

MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY OF VIETNAM

**GENERAL POLICIES AND PROCEDURES FOR STAFFING AND
QUALIFICATIONS OF CIVIL AVIATION SAFETY INSPECTORS**



(Issued together with decision No. 1506/QĐ-CHK dated 11 July 2022)



INTRODUCTION

This document belongs to the Civil Aviation Authority of Vietnam to develop general policies and procedures in establishing and implementing for staffing and qualifications for aviation safety oversight system to meet Critical Elements 3 and 4 of the National Aviation Safety Oversight System according to the guidance of Doc 9734 of the International Civil Aviation Organization (ICAO).

The contents of this document include:

- Establishing policies for staffing and qualifications for civil aviation safety inspectors (CASIs)
- Establishing general policies and procedures on calculating the number required of CASI
- Establishing general policies and procedures regarding training programs
- Establishing usage of policies and training requirements for designees or secondment personnel
- Establishing general policies and procedures for the appointment of CASIs.

It is the Commitment of Director General of Civil Aviation Authority of Vietnam, all Deputy Director General and Directors of functional Departments to establish a human resource system that meets the requirements of the International Civil Aviation Organization and Vietnam's civil aviation management practices to ensure aviation safety.

DIRECTOR GENERAL

(signed)

Dinh Viet Thang

CHAPTER 1. POLICY FOR STAFFING AND QUALIFICATIONS FOR AVIATION SAFETY OVERSIGHT SYSTEM OF VIETNAM

1. Civil Aviation Authorities of Vietnam always consider aviation safety as the central and top priority task to maintain its commitment to ensuring aviation safety for the public.

2. Through participating in the Chicago Convention and other international civil aviation conventions, the Civil Aviation Authority of Vietnam commits to make efforts to comprehensively, effectively and efficiently implement the Aviation Safety Oversight System according to the provisions of Annex 19 and Document 9734 of the International Civil Aviation Organization (ICAO), which clearly understands the establishment and implementation of a safety oversight system for the following important elements:

CE-1 — Primary aviation legislation;

CE-2 — Specific operating regulations;

CE-3 — State system and functions;

CE-4 — Qualified technical personnel;

CE-5 — Technical guidance, tools and provision of safety-critical information;

CE-6 — Licensing, certification, authorization and approval obligations;

CE-7 — Surveillance obligations; and

CE-8 — Resolution of safety issues.

With consistency, the main foundation of effective implementation of an Aviation Safety Oversight System is that civil aviation safety inspectors are guaranteed to meet the requirements of critical elements 3 and 4.

3. Commitment of the Civil Aviation Authority of Vietnam, through full assessment and calculation of aviation human resources necessary to ensure Vietnam's aviation safety, organize recruitment, ensure financial resources, organize and deploy training and effectively use aviation safety inspectors resources to meet the aviation safety requirements of Vietnam and the International Civil Aviation Organization.

4. Through this document, establish general policies and procedures of the CAAV to calculate human resources and develop training programs to standardize the calculation system and training system of all aviation safety inspectors of the CAAV.

5. Establish specific responsibilities of organizations and individuals under the Civil Aviation Authority of Vietnam in ensuring human resources to maintain

continuous, effective and taking into account forecasts of resources for aviation safety inspection and oversight in the future.

6. The aviation safety oversight resources guaranteed in this document are classified according to departments responsible to aviation safety oversight including:

- a. Area of aircraft and aircraft operations
 - Flight Operations Inspectors (FOI)
 - Operations inspectors (Ground Operation Inspector and/or Flight Dispatch Inspector)
 - Cabin Safety Inspectors (CSI)
 - Dangerous Goods Inspectors (DGI)
 - Airworthiness Inspectors (AWI)
 - Personnel Licensing Officer (PLO)
 - Designated inspectors (Designees) in the fields mentioned above
- b. Area of Air Navigation Department
 - Air traffic management Inspector (ATM),
 - Information, navigation, surveillance Inspector (CNS),
 - Aeronautical Meteorology Inspector (MET),
 - Aeronautical Information Service Inspector (AIS),
 - Search and Rescue Inspector (SAR),
 - Flight Procedures field Inspector (PANS-OPS),
 - Maps and aeronautical charts Inspector (MAP/CHART),
 - Personnel Licensing Officer (PLO)
 - Inspectors are seconded in the above-mentioned areas (secondments).
- c. Area of Aerodrome management
 - Aerodrome Inspector (ADI).

CHAPTER 2. RESPONSIBILITIES FOR STAFFING AND QUALIFICATIONS OF SAFETY INSPECTORS

The Director General of the CAAV is generally responsible for staffing and qualifications of safety inspectors and effective implementation of training programs. The responsibilities of the Director General of the Civil Aviation Authority of Vietnam include approving the establishment of policies on human resource calculation; establish and implement training policies and procedures; ensure necessary mechanisms and funding sources to implement recruitment and training plans.

The Director General of the CAAV assigns responsibilities to the following organizations and individuals:

1. Deputy Director General in charge of human resources and training

- Organize the recruitment of personnel for aviation safety oversight departments according to job position standards and human resource demands approved by the Director General of the CAAV.

- Organize and implement training policies, procedures, and training programs for recruited personnel, ensuring that personnel have the necessary professional qualifications and capabilities to perform functions corresponding to the assigned tasks.

- Arrange financial resources for recruitment, training of personnel of the aviation safety oversight departments.

2. Deputy Director General in charge of functional Departments

- Organize and calculate specific resources for each aviation safety department expected to be demanded annually and forecast a 5-years vision;

- Organize the development and approval of training programs for personnel of aviation safety oversight departments;

3. Manager of Personnel Department

- Take charge of coordinating with specialized departments to organize the development and implementation of personnel recruitment plans for aviation safety oversight departments as approved by the Director General and Deputy Director General of the CAAV;

- Take charge of synthesizing to organize the development of training plans for personnel of aviation safety oversight departments and submit them to the Director

General and Deputy Director General of the CAAV for approval based on the proposals of aviation safety oversight departments;

- Coordinate with the Office of the CAAV to develop cost estimates for training activities approved by the CAAV's Director General and Deputy Director General.

- Coordinate with the Office of the CAAV to develop expenditure estimates and implement payment policies on salaries, income, rewards, and discipline for personnel of aviation safety oversight departments.

- Monitor and inspect the implementation of training plans approved by the CAAV's Director General and Deputy Director General.

