

**CIVIL AVIATION REGULATORY COMMISSION**  
**SAFETY MANAGEMENT SYSTEM MANAGER**  
**APPROVAL APPLICATION FORM**

**A. For Certificate Holder / Applicant Use**

1. Certificate Holder / Applicant Details			
<b>• Organization Name</b>			
<b>• Organization Business</b>	<b>• Address</b>		
<b>• Accountable Manager Contact Details</b>	<b>Name</b>	<b>Phone No.</b>	<b>E-mail</b>
<b>• Nominated SMS Manager Details</b>			

2. Safety Management System Manager (SMS Manager) Approval Requirements		
No	CARC Requirements	Insert <input type="checkbox"/>
a.	<b><u>i. Educational level: the nominated SMS manager shall be a holder of:</u></b> A) Bachelor degree in safety, engineering or equivalent major of science, or; B) High school diploma degree in safety or equivalent major of science or; C) Holder of a Civil Aviation License	
b.	<b><u>i. Management experience of not less than 2 years as:</u></b> A) A post holder or; B) SMS / QMS / AVSEC manager or ; C) A manager in an operational or technical discipline responsible for the application of safety standards and managing resources required to maintain it, or; <b><u>ii. Experience of not less than 4 years as:</u></b> A) SMS / QMS auditor, inspector, officer or; B) Safety Data Analyst or; C) Safety Risk Management Assessor or; D) Safety action group member or; E) An operations or maintenance personnel with extensive safety background or; F) CAA Inspector/Auditor or; <b><u>iii. Experience of not less than 5 years as:</u></b> A) Airport Operations or Maintenance Officer or; B) Aviation SMS Instructor or; <b><u>iv. Experience of not less than 10 years as:</u></b> A) Rated ATC (hold all ratings).	
c.	<b><u>i. Training: the candidate shall successfully complete the following courses:</u></b> A) Aviation Safety Management System Course <b>and</b> ; B) Quality Management System or Audit Technique Course <b>and</b> ; C) Crises Management or Emergency Response Planning Course <b>and</b> ; D) Human Factors in Aviation or Crew Resource Management Course	
d.	<b><u>i. Working Knowledge in:</u></b> A) Organization management systems; Organization products and services; B) Regulatory framework (national/international aviation legislation and regulations)	
e.	<b><u>i. Interpersonal skills and attributes:</u></b> A) <b>Skills:</b> Communication, Leadership, problem-solving, Project management, and Decision making skills; B) <b>Attributes:</b> System thinking, Assertiveness, Teamwork Understanding of human performance and limitations.	

3. Accountable Manager Recommendation	
<b>I hereby certify that, the applicant meets JCARs requirements for the Safety Management System Manager approval, and I am satisfied that the information contained in this application is true, correct and completed.</b>	
<b>Signature</b>	<b>Date</b>



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**B. FOR CARC USE ONLY**

1. SMS Manager Approval - Documents Assessment		
No.	Assessment Events	Insert √
a.	<b>i. Educational Level: (at least one of the following requirements is attached for assessment)</b>	
	A) Bachelor degree in safety, engineering or equivalent major of science or;	
	B) High school diploma degree in safety or equivalent major of science or;	
	C) Civil aviation license.	
b.	<b>Experience: (at least one of the following requirements is met by the nominated SMS manager)</b>	
	<b>i. Management experience of not less than 2 years as:</b>	
	A) A post holder or;	
	B) SMS / QMS / AVSEC manager or ;	
	C) A manager in an operational or technical discipline responsible for the application of safety standards and managing resources required to maintain it, or,.	
	<b>ii. Experience of not less than 4 years as:</b>	
	A) SMS / QMS auditor, inspector, officer or;	
	B) Safety Data Analyst or;	
	C) Safety Risk Management Assessor or;	
	D) Safety action group member or;	
	E) An operations or maintenance personnel with extensive safety background or;	
	F) CAA Inspector / Auditor	
	<b>iii. Experience of not less than 5 years as:</b>	
	A) Airport Operations or Maintenance Officer or;	
	B) Aviation SMS Instructor or;	
<b>iv. Experience of not less than 10 years as:</b>		
A) Rated ATC ( <i>hold all ratings</i> ).		
c.	<b>i. Training: (certificates of the following courses are attached)</b>	
	A) Aviation Safety Management System Course and;	
	B) Quality Management System or Audit Technique Course and;	
	C) Crises Management or Emergency Response Planning Course and;	
	D) Human Factors in Aviation or Crew Resource Management Course.	

