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| **CANDIDATE** | | | |
| **First Name** | **Family Name** | **Date of Birth** | **Nationality** |
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| **PHASE I : PRE-ASSESSMENT - SUITABILITY OF THE CANDIDATE** | | | | | | | |
| **REQUIREMENTS** | | | | | | | |
| **Qualification** | | **Experience** | | | **Knowledge** | | |
| **Education:**  Holder of Airline Pilot’s License (ATPL) and/or relevant engineering or technical degree, or an aircraft technician or maintenance engineer qualification with additional education that is acceptable to the CAA;  ***Reference****:*  *CAR 100.120, CAR 145, AMC 145.A.30(b) and (c)*  **Certifications:**  Preferred certifications related to SMS (e.g., SMS Lead Auditor, Diploma in Aviation Safety Management, Accident Investigation, ERP);  ***Reference:***  *Note 2 of Appendix 1 of CAR OPS 3.037 or IEM CAR OPS 1.037* | | **Relevant Work Experience Minimum requirement**:  5 years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position. Practical experience and expertise in:  (a) safety/quality management experience;  (b) operational experience;  (c) technical background to understand the systems that support operations;  (d) people skills;  (e) analytical and problem-solving skills;  (f) project management skills; and  (g) oral and written communications skills  ***Reference:***  *AMC-1 OPS-1.175(j) or AMC-1 OPS-3.175 (j), GM-2 to CAR 100.120*  **SMS Experience:** Experience in developing, implementing, and managing SMS programs in a similar aviation environment; operational experience related to the product or service provided by the organization;  *Reference: of ICAO Doc 9859. Para 9.3.6.5*  ***Note:*** *1. SMS is a senior management position and shall not hold other positions that may conflict or impair his/her role as Manager – SMS unless specifically approved by the Authority.*  2. Shall have direct access to the Accountable Manager to ensure that the Accountable Manager is kept properly informed on safety matters.  ***Reference:***  *CAR 100.120 (b), (c)* | | | **SMS Principles:**  Understanding of the core principles and objectives of Safety Management Systems (SMS) in aviation.  **Regulatory Compliance:**  Knowledge of relevant regulations and guidance material related to SMS  ***Reference:***  *ICAO Annex 19, Annex 13 and CAR 13; esp CAR 13.065)*  **Hazard Identification & Risk Management:**  Understanding of hazard identification techniques and risk assessment methodologies within SMS.  **Safety Culture:**  Knowledge of best practices for fostering a positive safety culture within an organization.  **Communication & Reporting:**  Understanding of the importance of effective communication and reporting in an SMS program.  **Comprehensive knowledge:**  a. Operations and any associated requirements and procedures;  b. The AOC holder's Operations Specifications;  c. The need for, and content of, the relevant parts of the AOC holder's Operations Manual;  **Familiarity with Quality and Safety Management Systems;**  ***Reference:***  *AMC-1-OPS 3.175 (j) (e) and AMC-1 OPS-1.175(j)(5)* | | |
| **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** | | | **Attitude** | | |
| Relevant working experience and attitude | | Acceptable | | Unacceptable | Acceptable | | Unacceptable |

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| **PHASE III : Specific Questions** | |
| **Subject** | **Assessment** |
| Safety Management System Requirements | Passed  Failed |
| Difference between SMS and QMS | Passed  Failed |
| Safety Policy and Objectives: Just culture | Passed  Failed |
| Safety Risk Management | Passed  Failed |
| Safety Assurance | Passed  Failed |
| Safety Reporting and Accident and Incident Investigation | Passed  Failed |
| Safety Promotion: Training and Education & Safety Communication | Passed  Failed |
| ERP requirements | 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 |  |  |  |