4. Flight Safety Standards Department

- Coordinate with the Personnel Department to develop personnel recruitment demands for the field of Flight Safety Standards annually.

- Organize the compilation/selection of training programs and training of personnel in the field of Flight Safety Standards according to the general training policy in this document; Review and update changes in regulations, methods, and techniques of aviation safety inspection and supervision in the training program when necessary;

- Organize the compilation/selection of training syllabus and training of personnel in the field Flight safety standards according to the personnel training program approved by the CAAV Director General and Deputy Director General;

- Develop instructor standards and submit to CAAV Director General and Deputy Director General for approval of participating in training programs and training personnel in the field of Flight Safety Standards based on the general requirements of this document;

- Coordinate with the Personnel Department to propose annual training plans for personnel in the field Flight safety standards; Organize and implement training plans after approval.

- Arrange work, facilitate for the person appointed to study to complete the training program as planned.

- Report to the Director General of CAAV on the results of training of inspectors according to the annual plan approved by the competent authority.

- Store training records for each inspector.

5. Air Navigation Department

- Coordinate with the Personnel Department to develop personnel recruitment demands for the field of ANS annually.

- Organize the compilation/selection of training programs for personnel in the field of ANS according to the general training policy in this document; Review and update changes in regulations, methods, and techniques of aviation safety inspection and supervision in the training program when necessary;

- Organize the compilation/selection of training curriculum and personnel training in the field of ANS according to the personnel training and training program approved by the CAAV Director General and Deputy Director General;

- Develop inspector standards and submit to CAAV Director General and Deputy Director General for approval of participating in training programs and training personnel in the field of ANS according to the general instructions in this document;

- Coordinate with the Personnel Department to propose annual training plans for personnel in the field of ANS; Organize and implement training plans after approval.

- Arrange work, facilitate for the person appointed to study to complete the training program as planned .

- Report to the Director General of CAAV on the results of training of inspectors according to the annual plan approved by the competent authority.

- Maintain training records for each inspector.

6. Airport Management Department

- Coordinate with the Personnel Department to develop personnel recruitment demands for the field of Air Navigation Department annually.

- Organize the compilation/selection of training programs for personnel in the field of airport and airport management according to the general training policy in this guideline; Review and update changes in regulations, methods, and techniques of aviation safety inspection and monitoring in the training program when necessary;

- Organize the compilation/selection of training syllabus and training of personnel in the field of airport and airport management according to the personnel training and training program approved by the Director General and Deputy Director General of the CAAV;

- Develop instructor standards and submit to CAAV Director General and Deputy Director General for approval of participating in training programs and training personnel in the field of airport and airport management according to the general requirements of this document;

- Coordinate with the Department of Personnel and Organization to propose annual training plans for personnel in the field of airport management; Organize and implement training plans after approval.

- Arrange work, create conditions for the person appointed to study to complete the training program as planned.

- Report to the Director General of CAAV on the results of training of inspectors according to the annual plan approved by the competent authority.

- Maintain training records for each inspectors.

7. Finance Department

- Appraise state budget sources for annual inspector training activities and submit to competent authorities for approval.

- Preside and coordinate with the Personnel Department and Office of the CAAV to advise and submit to the Director General of the CAAV to allocate funding sources for training activities for inspectors.

8. Office of the CAAV

- Preside and coordinate with the Personnel Department to develop and submit to the Director General of CAAV to allocate budget estimates for training personnel of security and safety inspector departments according to regulations; Monitor and inspect the use of training funds by departments and units.

- Carry out payment and settlement of training and inspector training costs.

CHAPTER 3. METHOD OF CALCULATION OF AVIATION SAFETY INSPECTORS RESOURCES

1. The objective of the human resource calculation method is to ensure the determination of the number of safety inspectors (hereinafter referred to as Inspectors) necessary to fully, effectively and efficiently carry out the functions and tasks of the aviation authorities for the work of ensuring aviation safety in Vietnam.

2. The product of the human resource calculation method is to provide a specific number of safety inspectors as prescribed in Section 6, Chapter 1 of this document required to meet the demands of annual resources, including forecasting resource demands in the future.

3. Human resources calculation method is based on the following formula:

$$\text{Number of safety inspectors (each field)} = \frac{(1) \text{ Total number of days on duty in a year}}{(2) \text{ Basic number of days available in 1 year for 1 inspector}}$$

(1) The total number of days on duty in a year must be calculated based on:

- The amount of workload related to approval, certification and licensing.

Note: It is necessary to calculate the necessary time (man-days) to perform approval of organization according to the approval process. The expected number of organizations and individuals ratifying depends on the operational situation and demands of the aviation industry, but in all cases, it is planned to have at least 01 new organization ratifying each year for purposes of human resource planning.

- The amount of work related to implementing the minimum annual inspection program to maintain the proficiencies, licenses, and certificates of organizations and individuals.

Note: It is necessary to develop a minimum annual inspection program to ensure the maintenance of the capacity of aviation service providers. The duration (man-days) of this inspection program should take into account the following factors:

+ Complexity of the organization

+ Capacity and experience of the organization

- + Complexity of the license and certificate system
- + New technological elements
- + Experience and capacity of aviation safety inspectors
- + Based on risk assessment and change management.
- Necessary workload to carry out special inspection, monitoring, and enhanced monitoring (such as Tet peak, summer peak) according to the direction of competent authorities (including travel time to perform tasks)
- The amount of workload necessary for the work of aviation authorities such as participating in the development of legal documents, participating in the development of guidance documents and internal processes
- Necessary period of time for training to maintain aviation safety inspector competency.
- The necessary time to perform aircraft accident investigation tasks
- Necessary period of time to perform the function of monitoring and checking the implementation of corrective actions recommended by the CAAV according to the inspection and supervision programs.
- Other administrative periods (if any) according to the functions and tasks of the units .

(2) Basic number of days available in the year of 01 safety inspectors

Agree that the basic number of days in 01 year for safety inspectors of the CAAV is 233 hours (08 working hours per day)

Note: This basic number of days is calculated on the number of available days in a year minus the number of Saturdays, Sundays, holidays as prescribed by law and the average number of vacation and sick days.

