

# Guide to AACM Oversight Management System (AOMS) Application

## 民航局監管管理系統 申請指南

### 2 steps application process

### 申請流程兩步曲

#### Note to the Applicant (Operator):

#### 申請人（營運實體）注意事項：

Operator shall first based on their operational need to consider the following :

營運實體首先應根據其營運需要考慮以下因素：

- Authorized service type that you will need ?

營運實體需要的服務類型？

e.g. AACM Finding handling only/ MOR handling only/ Both.

例如僅處理 AACM Finding/僅處理 MOR /兩者皆適用。

- Number of authorized user required ?

需要多少名授權用戶？

*You may appoint more than one person for each service level. However, authorized users with the same service level will have equal level of authority, which means that all MORs or CARs can be visible to any other authorized user within your entity.*

你可以為每個授權級別指定多名人員。但是，具有相同授權級別的授權用戶具有同等級別的權限，這意味著你實體內的任何其他授權用戶都可以看到所有 MOR 或 CAR。

- Authorized service level for each user ?

每名用戶的授權級別？

e.g. Submission right only/Preparation right only/Both rights.

例如僅遞交權限/僅草擬權限/兩種權限皆適用。

#### Step 1

#### 第 1 步

Identify the person who is responsible for your company's "Entity Public One Account"

確定貴公司“實體一戶通賬戶”的負責人。

#### Step 2 (Company enrollment)

#### 第 2 步（公司實體登記）

Ask the person that identified in Step 1 to coordinate the AOMS Entity Registration application for your company by using AACM Form FS/APP/017 "Application for AOMS Entity Registration". Details on how to fill-out application form correctly can be found in Page 2-3 .

請步驟 1 中指定的人員使用 AACM 表格 FS/APP/017 “實體登記申請”來協調貴公司的 AOMS 實體登記申請。如何正確填寫申請表詳見 2-3 頁。

#### Step 2a (To enroll your staff to the AOMS)

#### 第 2a 步（為你的工作人員登記使用 AOMS）

AACM Form FS/APP/018 "Application for AOMS Entity Staff Registration" shall be used to apply for AOMS Entity Staff Registration to AACM. Details on how to fill-out application form correctly cab be found in Page 4-5 .

請使用 AACM 表格 FS/APP/018 《AOMS 實體工作人員登記申請表》向 AACM 申請 AOMS 實體工作人員登記。關於如何正確填寫申請表的詳細信息請參見第 4-5 頁。

# 民航局監管管理系統 實體登記申請 Application for AOMS Entity Registration

對象：澳門公共服務一戶通（實體）的使用者

Target: Users of Macao One (Entity Account)

目的：實體在完成登記後，可授權指定工作人員以實體名義使用民航局監管管理系統。  
Objective: After the entity completes the registration, designated staff can use the AOMS in the name of the entity.

請填寫以下資料：

一戶通實體編號 Macao One entity account no.	①C00000011
一戶通實體中文名稱 Macao One entity account holder's name in chinese	②甲乙丙航空有限公司
一戶通實體葡／外文名稱 Entity name in Portuguese/ English	③ABC Air Ltd.
實體帳戶負責人姓名 Responsible personnel's full name	④CHAN, Tai Man 陳，大文
實體帳戶負責人職務 Responsible personnel's post	⑤IT System Administrator
實體帳戶負責人電話 Responsible personnel's telephone	⑥ +853 281234567
實體帳戶負責人電郵 Responsible personnel's e-mail	⑦chantm.ITA@abcair.com
公務通訊及文件接收電郵* Business communications and documents receiving e-mails	⑧tom.CEO@abcair.com
申請使用之服務 Applying for:	<input type="checkbox"/> Finding <input type="checkbox"/> MOR ⑨

\*為第 2/2020 號法律-電子政務法第 5 條的效力，實體在申請登記並獲接納後，則代表民航局與實體協定如下：由民航局針對本系統的相關服務所發出的公務通訊及文件將由民航局的電郵（發件地址：aoms\_notice@aacm.gov.mo）發送至上述電郵地址\*。而相關公務通訊及文件在成功發送後，為一切法律效力，推定已經在發送日向實體作出通知。而由實體方具授權工作人員透過本系統向民航局提供的一切資料，為一切法律效力，均視為由該實體作出。上述資料出現任何變更，實體必須立即電郵至 flightstandards@aacm.gov.mo 通知民航局。實體對於延遲通知民航局而引起的發送延誤等後果負責。

