

**ANNEX B
TO TAA ADVISORY 2013-04
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Qualification Matrix for the AMfgO SMfgM Applicant

1. The following eligibility matrix allows the candidate Senior Manufacturing Manager (SMfgM) of an Acceptable Manufacturing Organization (AMfgO) 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 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:		
a.	through successful completion of the DND Airworthiness Familiarization Course or having equivalent, relevant experience;		
b.	pertaining to the TAM chapters on aeronautical product standards.		
3.	In the opinion of the TAA, have detailed knowledge gained by formal training and/or work experience of the specific aeronautical products involved.		
4.	Have a detailed understanding of the airworthiness responsibilities of the AMfgO for work performed by the AMfgO and external agents through maintenance support arrangements.		
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 AMfgO;		

Eligibility Criteria		Substantiation (Do not simply refer to the résumé, provide examples)	Acceptability (DTAES use only)
b.	the airworthiness responsibilities of the AMfgO for work performed by the AMfgO and external agents through maintenance support arrangements;		
c.	the responsibilities of the role of SMfgM;		
d.	the responsibilities of the persons who have been assigned authority to perform technical airworthiness functions on behalf of the TAA;		
e.	the TAA-approved Manufacturing Process Manual (MfgPM) for the AMfgO, including associated AMfgO-approved procedures.		
f.	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 the MfgPM that comply with the applicable airworthiness rules and standards.		
4.	Evaluate AMfgO procedures for compliance with the TAA-approved MfgPM.		
5.	Analyze specifications prepared for the development, test and/or technical support of an approved aeronautical product to ensure compliance with the applicable airworthiness rules and standards.		
6.	Apply management principles to:		
a.	ensure that airworthiness-related activities are conducted in accordance with the TAA-approved MfgPM and the AMfgO-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 MfgPM and the AMfgO-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 Product Conformance Authority candidates;		
e.	evaluate the capabilities of personnel for the assignment of technical airworthiness authority;		
f.	ensure adequate engineering competence is applied in the engineering 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.		
7.	Issue airworthiness instructions when a non-compliance with airworthiness rules and standards is discovered.		
8.	Communicate with external agencies to:		
a.	ensure that contracts or service level agreements are developed and maintained as necessary to enable the AMfgO to provide support and technical management to the aeronautical product;		
b.	ensure work performed by an external agency that is not accredited or recognized as TAA acceptable organization is conducted in accordance with AMfgO approved procedures.		
Experience:			
1.	The SMfgM shall have no less than three years of experience in the management of technical activities of similar complexity to those undertaken by the organization.		

2. AMfgO SMfgM 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 their understanding of their organizations material 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 SMfgM within an Acceptable Manufacturing Organization.

- a. Has a general understanding of the airworthiness program. For example: the flow of authority from the Minister to the SMfgM, 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 MfgPM amendment process.

- c. Is able to explain the responsibilities of the SMfgM and those involved with the manufacturing process.
 - 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 the organization's access and management of approved manufacturing drawings and specifications.
 - g. Is able to describe the organization's processes to develop and approve manufacturing processes from approved technical data.
 - h. Is able to describe the organization's policies on how manufactured parts are identified (i.e., labelled/stamped with part number).
 - i. Is able to describe the organization's quality control and assurance system, including handling of non-conforming parts.
 - j. Is able to describe the processes associated with the manufacture of approved parts.
 - k. Is able to describe the documentation release process for manufactured parts.
 - l. Is able to describe the supplier and subcontractor approval and management.
 - m. Is able to describe inspection, storage and handling of raw materials and supplies.
 - n. Is able to describe tool management and calibration procedures.
- 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.