4. For each type of safety inspectors as prescribed in Clause 6, Chapter 1 of this document, it is necessary to determine the expected number of working days in 1 year of performing duties for the field group of the safety inspectors. Based entirely on the contents specified in Clause 3 of this Chapter and using the formula in Clause 3 to determine the number of safety inspectors demanded each year, to ensure the maintenance of resources to meet the demands of each year of aviation authorities. Quantity calculated according to annual and future plans (5 years). You can refer to

ICAO's resource calculation system at ISTARs calculation software at <https://portal.icao.int/> for comparison and reference.

5. Before December 31 every year, functional departments are responsible for reporting to Department Director General and Deputy Director General in charge and the Director General of the CAAV on the demands, requirements and plans for using resources next year to ensure that the CAAV always maintains have human resources to ensure inspection and supervision to ensure aviation safety, not to be passive or lack resources to ensure aviation safety.

6. The unit that uses aviation safety Inspectors on the basis of demands and calculated resource plans must ensure the implementation of a training system for these resources according to the provisions of Chapter 4 of the document. This document is intended to ensure the quantity and quality of safety inspectors resources capable of performing their tasks.

7. In case of using a safety inspector who is an employee of the enterprise (authorized or seconded safety inspectors), it is necessary to ensure that it is used according to the principles of conflict of interest as prescribed in Chapter 5 of this document.

8 Based on the contents of this Chapter, units employing safety inspectors develop specific calculation documents and assign tasks to aviation safety inspectors.

CHAPTER 4. POLICY ON TRAINING, APPOINTMENT AND EMPLOYMENT OF AVIATION SAFETY INSPECTORS

Section 1 Training policy

1. Training policy

a. The Civil Aviation Authority of Vietnam commits to establishing and implementing training programs, training plans and training contents and documents for each safety inspector to ensure that they have full capacity and qualifications equivalent to the person being inspected and monitored.

b. Training programs are built based on the Standards and guidance documents of the International Civil Aviation Organization, competent training organizations, and the experience of the authorities in the world, standards of designers, manufacturers and Vietnamese aviation management practices to focus on elements of knowledge, skills and attitudes in performing public duties.

c. Training organization is carried out on the basis of demands assessment, planning, and reasonable, scientific, and effective organization to achieve the best quality of training.

d. The CAAV is committed to building a team of responsible, experienced, and qualified instructors and considers internal training as one of the core elements to establish an aviation safety inspector capacity system.

e. Training conducted by domestic and foreign training organizations is an important foundation in supporting and improving the capacity of safety instructors.

2. Principles for training , appointing and using safety inspectors

1. The training, appointment and use of safety inspectors are uniformly managed and directed by the Civil Aviation Authority of Vietnam (CAAV).

2. Training, appointment and use of inspectors must be based on task requirements and standards of aviation safety inspectors according to the standards prescribed by the Minister of Transport and the regulations of the Ministry of Transport, ICAO regulations and associated with job positions, in accordance with training plans, and the demands of building and developing human resources of departments and units.

3. Ensure openness, transparency and efficiency.

Section 2. Training program

1. Training program for inspectors/technical staff includes the following contents:

a . Initial training (Initial/ Induction / Baseline Training)

The content of this for newly recruited inspectors is aimed at equipping inspectors with a basic understanding of the functions and tasks of the CAAV, the

functions and tasks of the department, safety oversight functions, relevant legal document systems in the field of inspection and supervision and basic knowledge and skills on inspection and supervision methods.

b. Specialized training (Core/ Technical Training) :

Content of this applies to Safety Inspectors who have completed initial training with the aim of equipping the Safety Inspectors with enough knowledge and skills to perform the work of aviation authorities regarding the content of inspection and supervision (including technical training to ensure that the Safety Inspectors hold either a License or Certificate or Competency equivalent to that of the person being inspected and training on the aviation authority's procedures for conducting inspections).

c . On-the-job Training (OJT) :

(i) This content is to ensure that each safety inspector receives direct practical training with competent, qualified and experienced instructors appointed or recognized by the CAAV to ensure safety inspectors have enough knowledge, methods and skills necessary to perform the task well.

Practical training is divided into 3 levels:

Level 1. Have general knowledge of tasks

Level 2. Clear understanding of tasks including detailed content of the checklist (if any)

Level 3. Practice under supervision and ensure required test quality.

(ii) Level 1 or 2 practical training can be achieved in the classroom based on completion of introductory or specialized courses while level 3 practical training can be achieved in the classroom (in a simulation format) situations with portfolios or test scripts) or actual work practice (testing under supervision).

d . Recurrent training and Continuation (Recurrent Training/ Continuation) :

(i) Recurrent training to help aviation safety inspectors continuously maintain competencies for inspection and supervision task or update new regulations, methods, and inspection and supervision skills such as amendments and supplements to safety regulations, amendments and supplements to guidance documents or new duties arising from safety inspection and supervision. Ongoing training is provided whenever necessary for maintaining competency of safety oversight system.

(ii) Recurrent training to maintain the technical competency of aviation safety inspectors on competencies similar to those required for aviation personnel.

e. Specialized/Advanced Training :

This content helps safety inspectors participate in advanced and in-depth training courses, ensuring they are updated on changes in technology, inspection and monitoring methods before performing more in-depth tasks.

g. Refresher/Requalification Training

Requalification training applies to safety inspectors who have not performed any duties for 2 consecutive years and to safety inspectors whose technical qualifications have expired such as for at the request of aviation staff.

H. The CAAV accepts the use of training and safety inspectors training programs of international organizations ICAO, IATA, FAA, EASA, ACI, aircraft

manufacturers, aviation academies and International organizations approved by aviation authorities to partially complete the training program for safety inspectors of the CAAV.

i. Specialized departments are responsible for presiding over and coordinating with relevant departments and units to organize the development of a training program for safety inspectors according to the 2-year cycle specified in this Section and submit it to the Director General of the CAAV to get approval.

2. Training brochure and materials:

a. Based on the content of the approved training program, specialized departments develop standard training content and textbooks that clearly state the duration and training methods (self-study, online, classroom or appropriate) and necessary output requirements for each training content.

b. For courses conducted by external organizations, it is necessary to store training records.

3. Training plan

a. Every year, specialized departments are responsible for presiding over and coordinating with the Personnel Department to develop training plans for safety inspectors according to the requirements of each safety inspectors duties to ensure that the courses are implemented by external organizations are allocated budget and implementation authority.

b. Based on training plans of specialized departments, the Personnel Department organizes appraisal and synthesis and submits to competent authorities for approval.

c. Units appoint specialized staff to monitor and supervise the implementation of training programs.

d. The training plan for safety inspectors is developed for each safety inspector on a 2-year cycle in accordance with the Inspector Training Program specified in this document.

