



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

A. FOR APPLICANT USE ONLY

1. Aviation Training Organization Details.

• Organization name			
• Address			
• Approved training subject			
• 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 related to aviation training organization subjects		
(b)	The need for and content of the aviation training organization training manual(s)		
(c)	Quality 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



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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	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• Remarks		
Flight Operations Inspector Name	Signature	Date

2. QM Acceptance - Assessor Designation.

• The under signed, Chief Commercial Air Transport Section authorizes Mr.....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 related to aviation training organization subjects		
(2)	The need for and content of the aviation training organization training manual(s)		
(3)	Quality 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 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.