



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

Jordan Civil Aviation Regulatory Commission

Guidance Procedure: AWS 34

CARC Part-145 Management Personnel & CARC Form 285 instructions

Prepared by	Eng. Bilal Nazzal Chief Maintenance Organizations & MTO Eng. Baker Al Nssor Airworthiness Inspector
Reviewed by	Engr Abdallah Al-Hajel Acting Director Airworthiness Standards
Checked by	Dr. Mohammad AL Husban Director Regulations and Aviation Standards Management
Approved by	Capt. Haitham Misto Chief Commissioner/CEO

Issue: 01
Rev.: 00
June, 2019



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

List of Effective Pages

Page	Issue	Rev	Date	Page	Issue	Rev	Date
1	01	00	June 2019				
2	01	00	June 2019				
3	01	00	June 2019				
4	01	00	June 2019				
5	01	00	June 2019				
6	01	00	June 2019				
7	01	00	June 2019				
8	01	00	June 2019				
9	01	00	June 2019				
10	01	00	June 2019				
11	01	00	June 2019				
12	01	00	June 2019				
13	01	00	June 2019				
14	01	00	June 2019				
15	01	00	June 2019				
16	01	00	June 2019				
17	01	00	June 2019				
18	01	00	June 2019				
19	01	00	June 2019				
20	01	00	June 2019				



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

Table Of Contents

List of Effective Pages.....	1
Table Of Contents.....	2
Abbreviations	3
1. Scope and Applicability	4
2. Purpose.....	4
3. Associated Instructions.....	4
4. Management Personnel	4
4.1 Definition of Management Personnel.	4
4.2 Management Personnel Requiring CARC Form 285.	5
4.3 Organization structure examples.....	6
4.3.1 Example 1	6
4.3.2 Example 2	7
4.3.3 Example 3 - Small AMO (as per AMC 145..30.(b).2)	8
4.4 Application to CARC.....	9
5. Acceptance of the CARC Form 285 Post-Holders.	10
a. Review of the Documental Evidences.	10
b. Interview.	10
i. During Initial Approval Process.....	10
ii. Change of CARC Form 285 Post- Holders.....	10
c. Formal Acceptance of the Form 285 Post-Holder(s).	11
6. Minimum Requirements for CARC Form 285 Post- Holders.	11
6.1 Minimum Requirements for CARC Form 285 Post-Holders.	12
6.2 Examples.	14
6.2.1 Example 1	14
6.2.2 Example 2	16
6.3 SMS Qualification.	18
7. CARC Form 285 Completion Instructions.	20





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

Abbreviations

AMC	Acceptable Means of Compliance
AM	Accountable Manager
AMO	Approved Maintenance Organization
A/C	Aircraft
AML	Aircraft Maintenance License
AWSD	Airworthiness Standards Department
CARC	Civil Aviation Regulatory Commission of Jordan
CEO	Chief Executive Officer
JCAR	Jordan Civil Aviation Regulations
GM	Guidance Material
I.A.W	In accordance with
MOE	Maintenance Organization Exposition
MM	Maintenance Manager
NDT	Non Destructive Test
QM	Quality Manager
SM	Safety Manager



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

CARC Part 145
Management Personnel & CARC Form 285 instructions

1. Scope and Applicability

This guidance procedure is applicable to CARC Part 145 organizations having their principal place of business located inside the Hashemite Kingdom of Jordan, CARC is the Competent Authority for maintenance organizations having their principal place of business located inside the Hashemite Kingdom of Jordan, as established by Part 145.1 "General" and therefore responsible for the final approval of those Organizations and establishing procedures detailing how CARC Part 145 applications and approvals are managed.

This guidance procedure is complementary to the requirements of Part-145 "as amended" and does not supersede or replace the information defined within this document.

This guidance procedure comes into effect 30 days after publication on the CARC website.

2. Purpose

The purpose of this guidance procedure is to describe:

- The definition of management personnel as per 145.30;
- How the applicant shall proceed when proposing management personnel for acceptance by the competent authority;
- The CARC Form 285 standard for a Part 145 approval and the related completion instructions;
- The instructions to assist the organization on establishing minimum requirements for Management Personnel;
- The instructions to assist the assigned inspector on the acceptance process of the proposed Post-holder to CARC.

