



**REPUBLIC OF SAN MARINO
CIVIL AVIATION AUTHORITY**

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MANAGEMENT PERSONNEL NOMINATION FOR CAR 145

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. MAINTENANCE ORGANISATION DETAILS		
Name:		
2. KEY MANAGEMENT POSITION <i>Ref CAR 145.105, Appendix to CAR 145.25 and Associated AMCs</i>		
Title	Name	Contact Details
Please tick appropriate box: <input type="checkbox"/> Accountable Manager <input type="checkbox"/> Quality Manager <input type="checkbox"/> Planning Manager <input type="checkbox"/> Procurement Manager <input type="checkbox"/> Production Manager <input type="checkbox"/> Safety Manager <input type="checkbox"/> Independent auditor (if applicable) <input type="checkbox"/> Other		Tel:
		Email:
3. QUALIFICATIONS RELEVANT TO POSITION(S) IN BOX 2 (<i>Enclose CV, certificates, licences etc</i>)		
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:	<input type="checkbox"/> FtF	<input type="checkbox"/> Remote
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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:



APPENDIX 1 TO FORM SM 54A

**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 54A) 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	Maintenance Organisation Exposition (MOE) amendment		<input type="checkbox"/>	
4	Safety Management Manual (SMM) amendment (<i>if change of personnel</i>)		<input type="checkbox"/>	
	Other supporting documentation included with application (<i>list</i>):			
5			<input type="checkbox"/>	
6			<input type="checkbox"/>	
7			<input type="checkbox"/>	
8			<input type="checkbox"/>	
9			<input type="checkbox"/>	

Note: When a key management person is replaced after the issuance of the CAR 145, 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.