



Flight Operations Standards Department
Flight Crew Licensing & Training Section – Theoretical Training Organization
TTOs Quality Manager Acceptance Application Form

A. FOR APPLICANT USE ONLY

| | | | |
|----------|--------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| 1 | Operator Name | | |
| 2 | Type of Training | | |
| 3 | Nominated Quality Manager Name | | |
| 4 | *Qualifications | | |
| | | | |
| 5 | *Work Experience | | |
| | | | |
| 6 | Training Relevant to Quality System | | |
| | | | |
| 7 | 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

| | 1 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 | Familiarity with knowledge of: | | |
| | • JCARs and advisory circulars related to the theoretical training | | |
| | • Organization training manual | | |
| d | 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 Inspector Name | | Signature | Date |
| | | | |

*Attach copy of relevant certificate