



Flight Operations Standards Directorate
Commercial Air Transport Section - Management Approval
Crew Training Post Holder (CTPH) Approval Application Form

A. FOR AOC HOLDER/APPLICANT USE ONLY

1. AOC Holder/Applicant Details.

• Operator name			
• Address			
• Accountable manager contact details	Name	Phone No.	E-Mail

2. Nominated Crew Training Post Holder (CTPH) Details.

• Applicant name			
• License type & number		• Type rating expiry date	
• License expiry date		• TRI details	
• Type rating details		• TRI expiry date	

3. Crew Training Post Holder Approval (CTPH) Requirements.

No.	JCAR OPS 1 Requirements	YES	NO
a	Practical experience and expertise in the application of aviation safety standards and safe operating practices		
b	Appropriate management experience in a comparable organization		
c	Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position		
d	The nominated person and his/her deputy should hold a valid Airline Transport Pilot License as a pilot in command and to be a current type rating instructor on a type operated under the AOC		
e	Complete crew training post holder approval interview with CARC flight operations inspector to:		
(1)	Assess the applicant for the comprehensive knowledge of:		
(a)	JCAR-OPS 1 and any associated requirements and procedures		
(b)	The AOC holder's Operations Specifications		
(c)	The need for, and content of, the relevant parts of the AOC holder's Operations Manual - OM A & OM D		
(d)	Thorough knowledge of the AOC holder crew training concept		
(2)	Assess the applicant for the familiarity with:		
(a)	Quality system		
(b)	Safety management system		

4. Accountable Manager Recommendation.

• I hereby certify that, the applicant meets JCARs requirements for the crew training post and I am satisfied that the information contained in this application is true, correct and completed.

Name	Signature	Date





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B. FOR CARC USE ONLY.

1. CTPH Approval - Documents Assessment.

No.	Assessment Events	YES	NO
a	Check applicant record for the practical experience and expertise in the application of aviation safety standards and safe operating practices		
b	Check applicant record for the appropriate management experience in a comparable organization		
c	Check applicant record for the five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position		
d	Check the nominated person and his/her deputy record for holding a valid Airline Transport Pilot License as a pilot in command and a current type rating instructor on a type operated under the AOC		
• Assessment Result		<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• Remarks			
Flight Operations Inspector Name		Signature	Date

2. CTPH Approval - Assessor Designation.

• The under signed, Chief Commercial Air Transport Section authorizes Capt.....to conduct the crew training post holder approval interview.		
Name	Signature	Date

3. CTPH Approval - Technical Assessment. Crew training post holder approval interview with CARC flight operations inspector:

No.	Assessment Events	YES	NO
a	Assess the applicant for the 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 - OM A and OM D		
(4)	Thorough knowledge of the AOC holder crew training concept		
b	Assess the applicant for the familiarity with:		
(1)	Quality system		
(2)	Safety management system		
• Interview Date		• Assessment Result	<input type="checkbox"/> SAT <input type="checkbox"/> UNSAT
• Remarks			
Flight Operations Inspector Name		Signature	Date

C. SUPPORTING DOCUMENTS

- Cover letter for the crew training post holder approval application
- Crew training post holder approval application form - this application form
- Supporting documents for crew training post holder approval as detailed in this application form part A para 3 a-d

