

International Business Aviation Council

IS-BAO Auditing

Pursuing excellence in operations together

2017 Workshop Syllabus

Workshop times: 0800 – 1600 local (times may vary)

Instructor: Jason Starke (jstarke@ibac.org)

I. Rationale:

The IS-BAO Auditing workshop exists to provide attendees with an understanding of how to assess an organization's policies, processes, and procedures against the International Standard for Business Aircraft Operations (IS-BAO). This workshop will provide International Business Aviation Council (IBAC) accredited auditors and non-accredited internal auditors with the knowledge and information to objectively and effectively evaluate an organization and make a recommendation (if applicable) for IS-BAO registration.

II. Course Aims and Outcomes:

Aims

The aim of this workshop is to not only provide current and prospective auditors with the required information to evaluate organizations against the IS-BAO, but to also enable attendees with the knowledge to find potential systemic safety deficiencies. The audit procedures covered in the course can be applied to both external and internal audits with the goal of improving the operational safety and efficiency of the organization.

Specific Learning Outcomes:

By the end of this course, students will:

- Become familiar with the changes in the 2017 Audit Procedures Manual (APM)
- Become familiar with audit terminology used in the IS-BAO programme.
- Understand key audit principles and how they relate to a successful audit.
- Become familiar with the required documentation for IS-BAO registration audits.
- Learn how to effectively assess an organization's safety management system (SMS).
- Learn how to determine conformance with the standard and assess findings for non-conformance.

III. Format:

The IS-BAO Auditing workshop consists of instructional lessons and exercises to demonstrate learning. Lunch is provided as well as refreshment breaks. Times are estimates and depend on participation and discussion within each module.

Workshop Overview (8 hrs.):

- Audit terminology
- Revising the IS-BAO and APM
- IS-BAO registration audits
- Audit procedures and principles
- Evaluating an organization's SMS
 - Exercise 1: Shape Up Aviation Safety Policy Evaluation
 - Exercise 2: Global Glide Safety Performance Monitoring and Measurement Evaluation
- Preparing audit findings
- Audit reports

IV. Workshop Requirements:

1. Attendance Policy: To receive a completion certificate for the workshop, attendance for the duration of the course is mandatory. If a conflict arises that precludes you from being present for the entire course, please communicate with the instructor.
2. Required Materials: No materials or prior readings are required for the Fundamentals of IS-BAO workshop. However, if you do possess a copy of the IS-BAO and the Audit Procedures Manual, it is recommended that you bring them with you for reference.