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MAIB-NOR 26/01 13 MAY

Nomination and Acceptance of management personnel

Purpose

This MAIB provides additional information on the application process and the expectations related to key management personnel within the EMAR/NOR MAR framework.

The Accountable Manager, as the senior responsible individual in the organisation, ensures that all functions are appropriately resourced and managed through a set of nominated personnel, each with the responsibility for a defined part of the organisation.

Those nominated individuals are expected to be competent for their role and are formally submitted to MAA-NOR for acceptance through a Form 4 application process. The Accountable Manager, on behalf of the organisation, will sign the Form 4 document along with the nominated candidate, confirming the eligibility of the application.

MAA-NOR currently also requires NDT Level III personnel to hold Form 4 approvals.

Application

1. The organisation internally nominates a candidate for a key management position.
2. The application is submitted to MAA-NOR as a completed Form 4, and may include supporting documents.
3. If the application is correctly submitted, MAA-NOR issues a receipt to the applicant.
4. MAA-NOR performs a desktop review and schedules an interview with the candidate.

An updated Exposition including the proposed candidate may also be submitted by the organisation at this stage, for later approval.

Interview

The interview determines whether the candidate demonstrates sufficient competence, attitude and suitability for the role. An open-book test on the relevant regulations and Exposition may be included to support verification. Interviews are conducted at MAA-NOR offices, at the organisation's location, or alternatively by videoconference. The candidate will be informed in advance if a test is included.



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Rejection

If MAA-NOR surveyors identify grounds for rejecting the application, these will typically be:

- Insufficient relevant training.
- Insufficient role-relevant experience.
- Insufficient understanding of responsibilities.
- Insufficient organisational knowledge.
- Insufficient knowledge of applicable regulations.
- History indicating unsuitability for the role (e.g., prior abuse of a senior position within similar regulations).
- Failed test outcome (where applicable).
- Unauthorised Form 4 submission (e.g., not properly nominated on behalf of an organisation).



Reassessment

An insufficient initial outcome does not always result in a final rejection. Depending on the extent of the insufficiencies, the candidate may receive feedback on identified gaps and be offered a follow-up interview at a later date. The second attempt will focus on the areas initially deemed insufficient. The reassessment may also include a test.

If acceptance cannot be granted after additional attempts, a formal rejection is recommended internally to MAA-NOR management, which will determine the final outcome. The candidate is informed accordingly.

Acceptance

1. If credentials, interview(s) and test outcomes are satisfactory, the application is internally recommended for approval within MAA-NOR.
2. The Form 4 is reviewed and signed, finalising the approval.
3. The signed Form 4 is returned to the candidate along with a formal letter.
4. The nominated and formally accepted candidate is now a "Form 4 holder".



Form 4 holders in the organisation

Across EMAR and NOR MAR, the requirement to obtain acceptance of personnel using Form 4 is driven by the regulatory responsibility assigned to the role, rather than by the organisational position or management title held by the individual.

Accordingly, personnel may hold leadership positions without being nominated, provided that the regulatory responsibility is assigned to a Form 4 holder. In this way, tasks may be delegated within the organisation, while the responsibility remains with the Form 4 holder.

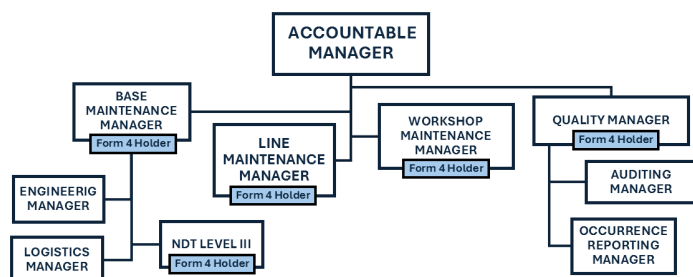
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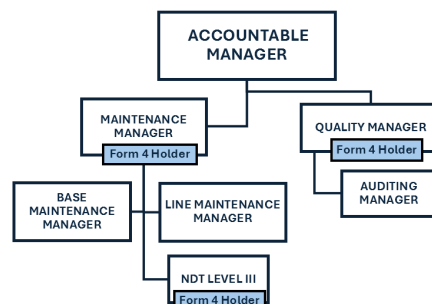
Organisations may also assign different management titles to Form 4 holders in accordance with their internal structures, provided that their responsibilities still encompass the regulated function, as documented in the Exposition. Finally, the Form 4 holder is required to have unrestricted access to the Accountable Manager¹.

See examples below (typical NOR MAR 145 organisation structures)

Large complex organisation



Less complex organisation



¹ NOR MAR 145.A.30(b) & (c), revision 1.0 | EMAR M.A.706(c) & (d) edition 1.0 | EMAR 147.A.105(b) edition 1.1