A. FOR AOC HOLDER/APPLICANT USE ONLY

1. AOC Holder/Applicant Details.

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

2. Safety Management System Instructor (SMSI) Authorization Details.

• Applicant name	

3. Safety Management System Instructor (SMSI) Authorization Issuance 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	Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position		
c	Experience in aviation safety in the capacity of an aviation safety investigator, safety/quality manager or safety risk manager		
d	Experience implementing and/or managing an SMS		
e	Experience in conducting safety/quality audits and inspections		
f	Has completed at least the following safety management systems (SMS) training:		
(1)	Quality management system		
(2)	Audit techniques		
(3)	Safety management system (SMS)		
(4)	Human factor and crew resources management		
(5)	Investigation in safety management systems		
(6)	Aircraft accident investigation		
g	Full time employment with AOC holder/applicant		
h	Complete teaching and learning course for ground instructor		
i	Complete the operator internal training program		
j	Complete skill level assessment through demonstration lecture and acceptance interview with CARC flight operations inspector		

4. Crew Training Post Holder - Recommendation.

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

Name	Signature	Date

B. FOR CARC USE ONLY

1. SMSI Authorization Issuance - 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 five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position		
c	Check the applicant record for the experience in aviation safety in the capacity of an aviation safety investigator, safety/quality manager or safety risk manager		
d	Check the applicant record for the experience in implementing and/or managing an SMS		
e	Check the applicant record for the experience in conducting safety/quality audits and inspections		
f	Check the applicant record for the completion of at least the following safety management systems (SMS) training:		
(1)	Quality management system		
(2)	Audit techniques		
(3)	Safety management system (SMS)		
(4)	Human factor and crew resources management		
(5)	Investigation in safety management systems		
(6)	Aircraft accident investigation		
g	Check the applicant record for the full time employment with AOC holder/applicant		
h	Check the applicant record for the completion of teaching and learning course for ground instructor		
i	Check the applicant record for the completion of the operator internal training program		

• Assessment Result	☐ Satisfactory	☐ Unsatisfactory
• Remarks		
Inspector Name	**Signature**	**Date**

2. SMSI Authorization Issuance - Assessor Designation.

• The under signed, Chief Commercial Air Transport Section authorises Capt…………..…………….............................to conduct skill level assessment for safety management system instructor authorization through lecture demonstration and interview		
Name	**Signature**	**Date**

3. SMSI Authorization Issuance - Technical Assessment. SMSI authorization issuance skill level assessment through demonstration lecture and interview with CARC flight operations inspector.

No.	Assessment Event	YES	NO
a	**Lecture demonstration.** Assess the applicant instructional skill level to include:		
(1)	Lecture subject relevant to the flight crew approved training program		
(2)	Lecture structure		
(3)	Use of training aids		
(4)	Eye contact		
(5)	Handling questions		
(5)	Control of trainees		
(6)	English proficiency		
(7)	Depth of knowledge		
(8)	Confidence		

	Flight Operations Standards Directorate
	Commercial Air Transport Section - Training & Checking Arrangements
	Safety Management System Instructor (SMSI) Authorization Issuance Application Form
	Ground Instructor Authorization is Valid For 24 Calendar Months
	For initial issuance - Submitted within a minimum of 10 days before authorization use is required

No.	Assessment Event	YES	NO
b	**Interview.** Assess the applicant knowledge for:		
(1)	Safety management system instructor privileges		
(2)	Safety management system instructor re-authorization requirements		
(3)	Safety management system or training program		
(4)	Safety management system training program implementation procedures		

• Lecture & Interview Date		• Assessment Result	SAT	UNSAT
• Remarks				
Inspector Name		**Signature**	**Date**	

4. SMSI Authorization Issuance.

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.

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• Exercise the privilege of conducting safety management system training programs for the AOC holder/applicant personnel responsible for managing the safety management system

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) authorization issuance.
- Safety Management system instructor (SMSI) authorization issuance application form - this application form.
- Supporting documents for safety management system instructor (SMSI) authorization issuance as detailed in this application form Part A para 3 a-i.