



Competent authority: Irish Aviation Authority (IAA)

1. Organisation name:		
2. Approval Number relevant to the item (1):		
3. First Name/Surname Email address Telephone	Mr/Ms: Email: Tel:	
4. Details of Management Personnel required to be accepted as specified in:	☐ Part-145 ☐ Part-147	☐ Part-CAMO ☐ Part-CAO
5. Position for the 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:		

Management Personnel Résumé- Filling Instructions

Item	Subject	Information needed to EASA	Note
1	Organisation name	Enter the Organisation name	
2	Approval number relevant to the item (1)	Enter the IAA approval number	<i>For initial applications it is intended the provisional approval number issued by the IAA which is in "pending" status.</i>
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	<i>Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.). Résumé missing the email address / telephone number is not acceptable.</i>
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.)	<i>In case of Part-IS related personnel, the corresponding implementing regulation has to be selected as standalone Part-IS approval is not granted.</i>
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 • Part-IS Compliance Monitoring Manager • Part-IS Information Security Manager	<i>For standardisation purposes, a predefined list of positions is given and only one may be selected. The EASA Part-145 and Part-IS 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:</i> • <i>The preferred position between the ones available, subject to clearly defining in the MOE all the Part-145 and Part-IS responsibilities associated to that position, or;</i> • <i>Fill one Résumé for each different position held.</i> • <i>Where the same staff is nominated for the positions of the Part-145 Compliance</i>

Management Personnel Résumé- Filling Instructions

Item	Subject	Information needed to EASA	Note
		- Part-IS Common Responsible Person - Part-IS Information Technology Manager	Monitoring Manager and Part-IS Compliance Monitoring Manager one Résumé for each different position has to be provided.
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 held by the person indicated in item (3) which are relevant to the item (5) position. Demonstration of compliance with the minimum qualification requirements that apply to the position identified in item (3) and evidence to be provided. 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 evidence associated with 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 organisation's internal training system, dated & signed by the person indicated in item (3).
8	Work experience relevant to the item position	List the work experience of the person indicated in item (3) which are relevant to the item (5) position in the following format: <i>period from/to- Position covered- company/organisation</i> Demonstration of compliance with the minimum requirements that apply to the position identified in item (5) and evidence to be provided. 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.