Section 3. Requirements for CAAV internal instructors and trainee management

1. Internal instructor standards and qualifications

a. The Civil Aviation Authority of Vietnam requires minimum standards for instructors conducting safety inspector training as follows:

(i) Have at least 5 years of direct work in the field of inspection and supervision; and

(ii) Be a manager at department level or higher; or

(iii) Have at least 3 years as a safety inspector; or

(iv) Be instructor belonging to a training organization approved or recognized by the CAAV.

b. Based on the minimum standards in Point a, Clause 1, Section 3 of this Chapter, departments, based on experience, capacity, and skills, submit the list of internal instructors and annual task assignment to the Director General and Deputy Director General of the Civil Aviation Authority of Vietnam for approval.

2. Instructors duties

a. Comply with the direction of the Class Organizers, train according to the prescribed content and program and according to the assignment list approved by competent authorities .

b. Responsible for closely following standard training content, compiling lesson plans and lectures in accordance with approved program content and training curriculum.

c. Exemplary compliance with State law and compliance with the rules and regulations of the Vietnam Aviation Administration.

d. Regularly study and improve skills in all aspects; Cultivate qualities and ethics; Preserve the reputation and honor of instructors.

e. Respect personality, treat learners fairly and protect learners' legitimate rights.

3. Instructor's rights

a. Training is arranged in accordance with expertise, training majors and assigned plans.

b. Choose appropriate training methods and media to improve the quality and effectiveness of training.

c. Use textbooks, documents, equipment, technical facilities of training establishments and class organizers to perform teaching tasks.

d. Priority is given to arranging training to improve professional qualifications and skills according to regulations.

4 . Conditions and standards for sending trainee for training

a . Have a job position suitable to the content and program of the training course, training major, training demands and annual training plan.

b . Possessing good political qualities, moral character, a sense of responsibility in work and a high sense of organizational discipline.

c. Not during the period of review, disciplinary action, suspension of work, the subject being investigated, inspected, or during the period of disciplinary action or on leave from the policy regime as prescribed.

d. Have enough health and meet all conditions and standards as required by each training course.

e . Trainees sent for training must be approved by competent authorities and must commit to performing tasks and professional activities at the department or unit after completing the training program that is at least 3 times the training time.

5. Procedures for sending trainees for training

Based on the Decision approving the annual aviation training plan and the training facility's notification of the training course, the specialized departments are responsible for reviewing and recommending the list of training courses. Books and documents for personnel to register for recruitment/study and send them to the Department of Personnel of the CAAV for synthesis and submission to the Director General of CAAV for consideration and decision.

6. Manage trainees going to training

a. Trainees sent for training in the country, within 07 working days from the end of the course, must report their learning results in writing and submit copies of diplomas, certificates, transcripts, points (certified) to the direct management department and the Department of Personnel of the CAAV.

b. Trainees sent to train abroad must, within 10 working days from the date of returning home, report their learning results in writing and receive comments from the department managing overseas trainees (if any) and submit a copy of the certificate, transcript (certified) or diploma issued by a foreign educational institution to the direct management unit and the Department of Personnel of the CAAV to do the procedures for receiving and arranging work according to regulations.

c. In case for objective reasons, a trainee has to extend the study time or does not complete the course, he/she must report to the head of the department or unit sending him/her to study and can only extend the study time or drop out of training organization after a decision to extend the study period/dismissal of study by the competent person according to regulations. After the deadline stated in the decision to extend the study period, the trainee must return to his/her work unit.

7. Certificate of completion of training course

a. Trainees who complete training programs for certified inspectors, course completion certificates, or in the case of using an electronic database (CASORT), must update and be certified through the CASORT system the completion of training content as prescribed.

b. Training facilities approved by the CAAV, or training facilities recognized by international aviation organizations such as ICAO, IATA, ACI, EASA, FAA... to issue certificates and course certifications according to regulations.

Section 4

FUNDING, TRAINING

1. Funding for training

a . Funding for training is provided by the state budget, funding from management departments employing civil servant, public employee and funding

sources from domestic and foreign organizations and individuals according to the provisions of the Law.

b . Funding comes from specific training expenditure sources according to Decision No. 51/2016/QĐ-TTg dated November 29, 2016 of the Prime Minister on a number of specific mechanisms for the CAAV.

2. Payment of training costs

a. Civil servants and public employees who have a decision to send them to study by a competent authority are responsible for paying study expenses according to regulations.

b. Documents and procedures for payment of training costs include:

i) Payment request form;

ii) Decision to send to study by the competent authority;

iii) Notice and summons to attend training organization from the training institution (specifying tuition fees, documents to be submitted to the training institution and time of concentrated study);

iv) Valid documents and invoices according to regulations of the Ministry of Finance related to training organization expenses .

3. Compensation for training costs:

a. People who are sent to train inspectors from the state budget or funds of the department or human resources management unit sent to study must compensate for regional training costs in one of the following cases:

i) Voluntarily dropping out of training organization, quitting your job or unilaterally quitting your job/terminating your working contract during the training period;

ii) No diplomas, certificates, or certificates will be issued after completing the course;

iii) Have completed and been granted a diploma, certificate, or certificate after completing the course but quit job or unilaterally quit job/terminated working contract before serving the full commitment period specified in Point e, Clause 4, Section 3, Chapter 4 of this document.

b. Compensation costs and how to calculate compensation costs:

i) Compensation costs include tuition and all other fees for the course, excluding salary and allowances (if any);

ii) How to calculate compensation costs:

- For the cases specified in item (i) and (ii), clause 3, Section 4 of this Regulation, trainee must repay 100% of compensation costs;

- For the cases specified in item (iii), clause 3, Section 4, Chapter 4 of this document, compensation costs are calculated according to the following formula:

$S = (F/T1) \times (T1 - T2)$, in which:

+ S is compensation cost;

- F is the total course cost
- T1 is the time required to work after completing the course (or courses) calculated in rounded months.
- T2 is the time worked after training, calculated in rounded months.

i) Conditions for reducing compensation costs: Each year of work of the person sent to study (excluding probationary period and working time after training) is calculated as a 1% reduction in compensation costs. In case you are female or an ethnic minority, each year of work will be calculated to reduce compensation costs by a maximum of 1.5%.