The CARC Form 285 standard to be used by a Part 145 organization is made available for download in an electronic format on the CARC website <http://carc.gov.jo>

3. Associated Instructions.

CARC has developed associated instructions (user guides, forms, templates and guidance procedures), that detail specific matters, which have to be considered as an integral part of this procedure.

A complete listing of these documents, together with their applicability to the applicant/ approval holder is addressed and published CARC website http://www.carc.jo/en/safety_1/4-airworthiness-standards

4. Management Personnel

4.1 Definition of Management Personnel.

The Management Personnel may be classified as following:

- **The Accountable Manager** {145.30 (a)} shall be the person having the corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by Part 145;



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

- **The Nominated Personnel** {145.30 (b) & (c)} shall be the group of person who is/are responsible for ensuring that the Organization complies with Part 145. In any case these personnel shall directly report to the accountable manager. This (ese) manager(s) may delegate Part 145 functions to other manager(s) working directly under their respective responsibility;
 - **The Deputy Nominated Personnel** {145.30(b) (4)} shall be the group of person who are nominated to deputize any particular Nominated Personnel in case of lengthy absence of the said person.
 - **Other Manager(s)** {AMC 145.30 (b)}
- Depending either on the size of the Organization or on the decision of the Accountable Manager, the organization may appoint additional managers for any Part 145 function(s). This(ese) manager(s) shall report ultimately to the Nominated Personnel identified to be responsible for the related Part 145 function(s) and therefore by definition are not to be considered themselves as Nominated Personnel. As a consequence a Manager can be only assigned duties (not responsibilities) of the Nominated Personnel to whom he/she reports.
- **The Responsible NDT Level III** shall be the person designated by the Maintenance Organization to ensure that personnel who carry out and/or control a continued airworthiness non-destructive test of aircraft structures and/or components are appropriately qualified for the particular non-destructive test in accordance with the European or equivalent Standard recognized by CARC.

4.2 Management Personnel Requiring CARC Form 285.

Based on the classification given in the previous paragraph 4.1, the following table summarizes the various cases when a CARC Form 285 is required, recommended or not required in order for the management personnel to be acceptable to CARC.

Management personnel	Form 285 mandatory	Form 285 recommended	Form 285 not mandatory
Nominated Personnel	X		
Accountable Manager & her/his deputy		X	
NDT Level III		X	
Other Manager(s)			X
Deputy Nominated Personnel			X*

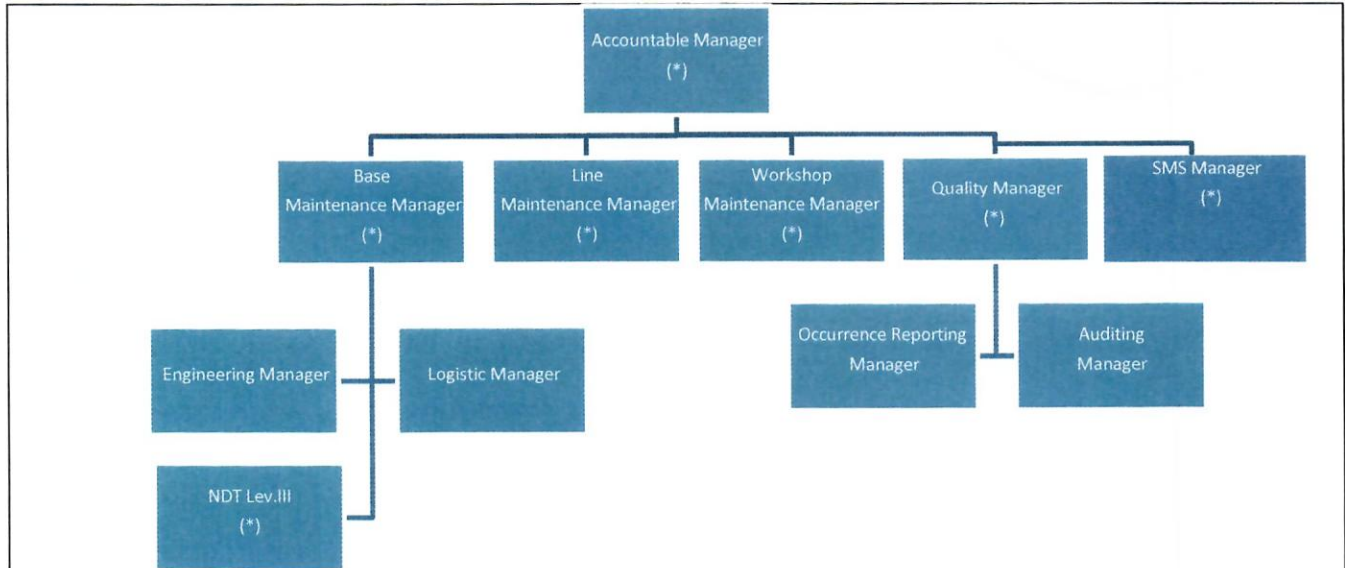
*The MOE procedure shall make clear who deputize for any particular nominate personnel in the case of lengthy absence of the said person. In any case it is the responsibility of the Organization to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the Nominated Personnel; However issuance of deputy Form 18-0285 is recommended.



