



ENTE NAZIONALE AVIAZIONE CIVILE
Autorità competente della Repubblica Italiana
Membro dell'Unione Europea

**Modulo di dichiarazione dell'esperienza e della
qualificazione del personale responsabile**

*(résumé of declared nominated person's qualification and
experience)*

Denominazione Impresa/operatore:

(operator's / organisation's name)

Certificato di Approvazione n.:

(Approval Certificate no.)

Riferimenti (References):

(indicare quello di interesse / select that of interest)

1. Nome e cognome: _____ Codice Fiscale: _____
(Name and Surname) (fiscal code)

2. Indirizzi Email: _____ n. Tel.: _____
(email addresses) (Phone no.)

3. Posizione ricoperta come definita nel riferimento Denominazione Aziendale della posizione
(Position in the organisation as identified in the selected reference) (company name for the position)

4. Qualificazione per quanto di interesse ai fini della posizione di cui al punto (3):
(qualification relevant to the position named at the point (3))

5. Esperienze di lavoro rilevanti ai fini della posizione di cui al punto (3):
(work experience relevant to the position named at the point (3))

Firma (Signature) _____ Data (Date) _____

*Si prega inviare il presente modulo, dopo averlo completato, quale corrispondenza riservata, alla Struttura
ENAC competente per la gestione dell'approvazione richiesta.*

(please fill and sign in this form and send it as confidential mail to ENAC competent structure in charge of the organisation's approval requested)

Per uso interno dell'ENAC (for ENAC use only):

Nome e firma del professionista incaricato che valuta la qualificazione di questa persona:

(name and signature of inspector who evaluates the qualification of this candidate)

Firma (Signature) _____ Data (Date) _____

Nome (Name) _____ Struttura (ENAC Structure) _____

Modulo di dichiarazione dell'esperienza e della qualificazione del personale responsabile – Istruzioni di compilazione
Filling Instructions

Item	Oggetto (Subject)	Informazione necessarie per ENAC (Information needed to ENAC)	Note
-	Organisation name	Enter the Organisation name	
-	Approval number relevant organisation	Enter the ENAC approval number	
-	References	Select in the drop down menu the reference of relation requirement relevant to the position	
1 & 2	Name/Surname Email address Telephone	Enter the following information of the person proposed to hold the position identified in item (3): <ul style="list-style-type: none"> • First Name/ Surname • Email address • Contact telephone number 	<i>Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.) Résumé missing the email address / telephone number is not acceptable.</i>
3	Position in the organisation as identified in the selected reference	Enter the position for which the person indicated in item (1&2) is proposed. One of the following position can be selected: <ul style="list-style-type: none"> • 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 • Flight Operations PH • Flight Training PH • Ground Operation PH • Head of training • Chief Flight instructor • Chief Theoretical Knowledge instructor. • Ecc 	<i>For standardization purposes, a predefined list of positions is given in the form 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 organisation manual (e.g. .MOE/CAE/MTOE/POE/OM). 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:</i> <ul style="list-style-type: none"> • the preferred position between the ones available, subject to clearly defining in the company manual all the regulatory responsibilities associated to that position, or; • Fill one Résumé for each different position hold.

Modulo di dichiarazione dell'esperienza e della qualificazione del personale responsabile – Istruzioni di compilazione

Filling Instructions

Item	Oggetto (Subject)	Informazione necessarie per ENAC (Information needed to ENAC)	Note
3	Company name for the position as identified in the selected reference	Enter the effective title of the person indicated in item (1&2) which is in use within the organization as corresponding to the position. This box can be left blank if the title is the same as already indicated in block of regulation defined position	<i>This block allows associating a person to one of the predefined regulatory positions indicated in block (3) and providing as well the actual title in use within the organisation. For example, for the block (3) regulatory position of "Compliance Monitoring Manager" the actual title within the organisation may be "Director Quality Compliance"</i>
4	Qualifications relevant to the position named at the point (3)	<p>Enter the qualifications hold by the person indicated in item (1&2) which are relevant to the item (3) position.</p> <p>Refer to the appropriate requirements and associated AMC and, when made available, the qualification report template provided by ENAC, for identifying the minimum qualification requirements that apply to the position identified in item (3) and evidences to be provided. For any other nominated person other than those identified in the requirements or related AMC/GM (e.g. Logistic Manager, etc.) report the minimum qualifications identified criteria contained in the company Manual and agreed with ENAC inspector.</p> <p>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.</p>	<p><i>In order to provide the evidences associated to the declared qualifications:</i></p> <ul style="list-style-type: none"> • <i>Attach the relevant evidence to the Résumé (ex. Aircraft type training courses, training certificates, etc.) with a summary of those attachments</i> <p><i>or</i></p> <ul style="list-style-type: none"> • <i>Attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (1&2)</i>
5	Work experience relevant to the position named at the point (3)	<p>List the work experiences of the person indicated in item (1&2) which are relevant to the item (3) position in the following format: <i>period from/to- Position covered- company/organisation</i></p> <p>Refer to the appropriate requirements and associated AMC and, when made available, the qualification report template provided by ENAC, for identifying the minimum qualification (working) experience requirements that apply to the position identified in item (3) and evidences to be provided. For any other nominated person other than those identified in the requirements or related AMC/GM (e.g. Logistic Manager, etc.) report the minimum qualifications identified criteria contained in the company Manual and agreed with ENAC inspector.</p> <p>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.</p>	
n/a	Date	Enter the date in which the Résumé is signed by the person indicated in item (1&2)	
n/a	Signature	Enter the signature of the person indicated in item (1&2)	The Résumé must be signed by the proposed person himself / herself.
n/a	Attachments to the Résumé	<p>Attach the following document for more details:</p> <ol style="list-style-type: none"> 1. CV of candidate (full document) 2. Company checklist (qualification report) to show compliance with minimum qualification requirement / criteria laid down in the requirements and relevant AMC/GM 3. safety risk assessment in case of new assignment (significant change) 	