# Become a BARS Registered RPAS Operator

**BARS** ® *for RPAS*
BASIC AVIATION RISK STANDARD

## Joining

- Download the BARS for RPAS Standard and Implementation Guidelines from the BAR Standard and Manuals page on the website;
- Join the Program as an RPAS operator through the website and follow the registration process;
- Once the application is approved you will receive access to BARSoft; and
- Set up your RPAS operator profile in BARSoft. This information will be on your Final Audit Report and will be visible to potential BMOs.

## Planning

- 'Create' your Audit;
- We recommend you contact all Audit Companies that are on our Website;
- Allow plenty of time to prepare to avoid unnecessary findings later on;
- Download your BARS for RPAS Audit Checklist (MS Excel file) from BARSoft; and
- Internally assess your company by self-auditing it to your applicable standard.

## Contract Signing

- The Audit Company will commence and manage the process of the BARS for Audit Agreement signing;
- Audit Fees depend on the complexity of the Audit and the Stream chosen, Comprehensive vs Core; and
- BARS Audit variable costs could include: flight tickets, transportation, translations, accommodation, meals, etc which is negotiated directly between RPAS operator and AC.

## The BARS for RPAS Audit

- An RPAS Audit is conducted by Auditors on-site between 1 – 2 days depending on Audit stream;
- All Audits begin with an Opening Meeting;
- AO ensures all documentation, senior management and other staff are available during the BARS Audit;
- The on-site phase of an Audit shall end with a formal Closing Meeting with the AOs Management representatives and the Audit Team;
- A Short Form Interim Audit Report (SFIAR) will be published in BARSoft post the Audit and is available to BMOs until the Initial Audit Report is released;
- BPO will conduct a QC on the executive summary and checklist; and
- Once released the AO is able to review the findings in BARSoft.

## Corrective Action Phase

- A systematic analysis undertaken by the RPAS operator to identify the cause for non-conformity during an Audit;
- Findings are given a priority, high priority findings will be due in 60 days, low priority findings will be due in 90 days;
- The RPAS operator nominates a root cause for the finding and enter a CAP (Corrective Action Plan) to address a non-conformity with the correct requirements;
- When the auditor approves the CAP, the RPAS operator enters a CAT (Corrective Actions Taken) to describe the actions taken to implement the CAP; and
- The auditor will then assess and approve the CAP and the finding will be closed.

## Final Audit Report

- At the end of this process the final Audit Report will be published and the RPAS operator and BARS Member Organizations will be advised; and
- BARS for RPAS Registration: Once all checks and findings are complete to closed, the RPAS operator will receive the BARS verification document valid for 12 months from CRE date.

## Renew Process

- The BPO sends four courtesy email reminders to the RPAS operator (commencing five months prior their registration expiry date);
- To maintain continuous registration the RPAS operator will need to schedule an audit 90 to 30 days prior to their CRE (Current Registration Expiry) date; and
- Prior to scheduling the next audit, the RPAS operator information should be updated in BARSoft.