The above requirements may be required in full or accepted partially by the responsible inspector based on his best judgment and after consulting the Director.

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

2. SMS Manager Approval - Assessor Designation		
The under signed, authorizes _____, _____ and _____ to conduct the Safety Management System Manager Approval interview.		
Director Flight Safety Department	Signature	Date

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3. SMS Manager Approval - Technical Assessment. Safety Management System Manager interview with CARC inspectors:			
No.	Assessment Events	YES	NO
<b>a. Assess the applicant knowledge in:</b>			
(i)	Organization products, services, operations, procedures and activities.		
(ii)	Organization management systems: <ul style="list-style-type: none"> <li>The role of the accountable manager in all management systems in terms of accountability, responsibilities and authorities.</li> <li>The role of SMS manager in the organization.</li> <li>Components of safety management system, functions and procedures.</li> <li>Integration of management system components in order to operate as one system.</li> <li>Management of change principles.</li> <li>SMS maturity and best practices for continuous improvement.</li> </ul>		
(iii)	<ul style="list-style-type: none"> <li>Regulatory framework (national/international aviation legislation and regulations) including Jordan SSP.</li> <li>Ability to evaluate the acceptability of implementation of an organization with regard to legislation and regulations.</li> </ul>		
(iv)	Organization SMS implementation plan and related challenges.		
(v)	Safety Performance Management and ability to: <ul style="list-style-type: none"> <li>Understands different types of indicators and their use and needs.</li> <li>Differentiates between effective and ineffective indicators. Understands how data is collected and analysed in the organization.</li> <li>Evaluate effectiveness of indicators and review as necessary.</li> <li>Setting targets and its limitations.</li> <li>Identify major risk areas/concerns at the national/regional level and how the organization may contribute to them.</li> <li>Translate the information obtained from the safety performance into messages that are suitable for various audiences (e.g., accountable executive, national safety teams, staff).</li> <li>Familiar with State safety performance Indicators and expectations of how organizations are expected to consider them.</li> </ul>		
(vi)	Understanding risk management principles and techniques to support the SMS.		
(vii)	Understanding Emergency Response Planning and related functions.		
(viii)	The rules of communicating and disseminating safety information inside and outside the organization.		

<b>b. Assess the applicant skills of:</b>			
(i)	<u><b>Communication:</b></u> <ul style="list-style-type: none"> <li>The ability to communicate at all levels both inside and outside the company.</li> <li>Experience and ability to communicate effectively in a complex technical environment.</li> <li>Demonstrates a high level of interpersonal skills, including the ability to liaise effectively at a senior level and influence outcomes both internally and with external organizations.</li> <li>Demonstrate sound interviewing skills such as being an active listener, speaking clearly, and being able to articulate thoughts and formulate questions appropriately.</li> <li>Ability to adequately manage conflict and confrontation in a work environment.</li> </ul>		
(2)	<u><b>Analytical and problem solving skills:</b></u> <ul style="list-style-type: none"> <li>Ability to verify that the organization data collection processes capture appropriate information.</li> <li>Ability to verify the effectiveness of the risk analysis process.</li> <li>Ability to use causal analysis methods.</li> <li>Ability to evaluate trends in safety and compliance issues.</li> <li>Ability to assess the organization safety results compared with its safety performance objectives.</li> <li>Ability to understand the limitations of data and how it can be used in analyzing safety performance.</li> </ul>		
(3)	<u><b>Assertiveness:</b></u> <ul style="list-style-type: none"> <li>The quality of being able to confidently and vigorously state and defend one's opinion.</li> <li>Ability to state opinions firmly without either aggressively threatening or submissively accepting the opinions of others.</li> </ul>		

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<b>Interview Date:</b>		<b>Assessment Result:</b>	<b>Satisfactory</b> <input type="checkbox"/>	<b>Unsatisfactory</b> <input type="checkbox"/>
<b>Remarks:</b>				
<b>CARC Inspector Name</b>	<b>Signature</b>		<b>Date</b>	

**C. SUPPORTING DOCUMENTS.**

- Cover letter for the Safety Management System Manager Approval application.
- Safety Management System manager approval application form - this application form.
- Supporting documents for Safety Management System Manager Approval as detailed in this application form Part A Para. 3 a, b and c.