



**REPUBLIC OF SAN MARINO
CIVIL AVIATION AUTHORITY**

TEL: +378 (0549) 941539 | FAX: +378 (0549) 970525 | EMAIL: registration@smar.aero

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:
<i>** Note: These key management appointments will be sent all correspondence from the CAA involving compliance.</i>		
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.

	Date:	Name:	Signature:
Interviewer(s):			



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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, i.e. intended date of submission, if required for clarification.

No.	Item	if included,	Tick	Comments
1	Postholder & management application(s) (Form SM 54) including CV		<input type="checkbox"/>	
2	Any supporting documents related to the new nominated postholder's competence (i.e. licence, training certificates etc...)		<input type="checkbox"/>	
3	Criminal Record (not older than 6 months at the time of the official nomination under CAA)		<input type="checkbox"/>	
4	Employment contract registered in SM		<input type="checkbox"/>	
5	Operations Manual Part A amendment		<input type="checkbox"/>	
6	Safety Management Manual (SMM) amendment (<i>if change of personnel</i>)		<input type="checkbox"/>	
7	Maintenance Management Exposition (MME) amendment (<i>if change of personnel</i>)		<input type="checkbox"/>	
8	Emergency Response Plan (ERP) Manual amendment (if not in other manuals) (<i>if change of personnel</i>)		<input type="checkbox"/>	
9	Management of change risk assessment		<input type="checkbox"/>	
	Other supporting documentation included with application (<i>list</i>):			
10			<input type="checkbox"/>	
11			<input type="checkbox"/>	
12			<input type="checkbox"/>	
13			<input type="checkbox"/>	
14			<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.