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

4.3 Organization structure examples.

4.3.1 Example 1.



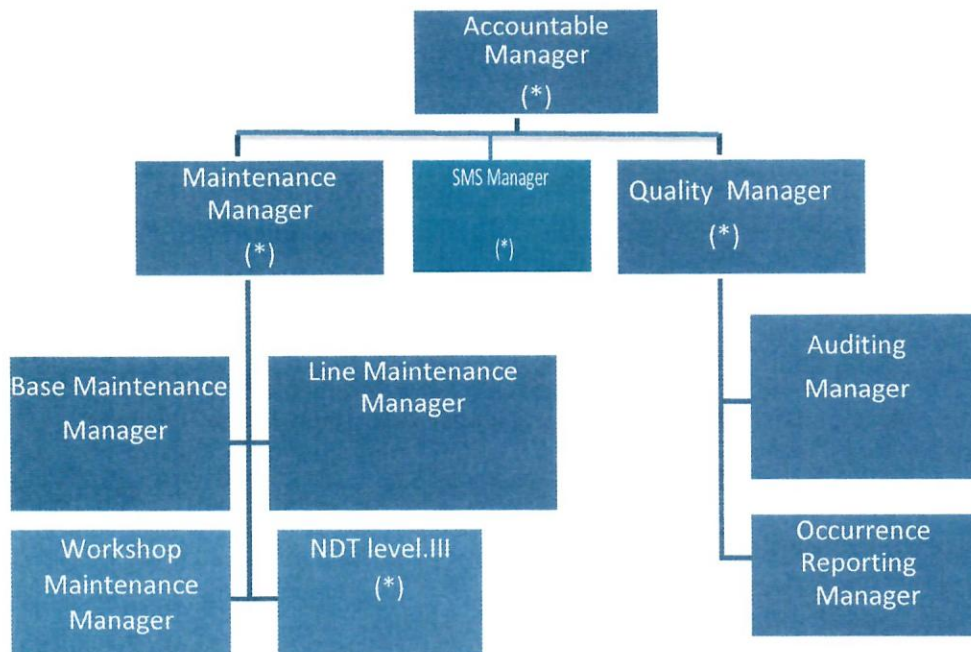
(*) Form 285 Post-Holders

Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of Nominated Personnel: <ul style="list-style-type: none"> • Base Maintenance Manager; • Line Maintenance Manager; • Workshop Maintenance Manager; • Quality Manager. • SMS Manager 	<ul style="list-style-type: none"> • Deputy Base Maintenance Manager; • Deputy Line Maintenance Manager; • Deputy Workshop Maintenance Manager; • Deputy Quality Manager. • Deputy SMS Manager
List of Other Managers: <ul style="list-style-type: none"> • Auditing Manager; • Occurrence Reporting Manager; • Engineering Manager; • Logistic Manager. 	Not mandatory
NDT Level III	Not mandatory



