

## Regulatory Competencies

### Process Competency: Product and Equipment Approvals and Certification

**Description:** The ability to process, assess and make suitable recommendations concerning the application for an approval of products or equipment in accordance with the OTARs.

*Note: Elements are in italics.*

*Knowledge (K), Skills (S), Behaviour (B)*

<b>Operational</b>	<b>Supervisory</b>
<p><i>Understanding of the Regulatory Task</i></p> <p>Can evaluate submitted documentation and apply relevant technical procedures in order to be able assess the information provided and make a decision re issuing or renewing an Approval or certificate to an organisation. (S) (K)</p> <p>Can demonstrate a detailed understanding of all relevant manufacturer and operator documentation and is able to judge its applicability in non-standard situations. (K) (S)</p> <p>Understands the process by which product and equipment approvals/certificates are issued by other relevant regulatory authorities. (K)</p> <p>Understands the applicability and acceptability of foreign certification standards. (K)</p> <p><i>Issue of Approvals</i></p> <p>Can demonstrate the ability to apply the relevant procedures, leading to a recommendation for issue or refusal of the Approval or certificate or its renewal. (B) (S)</p>	<p><i>Understanding</i></p> <p>Can demonstrate understanding of technical procedures and related documentation. (K)</p> <p>Understands the role of manufacturer and operator documentation in the approval process. (K)</p> <p><i>Guidance</i></p> <p>Demonstrates understanding of processes for issuing Approvals, Permissions, Exemptions and Deviations (APEDs) to support technical staff with their tasks. (K)</p> <p>The level of understanding is sufficient to permit participation in technical discussions on these subjects (both internally and externally), and the ability to offer guidance to assist operational staff's decision making. (S)</p> <p>Can discuss the suitability of technical expositions, manuals and equivalent documents, where they form part of the process. (S) (K)</p> <p><i>Approval</i></p> <p>Demonstrates the ability to review the work of operational staff and approve, or otherwise, their recommendation for the issue, variation or withdrawal of relevant certificates, approvals etc. (S)</p>
<p><i>Persons to whom this is likely to apply:</i></p> <p>Those staff who manage the initial and renewal of Product and Equipment Approval and certificates</p>	<p><i>Persons to whom this is likely to apply:</i></p> <p>Those supervising staff who manage the initial and renewal of Product and Equipment Approval and certificates</p>

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