



**Flight Operations Standards Directorate**  
**Commercial Air Transport Section - Management Approval**  
**Safety Management System Manager (SMS M) 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 Safety Management System Manager (SMS M) Details.**

• Applicant name	
• Education details	

**3. Safety Management System Manager (SMS M) Approval 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	Experience in aviation safety in the capacity of an aviation safety investigator, safety/quality manager or safety risk manager		
e	Experience implementing and/or managing an SMS		
f	Experience and qualifications in aviation accident/incident investigation		
g	Experience and qualifications in conducting safety/quality audits and inspections		
h	Computer literacy and superior analytical skills		
i	Has completed at least the following safety management systems (SMS) training courses:		
(1)	Quality management system		
(2)	Audit techniques		
(3)	Safety management system (SMS)		
(4)	Human factor and crew resources management		
(5)	Investigation in safety management systems		
(6)	Aircraft accident investigation		

j	Complete safety management system manager approval interview with CARC flight operations inspector to:
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(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 - safety management system manual and quality system manual
(d)	Thorough knowledge of the AOC holder's safety management system concept

(2)	Assess the applicant skills for:
(a)	The ability and confidence to communicate directly to the accountable executive as his advisor and confidante
(b)	The ability to communicate at all levels both inside and outside the company
(c)	The ability to be firm in conviction, promote a "just and fair culture" and yet advance an open and non punitive atmosphere for reporting
(d)	Well-developed communication skills and demonstrated interpersonal skills of a high order, with the ability to liaise with a variety of individuals and organizational representatives, including those from differing cultural backgrounds



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**4. Accountable Manager Recommendation.**

• I hereby certify that, the applicant meets JCARs requirements for the safety management system manager approval, 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. SMS M Approval - Documents Assessment.**

No.	Assessment Events	YES	NO
a	Check the applicant record for the practical experience and expertise in the application of aviation safety standards and safe operating practices		
b	Check the applicant record for the appropriate management experience in a comparable organization		
c	Check the applicant record for five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position		
d	Check the applicant record for the experience in aviation safety in the capacity of an aviation safety investigator, safety/quality manager or safety risk manager		
e	Check the applicant record for the experience implementing and/or managing an SMS		
f	Check the applicant record for the experience and qualifications in aviation accident/incident investigation		
g	Check the applicant record for the experience and qualifications in conducting safety/quality audits and inspections		
h	Check the applicant record for the computer literacy and superior analytical skills		
i	Check the applicant record for the completion of at least the following safety management systems (SMS) training courses:		
(1)	Quality management system		
(2)	Audit techniques		
(3)	Safety management system (SMS)		
(4)	Human factor and crew resources management		
(5)	Investigation in safety management systems		
(6)	Aircraft accident investigation		

<ul style="list-style-type: none"> <li>• <b>Assessment Result</b></li> </ul>	<input type="checkbox"/> <b>Satisfactory</b>	<input type="checkbox"/> <b>Unsatisfactory</b>
<ul style="list-style-type: none"> <li>• <b>Remarks</b></li> </ul>		
<b>Flight Operations Inspector Name</b>	<b>Signature</b>	<b>Date</b>

**2. SMS M Approval - Assessor Designation.**

<ul style="list-style-type: none"> <li>• The under signed, Chief Commercial Air Transport Section authorizes Capt.....to conduct the safety management system manager approval interview.</li> </ul>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

**3. SMS M Approval - Technical Assessment.** Safety management system manager interview with CARC flight operations inspector:

No.	Assessment Event	YES	NO
<b>a</b>	<b>Assess the applicant for the comprehensive knowledge of:</b>		
(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 - safety management system manual & quality system manual		
(4)	Thorough knowledge of the AOC holder's safety management system concept		



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No.	Assessment Event	YES	NO
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<b>b</b>	<b>Assess the applicant skills for:</b>		
(1)	The ability and confidence to communicate directly to the accountable executive as his advisor and confidante		
(2)	The ability to communicate at all levels both inside and outside the company		
(3)	The ability to be firm in conviction, promote a “just and fair culture” and yet advance an open and non punitive atmosphere for reporting		
(4)	Well-developed communication skills and demonstrated interpersonal skills of a high order, with the ability to liaise with a variety of individuals and organizational representatives, including those from differing cultural backgrounds		

<b>• Interview Date</b>		<b>• Assessment Result</b>	<input type="checkbox"/> SAT	<input type="checkbox"/> UNSAT
<b>• Remarks</b>				
<b>Flight Operations Inspector Name</b>	<b>Signature</b>	<b>Date</b>		

**C. SUPPORTING DOCUMENTS**

- Cover letter for the safety management system manager approval application
- Safety management system manager approval application form - this application form
- Supporting documents for safety management system manager approval as detailed in this application form part A para 3 a-i