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

4.3.2 Example 2.



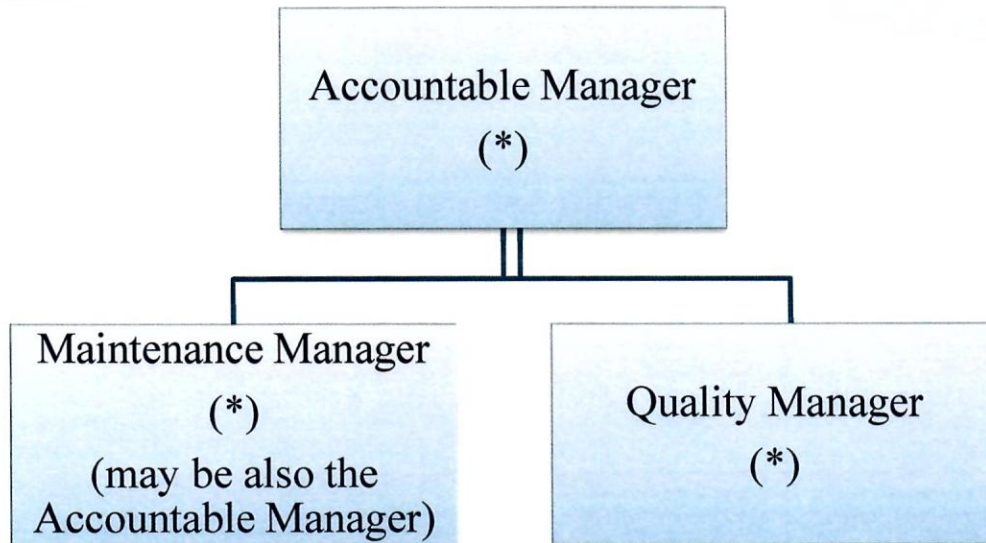
(*) Form 285 Post-Holders

Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of Nominated Personnel: <ul style="list-style-type: none"> • Maintenance Manager; • Quality Manager. • SMS Manager 	<ul style="list-style-type: none"> • Deputy Maintenance Manager; • Deputy Quality Manager. • Deputy SMS Manager
List of Other Managers: <ul style="list-style-type: none"> • Base Maintenance Manager; • Line Maintenance Manager; • Workshop Maintenance Manager • Auditing Manager; • Occurrence Reporting Manager; 	Not mandatory
NDT Level III	Not mandatory



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

4.3.3 Example 3 - Small AMO (as per AMC 145.30.(b).2) .



(*) Form 285 Post-Holders

Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of Nominated Personnel: <ul style="list-style-type: none"> • Maintenance Manager (may be also the Accountable Manager); • Quality Manager. 	<ul style="list-style-type: none"> • Deputy Maintenance Manager; • Deputy Quality Manager.

Note: The example above does not apply to the smallest organizations (up to 10 persons involved in maintenance). In this case refer to guidance provided in GM 145.10.



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

4.4 *Application to CARC*

An Organization applying for an initial application or application for change of Post-holder shall provide CARC with CARC Form 148 and the relevant CARC Form 285s, for any person nominated under 145.30.(b). In addition to the required Forms, the organization shall provide a draft of MOE to CARC/AWSD.

Even though a Form 285 is not mandatory for the Accountable Manager and the Responsible NDT Level III, the issuance of such a form is recommended by CARC for Part 145 approvals applicants or holders. This also applies to the Post-holder deputies.

Before proposing a Form 285 Post-holder to CARC/ASWD, the AMO must ensure, by assessment, that:

- This person is compliant with the requirements addressed in the relevant JCAR parts and with the minimum criteria addressed in the table 6.1 of this guidance procedure;
- The CARC Form 285 is used and filled according to the below instructions “Form 285 completion instruction”;
- The CARC Form 285 is signed by the Post-holder himself attesting that the information are accurate and compliant to MOE requirements.
- The evidences of the training and/or experience as required by CARC Form 285 completion instructions are enclosed.

Note: CARC Form 285 previously accepted by CARC for a different position or in a different Maintenance organization cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new Form 285 application.





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

5. Acceptance of the CARC Form 285 Post-Holders.

The acceptance of a Nominated Personnel is based on the review of its CARC Form 285.

a. Review of the Documental Evidences.

The CARC Form 285 is aimed to demonstrate the Form 285 Post-holder is a person holding the minimum knowledge, background and experience according to the table 6.1 of this guidance procedure, which is relevant to the position he/she holds. The CARC Form 285s are reviewed by CARC/AWSD.

b. Interview.

