



**REPUBLIC OF SAN MARINO
CIVIL AVIATION AUTHORITY**

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MANAGEMENT PERSONNEL NOMINATION FOR AOC

An individual form should be completed for each position.

For notification of changes, refer to Appendix 1 for the applicable requirements.

A vertical line in the margin indicates an amendment to the previous version.

1. OPERATOR DETAILS		
Name:		
2. KEY MANAGEMENT POSITION		
Title	Name	Contact Details
<input type="checkbox"/> Accountable Manager** <input type="checkbox"/> Flight Operations Postholder <input type="checkbox"/> Crew Training Postholder <input type="checkbox"/> Ground Operations Postholder <input type="checkbox"/> Continuing Airworthiness Postholder <input type="checkbox"/> Quality Manager** <input type="checkbox"/> Safety Manager <input type="checkbox"/> Airworthiness Review Postholder		Tel: Email:
** Note: These key management appointments will be sent all correspondence from the CAA involving compliance.		
3. QUALIFICATIONS RELEVANT TO POSITION(S) IN BOX 2 (Enclose CV, certificates, licences etc)		
4. WORK EXPERIENCE RELEVANT TO POSITION(S) IN BOX 2		
5. DECLARATION		
I hereby nominate this person as competent to undertake the tasks and responsibilities and declare that the information given in this application, to the best of my knowledge, is true.		
Date:	Name of Accountable Manager:	Signature:

6. FOR CAA USE ONLY

Date of Interview: Method of Interview: FtF Remote

Comments on interview (if no recommendation provide reasons):

- I recommend this nomination is accepted.
- I do not recommend this nomination is accepted.

Interviewer(s):	Date:	Name:	Signature:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>



APPENDIX 1 TO FORM SM 54

CHECKLIST FOR THE NOTIFICATION OF CHANGES TO NOMINATED MANAGEMENT PERSONNEL

Note: The Comments field is to enable a more detailed description of the status of the item, e.g. the intended date of submission, where clarification is required.

No.	Item	if included,	Tick	Comments
1	Postholder & management application(s) (<i>Form SM 54</i>)		<input type="checkbox"/>	
2	Supporting documents demonstrating the nominated postholder's competence, qualifications, and relevant work experience (<i>e.g. CV, certificates, licences, training records, etc.</i>)		<input type="checkbox"/>	
3	Criminal Record Certificate (<i>issued no more than 6 months prior to CAA acceptance</i>)		<input type="checkbox"/>	
4	Employment contract registered in San Marino		<input type="checkbox"/>	
5	Operations Manual Part A amendment		<input type="checkbox"/>	
6	Safety Management Manual (SMM) amendment, <i>if applicable</i>		<input type="checkbox"/>	
7	Quality Manual amendment, <i>if applicable</i>		<input type="checkbox"/>	
8	Maintenance Management Exposition (MME) amendment, <i>if applicable (e.g. change of personnel or nomination of Airworthiness Review Postholder)</i>		<input type="checkbox"/>	
9	Emergency Response Plan (ERP) Manual amendment, <i>if applicable</i> and not already included in other manuals		<input type="checkbox"/>	
10	Management of Change Risk assessment		<input type="checkbox"/>	
	Other supporting documentation included with application (<i>list</i>):			
11			<input type="checkbox"/>	
12			<input type="checkbox"/>	
13			<input type="checkbox"/>	
14			<input type="checkbox"/>	
15			<input type="checkbox"/>	

Note: When a key management person is replaced after the issuance of the AOC, an interview of the new nominated personnel may be necessary before acceptance for the nominated position. This has to be agreed with the assigned Inspector and CAA SMR.