

	IPM Edition 12 Temporary Revision 3	Reference:	IPM.ED12.TR3
		Issue date:	08 May 2020
		Effective date:	08 May 2020

General Overview

This Temporary Revision IPM.ED12.TR3 (TR) to the IOSA Program Manual (IPM) Ed 12 introduces and updates measures developed for addressing circumstances surrounding the outbreak of the COVID-19 virus and the effects it has on the IOSA Program.

Most changes which have been introduced through this Temporary Revision are of temporary nature and will be reversed to their original state, as published in IPM Ed 12, as soon as feasible.

The primary intent of auditor currency changes is to waive requirements for the 2020 calendar year. It can be expected that currency requirements will be re-instated for the 2021 calendar year.

Effective and Validity Date of This Temporary Revision

This TR shall become effective on 08 May 2020 and shall remain valid until further notice.

Approval

Step	Name	Date
Reviewed by:	Serkan Simitcioglu Head, IOSA	May 2020
Recommended by:	Catalin Cotrut Director, Audit Programs	May 2020
Approved by:	Gilberto Lopez Meyer Senior Vice President Safety and Flight Operations	May 2020



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Glossary of Symbols

- Addition of a new item.
- △ Change to an item.
- ⊗ Deletion of an item.

3.10.3 An AO shall have a process to ensure...
(body of provision and sub-items unchanged and omitted for brevity)

△ *Note 2 All steps of this process, except (i), shall be completed within the 24-month period immediately after the date of Auditor Prerequisite Record (APR) approval.*

△ **3.15.1** The AO shall have a process to ensure each Auditor on its list of approved IOSA Auditors completes at least one recurrent training course delivered by IATA during each calendar year in accordance with IPM 4.5.5.

△ **3.16.1** The AO shall have a process to evaluate the performance of each Auditor on its list of approved IOSA Auditors a minimum of once during every three (3) calendar years, when an Auditor wants to re-establish Audit conduct currency as per IPM Table 3.9, or when required by IATA. Performance evaluations shall have satisfactory results and shall be accomplished by an Evaluator while the Auditor is conducting a full or partial Audit.

△ **3.16.2** For the purpose of maintaining qualification in accordance with IPM 3.16.1, the AO shall require a satisfactory performance evaluation for each Auditor:
(i) initially during the two (2) calendar years immediately following the calendar year in which the Auditor received initial approval as an IOSA Auditor in accordance with IPM 3.10;
(ii) during each period of three (3) consecutive calendar years subsequent to the calendar year of the initial performance evaluation as specified in i).

△ **3.17.1** The AO shall have a process to ensure each Auditor on its Master List of approved IOSA Auditors conducts a minimum of two (2) full Audits (5 days on-site) under IOSA every two (2) calendar years.

△ **3.17.2** The AO shall have a process to ensure each Lead Auditor on its Master List of approved IOSA Auditors conducts a minimum of one (1) full Audit as Lead Auditor every two (2) calendar years. Such Audit shall satisfy the requirement for the conduct of one (1) full Audit under IOSA during each two (2) calendar years as specified in IPM 3.17.1.

△ **3.17.3** For the purpose of maintaining qualification in accordance with IPM 3.17.1 and 3.17.2, the AO shall ensure the Auditor conducts a minimum of two (2) audits, as specified in IPM 3.17.1:
(i) during the two (2) calendar years immediately following the calendar year in which an Auditor received initial approval as an IOSA Auditor in accordance with IPM 3.10;
(ii) during each two (2) calendar years subsequent to the calendar year specified in i).



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- △ **3.17.5** The AO shall have a process to ensure each Auditor on its list of approved IOSA Auditors, conducts an Audit of the entire discipline for which they are approved, during every period of three (3) consecutive calendar years.
- ⊗ **4.5.1** (temporarily suspended)
- ⊗ **4.5.2** (temporarily suspended)
- ⊗ **4.5.3** (temporarily suspended)
- ⊗ **4.5.4** (temporarily suspended)
- ⊗ **4.5.6** (temporarily suspended)
- △ **5.13.2** An IAT Instructor shall conduct at least one (1) complete IAT course per two (2) calendar years (may be completed over multiple IATs).
- △ **5.13.3** An IAT Instructor shall complete performance evaluations with satisfactory results in order to maintain continuing approval as an IAT Instructor. Performance evaluations, which evaluate the ability of an instructor to effectively impart correct information to trainees and to deliver training in accordance with the IAT course syllabus, shall be conducted by IATA a minimum of once during each period of three (3) consecutive calendar years.
- △ **8.2.20** When conducting an Audit, the AO shall ensure that it has not conducted the previous Audit of that Operator, even in such a scenario where the Operator may have not closed that previous Audit. AO shall ensure that no Auditor who has participated in the previous Audit of the Operator (e.g. an Auditor working for more AOs) is part of the team that will perform the upcoming audit.

Note: An AO may conduct an Audit of an Operator for which it has conducted the previous Audit, provided no other AO is able to conduct the audit of the Operator, and the Operator has provided sufficient evidence of refusal to IATA by the remaining AOs.