

# UK CAA - DETAILS OF NOMINATED PERSONNEL IN AN AIRWORTHINESS ORGANISATION



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

<b>1. Details of Nominated Personnel required to be accepted as specified in:</b>
Please select appropriate regulation & tick the appropriate box (*)
1. Name of Organisation: .....
2. Approval Reference: .....
3. Name: .....
4. Email Address: .....
5. Telephone Number: .....
6. Position / Title: .....

<b>2. Qualifications relevant to Nominated Position (Section 1, Item 6)</b>
Example: B XXX (Hons) XXXXXXXX or Part 66 AML or Part CAMO / CAO introduction 2 day course (mention training provider)

<b>3. Work Experience relevant to Nominated Position (Section 1, Item 6)</b>
Example: 2009 – 2014 Smiths Engineering (Approval Number) – Maintenance Manager

**4. 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:**

**5. Nominated positions in other organisations currently held and any other significant activities undertaken (include name and approval number of organisation and the role being performed):**

Example: Jones Engineering (Approval Number) – Production Manager (Civil or Military) or NAA Surveyor/Inspector

**6. Resource Plan**

The applicant must provide a Resource Plan with this application to demonstrate they have sufficient capacity to carry out the role in an effective manner. This should include all activities mentioned in block 5. relating to any post holder roles and any other additional work that affects the applicant's availability.

**7. Supporting Exposition**

**Please insert issue number and revision number in the appropriate box**

The organisation exposition reference:.....

at Issue:..... Revision:.....supports this post holder application / change.

**8. Compliance with Regulatory Requirements**

**Please tick appropriate box (\*)**

An audit has been provided along with this recommendation demonstrating that the above-named nominated person meets all the requirements of the regulation(s), selected in box 1 of this form, for persons nominated in accordance with the applicable regulation(s).

**9. Accountable Managers Declaration**

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

**Note 2:** All sections of this form must be completed with the required information.

**(It is not acceptable to refer to an attached CV. Any applications with a CV attached will be rejected).**