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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 |  |  |  |