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|  **CANDIDATE** |
| **First name** | **Family name** | **Date of birth** | **Nationality** |
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| **PHASE I : PRE-ASSESSMENT OF THE SUITABILITY OF THE CANDIDATE** |
| **REQUIREMENTS** |
| **Qualification** | **Experience** | **Knowledge** |
| The nominated post-holder should have a thorough knowledge of the AOC/Authorisation holder’s ground operations concept. ***Reference:*** *AMC-1 OPS-1.175(j) 6 or AMC-1* *OPS-3.175(j) 6* | (1) Practical experience and expertise in the application of aviation safety standards and safe operating practices; (2) Appropriate management experience in a comparable organization; and five years relevant work experience of which at least two years should be from the aviation industry in an appropriate position; ***Reference:*** *AMC-1 OPS-1.175(j) or AMC-1 OPS-3.175 (j)*  | Comprehensive knowledge of: (1) Operations and any associated requirements and procedures; (2) The AOC holder's Operations Specifications; (3) The need for, and content of, the relevant parts of the AOC holder's Operations Manual;(4) Familiarity with Quality and Safety Management Systems; ***Reference:****AMC-1 OPS-1.175(j)* *or AMC-1 OPS-3.175 (j)*  |
| **EVIDENCES** |
| Qualification | Experience | Knowledge |
| Submitted electronically | Submitted electronically | Submitted electronically and assessed by interview and written exam |
| **CONCLUSION** |
| Qualification | Experience | Knowledge |
| Acceptable [ ]  | Unacceptable [ ]  | Acceptable [ ]  | Unacceptable [ ]  | Acceptable [ ]  | Unacceptable [ ]  |
| **PHASE II : CANDIDATE SELF SHORT PRESENTATION** |
| **Content**  | **Relevant Experience** | **Attitude**  |
| Relevant working experience and attitude | Acceptable [ ]  Unacceptable [ ]  | Acceptable [ ]  Unacceptable [ ]  |

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| **PHASE III : Specific questions** |
| **Subject** | **Assessment** |
| What are your duties and responsibilities? | Passed [ ]  Failed [ ]  |
| What are your safety accountabilities? | Passed [ ]  Failed [ ]  |
| Importance of Ground Operations Audit and Inspections? | Passed [ ]  Failed [ ]  |
| How are hazards identified and risks managed in Ground Operations? | Passed [ ]  Failed [ ]  |
| How is Ground Operations activities monitored? | Passed [ ]  Failed [ ]  |
| How do you ensure AOC Holders (Air Operators) and Service Providers complied with IATA and ICAO regulations and requirements? | Passed [ ]  Failed [ ]  |
| How do you coordinate with training to ensure competent personnel is avail- able for Ground Ops and Dangerous Goods are complied with? | Passed [ ]  Failed [ ]  |
| How is documentation updated and circulars issued? | Passed [ ]  Failed [ ]  |

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| **PHASE IV : FINAL CONCLUSION AND DECISION BY INTERVIEW TEAM** |
| **Remarks:**  |
| **Acceptable** [ ]  **Unacceptable** [ ]  |

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| **Position**  | **Name** | **Signature** | **Date** |
| Team Leader  |  |  |  |
| Team Member |  |  |  |
| Team Member  |  |  |  |
| Team Member  |  |  |  |