European Union Aviation Safety Agency

**Management Personnel Résumé**

Ref#

[chrono/record

num.]

Competent authority: European Union Aviation Safety Agency (EASA)

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| --- | --- | --- | --- |
| 1. | Organisation name: |  | |
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| 2. | Approval Number relevant to the item (1): |  | |
|  |  |  | |
| 3. | First Name/Surname  Email address  Telephone | Mr/Mrs:  Email:  Tel: | |
|  |  |  | |
| 4. | Details of Management Personnel required to be accepted as specified in: | 🞏 Part-145 | 🞏 Part-CAMO |
| 🞏 Part-147 | 🞏 Part-CAO |
|  |  |  | |
| 5. | Position for the EASA approval: | Choose an item. | |
|  |  |  | |
| 6. | Title within the Organisation: |  | |
|  |  |  | |
| 7. | Qualifications relevant to the position: |  | |
|  |  |  | |
| 8. | Work experience relevant to the position: |  | |
|  |  |  | |
| 9. | Date: |  | |
|  |  |  | |
| 10. | Signature: |  | |

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| **Item** | **Subject** | **Information needed to EASA** | **Note** |
| 1 | Organisation name | Enter the Organisation name |  |
| 2 | Approval number relevant to the item (1) | Enter the EASA approval number | *For initial applications it is intended the provisional approval number issued by EASA which is in “pending” status* |
| 3 | First Name/Surname  Email address  Telephone | Enter the following information of the person proposed to hold the position identified in item (5):   * First Name/ Surname * Email address * Contact telephone number | *Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.)*  *Resume missing the email address / telephone number is not acceptable.* |
| 4 | Details of Management Personnel required to accepted | Select the applicable Regulation by ticking the relevant box (e.g. Part-145, Part-147, Part-CAMO, etc.) |  |
| 5 | Position for the EASA approval | Enter the position for which the person indicated in item (3) is proposed.  One of the following position can be selected:   * *Base Maintenance Manager* * *Line Maintenance Manager* * *Workshop Manager* * *Maintenance Manager* * *Compliance Monitoring Manager* * *Safety Manager* * *Outsourcing Manager* * *Procurement Manager* * *Occurrence Reporting Manager* * *Technical Services Manager* * *Logistic Manager* * *Training Manager* | *For standardization purposes, a predefined list of positions is given in the EASA Oversight Software and only one may be selected. The EASA Part-145 responsibilities associated to those standard positions are flexible and have to be established in the MOE.*  *In case a nominated person holds a role which covers more than one of the predefined positions (e.g. Logistic Manager and Outsourcing Manager and Production Planning Manager, etc.), the organisation can select either:*   * *the preferred position between the ones available, subject to clearly defining in the MOE all the Part-145 responsibilities associated to that position, or;* * *Fill one* Résumé *for each different position hold.* |
| 6 | Title within the Organisation | Enter the effective title of the person indicated in item (3) which is in use within the organisation. This box can be left blank if the title is the same as already indicated in block (5) | *This block allows to associate a person to one of the predefined positions indicated in block (5) and also providing the actual title in use within the organisation. For example, for the block (5) position of “Compliance Monitoring Manager” the actual title within the organisation may be “Director Quality Compliance”* |
| 7 | Qualifications relevant to the position | Enter the qualifications hold by the person indicated in item (3) which are relevant to the item (5) position.  Refer to WI.CAO.00115 “Management Personnel”, table in paragraph 3.1 column “Knowledge”, for the minimum qualification requirements that apply to the position identified in item (3) and evidences to be provided. For any other nominated person not listed in column “Management personnel” (e.g. Logistic Manager, etc.) the minimum qualifications identified in grey blocks apply.  Note: having this block only making reference to an attached document (e.g. CV, etc.) without entering the minimum qualification relevant to the position is not acceptable. | *In order to provide the evidences associated to the declared qualifications:*   * *Attach the relevant evidence to the Résumé (ex. Aircraft type training courses, training certificates, etc.)*   *or*   * *Attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (3)* |
| 8 | Work experience relevant to the item position | List the work experiences of the person indicated in item (3) which are relevant to the item (5) position in the following format:  *period from/to- Position covered- company/organisation*  Refer to WI.CAO.00115 “Management Personnel”, table in paragraph 3.1, column “background and experience” for the minimum requirements that apply to the position identified in item (5) and evidences to be provided. For any other nominated person not listed in column “Management personnel” (e.g. Logistic Manager, etc.) the minimum work experience identified in grey blocks apply  Note: having this block only making reference to an attached document (e.g. CV, etc.) without entering the minimum work experience relevant to the position is not acceptable. |  |
| n/a | Date | Enter the date in which the Résumé is signed by the person indicated in item (3) |  |
| n/a | Signature | Enter the signature of the person indicated in item (3) | The Résumé must be signed by the proposed person himself/herself. |