\*Pursuant to Article 5 of Lei 2/2020, once the registration is granted, entity agree to the AACM as follows: the official communication issued by the AACM for the relevant services of this system and documents transmission will be sent to the above e-mail address\* by the AACM e-mail (mailing address: aoms\_notice@aacm.gov.mo). After the relevant official communications and documents have been successfully sent, they shall have all legal effects and are presumed to have been notified to the entity on the date of sending. All information provided by the authorized personnel of the entity to the AACM through this system is deemed to be made by the entity for all legal effects. Any change in the above information, the entity must immediately notify AACM by e-mail to flightstandards@aacm.gov.mo. Entities are responsible for delay in dispatch and other consequences caused by delay in notifying AACM.

## 個人資料收集聲明

申請人向民航局提供的個人資料只會用作處理是次登記申請，並可能會根據法律規定向政府部門或司法當局轉移。根據法律規定，申請人可向民航局要求查閱及正其個人資料。

The personal data provided by the applicant to AACM shall only be used for the processing of this registration application, and may be transferred to government departments and judicial authorities in accordance with legal provisions. In accordance with the law, the applicant is entitled to access and rectify the personal data provided.

申請人(實體負責人)：

Applicant (Entity's Responsible personnel):

姓名：

Full Name

⑩

簽名：

Signature

日期：

Date

①	填寫由行政公職局發出的實體一戶通帳號 (EUID) 。 Fill in the Entity One Account ID (EUID) issued by the Bureau of Public Administration and Civil Service.
②	所填寫的賬戶名必須與實體一戶通帳號一致。 The account name filled in must be consistent with the ① Entity One Account number.
③	所填寫的葡語或外語名稱必須與 ① 實體一戶通帳號一致。 The Portuguese or foreign language name filled in must be consistent with the Entity One-Account number in ①.
④	填寫被任命的「實體賬戶負責人」的中英文姓名，即 AOMS 賬戶負責人的中英文姓名，並須與身份證一致。一般來說，行政公職局的實體一戶通賬戶的管理員亦會同時擔任此職位，該 AOMS 賬戶負責人是實體的代表聯絡員，負責協調或處理實體和民航局之間對 AOMS 的技術問題，例如管理控制誰可經行政公職局的實體一戶通子帳號身分驗證(登入 AOMS)，實體工作人員登記申請等。 Fill in the Chinese and English name of the appointed "Responsible Personnel", the "Responsible Personnel" is actually the AOMS account administrator, and the Chinese and English name must be consistent with the ID. Generally speaking, the administrator of the Entity One account will also hold "Responsible Personnel" position. The person in charge of the AOMS account is the representative liaison of the entity and is responsible for coordinating or handling technical issues regarding AOMS between the entity and the AACM, a few sample of job responsibilities include managing and controlling who can pass the user login verification (login to AOMS) by the use of the Public Administration and Civil Service Bureau's Entity one sub- account and entity staff enrollment application, etc.
⑤	例如, IT Administrator...etc.。不論職位專稱，「實體賬戶負責人」是指操作 AOMS 賬戶的負責人，必須與 ④ 一致。 For example, IT Administrator...etc. Regardless of the title of the position, the "Responsible Personnel" refers to the person in charge of operating the AOMS account, which must be consistent with ④.
⑥	即填寫 AOMS 賬戶負責人 ④ 的公務電話。 Fill in the business phone number of the person in charge of the AOMS account that your appointed in ④ ("Responsible Personnel").
⑦	即填寫 AOMS 賬戶負責人 ④ 的公務電郵。 Fill in the official email address of the person in charge of the AOMS account that your appointed in ④ ("Responsible Personnel").
⑧	只能提交一個公務電郵，用於實體和民航局之間發送和接收公務郵件，請按照本表格*備註部分所述的要求填寫。 Only one official email can be submitted for sending and receiving official emails between the entity and the AACM. Please fill in the form in accordance with the requirements stated in the * Remarks section of this form.
⑨	實體應根據營運環境勾選其中一項或兩項。 Entities should check one or both of these boxes depending on the operating environment.
⑩	確認無誤後，實體負責人或實體代表簽署，合資格簽署人一般指公司領導層( CEO, President)或有合法授權人員。 After confirmation of all information, the person in charge of the entity or the representative of the entity shall sign the application form. The eligible signatory generally refers to the entity's accountable person (CEO, President) or a legally authorized person.



