International Business Aviation Council

Fundamentals of IS-BAO
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 Fundamentals of IS-BAO workshops exists to provide attendees with an understanding of the International Standard for Business Aircraft Operations (IS-BAO) and how to implement this standard to increase safety and efficiency in operations.

II. Course Aims and Outcomes:

Aims
This workshop will provide attendees with a deeper understanding of the IS-BAO and safety management systems (SMS). The information provided in this workshop will enable attendees to confidently start the IS-BAO implementation process and/or prepare for a registration audit. For those that have already implemented the IS-BAO, this workshop will reinforce current understanding of the IS-BAO and SMS while provide information on key changes to the standard.

Specific Learning Outcomes:
By the end of this course, students will:
- Understand who the International Business Aviation Council (IBAC) is and its role with the IS-BAO.
- Understand the rationale for the IS-BAO and how implementing this standard improves safety and efficiency in operations.
- Understand how performance-based standards provide operator latitude in implementing the IS-BAO.
- Become familiar with the organizational accident and how the IS-BAO creates a foundation for sound operating practices.
- Understand the evolution of safety thinking to the safety management system and how a formal system of safety management works towards the goal of reducing risk.
- Comprehend why the SMS is the cornerstone of the IS-BAO and works as a foundation to the standards and recommended practices.
- Be able to identify key standards in the IS-BAO across Chapters 4 - 15.
- Understand the IS-BAO implementation and registration process.

III. Format:

The Fundamentals of IS-BAO workshop is divided into four modules. Lunch is provided as well as refreshment breaks. Times are estimates and depend on participation and discussion within each module.

Workshop Overview:

Module 1 - IBAC and the IS-BAO (1 hr.)
- Facilitate an understanding of ICAO and the IBAC interface
- Understand the purpose of the IS-BAO
- Become familiar with the structure of the IS-BAO

Module 2 - Safety Management System (3 hrs.)
- Become familiar with the ICAO SMS requirements, including definition and structure
- Understand the evolution to the "Organizational Accident" and the need for SMS in an organization.
- Understand Error Management and Safety Culture
- Become familiar with IS-BAO Chapter 3 (SMS) requirements.

Module 3 - Standards and Recommended Practices Chapters 4 - 15 (2 hrs.)
- Become familiar with the terms policy, process and procedure and the difference between them.
- Understand how to develop policy, process, or procedure as required by the IS-BAO
- Become familiar with the IS-BAO across the following themes:
  - Organization
  - Flight Operations
  - Maintenance and Aircraft Equipment

Module 4 - Implementation and Registration Audit Considerations (1.5 hrs.)
- Facilitate understanding of implementing the IS-BAO
- Facilitate understanding of the IS-BAO Audit Process

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 it is recommended that you bring it with you for reference.