



Checklist Nominated persons qualification review

Operator ⁽¹⁾	Date	Inspector (Name/signature) ⁽²⁾	Ref.
Purpose:			

⁽²⁾ By signing this checklist, I hereby confirm that, at the time of performing this activity, I did not have any conflict of interest to declare regarding the above-mentioned operator ⁽¹⁾.

No	Ref Non-compliance	Non-compliances

List of remarks	
Ref remarks	Remarks

Additional notes/comments:



Nominated Person(s) Qualification Review CHECKLIST
Flight Operation Department

NA = Not Applicable; C = Compliant; NC = Not Compliant; R = Remark; N/R = Not Reviewed

Reference	Requirement	Specific requirements/expectations	Eval. operator	Eval. CA	Description
General					
ORO.GEN.210(a)	<u>Accountable manager :</u> - Operator to appoint an accountable manager.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.210(a) AMC1 ORO.GEN.210(a)	<u>Information to be provided regarding the accountable manager:</u> a) name; b) position within the organisation; c) information on means to ensure that all activities can be financed and carried out; d) qualification relevant to the position; and e) work experience relevant to the position.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.GEN.210(b) ORO.AOC.135(a)	<u>Nominated persons - Areas:</u> - Operator to nominate persons responsible for the management and supervision of the following areas: 1) flight operations; 2) crew member training; 3) ground operations; 4) continuing airworthiness.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.100	<u>Submission of nominated persons' files:</u> - Operator to provide the names of the nominated persons required by ORO.AOC.135(a) together with their qualification and experience.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	



Nominated Person(s) Qualification Review CHECKLIST
Flight Operation Department

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ORO.AOC.135(a) ORO.AOC.135(a) AMC1 ORO.AOC.135(a) AMC2 ORO.AOC.135(a)	<u>Combination of posts:</u> - The person may hold more than one of the nominated posts (including accountable manager position) if such an arrangement is considered suitable and properly matched to the scale and scope of the operation. - The person combining position should be competent for all posts.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.135(a) AMC1 ORO.AOC.135(a)	- A description of the functions and the responsibilities of the nominated persons, including their names, should be contained in the operations manual.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.135(a) AMC1 ORO.AOC.135(a)	- The holder of an AOC should make arrangements to ensure continuity of supervision in the absence of nominated persons.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.135(a) AMC1 ORO.AOC.135(a)	- The person nominated by the holder of an AOC should not be nominated by another holder of an AOC, unless agreed with the competent authorities concerned.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.135(a) AMC1 ORO.AOC.135(a)	- Persons nominated should be contracted to work sufficient hours to fulfil the management functions associated with the scale and scope of the operation.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	



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Flight Operation Department

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Accountable manager (AM)					
ORO.GEN.200(a)(4) ORO.GEN.210(a)(c) (e)	- Accountable manager to have the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. - Accountable manager to be responsible for establishing and maintaining an effective management system.	Guidance - GM1 ORO.GEN.210(a)			
		(a) The accountable manager should have the overall responsibility for running the organisation. (b) When the accountable manager is not the chief executive officer, the competent authority should be assured that the accountable manager has direct access to the chief executive officer and has the necessary air operations funding allocation.			
		- Check that the AM has sufficient financial autonomy. - Check that the organisation set-up allows the AM to endorse his responsibility for the management system. - Check the adequate knowledge of the AM on the applicable regulatory framework.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Nominated person flight operations (NP-FO)					
ORO.AOC.135(b)(c) ORO.GEN.200(a)(4) ORO.GEN.210(c)(e)	- All personnel assigned to, or directly involved in, ground and flight operations to: - o be properly trained; - o demonstrate their capabilities in the performance of their assigned duties; and - o be aware of their responsibilities and the relationship of their duties to the operation as a whole. - Supervision of personnel involved in the operation to be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual.	Guidance - GM2 ORO.AOC.135(a)			
		- Nominated persons for flight operations, crew training and ground operations should have: 1) practical experience and expertise in the application of aviation safety standards and safe operating practices; 2) comprehensive knowledge of: - o the applicable EU safety regulations and any associated requirements and procedures; - o the AOC holder's operations specifications; and - o the need for, and content of, the relevant parts of the AOC holder's operations manual; 3) familiarity with management systems preferably in the area of aviation; 4) appropriate management experience, preferably in a comparable organisation; and 5) 5 years of relevant work experience of which at least 2 years should be from the aeronautical industry in an appropriate position. - NP-FO should hold or have held a valid flight crew licence and the associated ratings appropriate to a type of operation conducted under the AOC. In case the NP-FO's licence and ratings are not current, his/her deputy should hold a valid flight crew licence and the associated ratings.			
		- Check the scope of the operator's flight operations domain and verify the adequate competency and experience of the NP-FO.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	



