



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Aviation Recreation Organizations
AROs Quality Manager Acceptance Application Form
 JCAR- ARO-1&2

A. FOR APPLICANT USE ONLY

1	Operator 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 & 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	Practical experience and expertise in the application of aviation safety standards and safe operating practices		
b	Three years aeronautical industry work experience of which at least one year should be in aviation training organization		
c	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		
d	Reporting and recording		
	The way in which the Quality System will function in the company		
	Familiarity with knowledge of:		
	• JCAR-ARO and any associated requirements and procedures		
	• Organization Operations Manual		
e	• Organization Training Manual		
	• Safety Management System		
	Comprehensive knowledge of aviation training organization Quality System & Quality Manual, to include		
	• Quality policy and strategy		
	• Quality system responsibilities		
	• Purpose of the Quality System		
	• The primary role of the Quality Manager		
	• Quality system scope operations		
	• Quality system feedback system		
	• Quality Assurance Program		
• Quality Assurance Responsibility for Sub-Contractors			
	• Quality System Training		





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

*Attach copy of relevant certificate

