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. Quality Manager (QM) Details.

• Applicant name	
• Education details	

3. Quality Manager (QM) Acceptance 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 implementing and/or managing aviation quality system		
e	Experience in conducting safety/quality audits and inspections		
f	Computer literacy and superior analytical skills		
g	Have completed at least the following quality system training:		
(1)	Quality management system		
(2)	Quality assurance program		
(3)	Audit techniques		
(4)	Human factor and crew resources management.		

h	Complete quality manager acceptance interview with CARC flight operations inspector to:

(1)	Assess the applicant for comprehensive knowledge of:
(a)	JCAR OPS 1 and any associated requirements and procedures
(b)	AOC operations specifications
(c)	The need for, and content of, the relevant parts of the AOC holder's Operations Manual - Quality system manual and safety management system manual
(d)	Thorough knowledge of the AOC holder's quality system concept

(2)	Assess the applicant for the familiarity with:
(a)	Safety management system

4. Accountable Manager Recommendation.

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

Name	Signature	Date

B. FOR CARC USE ONLY.

1. QM Acceptance - 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 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 applicant record for the experience implementing and/or managing aviation quality system.		
e	Check the applicant record for the experience in conducting safety/quality audits and inspections.		
f	Check the applicant record for computer literacy and superior analytical skills		
g	Check the applicant record for the completion of following quality system training:		
(1)	Quality management system		
(2)	Quality assurance program		
(3)	Audit techniques		
(4)	Human factor and crew resources management.		

• Assessment Result	☐ Satisfactory	☐ Unsatisfactory
• Remarks		
Flight Operations Inspector Name	**Signature**	**Date**

2. QM Acceptance - Assessor Designation.

• The under signed, Chief Commercial Air Transport Section authorizes Capt…………..…………….............................to conduct the quality manager acceptance interview		
Name	**Signature**	**Date**

3. QM Acceptance - Technical Assessment. Quality manager acceptance 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 - quality system manual & safety management system manual		
(4)	Thorough knowledge of the AOC holder's quality system concept		

b	**Assess the applicant for the familiarity with:**		
(1)	Safety management system		

• Interview Date		• Assessment Result	☐ SAT	☐ UNSAT
• Remarks				
Flight Operations Inspector Name		**Signature**	**Date**	

C. SUPPORTING DOCUMENTS

- Cover letter for the quality manager acceptance application.
- Quality manager acceptance application form - this application form.
- Supporting documents for the quality manager acceptance as detailed in this application form part A para 3 a-g.