The Form 285 acceptance process is complemented by an interview of the proposed Post- holder(s) by the a committee including the Assigned Inspector.

The objective of the interview is to ensure through sample checks that the requirements of the table 6.1 of this guidance procedure are met by the Form 285 Post-Holder(s), with particular reference to the following areas:

- An acceptable working knowledge/understanding of the organization procedures and the relevant CARC Regulation requirements as applicable;
- An acceptable level of English.

i. During Initial Approval Process.

A meeting with the accountable manager shall be convened to verify his compliance with the criteria addressed in table 6.1 of this guidance procedure .

During the on-site audit of the initial investigation process, every Form 285 Post-holder has to be met and in addition interviewed at the discretion of the assigned inspector.

ii. Change of CARC Form 285 Post- Holders.

In case of change of CARC Form 4 holders, the decision to run an interview is at the discretion of CARC/AWSD under the recommendation of the assigned inspector, based upon his knowledge of the Organization.

However, the interview is to be considered mandatory in case of frequent and significant changes of the Part 145 Form 285 Post-holders that may compromise the organizational stability, such as in the following examples:

- simultaneous replacement of the Accountable Manager and Quality Manager;
- simultaneous replacement of the Accountable Manager and Maintenance / Production Manager;
- simultaneous replacement of the Quality Manager and the Maintenance/Production Manager;
- when the same Form 285 Post-Holder position is replaced more than once in a period of one year.

The interview of the proposed Form 285 Post-Holder(s) will be preferably performed at CARC/AWSD premises. It could also be performed during an on-site audit of the Organization by meeting the assigned inspector(s).



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

c. Formal Acceptance of the Form 285 Post-Holder(s).

Once the assigned inspector(s) is satisfied by:

- the Form 285 documental evidences; including organization assessment
- the interview where applicable;
- the CARC Form 148;
- the MOE;
- the applicable fees,

he/she will recommend the acceptance of the Form 285 Post-Holders.

Based upon this recommendation CARC/AWSD will formally notify the AMO by letter its acceptance and signed copy of the Form 285 will be attached.

6. Minimum Requirements for CARC Form 285 Post- Holders.



Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

6.1 Minimum Requirements for CARC Form 285 Post-Holders.

Management Personnel			Knowledge - CARC Form 285 - Block 4 (Qualifications relevant to the position)						Background and Experience CARC Form 285 - Block 5 (Work experience)	
CARC Form 285 –Block 3 (Position) (1)			Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of
			Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
ACCOUNTABLE MANAGER / Deputy AM (2)	145.30.(a)		establish the safety and quality policy 145.30(a)(2) basic understanding of Part 145 145.30.(b).2 HF Training AMC	Quality principles MOE Training Part 145 HF Training	NR	NR		NR	NR	NR
BASE MAINTENANCE Manager / Deputy BMM	Nominated persons 145.30.(b) & (c) Deputies 145.30.(b)(4)	AMC 145.30(b).3	working knowledge of Part 145 145.30(b)(3)	comprehensive knowledge of the MOE (training) comprehensive knowledge of Part 145 and any associated requirement and procedure (aviation legislation training) (4)	relevant knowledge 145.30(b)(3)	knowledge of the relevant type(s) of aircraft or components maintained, demonstrated by documented evidence or by an assessment performed by the competent authority (4)	The MOE should be available in the English language	ability to read, write and communicate to an understandable level in English plus an equivalent knowledge of the language(s) in which the maintenance instructions are written	background and satisfactory experience related to aircraft or component maintenance 145.30(b)(3)	practical experience and expertise in the application of aviation safety standards and safe maintenance practices, and five years aviation experience of which at least three years should be practical maintenance experience
LINE MAINTENANCE Manager / Deputy LMM		AMC 145.30(b).4	FTS	knowledge of maintenance standards (6) Fuel Tank Safety training Phase 1 Awareness (3)						
WORKSHOP Manager / Deputy WM		AMC 145.30(b).5	HF Training AMC 145.30(e)(6)	HF initial training (GM 145.30(e) or Module 9) (4)						
QUALITY MANAGER / Deputy QM		7. 145.30(c)		knowledge of EWIS when relevant (5)		the above plus quality systems and auditing techniques training				practical experience and expertise in the application of aviation safety standards and safe maintenance practices. 3 years of





