

Regulatory Competencies

Process Competency: Organisation Approval

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

*Note: Elements are in italics.
Knowledge (K), Skills (S), Behaviour (B)*

Operational	Supervisory
<p><i>Understanding of Regulatory Task</i></p> <p>Can understand and evaluate submitted documentation and apply relevant technical procedures in order to be able assess the information provided and make a decision issuing or renewing an Approval to an organisation. (K) (S)</p> <p><i>Assessment</i></p> <p>Can demonstrate the capability to</p> <ul style="list-style-type: none"> • Assess approval documentation for compliance (S) • Evaluate manuals and organisation's procedures for suitability and effectiveness.(S) • Communicate clearly to an applicant regarding incomplete or non-compliant organisational expositions, approval applications or equivalent documentation (S) • Evaluate company training programmes to ensure their suitability (S) • Make judgements on the suitability of nominated personnel. (S) <p>Understands the process by which organisational approvals are issued by other relevant regulatory authorities where it impacts on an Overseas Territory approval. (S)</p> <p><i>Issue of Approvals</i></p> <p>Can demonstrate the ability to apply the above skills, leading to a recommendation for issue/renewal or refusal of the issue/renewal of the</p>	<p><i>Understanding</i></p> <p>Can demonstrate broad understanding of technical procedures and related documentation. (K)</p> <p><i>Guidance</i></p> <p>Demonstrates understanding of the regulatory process for issuing Approvals, Permissions, Exemptions and Deviations (APEDs) in order to provide managerial support to technical staff. (K)</p> <p>The level of understanding is sufficient to permit constructive participation in discussions on these subjects (both internally and externally), and the ability to offer guidance to assist operational staff decision making. (S)</p> <p>Can discuss the suitability of organisational expositions and other submitted documents required as part of the process to issue an approval. (S)</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>

approval. (S)	
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<p><i>Persons to whom this is likely to apply:</i></p> <p>Those staff who manage the initial issue and renewal of Organisation approvals</p>	<p><i>Persons to whom this is likely to apply:</i></p> <p>General technical manager Those supervising staff who manage the initial issue and renewal of Organisation approvals</p>
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