澳門特別行政區 REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU



《民航局 AUTORIDADE DE AVIAÇÃO CIVIL CIVIL AVIATION AUTHORITY

Application for the Acceptance of Key Personnel / Nominated Post Holder

Instructions for applicant:

- i) Refer to Macao Aeronautical Circular AC/OPS/026 for the detail requirements of the nominated personnel.
- ii) Application shall be submitted by cover letter enclosing the completed application form.
- iii) All attachments to support the application as referred in section 2 must be submitted with this form. Incomplete application will not be processed and may delay the acceptance process.
- iv) For applicant requesting an AOC variation, name of the accepted personnel / post holder will be incorporated into the AOC Operations Specifications. Submission of an AOC variation form is <u>not required</u>.
- v) Extra information may be provided with separate sheet of A4-paper attached to this form.

| 1. Details of the key personnel / nominated post holder | | | | | | | |
|---|---|--|--|--|--|--|--|
| Operator: | | | | | | | |
| Personnel name: | | | | | | | |
| Title: | □ Mr. □ Ms. □ Capt. □ other (please specify): | | | | | | |
| Position: | | | | | | | |
| is being nominated as | Accountable Manager | | | | | | |
| the post holder for: | Aircraft Maintenance Flight Operations | | | | | | |
| (Use each form for one | Safety Management System Crew Training | | | | | | |
| nominated post only) | Quality System Ground Operations | | | | | | |
| Reason of nomination: | Initial application for AOC Initial nomination | | | | | | |
| | □ AOC variation ^{iv)} (AOC no:) □ Substitute of personnel/post holder | | | | | | |
| With effective date of: | Additional post holder | | | | | | |

| 2. Compliance with organization and post-holders requirements | | | | |
|---|--|--|--|--|
| Regulatory requirements | Operations manual reference/support document | | | |
| Management organization structure is established. Each post holder's duties, tasks, authorities and responsibilities are clearly defined and continuity of supervision is ensured. (AC/OPS/026 paragraph 3) | | | | |
| Nominee has the relevant qualification and work experience required for his/her appointment and for the nomination as post holder. (AC/OPS/026 paragraph 4) | | | | |
| Operations manuals include detailed description of organizational structure, management posts and supervision system for the operations. (AC/OPS/026 paragraph 6) | | | | |

| 3. Applica | nt's Declaration | | | |
|---|------------------|--|--|--|
| I declare that all information provided in this application is correct to the best of my knowledge and belief. (Signatory shall be an accountable person with corporate authority to appoint the nominee.) | | | | |
| Name: | Title: | | | |
| Signature : | Date: | | | |

| | FO | R OFFICIAL | USE ONLY | |
|------------------------------|---|------------|--------------|---------|
| I. | Acceptance Process | Date | By (initial) | Remarks |
| Pre | eliminary assessment: | | | |
| i) Form completed and signed | | | | |
| ii) | Organizational structure documented | | | |
| iii) | Duties/responsibilities documented | | | |
| iv) | Qualification documents attached | | | |
| II. | Payment: | | | |
| | Charge as initial AOC application | | | |
| | Charge as AOC variation | | | |
| III. | Technical assessment: | | | |
| i) | Organizational structure / arrangement | | | |
| ii) | Post-holders' duties / responsibilities | | | |
| iii) | Nominee's qualification / experience | | | |
| iv) | Operations manuals requirements | | | |
| IV. | Interview with nominee: | | | |
| | Not required | | | |
| | Interview nominee | | | |
| V. | Decision: | | | |
| | Accept nomination | | | |
| | Accept nomination with condition(s) | | | |
| | Operator's further actions required | | | |
| | Reject nomination | | | |
| | Concluding remarks (if any): | | | |
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