

## Management Approval/Acceptance Management Approval/Acceptance Guide

### 1.0 Accountable manager.

- 1.1 The operator must have nominated an accountable manager acceptable to CARC who has corporate authority for ensuring that all operations and maintenance activities can be financed and carried out to the standard required by the CARC.

### 2.0 Nominated Post holders – Competence.

#### 2.1 General.

Nominated Post holders should, in the normal way is expected to satisfy CARC that they possess the appropriate experience and licensing requirements which are listed in paragraphs below. In particular cases, and exceptionally, CARC may accept a nomination which does not meet the requirements in full but, in this circumstance, the nominee should be able to demonstrate experience which CARC will accept as being comparable and also the ability to perform effectively the functions associated with the post and with the scale of the operation.

#### 2.2 Nominated post holders should have:

- a. Practical experience and expertise in the application of aviation safety standard and safe operating practices.
- b. Comprehensive knowledge of:
  - (1) JCAR-OPS 1 and any associated requirements and procedures.
  - (2) The AOC holder's Operations Specifications.
  - (3) The need for, and content of, the relevant parts of the AOC holder's Operations Manual.
- c. Familiarity with Quality Systems.
- d. Appropriate management experience in a comparable organization.
- e. Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.

#### 2.3 Flight Operations. The nominated post holder or his deputy should hold a valid Flight Crew License appropriate to the type of operation conducted under the AOC in accordance with the following:

- a. If the AOC includes airplanes certificated for a minimum crew of 2 pilots - an Airline Transport Pilot's License issued or validated by CARC.

- b. If the AOC is limited to airplanes certificated for a minimum crew of 1 pilot - a Commercial Pilot's License, and if appropriate to the operation, an Instrument Rating issued or validated by CARC.

**2.4 Maintenance System.** The nominated post holder should possess the following:

- a. Relevant engineering degree or aircraft maintenance technician with additional education acceptable to CARC. 'Relevant engineering degree' means an engineering degree from Aeronautical, Mechanical, Electrical, Electronic, Avionic or other studies relevant to the maintenance of aircraft/aircraft components.
- b. Thorough familiarity with the organization's Maintenance Management Exposition.
- c. Knowledge of the relevant type (s) of aircraft.
- d. Knowledge of maintenance methods.

**2.5 Crew Training.**

- a. The nominated post holder or his deputy should be a current Type Rating Instructor on a type/class operated under the AOC.
- b. The nominated Post holder should have a thorough knowledge of the AOC holder's crew training concept for Flight Crew and for Cabin Crew when relevant.

**2.6 Ground Operations.** The nominated post holder should have a thorough knowledge of the AOC holder's ground operations concept.

**3.0 Combination of nominated post holder's responsibilities.** (AC OPS 1.175(j))

- 3.1 The acceptability of a single person holding several posts, possibly in combination with being the accountable manager as well, will depend upon the nature and scale of the operation. The two main areas of concern are competence and an individual's capacity to meet his responsibilities.
- 3.2 As regards competence in the different areas of responsibility, there should not be any difference from the requirements applicable to persons holding only one post.
- 3.3 The capacity of an individual to meet his responsibilities will primarily be dependent upon the scale of the operation. However the complexity of the organization or of the operation may prevent, or limit, combinations of posts which may be acceptable in other circumstances.
- 3.4 In most circumstances, the responsibilities of a nominated post holder will rest with a single individual. However, in the area of ground operations, it may be acceptable for these responsibilities to be split, provided that the responsibilities of each individual concerned are clearly defined.

- 3.5 The intent of JCAR-OPS 1.175 is neither to prescribe any specific organizational hierarchy within the operator's organization nor to prevent CARC from requiring a certain hierarchy before it is satisfied that the management organization is suitable.
- 4.0 General rules for air operator certification. (OPS 1.175)**
- 4.1 A person may hold more than one of the nominated posts if acceptable to the CARC but, for operators who employ 21 or more full time staff, a minimum of two persons are required to cover the four areas of responsibility.
- 4.2 For operators who employ 20 or less full time staff, one or more of the nominated posts may be filled by the accountable manager if acceptable to the CARC.
- 5.0 The management and organization of an AOC holder. (Appendix-2 to OPS 1.175)**
- 5.1 The operator must make arrangements to ensure continuity of supervision in the absence of nominated post holders.
- 5.2 A person nominated as a post holder by the holder of an AOC must not be nominated as a post holder by the holder of any other AOC, unless acceptable to CARC.
- 5.3 Persons nominated as post holders must be contracted to work sufficient hours to fulfill the management functions associated with the scale and scope of the operation.