Section 5

APPOINTMENT AND EMPLOYING AVIATION SAFETY INSPECTOR

1 . Conditions for appointing inspectors

a. People who meet the following conditions will be considered for appointment and issued an aviation safety inspector card:

- i) Have a clear CVs confirmed by a competent authority;
- ii) Meet the qualifications and experience requirements of the Ministry of Transport;
- iii) Complete training programs of the CAAV;
- iv) Have good political and moral qualities;
- v) Meets medical standards to perform duties;

b. The following people are not allowed to be appointed aviation safety Inspectors:

- i) Loss or limited civil act capacity;
- ii) Being prosecuted for criminal liability; are serving or have completed serving a criminal sentence or decision of the Court but have not had their criminal record erased; are being subjected to administrative measures such as being sent to a compulsory drug treatment facility or being sent to a compulsory education facility.

c. Inspectors are appointed by the Director General of the CAAV when meeting the conditions specified in Points a and b, Clause 1 of this Article.

d. The person appointed as a inspector will be granted an Aviation Safety inspector card (valid for 2 years).

2. Procedures for appointing safety inspectors and issuing safety inspector cards

Functional departments carry out the process of appointment and issuance of safety inspector cards with the following content:

a. The departments prepare a Proposal Letter to the Director General or Deputy Director General requesting appointment or renewal of appointment, issuance or re-issuance of the Civil Aviation Safety Inspector Card, clearly stating:

- Evaluate the demand to use safety inspectors;
- Evaluation sheet for completing the safety inspector's experience, qualifications and training requirements;
- Application form for issuance of safety inspector card, form declaring personal conflict of interest .

b. Conduct the Printing of the CASI card, provide it to the safety inspector and store the documents for issuance of the Aviation safety inspector card when approved by the Director General or Deputy Director General.

c. In case the Director General or Deputy Director General in charge requests additional references or evidences; Carry out evaluation, review, supplementation and resubmission as required.

d. Sample of Civil Aviation Safety Inspector card

e. Responsibilities of the holder of the Aviation Safety Inspector card

(i) The card may only be used to perform assigned tasks, the card may not be used for personal purposes, or in authorized restricted areas.

(ii) Wear the card on your chest and outside your shirt when entering, exiting and throughout the time on duty, complying with security and safety regulations.

(iii) Preserve the card so that others do not use it in any form; Do not erase or falsify the content on the card.

(iv) In case the Safety Inspector violates regulations on management and use of flight safety oversight card and other related regulations, the card will be detained, revoked and other forms of punishment will be imposed according to regulations.

g. Functional departments are responsible for managing aviation safety inspector cards and recommending announcement of cancellation or revocation in the following cases:

(i) The safety inspector does not perform according to the authority and assignment of duties of the CAAV

(ii) Using the safety inspector card for improper purposes

(iii) Failure to complete training requirements to maintain the capacity of aviation safety inspectors

(iv) The CAAV has no demand to employ aviation safety inspectors

3 . Principles for using aviation safety inspectors

The use of aviation safety inspectors must ensure the following principles:

a. Ensure safety inspectors are fully trained in inspection and supervision; methods and skills of inspection and supervision.

b. Make sure to avoid or limit conflicts of interest. Conflicts of interest may occur in the following cases:

(i) Inspectors contribute capital, shares and have business interests in the organization being inspected and monitored;

(ii) Inspectors are employees of the department or organization being inspected and supervised.

(iii) The inspector has a spouse, father, mother, child, sibling of the spouse who is the head or deputy head of the department, organization or unit which is the subject being inspected or supervised or is the person directly being inspected or supervised.

(iv) Other cases affects the quality and accuracy of monitoring inspection results

c. Ensure that the safety inspector has full capacity and civil conduct, is not being considered for disciplinary action or criminal prosecution, or is a person subject

to disciplinary or labor discipline, special actions or criminal proceedings that have not yet expired for disciplinary action or criminal record expungement.

d. The head of the department or unit assigned to preside over the inspection and supervision is responsible for checking and reviewing to detect cases that are not allowed to participate in the inspection and supervision before submitting to the inspection decision maker. monitor.

e. In cases where resources must be used according to the provisions of item (ii) point b, clause 3 of this Section, the employer shall develop a cross-inspection and supervision program to assess and monitor conflicts of interest. The cross-inspector and Inspectors must be a civil servant of the CAAV and must not have any conflicts of interest as prescribed in Point b, Clause 3 of this Section.

g. All authorized inspectors must be inspected and supervised their performance of the work assigned by the CAAV by a safety inspector in the same field, who is a civil servant of the CAAV, at least once within 1 year in order to ensure full implementation of the inspection and supervision process of the CAAV and to avoid conflicts of interest.

4. Standards, use of designees and secondments

a. A person selected as an designated safety inspector must at a minimum meet the following standards:

(i) Minimum 5 years of experience in the field of being inspection and supervision.

(ii) Have or have ever had a License issued or recognized by the CAAV in the field of expertise (if the field requires a license).

(iii) Complete training programs approved by the CAAV for designated Inspectors.

Functional departments, based on demands, functions, and oversight tasks, develop training programs and management systems for authorized inspectors and submit to the Director General and Deputy Director General for approval.

(iv) Regulations on appointment, inspection, and supervision of authorized inspectors according to the provisions of Clauses 1, 2, 3 of this Section.

b. The person selected as a seconded safety inspector must at least meet the following standards:

(i) Meet the same regulations as for safety inspectors who are civil servants of the CAAV.

(ii) The seconded safety inspector is a person of the enterprise with a 5-year secondment period who is considered a person of the Civil Aviation Authority of Vietnam and following the training program, inspection and oversight procedures as

civil servants of the CAAV and strictly comply with the inspection and oversight procedures of the CAAV.

c. Departments that have seconded safety inspectors when performing tasks can ensure to avoid conflicts of interest (if any) through the following measures:

(i) Not to assign a seconded inspector to independently inspect and supervise the seconded person's work unit;

(ii) In case it is mandatory to assign a seconded inspector to inspect his/her work unit, it must be assigned at least 01 safety inspector as a civil servant of the CAAV who is primarily responsible for the inspection.

d. Periodically before December 31 every year, departments must report to Director General and Deputy Director General of CAAV of evaluating the activities of authorized and seconded safety inspectors to identify conflicts of interest and have plans for effective use in case of appointing an authorized or seconded safety inspector to inspect or supervise the unit they have directly worked for or received benefits from.