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

Management Personnel			Knowledge - CARC Form 285 - Block 4 (Qualifications relevant to the position)						Background and Experience CARC Form 285 - Block 5 (Work experience)	
CARC Form 285 –Block 3 (Position) (1)			Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of
			Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
										work experience in quality systems (not necessarily in the aviation industry)
Responsible Level 3 for NDT	AMC 145.30(f)(2)	EN 4179 as amended	thorough knowledge of written instructions, codes, standards used by the employer		thorough knowledge of materials, components, NDT methods / techniques used by the employer	Level 3 certification on at least one NDT method listed in the scope of work of the organization (5)			EN4179 (as amended), Table 3 requirements	experience requirements provided in EN4179 (as amended)

- (1) the organization may choose to identify any other nominated personnel (ex. Logistic Manager, etc.). The minimum evidences needed for these persons are identified in the grey blocks
- (2) in a small organization where the A.M. is also having the role of any other management personnel as defined by AMC 145.30(b)(2), the requirements applicable to those personnel apply (ex. A.M. being also the Line maintenance manager)
- (3) applicable only to Part 145 approved maintenance organizations involved in the maintenance of large airplanes, Appendix IV to AMC 145.30(e) as amended) and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL
- (4) these courses could be imparted by the Part 145 organization, or by a Part 147 organization, or by any other organization accepted by CARC.
- (5) he/she shall demonstrate at least one method examination.
- (6) can be demonstrated by experience and/or appropriate training





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

6.2 Examples.

6.2.1 Example 1 (referred to the organization structure provided in paragraph 4.3.1).

Management Personnel		Knowledge - CARC Form 285 - Block 4 (Qualifications relevant to the position)						Background and Experience CARC Form 285 - Block 5 (Work experience)	
CARC Form 285 –Block 3 (Position) (1)		Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of
		Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
ACCOUNTABLE MANAGER / Deputy AM (2)	145.30(a)	establish the safety and quality policy 145.30(a)(2) basic understanding of Part 145 145.30.(b).2 HF Training AMC	Quality principles MOE Training Part 145 HF Training	NR	NR		NR	NR	NR
BASE MAINTENANCE Manager / Deputy BMM	Nominated persons 145.30(b) & (c) Deputies 145.30(b),(4)	working knowledge of Part 145 145.30(b)(3) FTS HF Training AMC 145.30(e)(6)	comprehensive knowledge of the MOE (training) comprehensive knowledge of Part 145 and any associated requirement and procedure (aviation legislation training) (4) knowledge of maintenance standards (6) Fuel Tank Safety training Phase 1 Awareness (3) HF initial training (GM 145.30(e) or Module 9) (4) knowledge of EWIS when relevant (5)	relevant knowledge 145.30(b)(3)	knowledge of the relevant type(s) of aircraft or components maintained, demonstrated by documented evidence or by an assessment performed by the competent authority (4) the above plus quality systems and auditing techniques training	The MOE should be available in the English language	ability to read, write and communicate to an understandable level in English plus an equivalent knowledge of the language(s) in which the maintenance instructions are written	background and satisfactory experience related to aircraft or component maintenance 145.30(b)(3)	practical experience and expertise in the application of aviation safety standards and safe maintenance practices, and five years aviation experience of which at least three years should be practical maintenance experience practical experience and expertise in the application of aviation safety standards and safe maintenance practices. 3 years of
LINE MAINTENANCE Manager / Deputy LMM									
WORKSHOP Manager / Deputy WM									
QUALITY MANAGER / Deputy QM									





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

Management Personnel			Knowledge - CARC Form 285 - Block 4 (Qualifications relevant to the position)						Background and Experience CARC Form 285 - Block 5 (Work experience)	
CARC Form 285 –Block 3 (Position) (1)			Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of
			Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
										work experience in quality systems (not necessarily in the aviation industry)
Responsible Level 3 for NDT	AMC 145.30(f)(2)	EN 4179 as amended	thorough knowledge of written instructions, codes, standards used by the employer		thorough knowledge of materials, components, NDT methods / techniques used by the employer	Level 3 certification on at least one NDT method listed in the scope of work of the organization (5)			EN4179 (as amended), Table 3 requirements	experience requirements provided in EN4179 (as amended)

