

**ANNEX D
TO TAA ADVISORY 2013-04
DATED 1 NOVEMBER 2013
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Qualification Matrix SMSM Applicant

1. The following eligibility matrix allows the candidate Senior Materiel Support Manager (SMSM) 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 applicable material management or aerospace technology course acceptable to 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 procurement and control of aviation replacement parts and disposal of aviation parts.		
3.	In the opinion of the TAA, have detailed knowledge, gained by formal training and/or work experience, of the accredited aviation replacements part suppliers and distributors.		
4.	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 Acceptable Materiel Support Organization (AMSO);		
b.	the airworthiness responsibilities of the AMSO for work performed by the AMSO and external agencies through material supplier arrangements;		

Eligibility Criteria		Substantiation (Do not simply refer to the résumé, provide examples)	Acceptability (DTAES use only)
c.	the responsibilities of the role of SMSM;		
d.	the responsibilities of the personnel responsible for material support activities;		
e.	the Materiel Support Process Manual (MSPM) for the AMSO which includes a description of the airworthiness control system and associated procedures;		
f.	the interrelationship and interfaces between the Technical Airworthiness Program and Quality 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 MSPM that are in compliance with the applicable airworthiness rules and standards.		
4.	Evaluate AMSO procedures for compliance with the TAA-approved MSPM.		
5.	Apply management principles to:		
a.	ensure that airworthiness-related activities are conducted in accordance with the TAA-approved MSPM and the AMSO-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 MSPM and the AMSO-approved procedures;		
c.	monitor the competencies of individuals to whom technical airworthiness authority has been assigned and of the organization as a whole;		
d.	monitor the development and progress of personnel responsible for materiel support activity candidates;		

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e.	evaluate the capabilities of personnel for the assignment of technical airworthiness authority;		
f.	ensure adequate competence is applied in the materiel support related 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.	Communicate with external agencies to:		
a.	ensure that contracts or service level agreements are developed and maintained as necessary to enable the AMSO to provide the scope and depth of materiel support management required;		
b.	ensure work performed by parts suppliers are conducted in accordance with AMSO approved procedures and the respective procedures for the contracted organization.		
Experience:			
1.	The SMSM should have no less than three years of relevant and progressively more responsible materiel support experience of which one year is in the management of aviation replacement parts.		

2. AMSO SMSM 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 materiel support 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 SMSM within an Acceptable Materiel Support Organization.

- a. Has a general understanding of the airworthiness program. For example: the flow of authority from the Minister to the SMSM, 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 MSPM amendment process
- c. Is able to explain the responsibilities of the SMSM, and those involved with procurement, shipping and receiving, parts control, documentation control, disposal etc.

- d. Is able to describe the technical prerequisites for those individuals.
 - 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, procurement through to disposal.
 - g. Is able to describe the control of the associated documentation and records.
 - h. Is able to identify the supplier recognition approval process.
 - i. Is able to describe the processes to control items that have an associated life.
 - j. Is able to describe how unapproved parts are handled and recertified, if applicable.
 - k. Is able to describe the organization's Safety Programs (e.g., Petroleum, Oil and Lubricant (POL) products and hazardous materials).
 - l. Is able to describe their quality system and the key management processes.
- 2.2. The interview will also be used to review any known issues affecting the candidate's organization and discuss the progress and planned activities.