CHAPTER 5. IMPLEMENTATION

1. The Department of Personnel is the department in charge of monitoring and organizing and monitoring the implementation of general policies and procedures on resources and training of safety inspectors.

2. The Flight Safety Standard Department, Airport Management, and Air Navigation Department, based on the functions, tasks and content of this document, systematically deploy source calculation methods, capacity and specific training programs, are mainly responsible for ensuring the capacity of Aviation Safety Inspectors, and for organizing and implementing the activities of Aviation Safety Inspectors.

3. Other specialized departments of the CAAV include the Finance Department, the Advisory Office, and closely coordinate with the Personnel Department and functional departments of the CAAV in budget and financial planning to meet the domestic and foreign training demands of Safety Inspectors.

**ĐƠN ĐỀ NGHỊ BỔ NHIỆM VÀ CẤP THẺ GIÁM SÁT VIÊN AN TOÀN**

APPLICATION FOR INSPECTOR APPOINTMENT & CREDENTIAL

A. MỤC ĐÍCH XIN CẤP THẺ:

A. PURPOSE OF APPLICATION:

- 1. Cấp thẻ lần đầu**
1. Initial request for credential
- 2. Gia hạn**
2. Renewal of credential
- 3. Thay thế/ Cấp lại thẻ**
3. Replacement of credential

B. THÔNG TIN NGƯỜI XIN CẤP THẺ:

B. EMPLOYEE INFORMATION:

1. Họ và tên: 1. Name of employee:	4. Địa chỉ thường trú (Số nhà, đường): 4. Permanent address (Street or PO Box Number):			
2. Số điện thoại: 2. Telephone & Text:	5. Phường/ Quận: 5. City:	Thành phố: State/Province:	Mã thư tín: Mail Code:	Quốc gia: Country:
3. Thư điện tử: 3. Email Address:	6. Địa chỉ công ty: 6. Office Address:			

C. VỊ TRÍ CHUYÊN MÔN:

C. ELIGIBLE TECHNICAL POSITION:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Giám sát viên bay
CASI – Flight Operation Inspector | <input type="checkbox"/> Giám sát viên lĩnh vực Khí tượng hàng không
CASI – MET Inspector |
| <input type="checkbox"/> Giám sát viên an toàn khai thác
CASI – Operations Inspector | <input type="checkbox"/> Giám sát viên lĩnh vực Thông báo tin tức hàng không
CASI – AIS Inspector |
| <input type="checkbox"/> Giám sát viên đủ điều kiện bay
CASI – Airworthiness Inspector | <input type="checkbox"/> Giám sát viên lĩnh vực Tìm kiếm, cứu nạn HKDD
CASI – SAR Inspector |
| <input type="checkbox"/> Giám sát viên lĩnh vực cấp phép nhân viên hàng không
CASI – Personnel Licensing Officers | <input type="checkbox"/> Giám sát viên lĩnh vực Phương thức bay
CASI – PANS-OPS Inspector |
| <input type="checkbox"/> Giám sát viên an toàn khoang khách
CASI – Cabin Safety Inspector | <input type="checkbox"/> Giám sát viên lĩnh vực Bản đồ, sơ đồ hàng không
CASI – MAP/CHART Inspector |
| <input type="checkbox"/> Giám sát viên hàng nguy hiểm
CASI – Dangerous Goods Inspector | <input type="checkbox"/> Giám sát viên lĩnh vực cấp phép nhân viên hàng không
CASI – Personnel Licensing Inspector (Air Navigation Management) |
| <input type="checkbox"/> Giám sát viên lĩnh vực quản lý không lưu
CASI – ATM Inspector | <input type="checkbox"/> Giám sát viên an toàn khai thác cảng hàng không, sân bay
CASI – Aerodrome Inspector |
| <input type="checkbox"/> Giám sát viên lĩnh vực Thông tin, dẫn đường, giám sát
CASI – CNS Inspector | <input type="checkbox"/> Others |

D. CÁC KHÓA HUẤN LUYỆN ĐÃ HOÀN THÀNH:

D. COMPLETION OF TRAINING:

- | | |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Đào tạo ban đầu
Initial/ Induction / Baseline Training | <input type="checkbox"/> Đào tạo định kỳ và liên tục
Recurrent Training/Continuation |
| <input type="checkbox"/> Đào tạo chuyên ngành
Core/Technical Training | <input type="checkbox"/> Đào tạo nâng cao/ Chuyên sâu
Specialized/ Advanced Training |
| <input type="checkbox"/> Đào tạo thực hành
On-the-job Training - OJT | <input type="checkbox"/> Đào tạo phục hồi
Refresher/Requalification |

E. KHAI BÁO:

E. DISCLOSURE STATEMENT:

- Khai báo về xung đột lợi ích hiện tại (trong vòng 24 tháng qua tính từ thời điểm hiện tại)**
Current Conflict of Interest Disclosure (current = within the past 24 calendar months)

F. XÁC NHẬN CỦA GIÁM SÁT VIÊN:

F. INSPECTOR CERTIFICATION:

Tôi xin xác nhận đã hoàn thành các khóa đào tạo theo yêu cầu để được cấp thẻ Giám sát viên an toàn và đã cung cấp khai báo xung đột lợi ích hiện tại.
I certify that I have completed the required training for issuance of an inspector credential and have provided an up-to-date conflict of interest statement.

- | | | |
|----------------------------------|-------------------------------------|----------------------------------------------------------|
| 1. CHỮ KÝ
1. SIGNATURE | 2. NGÀY/THÁNG/NĂM
2. DATE | 3. HỌ TÊN VÀ CHỨC DANH
3. PRINTED NAME & TITLE |
|----------------------------------|-------------------------------------|----------------------------------------------------------|

G. CHẤP THUẬN CỦA LÃNH ĐẠO PHÒNG CHUYÊN MÔN:

G. SPECIALIZED DIRECTOR CONCURRENCE:

Tôi xác nhận là Ông/Bà trên đã hoàn thành các yêu cầu cần thiết để được cấp chứng chỉ Giám sát viên an toàn theo đề nghị.
I concur that this inspector has completed the necessary requirements for issuance of the inspector credential and recommend issuance.