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Flight Operation Department

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Nominated person crew member training (NP-CT)					
ORO.AOC.135(c) ORO.GEN.200(a)(4) ORO.GEN.210(a)(c) (e)	- Supervision of crew members to be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual.	Guidance - GM2 ORO.AOC.135(a)			
		- Nominated persons for flight operations, crew training and ground operations should have: 1) practical experience and expertise in the application of aviation safety standards and safe operating practices; 2) comprehensive knowledge of: the applicable EU safety regulations and any associated requirements and procedures; the AOC holder's operations specifications; and the need for, and content of, the relevant parts of the AOC holder's operations manual; 3) familiarity with management systems preferably in the area of aviation; 4) appropriate management experience, preferably in a comparable organisation; and 5) 5 years of relevant work experience of which at least 2 years should be from the aeronautical industry in an appropriate position.			
		- NP-CT should be a current type rating instructor on a type/class operated under the AOC. The nominated person should have a thorough knowledge of the AOC holder's crew training concept for flight, cabin and when relevant other crew.	-Check the practical experience of nominated persons in correlation with operators fleet.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R
Nominated person Ground operations (NP-GO)					
ORO.AOC.135(b)(c) ORO.GEN.200(a)(4) ORO.GEN.210(a)(c) (e)	- All personnel assigned to, or directly involved in, ground and flight operations to: be properly trained; demonstrate their capabilities in the performance of their assigned duties; and be aware of their responsibilities and the relationship of their duties to the operation as a whole. - Supervision of personnel involved in the operation to be exercised by individuals with adequate experience and the skills to ensure the attainment of the standards specified in the operations manual.	Guidance - GM2 ORO.AOC.135(a)			
		- Nominated persons for flight operations, crew training and ground operations should have: 1) practical experience and expertise in the application of aviation safety standards and safe operating practices; 2) comprehensive knowledge of: the applicable EU safety regulations and any associated requirements and procedures; the AOC holder's operations specifications; and the need for, and content of, the relevant parts of the AOC holder's operations manual; 3) familiarity with management systems preferably in the area of aviation; 4) appropriate management experience, preferably in a comparable organisation; and 5) 5 years of relevant work experience of which at least 2 years should be from the aeronautical industry in an appropriate position.			
		- NP-GO should have a thorough knowledge of the AOC holder's ground operations concept.	- Check the scope of the operator's ground operations domain and verify the adequate competency and experience of the NP-GO. - In the area of ground operations, it may be acceptable for responsibilities to be split, provided that the responsibilities of each individual concerned are clearly defined.		☐ N/A ☐ C ☐ NC



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Flight Operation Department

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				☐ R ☐ N/R	
Nominated person continuing airworthiness (NP-CA)					
ORO.GEN.200(a)(4) ORO.GEN.210(a)(c) (e)	- Operator to have sufficient qualified personnel for the planned tasks and activities to be performed in accordance with the applicable requirements. - Operator to ensure that all personnel are aware of the rules and procedures relevant to the exercise of their duties.	Guidance - GM2 ORO.AOC.135(a)			
		- The NP-CA should have the relevant knowledge, background and experience in accordance with Regulation (EU) No 1321/2014.			
				☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
ORO.AOC.135(a)(4)	In the case of a single CAMO in accordance with M.A.201(ea), the person nominated by the operator in accordance with point ORO.AOC.135(a)(4) is responsible for the <u>management and supervision of the continuing airworthiness management contract</u> that is required by Appendix I to Part-M.	- The NP should not be employed by the contracted CAMO to avoid conflict of interest. The NP should have: (a) practical experience and expertise in the application of aviation safety standards and safe operating practices; (b) comprehensive knowledge of: (i) the relevant parts of operational requirements and procedures; (ii) the AOC holder's operations specifications; (iii) the relevant parts of the AOC holder's OM; and (iv) the relevant parts of CAME of the contracted CAMO; (c) knowledge of: (i) human factors (HF) principles; and (ii) SMS based on the EU management system requirements (including compliance monitoring) and ICAO Annex 19; (d) 5 years of relevant work experience, of which at least 2 years in an appropriate position in the aeronautical industry; (e) a relevant engineering or technical degree, or an aircraft maintenance technician qualification with additional education that is acceptable to the competent authority; this condition may be replaced by 3 years of experience in addition to those specified in point (d); those 3 years should include an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks; (f) thorough knowledge of: (i) the continuing airworthiness management contract; (ii) the organisation's management systems' interfaces; and (iii) the way of achieving harmonisation of those management systems;		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	