**對象:** 正進行實體登記申請或已完成登記的實體

**Target:** Entities who are applying for entity registration or have completed registration

**目的:** 在完成登記後，實體的工作人員可使用其工作人員登入號使用本系統

**Purpose:** After registration is complete, staff of the entity can access the system using their staff privilege to login

**請填寫以下資料:** (可因工作人員數量同時遞交多份實體工作人員登記申請表)

Please fill in the following information: (Multiple AOMS Entity Staff Registration form can be submitted at the same time if needed)

實體資料 Entity data				
實體編號 Entity number	① C00000011			
實體中文名稱 Entity name in Chinese	② 甲乙丙航空有限公司			
實體葡/外文名稱 Entity name in Portuguese/foreign language	③ ABC Air Ltd.			
工作人員授權資料 Staff member authorization information				
序號 serial number	實體一戶通用戶名稱 Macau One Entity Account username	職位 Company Position	授權之服務(可多選) Authorized service (can choose more than one)	權限(擇一) Authorized service level (choose one)
1	④ CHAN2023	⑤ Head of Quality CHAN, Tai Man	<input checked="" type="checkbox"/> Finding <input checked="" type="checkbox"/> MOR	<input checked="" type="checkbox"/> 遞交 Submission* <input checked="" type="checkbox"/> 草擬 Preparation
2	④ LISA1999	⑤ Quality Clerk CHAN, Sa Sa	<input checked="" type="checkbox"/> Finding <input checked="" type="checkbox"/> MOR	<input type="checkbox"/> 遞交 Submission* <input checked="" type="checkbox"/> 草擬 Preparation
3	④ RobertSafe	⑤ Safety Manager LEI, Hào Ma	<input type="checkbox"/> Finding <input checked="" type="checkbox"/> MOR	<input checked="" type="checkbox"/> 遞交 Submission* <input checked="" type="checkbox"/> 草擬 Preparation
4	④ Eliz4Safe	⑤ Safety Clerk Eliza Sweet	<input type="checkbox"/> Finding <input checked="" type="checkbox"/> MOR	<input type="checkbox"/> 遞交 Submission* <input checked="" type="checkbox"/> 草擬 Preparation
5			<input type="checkbox"/> Finding <input type="checkbox"/> MOR	<input type="checkbox"/> 遞交 Submission* <input type="checkbox"/> 草擬 Preparation

\* 此位有遞交權限的工作人員將被視為獲授權工作人員，其透過本系統向民航局提供的一切資料，均視為由實體作出。\*This staff member with submission authority will be considered as an authorized staff member, and all information provided to the AACM through this system will be deemed to be made by the entity.

申請人(實體代表):

Applicant (Entity Representative):

姓名:

Full name: ⑧

簽名:

Signature:

日期:

Date:

①	填寫由行政公職局發出的實體一戶通帳號 (EUID) 。 Fill in the Entity One Account ID (EUID) issued by the Bureau of Public Administration and Civil Service.
②	所填寫的賬戶名必須與 ① 實體一戶通帳號一致。 The account name filled in must be consistent with the Entity One Account in ① .
③	所填寫的葡語或外語名稱必須與 ① 實體一戶通帳號一致。 The Portuguese or foreign language name filled in must be consistent with the Entity One Account in ① .
④	填寫被授權員工實體一戶通子帳號登入用戶名稱。 Fill in the Entity One Account' sub-account user login name of the authorized staff.
⑤	被授權員工的職位及姓名。 Position and full name of the authorized staff..
⑥	實體應根據營運環境勾選其中一項或兩項。 Entities should check one or both of these boxes depending on the operating environment.
⑦	實體負責人應根據營運單位的所需權限勾選其中一項或兩項級別。請認真考慮本表格*備註部分所述的權限級別。 Entity's accountable person should check one or both authorization levels based on their organization structure. Please carefully review the authorization levels described in the * Notes section of this form.
⑧	確認無誤後，實體負責人或實體代表簽署，合資格簽署人一般指公司領導層( CEO, President) 或有合法授權人員。 After confirmation of all information, the person in charge of the entity or the representative of the entity shall sign the application form. The eligible signatory generally refers to the entity's accountable person (CEO, President) or a legally authorized person.