

Issued: 14 April 2015

Notification of a Change to an Accountable Manager or Nominated Post Holder within a CAA Approved Organisation

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:	
Aerodromes:	All Licensed Aerodromes
Air Traffic:	Not primarily affected
Airspace:	Not primarily affected
Airworthiness:	All Airworthiness Organisations
Flight Operations:	All AOC Holders and PAOC Holders
Licensed/Unlicensed Personnel:	All Approved Training Organisations and Pilot Training Organisations

1 Introduction

- 1.1 European regulations across several technical domains require organisations to appoint an Accountable Manager and to notify the Competent Authority (CAA). In some of these domains the CAA is required to interview and accept the Accountable Manager.
- 1.2 Following an internal review into the way the CAA is notified by approved organisations of changes in Accountable Managers and Nominated Post Holders, a new process has been established to standardise the acceptance of Accountable Managers and Nominated Post holders across all domains.
- 1.3 The purpose of this Information Notice is to provide further details of this process, including details of the new online form used to notify the CAA of such changes.

2 Scope

- 2.1 Organisations holding EU and UK national certificates or approvals issued by the CAA are required to notify the CAA of changes to an Accountable Manager or Nominated Post Holder. This requirement applies to organisations holding approvals issued in the Flight Operations, Pilot Training, Aerodrome and Airworthiness domains.

- 2.2 One of the benefits of this new process is that where a person is an Accountable Manager for multiple approvals issued by the CAA under a single Legal Entity, the same online form is used to notify the CAA of this change, reducing the need for the approved organisation to inform individual areas of the CAA.

The new online form can be found on the CAA website at the following link: [Notification of a change to the Accountable Manager or Nominated Post Holder for One or Multiple Approvals](#)

3 Process

- 3.1 When an organisation appoints a new Accountable Manager or proposes a new Nominated Post Holder, the CAA should be notified using the online form (see Note 1). A draft amendment of the organisation's Exposition, ATO Manual, Operations Manual, Procedures Manual, Safety Management Systems (SMS) Manual, Aerodrome Manual, signed by the new Accountable Manager (as applicable), should be submitted with the notification.

Note 1: In the case of Aerodrome operators, there is no requirement to notify the CAA of a change in Nominated Post Holder.

- 3.2 On receipt of the online notification, an assessment will be carried out by the responsible CAA Technical Specialist(s), following which the CAA will:
- a) Acknowledge the notification and;
 - b) Where applicable, convene a meeting with the new Accountable Manager to discuss their responsibilities under the relevant approval(s).
- 3.3 Where a meeting with the new Accountable Manager is required, this will be carried out by the most appropriate Technical Specialist(s) on behalf of the CAA, for all approvals.
- 3.4 Following the satisfactory resolution of any issues that might have arisen, the CAA will notify the organisation in writing of the agreed outcome.
- 3.5 Where required to notify the CAA of a proposed change to a Nominated Post Holder, an European Aviation Safety Agency (EASA) Form 4 or equivalent form containing details of the person's qualifications and experience relevant to the nominated post will need to be uploaded with the notification, along with a draft revision to the appropriate manual(s). This will be assessed against the applicable regulation by the responsible Technical Specialist.
- 3.6 Following a satisfactory desktop assessment, the CAA may require a meeting with the nominated person to discuss their qualifications, experience, responsibilities and knowledge relevant to the nominated post in the respective approval.
- 3.7 Following this assessment, the CAA will notify the organisation of the outcome in writing.

4 Further Information

- 4.1 The EASA Form 4s (or equivalent) for the applicable approval types can be found on the CAA website at the following links:

Airworthiness approvals: [EASA Form 4](#)

Flight Operations approvals: [SRG 2815A](#)

Approved Pilot Training Organisations: [Form SRG 2115](#)