- (1) the organization may choose to identify any other nominated personnel (ex. Logistic Manager, etc.). The minimum evidences needed for these persons are identified in the grey blocks.
- (2) in a small organization where the A.M. is also having the role of any other management personnel as defined by AMC 145.30(b)(2), the requirements applicable to those personnel apply (ex. A.M. being also the Line maintenance manager)
- (3) applicable only to Part 145 approved maintenance organizations involved in the maintenance of large airplanes (as defined in Appendix IV to AMC 145.30(e) , as amended) and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL
- (4) these courses could be imparted by the Part 145 organization, or by a Part 147 organization, or by any other organization accepted by the competent authority.
- (5) he/she shall demonstrate at least one method examination by a member state board
- (6) can be demonstrated by experience and/or appropriate training





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

6.2.2 Example 2 (referred to the organization structure provided in paragraph 4.3.2).

Management Personnel			Knowledge - CARC Form 285 - Block 4 (Qualifications relevant to the position)						Background and Experience CARC Form 285 - Block 5 (Work experience)	
CARC Form 285 –Block 3 (Position)			Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of
			Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
ACCOUNTABLE MANAGER / Deputy AM	145.30(a)		establish the safety and quality policy 145.30(a)(2) basic understanding of Part 145 145.30(b).2 HF Training AMC	Quality principles MOE Training Part 145 HF Training	NR	NR		NR	NR	NR
MAINTENANCE Manager / Deputy MM	Nominated persons 145.30.(b) & (c) Deputies 145.30.(b)(4)	AMC 145.30(b).3&4&5	working knowledge of Part 145 145.30(b)(3) FTS HF Training AMC 145.30(e)(6)	comprehensive knowledge of the MOE (training) comprehensive knowledge of Part 145 and any associated requirement and procedure (aviation legislation training) (4) knowledge of maintenance standards (6) Fuel Tank Safety training Phase I Awareness (3) HF initial training (GM 145.30(e) or Module 9) (4) knowledge of EWIS when relevant (5)	relevant knowledge 145.30(b)(3)	knowledge of the relevant type(s) of aircraft or components maintained, demonstrated by documented evidence or by an assessment performed by the competent authority	The MOE should be available in the English language	ability to read, write and communicate to an understandable level in English plus an equivalent knowledge of the language(s) in which the maintenance instructions are written	background and satisfactory experience related to aircraft or component maintenance 145.30(b)(3)	practical experience and expertise in the application of aviation safety standards and safe maintenance practices, and five years aviation experience of which at least three years should be practical maintenance experience
QUALITY MANAGER / Deputy QM		145.30(c)				the above plus quality systems and auditing techniques training				practical experience and expertise in the application of aviation safety standards and safe maintenance practices. 3 years of work experience in quality systems (not





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

Management Personnel			Knowledge - CARC Form 285 - Block 4 (Qualifications relevant to the position)						Background and Experience CARC Form 285 - Block 5 (Work experience)	
CARC Form 285 –Block 3 (Position)			Part 145 environment		Part 145 product (s)		Language(s)		Requirement	Provide evidence of
			Requirement	Provide evidence of	Requirement	Provide evidence of	Requirement	Provide evidence of		
										necessarily in the aviation industry)
Responsible Level 3 for NDT	AMC 145.30(f)(2)	EN 4179 as amended	thorough knowledge of written instructions, codes, standards used by the employer		thorough knowledge of materials, components, NDT methods / techniques used by the employer	Level 3 certification on at least one NDT method listed in the scope of work of the organization (5)			EN4179 (as amended), Table 3 requirements	experience requirements provided in EN4179 (as amended)

- (1) the organization may choose to identify any other nominated personnel (ex. Logistic Manager, etc.). The minimum evidences needed for these persons are identified in the grey blocks.
- (2) in a small organization where the A.M. is also having the role of any other management personnel as defined by AMC 145.30(b)(2), the requirements applicable to those personnel apply (ex. A.M. being also the Line maintenance manager)
- (3) applicable only to Part 145 approved maintenance organizations involved in the maintenance of large airplanes (as defined in Appendix IV to AMC 145.30(e) , as amended) and fuel system components installed on such aeroplanes when the maintenance data are affected by CDCCL
- (4) these courses could be imparted by the Part 145 organization, or by a Part 147 organization, or by any other organization accepted by the competent authority.
- (5) he/she shall demonstrate at least one method examination by a member state board
- (6) can be demonstrated by experience and/or appropriate training