- | | | |
|----------------------------------|-------------------------------------|----------------------------------------------------------|
| 1. CHỮ KÝ
1. SIGNATURE | 2. NGÀY/THÁNG/NĂM
2. DATE | 3. HỌ TÊN VÀ CHỨC DANH
3. PRINTED NAME & TITLE |
|----------------------------------|-------------------------------------|----------------------------------------------------------|

H. CẤP SỐ THẺ GIÁM SÁT VIÊN AN TOÀN:

H. ISSUANCE OF INSPECTOR CREDENTIAL:

Thẻ giám sát viên an toàn với số sau sẽ được cấp cho giám sát viên có tên ở trên.
An inspector credential with the following number has been issued to the named inspector.

- SỐ THẺ:**
Credential Number:
-
- Giấy xác nhận đã nhận thẻ Giám sát viên an toàn được gửi kèm và ở dạng bản cứng
Inspector Acknowledgement of Receipt Letter is attached and in hard copy file
- Dữ liệu về trình độ của giám sát viên sẽ được cập nhật vào cơ sở dữ liệu giám sát viên
Employee Qualification database updated to show issuance
- Bản sao của chứng chỉ sẽ được đưa vào Tài liệu kiểm soát và liên kết đến hồ sơ giám sát viên
Copy of credential inserted in Document Control and linked to inspector

- | | | |
|----------------------------------|-------------------------------------|----------------------------------------------------------|
| 1. CHỮ KÝ
1. SIGNATURE | 2. NGÀY/THÁNG/NĂM
2. DATE | 3. HỌ TÊN VÀ CHỨC DANH
3. PRINTED NAME & TITLE |
|----------------------------------|-------------------------------------|----------------------------------------------------------|

I. NHẬN THẺ:

I. RECEIPT OF CREDENTIAL:

Tôi đã được cấp chứng chỉ Giám sát viên an toàn với số thẻ nêu trên và đã ký nhận thẻ theo yêu cầu.
I have been issued an inspector credential with the number specified above and have signed the required acknowledgment of receipt.

- | | | |
|----------------------------------|-------------------------------------|----------------------------------------------------------|
| 1. CHỮ KÝ
1. SIGNATURE | 2. NGÀY/THÁNG/NĂM
2. DATE | 3. HỌ TÊN VÀ CHỨC DANH
3. PRINTED NAME & TITLE |
|----------------------------------|-------------------------------------|----------------------------------------------------------|

MỤC E: BÀN KHAI BÁO VỀ XUNG ĐỘT LỢI ÍCH HIỆN TẠI
Section E: DISCLOSURE STATEMENT
Current Conflict of Interest Disclosure



Việc công bố thông tin này là cần thiết để đánh giá mối quan hệ giữa Giám sát viên an toàn với các tổ chức hàng không và để xác định các nhiệm vụ và quyết định bỏ nhiệm vụ.
 This disclosure is required to assess the CAAV technical employee's relationships with the aviation community and to determine the job assignments and decisions from which the employee must be recused.

A – Người khai báo <i>A – CAAV Employee hoặc Designees</i>		
1) Họ và tên: 1) Name:	2) Vị trí, chức vụ: 2) Position/Title	3) Đơn vị làm việc 3) CAAV Unit Assigned

B- Quyền sở hữu hoặc việc làm trong các tổ chức Hàng không <i>B – Ownership or Employment in Aviation Organizations</i>			
Giám sát viên an toàn hoặc thành viên gia đình có sở hữu, làm việc hoặc có hợp đồng trong các tổ chức liên quan đến hàng không dưới đây. <i>The employee or an immediate family member has ownership, employment or monetary arrangements in the following aviation-related organizations.</i>			
Đơn vị và liên hệ <i>Organization & Contact</i>	Địa chỉ và số điện thoại <i>Location & Phone</i>	Nội dung sở hữu hoặc quyền lợi <i>Ownership or Interest</i>	Hình thức lợi ích <i>Form of Compensation</i>
(1)	(2)	(3)	(4)
(1)	(2)	(3)	(4)
<p>Hướng dẫn: (1) Điền tên tổ chức và người liên hệ tại tổ chức đó. (2) Điền địa chỉ của tổ chức và số điện thoại của người liên hệ. (3) Đưa các nội dung cụ thể liên quan đến sở hữu hoặc lợi ích trong tổ chức do người đó nắm giữ và, nếu có liên quan, tên các thành viên trong gia đình. (4) Điền hình thức lợi ích mà Giám sát viên hoặc thành viên gia đình nhận được.</p> <p style="text-align: right;"><i>[Sử dụng trang tiếp theo nếu cần bổ sung thêm thông tin cần thiết.]</i></p> <p>Instructions: (1) Insert name of organization and contact person at that organization. (2) Insert the primary business location of that organization and the cell phone number of the contact person. (3) Insert the specific arrangements regarding ownership or interests in the organization held by the employee and, if involved, the family member names. (4) Insert the form of compensation received by the employee or family member.</p> <p style="text-align: right;"><i>[Use a separate continuation sheet if additional entry rows are needed.]</i></p>			

C – Thu nhập từ các tổ chức Hàng không <i>C – Remuneration from Aviation Organizations</i>			
Giám sát viên an toàn hoặc thành viên gia đình nhận tiền lương hoặc tiền thưởng từ các tổ chức hàng không dưới đây. <i>The employee or an immediate family member receives monies or special considerations from the following aviation-related organization.</i>			
Đơn vị và liên hệ <i>Organization & Contact</i>	Địa chỉ và số điện thoại <i>Location & Phone</i>	Hình thức lợi ích <i>Form of Compensation</i>	Công việc thực hiện ở tổ chức <i>Services Provided</i>
(1)	(2)	(3)	(4)
(1)	(2)	(3)	(4)

Hướng dẫn: (1) Điền tên tổ chức và người liên hệ tại tổ chức đó. (2) Điền địa điểm của tổ chức và số điện thoại của người liên hệ. (3) Đưa các hình thức cụ thể liên quan đến sở hữu hoặc lợi ích trong tổ chức do Giám sát viên nắm giữ và, nếu có liên quan, tên các thành viên trong gia đình. (4) Điền nội dung công việc mà giám sát viên hoặc gia đình làm việc cho tổ chức

[Sử dụng trang tiếp theo nếu cần bổ sung thêm thông tin cần thiết.]

