

# UK CAA - DETAILS OF NOMINATED STAFF BY AN ORGANISATION IN RESPECT OF PART CAMO / CAO APPROVAL



This form can be completed and signed electronically. If filled in by hand, please use black or dark blue ink.

Details of Nominated Personnel required to be accepted as specified in:			
Please tick appropriate box (*)	Part.CAMO.A.305	Part CAO.A.035	
Part.CAMO.A.305(e) (ARC Signatory)	Part.CAMO.A.305(f) (ARC Extension only)	Part CAO.A.045 (ARC Signatory)	Part CAO.A.045 (ARC (Extension Only)
1. Name of Organisation: .....			
2. Approval Reference: .....			
3. Name: .....			
4. Email Address: .....			
5. Telephone Number: .....			
6. Position / Title: .....			

7. Qualifications relevant to Nominated Position (Item 6)
Example: B XXX (Hons) XXXXXXXX or Part 66 AML or Part CAMO / CAO introduction 2 day course (mention training provider)

8. Work Experience relevant to Nominated Position (Item 6)
Example: 2009 – 2014 Smiths Engineering (Approval Number) – Maintenance Manager

9. Applicant's Declaration
I declare that I meet the requirements for qualification, knowledge and experience as details in the applicable regulation (*) and I have sufficient capacity to complete this role as described in the roles and responsibilities section of the Organisations Exposition. (**)
Signature ..... Date .....

**Additional Supporting Information:**

<b>10. Nominated positions in other organisations <u>currently</u> held and other significant Activities undertaken (include name and approval number of organisation):</b>
Example: Jones Engineering (Approval Number) – Production Manager (Civil or Military) or NAA Surveyor/Inspector

<b>11. Manhour/Resource Plan</b>
The applicant should provide a Man-hour/Resource Plan with this application to demonstrate the applicant has sufficient capacity to carry out the role in an effective manner. This should include all activities mentioned in block 10.

<b>12. Compliance with Regulatory Requirements</b>
Please tick appropriate box (*)
An audit has been provided demonstrating that the above-named nominated person meets all the requirements of AMC1 CAMO.A.305(c) for persons nominated in accordance with CAMO.A.305(a)(3), (a)(4), (a)(5) or (b)(2).
An audit has been provided demonstrating that the above-named nominated person meets all the requirements of CAMO.A.310 (a) and (b) for persons nominated in accordance with CAMO.A.305(e).
An audit has been provided demonstrating that the above-named nominated person meets all the requirements of AMC1 CAO.A.035(c) for persons nominated in accordance with CAO.A.035(b).
An audit has been provided demonstrating that the above-named nominated person meets all the requirements of CAO.A.045(a) for persons nominated in accordance with CAO.A.045(b).

<b>13. Accountable Managers Declaration</b>
I declare that the above-named person nominated as a Senior Staff member within my organisation has been found to be competent to carry out the role in accordance with the roles & responsibilities as described in the Organisations Exposition. (**)
Signature ..... Date .....

(\*\*) **FALSE REPRESENTATION STATEMENT** It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine and or up to two years imprisonment.

Note: The information submitted will be stored on a database and is restricted to authorised persons in accordance with the Data Protection Act 1998.

**CAA use only**

Name and signature of authorised CAA staff member accepting this person:

Signature ..... Date .....

Name ..... Office .....

*The nominated senior staff will be approved via the CAME or CAE as applicable.*