

A. FOR ATO USE.

1. ATO Applicant Details.

• ATO name			
• Address			
• Accountable manager contacts details	Name	Phone No.	E-Mail

2. Nominated Accountable Manager Details.

• Applicant name	
• Education details	

3. Accountable Manager Approval Requirements.

No.	CAR ORA Requirements	YES	NO
a	The organization shall appoint an accountable manager, who has the authority for ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.		
d	Complete Accountable Manager Acceptance interview with CAA inspector - Briefing on the ATO operations.		

4. Accountable Manager Declaration.

• I hereby certify that; the applicant meets CAR ORA requirements for the ATO Head of Training		
Name	Signature	Date

B. FOR CAA USE

5. Accountable Manager Acceptance Documents Assessment.

No.	Assessment Events	YES	NO
a	Accountable Manager Acceptance Requirements. Assess the applicable CAR ORA accountable manager acceptance requirements para 3 a with the attached supporting documents para 7 c.		
• Assessment results		<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• Remarks.			
Inspector Name		Signature	Date

6. Accountable Manager Acceptance - Technical Assessment.

No.	Assessment Events	YES	NO
a	Complete Accountable Manager Acceptance interview with CAA inspector - Briefing on the ATO operations.		
• Interview Date			
• Assessment Result		<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
• Remarks			
Inspector Name		Signature	Date

7. Supporting Documents.

- Cover letter for the Accountable Manager Acceptance application.
- Accountable Manager Acceptance application form - this application form.
- Accountable Manager Acceptance Requirements. Supporting documents for accountable manager acceptance requirement as detailed in para 3 a as applicable.