

**ANNEX C
TO TAA ADVISORY 2013-04
DATED 1 NOVEMBER 2013
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Qualification Matrix for AMO SMM Applicant

1. The following eligibility matrix allows the candidate Senior Maintenance Manager (SMM) to provide evidence that the minimum requirements of the TAM are met.

Name:	Date:
Organization:	

Eligibility Criteria		Substantiation (Do not simply refer to the résumé, provide examples)	Acceptability (DTAES use only)
Knowledge:			
1.	Be a graduate of an engineering discipline from a university recognized by the TAA or be a graduate of an aerospace technology course recognized by the TAA, or in the opinion of the TAA have equivalent knowledge and experience.		
2.	Have detailed knowledge, gained by formal training and/or work experience, of the technical airworthiness rules and standards, and where required, an understanding of the applicable operational requirements and environment:		
a.	through successful completion of the DND Airworthiness Familiarization Course or having equivalent, relevant experience;		
b.	pertaining to the TAM chapters on conduct and control of aeronautical product maintenance.		
3.	In the opinion of the TAA, have detailed knowledge, gained by formal training and/or work experience, of the specific aeronautical products being maintained by the AMO, including any airworthiness limitations.		
4.	Demonstrate a basic understanding of the Airworthiness Review Board (ARB) process.		
5.	Demonstrate a detailed understanding of the following topics to the satisfaction of the TAA: NOTE <i>These topics may also be covered as part of the formal interview process.</i>		
a.	the scope and depth of technical airworthiness authority assigned by the TAA to the AMO;		

Eligibility Criteria		Substantiation (Do not simply refer to the résumé, provide examples)	Acceptability (DTAES use only)
b.	the airworthiness responsibilities of the AMO for work performed by the AMO and external agencies through maintenance support arrangements;		
c.	the responsibilities of the role of SMM;		
d.	the responsibilities of the Person Responsible for Assignment of Authority (PRAA);		
e.	the responsibilities of the persons who have been assigned authority to perform technical airworthiness functions on behalf of the TAA;		
f.	the Maintenance Process Manual (MPM) for the AMO, including associated procedures;		
g.	the interrelationship and interfaces between Technical Airworthiness Program and Quality Management System requirements.		
Skills:			
As applicable for the scope and depth of technical airworthiness authority of the organization, skilled in the following and able to demonstrate or provide current and/or past examples regarding the ability to:			
1.	Correctly interpret airworthiness standards.		
2.	Correctly apply airworthiness processes.		
3.	Develop processes for inclusion in the MPM that are in compliance with the applicable airworthiness rules and standards.		
4.	Evaluate AMO procedures for compliance with the TAA-approved MPM.		
5.	Apply management principles to:		
a.	ensure that airworthiness-related activities are conducted in accordance with the TAA-approved MPM and the AMO-approved procedures;		
b.	ensure that the authorization of personnel performing airworthiness-related tasks and technical airworthiness functions is accomplished in accordance with the TAA-approved MPM and the AMO-approved procedures;		
c.	monitor the competencies of individuals to whom technical airworthiness authority has been assigned and of the organization as a whole;		

Eligibility Criteria		Substantiation (Do not simply refer to the résumé, provide examples)	Acceptability (DTAES use only)
d.	monitor the development and progress of Aircraft Release Authority (ARA) and Maintenance Release Authority (MRA) candidates;		
e.	evaluate the capabilities of personnel for the assignment of technical airworthiness authority;		
f.	ensure adequate competence is applied in the maintenance decisions that may affect the airworthiness of an aeronautical product;		
g.	ensure that appropriate action is taken to correct any practice or procedure which may compromise the airworthiness of an aeronautical product and/or that the matter is brought to the attention of the TAA.		
6.	Issue airworthiness instructions when a non-compliance with airworthiness rules and standards or a non-conformance with the approved type design is discovered.		
7.	Communicate with external agencies to:		
a.	ensure that contracts or service level agreements are developed and maintained as necessary to enable the AMO to provide the scope and depth of maintenance and technical management required;		
b.	ensure work performed by an external agency that is not accredited or recognized as a TAA acceptable organization is conducted in accordance with AMO approved procedures.		
Experience:			
1.	The SMM should have no less than six years of relevant and progressively more responsible aerospace engineering and maintenance experience, of which two years is in the maintenance of aeronautical products.		

2. AMO SMM Interview Questions

- 2.1. During the interview, the expectation is that the candidate relates the topic areas to their own organization. The candidate is expected to demonstrate understanding of their organization's maintenance policy requirements and core enabling procedures. For the interviews, it is acceptable for the candidate to have access to any supporting policy, procedures or work instructions that they

feel are needed to facilitate the discussion. The following is a list of typical areas that are discussed during the interview with a nominated SMM within an Acceptable Maintenance Organization.

- a. A general understanding of the airworthiness program is required. For example: the flow of authority from the Minister to the SMM, what are the three levels of assignment of authority, fundamental principles of the technical airworthiness program (4 As), etc.
 - b. Is able to explain the MPM amendment process.
 - c. Is able to explain the responsibilities of the SMM, the Person Responsible for Assignment of Authority (PRAA), ARA, Aircraft Certification Authority (ACA), Shop Certification Authority (SCA) and Performance of Maintenance (POM).
 - d. Is able to describe the technical prerequisites for PRAA, ARA, SCAs, and POMs.
 - e. Is able to describe the authorization system, who is responsible to authorize any amendments to this authorization system. This will also require a description of how authorizations are granted, recorded and tracked.
 - f. Is able to describe their airworthiness control system.
 - g. Is able to describe how maintenance is recorded for the aircraft. In addition, how aircraft servicing sets, log sets and component cards are updated.
 - h. Is able to identify the technical prerequisites for independent checks.
 - i. What are the definitions of servicing and elementary work? How are servicing and elementary work controlled?
 - j. Is able to describe how maintenance can be deferred. How are operational restrictions imposed?
 - k. Is able to describe how aircraft are released.
 - l. Is able to describe the minimum acceptable documentation used in the candidate's organization to maintain an acceptable level of parts control and traceability.
 - m. Is able to describe their quality system and the key management processes.
- 2.2. This interview will also be used to review any known issues affecting the candidate's organization and discuss the progress and planned activities.