



Directorate General Technical Airworthiness

## Acceptance of Nominated Management Personnel

### Guidance

These guidelines are designed to assist you to complete the TAO-M Form 4 for the acceptance of nominated personnel under an approved exposition and the Malaysian State Technical Airworthiness Regulation - Continuing Airworthiness Management.

#### **IMPORTANT**

**It is the applicant's responsibility to apply for DGTA approval only if they have a requirement for the approval and can demonstrate compliance with all the relevant regulatory requirements.**

Please carefully read this document and any relevant Acceptable Means of Compliance or Guidance Material issued by DGTA and available on the DGTA website to assist with the application process.

#### **About this form and the application process**

##### **APPLICATION PROCESS**

Completing this application form is the first step in the application process. After receiving a completed application form, DGTA will review your application and all supporting documents provided.

**Applicants are to complete and sign the application form and submit to the DGTA with a cover letter.**

**NOTE:** DGTA may not consider an application or cease to consider it further if the applicant has not complied with all DGTA requirements.

##### **TAO-M FORM 4**

This TAO-M Form 4 is the official DGTA form for the nomination and acceptance of key personnel. This form is considered part of an application pack and should be submitted with the appropriate evidence to support the application. One (1) TAO-M Form 4 form must be completed for **each** nominated position.

This form, once filled out correctly, along with all satisfactory documentation and evidence required to support the application, addresses the requirements of the DGTA.

##### **Withdrawal of Application**

An application can be withdrawn in writing at any time.

#### **Q1. Details of Management Personnel**

The applicant is to select **ONE** approval type

#### **Q2. Position**

The nominated person is required to select the position for which they require a Form 4 application. The "Additional Information" field should be completed for personnel applying for deputy or nominated positions. Other pertinent information can also be added in this field. Do not forget to enter the planned With Effect date for the position.

## Acceptance of Nominated Management Personnel

### Q3. Nominated Person

#### 3.1. Details of Nominated Person

The nominated person must provide their full legal name. This is the name that would appear on, for example, a passport or birth certificate. The nominated person must provide their current business address and contact details.

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### Q4. Organisation's Details

The nominated person is required to provide the name of the legal entity with which they are associated.

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### Q5. Qualifications

The nominated person is required to provide details and supporting documentation of their qualifications relevant to the position for which they will hold within the organisation. Information on qualifications can be provided in a separate document (i.e. Curriculum Vitae) attached to this form. Examples of qualifications are: university degrees, professional training courses from verifiable sources and internal training courses. Please refer to the qualification requirement for the position applied for within the appropriate DGTA, e.g. refer to TAO-M M.A.706 for Continuing Airworthiness Manager qualification requirements.

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### Q6. Experience

The nominated person is required to provide details and supporting documentation of their experience relevant to the position for which they will hold within the organisation. Additional information may be provided as an attachment to the application. Please refer to the experience requirement for the position applied for within the appropriate DGTA, e.g.: refer to TAO-M M.A.706 for Continuing Airworthiness Manager experience requirements.

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### Post Holder's Declaration

By signing the declaration, the nominated person is indicating to DGTA that they have:

1. Read the guidelines;
2. Completed the application in full; and
3. Accepted the terms and conditions for processing the application.

The application must be signed by the nominated person listed in item 3.

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### Privacy Policy

DGTA requires the provision of information as listed in this form. All such information received will be treated as confidential and will not be disclosed to any third parties unless that disclosure is required or authorised by law. DGTA will safeguard personal information, however, please be aware that DGTA policy is to publish approvals on its website.

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### Form Submission

Applicants are to complete and sign the application form and submit to the DGTA with a cover letter.

The applicant is to ensure either the supporting TAO-M Form (e.g. Form 2) for the change has been supplied in accordance with DGTA requirements, if required or has obtained approval from their sponsoring State Aircraft Operator.

**NOTE:** If there is insufficient space in any of the fields, please attach additional information to this form.



Directorate General Technical Airworthiness  
**Acceptance of Nominated Management Personnel**

## Application

<b>Competent authority:</b> Directorate General Technical Airworthiness (DGTA)				
<b>1. Details of Management Position required to be accepted as specified in:</b> GAM/DGTA/CAME				
<b>2. Position within the Organisation:</b> DEPUTY CONTINUING AIRWORTHINESS MANAGER (DCAM)				
<b>Additional Information</b>		NIL		
<b>3. Business Contact Details:</b> Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor, Malaysia.				
<b>Planned With Effect Date</b>				
3.1	Position within the Organisation	DEPUTY CONTINUING AIRWORTHINESS MANAGER (DCAM)		
3.2	Title/Name	MOHD SHAZALIE BIN RAMLI		
	Address	9-4-4, BLOK 9 PANGSAPURI SUBANG HIJAUAN, SUBANG SURIA, SEKSYEN U5		
	Suburb	SHAH ALAM	State	SELANGOR
			Post Code	40150
	Country	MALAYSIA		
	Work Phone	019-3678490		
	Mobile	019-3678490		
	Email	shazalie@galaxyaerospace.my		
<b>4. Organisation</b>				
4.1	Name	GALAXY AEROSPACE (M) SDN. BHD.		
<b>5. Qualifications relevant to the item (2) position:</b> <span style="float: right;">(Attach Supporting Documentation)</span>				
REFER ENCLOSED CV.				

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**6. Work experience relevant to the item (2) position:** (Attach Supporting Documentation)


REFER ENCLOSED CV.

**7. Post Holder Declaration**

(To be completed by Applicant)

**Declaration**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> I declare that the information provided on this form is true and correct.   | <input checked="" type="checkbox"/> I have obtained approval from the sponsoring approved DGTA Organisation, as attached or,   |
| <input checked="" type="checkbox"/> I understand and accept that for DGTA to proceed with this application, I have supplied all supporting documentation to DGTA. | <input checked="" type="checkbox"/> I understand that for DGTA to proceed with this application, the supporting TAO-M Form for the change has been supplied IAW DGTA requirements. |

28 JULY 2023	MOHD SHAZALIE BIN RAMLI / DCAM	
Date	Name/Position	Signature:

**8. DGTA USE ONLY**

8.1 Record Objective ID:

8.2 Auditor Assessment:

I have assessed this application against the requirements of the DGTA and recommend this application as

- |                                   |   |  |                                       |
|-----------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Accepted | <input type="checkbox"/> Accepted with Conditions | <input type="checkbox"/> Resubmit Required | <input type="checkbox"/> Not Accepted |
|-----------------------------------|---|--|---------------------------------------|

If Accepted; Planned With Effect Date:

**Assessment Comments:**

Date	Name/Position	Signature

8.3 DGTA Acceptance/Rejection:

- |                                   |   |  |                                       |
|-----------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Accepted | <input type="checkbox"/> Accepted with Conditions | <input type="checkbox"/> Resubmit Required | <input type="checkbox"/> Not Accepted |
|-----------------------------------|---|--|---------------------------------------|

**Conditions (If Applicable)**

Date	Name/Position	Signature