



**Flight Operations Standards Department**  
**Flight Crew Licensing & Training Section - Theoretical Training Organization**  
**Safety Management System Instructor Authorization Issuance - Renewal Application Form**  
 Instructor Authorization is Valid For 12 Calendar Month

**A. FOR OPERATOR USE ONLY**

**1. Organization Details.**

• Name			
• Address			
• Head of Training Contact Details	Name	Phone No.	E-Mail

**2. Safety Management System Instructor Details.**

• Applicant Name			
• Date & Place of Birth			
• I am applying for Safety Management System Instructor Authorization	<input type="checkbox"/> Authorization Issuance	<input type="checkbox"/> Authorization Renewal	
• I hereby declare that the information given in this form is true, correct and completed.			• Applicant Signature

**3. Safety Management System instructor Authorization Issuance Requirements.**

No	JCARs Requirements		
a	Have a minimum of five (5) years working experience in aviation quality and safety management system, with at least one (1) year as a quality auditor	Yes	
b	Have completed at least the following quality and safety management system training courses:	Yes	
(1)	An introduction to the concept of the Quality System	Yes	
(2)	Quality management	Yes	
(3)	The concept of Quality Assurance	Yes	
(4)	Audit techniques	Yes	
(5)	ICAO Safety Management System Requirements – Introduction	Yes	
(6)	Advanced Safety Management Systems (SMS) in Civil Aviation	Yes	
(7)	Human factor and crew resources management	Yes	
(8)	Investigation in Safety Management Systems	Yes	
c	Knowledge of Jordan Civil Aviation Regulations on the related training subject.	Yes	
d	Full time employment with training organization	Yes	
e	Successfully completed a course on instructional techniques	Completed	
f	Complete operator internal training concerning the applicable administrative procedures, contents of training manuals as well as training related documents, forms and records in accordance with training manual. (See appendix A Operator Internal Training for Ground Instructors of AC - 28 - 012 Ground Instructors and Examiners Authorizations)	Completed	
g	Successfully completed skill level assessment through demonstration lecture and interview by CARC		

**4. Safety Management System instructor Authorization Renewal Requirements.**

No	JCARs Requirements		
a	Have delivered safety management system training during the authorization period validity (12 calendar months); or	Yes, or	
b	In the absence of this, attend safety management system recurrent training	Yes	

**5. Training Post Holder Recommendation.**

• I hereby certify that, the applicant is an employee of our organization, and meets JCARs Requirements for Safety Management System instructor Authorization <input type="checkbox"/> Issuance <input type="checkbox"/> Renewal, I have checked the applicant record, this application attachments, and I am satisfied that the information contained in this application is true, correct and completed			
• Head of Training Name		• Date	
• Organization Name		• Signature	



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**B. FOR CARC USE ONLY**

**1. Assessor Designation.**

<ul style="list-style-type: none"> <li>The under signed, Chief Flight Crew Licensing and Training Section authorises .....to conduct skill level assessment for Safety Management System Instructor Authorization through lecture demonstration and interview</li> </ul>		
<b>Name</b>	<b>Signature</b>	<b>Date</b>

**2. Assessor Recommendation.**

<ul style="list-style-type: none"> <li>Lecture and Interview Date</li> </ul>	<ul style="list-style-type: none"> <li>Skill Level Assessment</li> </ul>	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed
<ul style="list-style-type: none"> <li>Remarks</li> </ul>			
<b>Assessor Name</b>	<b>Signature</b>	<b>Date</b>	

**3. CARC Performance Instructor Authorization Approval.**

<ul style="list-style-type: none"> <li>Authorisation application</li> </ul>	<input type="checkbox"/> Authorization Issuance	<input type="checkbox"/> Authorization Renewal
<ul style="list-style-type: none"> <li>Authorisation issue</li> </ul>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
<ul style="list-style-type: none"> <li>Instructor Authorization</li> </ul>	<ul style="list-style-type: none"> <li>Safety management system instructor authorization for (Operator Name)</li> </ul>	
<ul style="list-style-type: none"> <li>Authorization Privileges</li> </ul>	<ul style="list-style-type: none"> <li>Exercise the privilege of conducting safety management system training</li> </ul>	
<ul style="list-style-type: none"> <li>Authorization Expiry Date</li> </ul>		
<ul style="list-style-type: none"> <li>Remarks</li> </ul>		
<b>Inspector Name</b>	<b>Signature</b>	<b>Date</b>

**C. SUPPORTING DOCUMENTS.**

- Cover letter from the organization for Safety Management System instructor Authorization issuance / renewal
- This application form
- Have a minimum of five (5) years working experience in aviation quality and safety management system, with at least one (1) year as a quality auditor – issue only
- Prove of completed the required quality and safety training courses
- Copy of instructional techniques course completion certificate - issue only
- The expired Safety Management System instructor Authorization - renewal only
- Prove of delivering safety management system training within the authorization period validity (12 calendar months) - renewal only; or
- Prove of attending safety management system recurrent training - renewal only
- One photo