditation Workshop and associated workshop materials,

   e. IS-BAH Auditor accreditation valid until the end of the second year after completion of the Introduction to IS-BAH and Auditor Accreditation Workshops, and
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f. Listing as an Accredited IS-BAH Auditor on the IBAC web site for as long as their auditor accreditation is valid.

2. The IS-BAH Auditor accreditation renewal fee is $1,000 US. For that fee the auditor receives:
   
a. Registration for the 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. Auditors who are required to attend the Introduction to IS-BAH Workshop in order to renew their accreditation must pay an additional $500 US to attend that workshop.

3.5 Extensions of Auditor Validity Period

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

3.6 Auditor Accreditation Workshop Fee for Persons Not Seeking Auditor Accreditation

Persons who are not seeking IS-BAH Auditor accreditation but wish to attend an IS-BAH Auditor Accreditation Workshop, may do so. They should complete and submit the Auditor Workshop Registration Form for Persons Not Seeking Auditor Accreditation that is contained in Appendix C. The associated Workshop Fee is $750 US. For that fee participants will receive:

1. A copy of the IS-BAH Audit Procedures Manual and amendment service for five years, and

2. Registration for the Auditor Accreditation Workshop and associated workshop materials.

Approved by Terry Yeomans, IS-BAH Program Director, July 1, 2014
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IS-BAH POLICY 2014-01  APPENDIX A – INITIAL ACCREDITED AUDITOR APPLICATION

Applicants for accreditation as IS-BAH auditors are requested to complete this form in full and submit it to the IS-BAH Audit Manager at IS-BAHauditmanager@ibac.org along with a resume of qualifications.

1. General Data

Name of Applicant: ______________________

Company Name: ________________________

Address: ______________________________

Telephone Number: _____________________

Fax Number: _____________________________

E-mail Address: _________________________

2. Initial Qualifications

Please check off the qualifications that you possess and ensure that they are substantiated in your attached resume of qualifications:

a. Working knowledge of at least the operational and maintenance provisions of civil air regulations and International Civil Aviation Organization standards and recommended practices;

b. Working knowledge of aviation operations or maintenance management;

c. A minimum of five years experience in FBO/BAHA operations, administration or management.

d. Submit a course completion certificate for an ISO, ASQ, or equivalent audit course or provide proof of substantial experience in aviation auditing;

  Specify: ________________________________

e. Have completed an Introduction to IS-BAH and Initial Auditor Workshops; within the previous two calendar years

f. Provide evidence of experience in aviation safety management; and
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g. Demonstrate excellent written and oral communication skills.

3. Professional References

Name ________________   Name ________________
Address _______________   Address _______________
______________________   ______________________
Telephone ____________    Telephone ____________

4. Preferred Workshop

Location ________________ Date ___________

   a. I wish to be listed on the IBAC Website as an IS-BAH Accredited
      Auditor   Y N
   b. I wish to be listed on the IBAC Website as an Implementation IS-BAH
      Support Provider   Y N

Signature of Applicant: __________________________

Date of Application: ____________________________

Please attach your resume to this application and email to Terry Yoemans at:
auditmanager@ibac.org
IS-BAH POLICY 2014-02       APPENDIX B —AUDITOR WORKSHOP
REGISTRATION FORM

Please check the fees and credits that apply: Initial Accreditation fee: (applicant qualifications must first be approved by the IS-BAH Audit Manager)

__2500 USD - Includes Introduction to IS-BAH and Auditor Accreditation Workshops, IS-BAH Standards and Audit Procedures Manual and accreditation processing. Initial auditor accreditation applicants will receive the following credits:

__1. If they have attended the Introduction to IS-BAH Workshop within the previous 12 months: 400 USD

__2. If they are already a custodian of an authorized copy of the IS-BAH Standard: 300 USD, or if they will become the second or subsequent auditor within a single company: 500 USD

Renewal Accreditation fee:

__1000 USD - Includes Auditor Accreditation Workshop and accreditation processing. Provide company name and date of the most recent audit conducted:

Name______________________________ Date:_________ (Auditors who have not conducted an IS-BAH audit either as a lead auditor or an audit team member during their current validity period must also attend the Introduction to IS-BAH workshop at an additional charge of 500 USD. Register using the Introduction to IS-BAH Workshop Registration Form)

1. General Data

Name of Applicant: ________________________________

Company Name ______________________

Address: ______________________

Telephone Number: ________________  Fax Number: ______

E-mail Address: ________________________

2. Preferred Workshops: Location ______________________  Date ________________
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Date of Application: ____________

3. For VISA or Master Card payment please complete this section.

USD Amount: ________________ Name on Card: ______________________

Card Number: ______________________ Expiry Date

Signature (if mailed or faxed): ______________________

Submit to:

International Business Aviation Council (IBAC) Suite 16.33, 999 University Street Montreal, Quebec H3C 5J9, Canada

Phone: 1-514-954-8054 Fax:1-514-954-6161 e-mail: plessard@ibac.org

* Attendees possessing a copy of the IS-BAH Standard should bring their copy to the Introduction to IS-BAH Workshop.
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IS-BAH POLICY 2014-01  APPENDIX C – AUDITOR WORKSHOP FORM FOR PERSONS NOT SEEKING ACCREDITATION

Persons wishing to attend an IS-BAH Auditor Workshop but not receive IS-BAH Auditor accreditation, may register for a Workshop by completing and submitting this form. The $750 Workshop fee may be paid by cheque, money order, VISA or Master Card. For VISA or Master Card payment please complete section 3.

1. General Data

Name of Auditor: __________________________

Company Name __________________________

Address: _________________________________

__________________________

Telephone Number ________________ Fax Number: ________________

E-mail Address: __________________________

2. Preferred Workshop Location _______________ Date __________

Signature of Applicant: ______________________ Date of Application: __________

3. For VISA or Master Card payment please complete this section.

USD Amount: _______________ Name on Card: __________________________

Card Number: _______________________________ Expiry Date

Signature (if mailed or faxed): __________________________

Submit to:

International Business Aviation Council (IBAC) Suite 16.33, 999 University Street  Montreal, Quebec  H3C 5J9, Canada

Phone: 1-514-954-8054  Fax:1-514-954-6161 e-mail: plessard@ibac.org