



WORKSHEET

(OPS.10) Key personnel assessment – safety manager

Nominee name	Nominee ARN	EAP case number	File reference
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Instructions

1. Use this worksheet for all Part 119 air transport operators, and those Part 138 aerial work operators and Part 142 flight training organisations who are required to have a safety manager.
2. All sections below should be completed.
3. Unless otherwise stated, the legislation reference refers to the *Civil Aviation Safety Regulation 1998* (CASR).
4. Use this worksheet in conjunction with the record of interview template.
5. The compliant column is used to record evidence that supports an assessment of *present* and *suitable* for the operation. Select a response from the drop down list. There are four available responses: **Yes** / **No** / **MI** (more information) / **N/A** (not applicable). Yes indicates that both present and suitable have been satisfied and the element is compliant with the rule.
6. For guidance on specific aspects of each question, refer to the respective section in the principle document as identified in the principle reference column.
7. The assessment summary must be completed by the assigned inspector. By selecting satisfied or not satisfied, the inspector is taken to have signed the worksheet.
8. Where required, the approval data sheet must be completed by the assigned inspector. Regservices will use this information to prepare approvals for the delegate.

2 Safety manager – desktop assessment

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.070(1)(e)(i), (3) 138.040(1)(h)(i), (3) 142.110(3) 11.055(4)	2.1.1	Is the nominee a fit and proper person?		
119.155 138.110		Does the nominee have:		
119.155(a) 138.110(b) 142.195(a)	6.1	sufficient relevant safety management experience to capably lead, manage and set standards to enable the operator to safely implement the safety management system in accordance with the operator's exposition/operations manual?		
119.155(b) 138.110(c) 142.195(b)	2.1.4 6.2	a satisfactory record in the conduct or management of air operations?		
119.155(c) 138.110(d) 142.195(c)	6.3	sufficient safety and regulatory knowledge to enable the operator to conduct air operations safely and in accordance with the operator's exposition/operations manual and the civil aviation legislation?		

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Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.120 138.080 142.170	2.1.3	Has the nominee completed familiarisation training?		
119.165(3)(c) 138.120(3)(c) 142.215(3)(c)	6.7	If directed by CASA to undertake a training course for the role, has the nominee completed the training?		
119.165(3)(a)(b) 138.120(a)(b) 142.215(3)(a)(b)	6.7	If directed by CASA to undertake an assessment, has the nominee demonstrated their suitability for the role?		

6 Safety manager – suitability assessment

Legislation reference	Principle reference	Question	Compliant?	Inspector comments
119.160(1)		Does the nominee have sufficient knowledge and understanding to ensure they can:		
119.160(2)(a) 138.115(3)(a) 142.200(2)(a)	6.4	manage the operation of the safety management system, including managing corrective, remedial and preventative action in relation to the system?		
119.160(2)(b) 138.115(3)(b) 142.200(2)(b)	6.5	regularly report to the chief executive officer on the effectiveness of the safety management system?		
119.160(2)(c) 142.200(2)(c)	6.6	manage the maintenance and continuous improvement of the following systems: (i) safety management system (ii) fatigue risk management system (if any)?		
138.115(3)(c)	6.6	effectively manage the maintenance and continuous improvement of the safety management system?		

Assessment summary

Nominee name		Nominee ARN		EAP case number		File reference	
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This worksheet verifies the application for the approval of a safety manager for the above-named applicant has been assessed in accordance with the current revision of Protocol (OPS.10).

Inspector name		Title		Date	
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Assessment

The nominee has been assessed in accordance with the requirements mentioned in:

- ☐ Subpart 119.D
 ☐ Division 138.B.4
 ☐ Subpart 142.D

Inspector

- ☐ I am satisfied the nominee is suitable for the role as safety manager.

☐ I am not satisfied the nominee is suitable for the role as safety manager.

Reason for recommendation

Approval data sheet

Operator name		Operator ARN		EAP case number		File reference	
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SM assessed for:

☐

Substantive position

☐

Alternate position

Tick the relevant boxes for the approvals.

☐ Significant change recommendation

(1) The proposed significant change(s) to the exposition/operations manual have been assessed in accordance with the requirements mentioned in:

☐

paragraph 119.205(1)(m)

☐

paragraph 138.155(1)(m)

☐

paragraph 142.340(1)(t)

Inspector

☐

I recommend the significant change.

☐

I do not recommend the significant change.

Exposition/operations manual revision reference

Title		Version		Date		RMS reference number	
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Note: Regservices requires this information to create the EMAN in RMS.

☐

Remove key personnel

Name		ARN	
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☐

Reclassify key personnel to alternate

Name		ARN	
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