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

6.3 SMS Manager Qualification (Reference CARC Guidance Material 34-0001 as amended)

I. The SM's qualifications and attributes may include the following:

- Operational management experience and have a technical background sufficient to understand the systems that support the organization.
- Sound knowledge of safety management principles and practices;
- Sound knowledge and understanding of HF;
- Good written and verbal communication skills;
- Well-developed interpersonal skills;
- Sound computer literacy;
- The ability to relate to all levels, both inside and outside the organization;
- Organizational ability;
- Capable of working unsupervised;
- Good analytical skills;
- Leadership skills and an authoritative approach;
- Worthy of respect among peers and management;
- Instructional qualifications and experience;
- Knowledge of documentation systems; and
- Good understanding of aviation operations.

II. Personal Traits

Ideally, the SM shall possess qualities such as Fairness; Assertiveness; Impartiality; Trustfulness; Integrity; Excellent communication skills; and Objective thinking. The SM shall be a person who is approachable, convincing, who remains composed in adverse situations and above all is tenacious. Successful safety culture change related to SMS implementation takes time and ongoing commitment by the program manager. If the SM lacks credibility, so will the SMS and the behavior and attitude of staff will tend to be negative.





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

III. SM Training

The person selected as the SM will need to be familiar with most aspects of the organization, its activities and personnel. These requirements may be met in-house or from external courses, however, much of the SM's knowledge will be acquired by self-education.

Areas where SM may require formal training include:

1. HF principles;
2. Integration of HF into an SMS;
3. Understanding the role of human performance in accident prevention and causation;
4. Familiarization with different types of operations, routes, etc.;
5. Development, implementation, operation and maintenance of an SMS;
6. Accident and incident investigation;
7. Crisis management and emergency response planning;
8. Safety promotion;
9. Communication skills;
10. Computer skills such as word-processing, spreadsheets and database management; and
11. Specialized training or familiarization with regard to the systems that support the organization core operations





Civil Aviation Regulatory Commission
CARC Part-145 Management Personnel & CARC Form 285 instructions

7. CARC Form 285 Completion Instructions.

CARC FORM 285			
Block	Subject	Completion Instructions	Note
1		Select the applicable Regulation by ticking the relevant box	
2	Title/First Name/Surname	Enter the Title/First Name/Surname of the person proposed to hold the position identified in item (3).	Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.)
3	Position within the Organization	Enter the position for which the person indicated in item (2) is proposed for approval. Refer to the table above, column "Management personnel" for further reference.	For any other Nominated Person (not listed in column "Management personnel") (e.g. Logistic manager, etc.) the minimum qualifications and experience identified in grey blocks applies
4	Duties and responsibilities	Enter the duties and responsibilities for the position which the person is appointed	Attach a printout of the duties and responsibilities listed in the MOE
5	Qualifications relevant to the item (3) position	Enter the qualifications hold by the person indicated in item (2) which are relevant to the item (3) position. Refer to the table above, column "Knowledge" for the minimum requirements that apply to the position identified in item (3) and evidences to be provided.	Attach the relevant evidence (ex. Aircraft type training courses, training certificates, etc.) or Attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (2)
6	Work experience relevant to the item (3) position	List the previous work experiences of the person indicated in item (2) which are relevant to the item (3) position in the following format: period from/to- Position covered- company/organization Refer to the table above, column "background and experience" for the minimum requirements that apply to the position identified in item (3)	Attach a detailed Curriculum Vitae dated & signed by the person indicated in item (2)
7	Organization	Enter the name of the organization in which the new position is intended to be held, as stated in the Certificate of Incorporation	
n/a	Signature	Enter the signature of the accountable manager appointed the person indicated in item (2)	The CARC Form 285 must be signed by the accountable manager
n/a	Date	Enter the date in which the CARC Form 285 is signed	

