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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  |  |  |  |