



Flight Operations Standards Directorate
Commercial Air Transport Section - Aviation Training Organization - Management Acceptance
Accountable Manager (AM) Acceptance Application Form

A. FOR APPLICANT USE ONLY

1. Aviation Training Organization Details.

• Organization name			
• Address			
• Approved training subjects			
• Owner contact details	Name	Phone No.	E-Mail

2. Accountable Manager (AM) Details.

• Applicant name	
• Education details	

3. Accountable Manager (AM) Acceptance Requirements.

No.	JCAR OPS 1 Requirements	YES	NO
a	The accountable manager has corporate authority for ensuring that all training activities can be financed and carried out to the standard required by CARC		
b	Complete a meeting with flight operations inspector to be briefed on the aviation training organization to include head of training, quality manager, training manager(s) and accountable manager responsibilities and duties in accordance with JCARS		

4. Owner Recommendation.

• I hereby certify that, the applicant meets JCARS requirements for the accountable manager 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. AM Acceptance - Documents Assessment.

No.	Assessment Event	YES	NO
a	Check accountable manager record for corporate authority for ensuring that all training activities can be financed and carried out to the standard required by CARC		
• Assessment Result		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
• Remarks			
Flight Operations Inspector Name		Signature	Date

2. AM Acceptance - Assessor Designation.

• The under signed, Chief Commercial Air Transport Section authorizes Mr.....to conduct the accountable manager acceptance meeting.		
Name	Signature	Date

3. QM Acceptance - Technical Assessment. Accountable manager acceptance meeting with CARC flight operations inspector:

No.	Assessment Events	YES	NO
a	Complete a brief on the aviation training organization to include the responsibilities and duties of:		
(1)	Accountable manager		
(2)	Head of training		
(3)	Quality manager		
(4)	Training manager(s)		
• Meeting 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 accountable manager acceptance application
- Accountable manager acceptance application form - this form
- Supporting document for accountable manager acceptance as detailed in this application form part A para 3 a.