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		(g) knowledge of a relevant sample of the type(s) of aircraft operated by the organisation, which is gained through a formalised training course; such a course should be at least at a level equivalent to Part-66, Appendix III, Level 1 'General Familiarisation' and may be provided by a Part-147 organisation, by the manufacturer, by the CAMO, or by any other organisation that is accepted by the competent authority; 'relevant sample' means that the related course should cover typical aircraft and aircraft systems that are operated by the organisation; and (h) knowledge of Regulation (EU) No 1321/2014.			
Compliance monitoring manager (CMM)					
ORO.GEN.200(a)(4) AMC1 ORO.GEN.200(a)(6)	<u>Responsibilities:</u> - To ensure that the operator continues to meet the requirements of this Part and other applicable Parts, AM to designate a CMM. - CMM to ensure that the activities of the operator are monitored for compliance with the applicable regulatory requirements, and any additional requirements as established by the operator, and that these activities are carried out properly under the supervision of the relevant head of functional area.	- If the SM acts as CMM, check that sufficient resources is allocated to both functions, taking into account the size of the operator and the nature and complexity of its activities.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
AMC1 ORO.GEN.200(a)(6)	<u>Organisational set-up:</u> CMM to: (i) have direct access to the accountable manager; (ii) not be one of the nominated persons; [...] (iv) have access to all parts of the operator, and as necessary, any contracted operator.	- If more than one person is designated for the compliance monitoring function, the accountable manager should identify the person who acts as the CMM.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
AMC1 ORO.GEN.200(a)(6)	<u>Experience/training:</u> - CMM to be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the operator, including knowledge and experience in compliance monitoring; and - Persons responsible for managing the CMF to receive training on this task. Such training should cover the requirements of compliance monitoring, manuals and procedures related to the task, audit techniques, reporting and recording.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	



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Flight Operation Department

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Safety manager (SM)					
ORO.GEN.200(a)(4) ORO.GEN.200(a)(1) AMC1 ORO.GEN.200(a)(1)	- The safety manager should act as the focal point and be responsible for the development, administration and maintenance of an effective safety management system. - Functions of the safety manager: - o facilitate hazard identification, risk analysis and management; - o monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan; - o provide periodic reports on safety performance; - o ensure maintenance of safety management documentation; - o ensure that there is safety management training available and that it meets acceptable standards; - o provide advice on safety matters; and - o ensure initiation and follow-up of internal occurrence/accident investigations.	The competencies for a safety manager should thus include, but not be limited to, the following: (1) Knowledge of: - o ICAO standards and European requirements and provisions on safety management; - o basic safety investigation techniques; and - o human factors in aviation. (2) Relevant and documented work experience, preferably in a comparable position, in: - o management systems including compliance monitoring systems and safety management; - o risk management; and - o the operations of the organisation. (3) Other suitable competencies - o the promotion of a positive safety culture; - o interpersonal, influencing and leadership skills; - o oral and written communication skills; - o data management, analytical and problem-solving skills; - o professional integrity. - Check that a unique focal point for the management system is nominated (if more than one person is designated). - Check the SM competency against his/her assigned responsibilities.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
Changes to nominated persons and safety manager					
AMC1 ORO.GEN.130	<u>Information to the CA:</u> - CA to be informed at least 20 days prior to the date of the proposed change.			☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	
AMC1 ORO.GEN.200(a)(3)	<u>Change management:</u> - Operator to manage safety risks related to a change. - Management of change make use of the operator's existing hazard identification, risk assessment and mitigation processes.	- In addition to the criteria above, check the operator has adequately implemented its management of change process.		☐ N/A ☐ C ☐ NC ☐ R ☐ N/R	