



NOTICE TO OPERATORS 11/09

Subject: Introduction of a new Software -BOOST- at the BCAA to follow-up Operational audits and their related findings

Date: 19 December 2011, ref : LA/C-OPS/STE/2011/01262

Description:

In January 2012, the Ops department of the BCAA will officially start to use a new software –called BOOST for Belgian Operational Oversight System Tracking)- to follow-up audits (and their related findings & observations) performed for the compliance of the operators under EU-OPS/JAR-OPS 3.

Explanations for the operators:

- New slightly changed Audit report Form (see annex).
- New automatically generated **audit reference**. Format : k/CAT-t/opr/yy/nr
Where
k : I or V or S : in case of :
I : Initial AOC for a new operator,
V : Variation of AOC in case of major changes at the operator, implying new audits before new types of operations are approved,
S : Standard continuous survey,
t : type of survey/Check,
opr : abbreviation of the Operator,
yy : year of audit,
nr. : incremental number of all audits per year for a specific operator.
- Numbering of findings & observations : per audit, restarting at each audit from f1, f2 ... & o1,o2 ...
- Standardised letters : for ex.: closure of audits/findings, reminder overdue findings.

Operators are invited to :

- Continue to respond officially by postal letters (to the official letters),
- Respond to those letters/ by referring to the **audit reference** , letter reference, and when appropriate or applicable the nature of the letter (corr. actions, evidence for finding closure, request for extension ...) & finding number.
- Send us a copy of those letters by e-mail, as we can attach them in BOOST.

Being recent, some minor layout changes might still occur.

We are open for remarks; please do not hesitate to forward them to your coordinator.

Best regards,

Benoît VAN NOTEN, Ir.
Counsellor General