



Flight Operations Standards Department
Flight Crew Licensing & Training Section - English Language Proficiency Assessment Centers
Quality Manager Acceptance Application Form

A. FOR APPLICANT USE ONLY

1	Center Name		
2	Nominated Quality Manager Name		
3	*Qualifications		
4	*Work Experience		
5	Training Relevant to Quality System		
6	Nominated Quality Manager. I hereby declare that the information given in this form is true, correct and completed.		
	Name	Signature	Date
7	Accountable Manager. I hereby declare that the applicant is nominated as Quality Manager		
	Name	Signature	Date

B. FOR CARC USE ONLY

	Quality Manager Requirements	YES	NO
a	Three years aeronautical industry work experience of which at least one year should be in aviation training organization		
b	Has received quality training covering:		
	• An introduction to the concept of the quality system		
	• Quality management		
	• The concept of quality assurance		
	• Quality manuals		
	• Audit techniques		
	• Reporting and recording		
	• The way in which the quality system will function in the company		
c	Comprehensive knowledge of operations manual and quality system, to include		
	• Policy and strategy		
	• Organizational structure		
	• Management		
	• The relevant provisions of ICAO/JCAR FCL 1, standards and assessment procedures		
	• Assessment requirements		
	• Assessment documentation		
	• Human Resources and training (initial, recurrent)		
	• Responsibility for the development, establishment and management of the Quality System		
	• Quality Assurance Program		
	• Customer satisfaction		



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2	Nominated Quality Manager Approval	<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
• Remarks (if rejected only).			
Approving Inspector Name		Signature	Date

*Attach copy of relevant certificate