

A. FOR APPLICANT USE ONLY

1. Aviation Training Organization Details.

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

2. Nominated Head of Training Details.

• Applicant name	
• Education details	

3. Head of Training 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	Appropriate management experience in a comparable organization		
e	Complete crew training post holder approval interview with CARC flight operations inspector to:		
(1)	Assess the applicant for the 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)		
(2)	Assess the applicant for the familiarity with quality system		

4. Accountable Manager Recommendation.

• I hereby certify that, the applicant meets JCARs requirements for the head of training post 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. Head of Training Approval - Documents Assessment.

No.	Assessment Events	YES	NO
a	Check applicant record for the practical experience and expertise in the application of aviation safety standards and safe operating practices		
b	Check 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 applicant record for the Appropriate management experience in a comparable organization		

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

2. Head of Training Approval - Assessor Designation.

• The under signed, Chief Commercial Air Transport Section authorizes Mr.....to conduct the head of training approval interview.		
Name	Signature	Date

3. Head of Training Approval - Technical Assessment. Head of training approval 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)		
b	Assess the applicant for the familiarity with 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 head of training approval application
- Head of training approval application form - this application form
- Supporting documents for the head of training approval as detailed in this application form part A para 3 a-c