



Flight Operations Standards Directorate

**Commercial Air Transport Section - Training & Checking Arrangements
Safety Management System Instructor (SMSI) Re-authorization Application Form**

Ground Instructor Authorization is Valid For 24 Calendar Months

For re-authorization - Submit within the final three calendar months of validity of the current authorization

A. FOR AOC HOLDER USE ONLY

1. AOC Holder Details.

• Operator name			
• Crew training post holder contact details	Name	Phone No.	E-Mail

2. Safety Management System Instructor (SMSI) Re-authorization Details.

• Applicant name	
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3. Safety Management System Instructor (SMSI) Re-authorization Requirements.

No.	JCAR OPS 1 Requirements	YES	NO
a	Hold a valid safety management system instructor (SMSI) authorization		
b	Full time employment with AOC holder		
c	Shall within the last 12 months of the period validity of the authorization:		
	<input type="checkbox"/> Delivered safety management system training programs; or		
	<input type="checkbox"/> In the absence of this, attend the safety management system 36 months recurrent training program		

4. Crew Training Post Holder Recommendation.

• I hereby certify that, the applicant meets JCARs requirements for safety management system instructor re-authorization, and I am satisfied that the information contained in this application is true, correct and completed
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Name	Signature	Date



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B. FOR CARC USE ONLY

1. SMSI Re-authorization - Documents Assessment.

No.	Assessment Events	YES	NO
a	Check the applicant record for a valid safety management system instructor (SMSI) authorization		
b	Check the applicant record for the full time employment with AOC holder		
c	Shall within the last 12 months of the period validity of the authorization: Check the applicant record for the delivered safety management system training programs; or In the absence of this, check the applicant record for the attend of the safety management system 36 months recurrent training program		

• Assessment Result	Satisfactory	Unsatisfactory
• Remarks		
Inspector Name	Signature	Date

2. SMSI Re-authorization.

a. SMSI Authorization Details.

• Applicant name	
• Authorization type	• Safety Management System Instructor (SMSI) Authorization
• AOC holder name	
• Authorization expiry date - calendar months	

b. SMSI Authorization Privileges.

• Exercise the privilege of conducting safety management system training programs for the AOC holder/applicant personnel responsible for managing the safety management system
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Safety management system training programs required by JCAR OPS 1 for operational personnel, managers and supervisors, senior managers and the accountable executive can be provided by SMS instructor, SMS manager or SMS officer/auditor

Inspector Name	Signature	Date

C. SUPPORTING DOCUMENTS.

- Cover letter from the AOC holder for the safety management system instructor (SMSI) re-authorization.
- Safety Management system instructor (SMSI) re-authorization application form - this application form.
- Supporting documents for safety management system instructor (SMSI) re-authorization as detailed in this application form Part A para 3 a-c.