Instructions: (1) Insert name of organization and contact person at that organization. (2) Insert the primary business location of that organization and the cell phone number of the contact person. (3) Insert the specific form of compensation being received by the employee, such as travel expenses, payment for services rendered, gratuity or gift or use of equipment – and, if involved, the family member names. (4) Insert the actual services the employee or family member is providing to or on behalf of the organization. **[Use a separate continuation sheet if additional entry rows are needed.]**

D – Thu nhập từ người có giấy phép hàng không

D – Remuneration from Aviation License Holders

Giám sát viên an toàn hoặc thành viên gia đình nhận tiền lương hoặc các tiền thưởng/đãi ngộ đặc biệt từ các cá nhân có liên quan lĩnh vực hàng không

The employee or an immediate family member receives monies or special considerations from the following aviation-related individuals.

Họ và tên <i>Name of Individual</i>	Số bằng <i>PEL License #</i>	Hình thức lợi ích <i>Form of Compensation</i>	Công việc thực hiện cho cá nhân <i>Services Provided</i>
(1)	(2)	(3)	(4)
(1)	(2)	(3)	(4)

Hướng dẫn: (1) Điền tên của bất kỳ cá nhân nào cung cấp bất kỳ hình thức cung cấp tiền nào cho Giám sát viên an toàn hoặc thành viên gia đình. (2) Ghi số giấy phép của chủ giấy phép cung cấp lợi ích. (3) Chèn hình thức lợi ích cụ thể mà giám sát viên an toàn nhận được. (4) Chèn các công việc mà Giám sát viên an toàn hoặc thành viên gia đình đang làm cho cá nhân đó.

[Sử dụng trang tiếp theo nếu cần bổ sung thêm thông tin cần thiết.]

Instructions: (1) Insert name of any individual who provides any form of compensation to the employee or family members. (2) Insert the license number of the license holder providing the compensation. (3) Insert the specific form of compensation being received by the employee and, if involved, the family member names. (4) Insert the services the employee or family member is providing to or on behalf of the individual.

[Use a separate continuation sheet if additional entry rows are needed.]

E – Thỏa thuận cho thuê hoặc sở hữu tàu bay

E – Aircraft Ownership or Lease Arrangements

Giám sát viên an toàn hoặc thành viên gia đình sở hữu, cho thuê hoặc khai thác loại tàu bay sau đây

The employee or an immediate family member owns, leases or operates the following aircraft.

Số đăng ký tàu bay <i>Aircraft Registration#</i>	Tàu bay kiểu/loại <i>Aircraft MMS</i>	Căn cứ chính <i>Base Location</i>	Hợp đồng <i>Arrangement</i>	Các hoạt động hàng không <i>Used for following Aviation Activities</i>
(1)	(2)	(3)	(4)	(5)
(1)	(2)	(3)	(4)	(5)

Instructions: (1) Insert the registration number of the aircraft. (2) Insert aircraft make, model and series. (3) Insert airport where based most days. (4) Insert the type of arrangement – owned, leased or operates under other agreement – that the employee or family member has with this aircraft. (5) List the types of activities that the aircraft is involved in, such as private and/or commercial operations, carriage of passengers and/or cargo, domestic and/or international flights and, if shared, names of other persons involved. **[Use a separate continuation sheet if additional entry rows are needed.]**

Hướng dẫn: (1) Điền số đăng ký của máy bay. (2) Điền loại/ mẫu và số sê-ri máy bay. (3) Điền sân bay ở nơi có hoạt động bay nhiều ngày nhất. (4) Điền loại hình thỏa thuận/hợp đồng – sở hữu, thuê hoặc khai thác theo thỏa thuận khác – mà các nhân viên hoặc thành viên gia đình có với tàu bay này. (5) Liệt kê các loại hoạt động mà máy bay thực hiện, ví dụ: hoạt động tư nhân và/hoặc thương mại, vận chuyển hành khách và/hoặc hàng hóa, chuyến bay nội địa và/hoặc quốc tế và, nếu được chia sẻ, tên của những người khác có liên quan. **[Sử dụng trang tiếp theo nếu cần bổ sung thêm thông tin cần thiết.]**

F – Thành viên gia đình hoặc bạn bè trong ngành hàng không

F – Family Members or Friends in Aviation

Giám sát viên có các thành viên gia đình và bạn bè trực tiếp tham gia vào các hoạt động lĩnh vực hàng không ở Việt Nam hoặc cung cấp dịch vụ cho các doanh nghiệp hàng không tại Việt Nam

The employee has the following family members and friends directly involved in aviation business activities in Vietnam or that provide services to Vietnam aviation businesses.

Họ và tên <i>Name</i>	Mối quan hệ <i>Relationship</i>	Các hoạt động và dịch vụ cung cấp hàng không <i>Aviation Activities & Services Provided</i>
(1)	(2)	(3)
(1)	(2)	(3)
(1)	(2)	(3)
(1)	(2)	(3)

Hướng dẫn: (1) Điền tên của bất kỳ thành viên gia đình hoặc bạn bè nào cung cấp dịch vụ hoặc đại diện cho các tổ chức hàng không Việt Nam, bất kể địa chỉ ở Việt Nam hay quốc gia khác. (2) Điền mối quan hệ của cá nhân này đối với Giám sát viên an toàn – mối quan hệ gia đình, bạn bè hoặc người quen. (3) Điền tổ chức hàng không mà người này có liên quan và các dịch vụ được cung cấp hoặc các hoạt động hàng không mà người này hoặc tổ chức của họ tham gia có liên quan đến cộng đồng hàng không Việt Nam.

[Sử dụng trang tiếp theo nếu cần bổ sung thêm thông tin cần thiết.]

Instructions: (1) Insert name of any family member or friend that provide services to or on behalf of Vietnam aviation organizations, whether located in Vietnam or another country. (2) Insert the relationship of this individual to the CAAV employee – family relation, friend or acquaintance. (3) Insert the aviation business organization this person is associated with and the services provided or aviation activities this person or their organization is involved in related to Vietnam aviation community.

[Use a separate continuation sheet if additional entry rows are needed.]

G – Cam kết của người khai thông tin

G – Employee Certification

Tôi xin xác nhận các thông tin được kê khai trong đây và bất kỳ thông tin được đính kèm theo đều là sự thật, toàn diện và chính xác về tất cả các mối quan hệ có thể gây ra xung đột lợi ích cần được xem xét khi giao cho tôi thực hiện nhiệm vụ.

I certify that the information contained in this form and any attached continuation sheet are true, complete and correct to the best of my knowledge and contain all potential conflict of interest relationships that should be considered when assigning me to my technical position.

1) Ngày tháng năm 1) Date	2) Chữ ký 2) Signature	3) Địa chỉ thư điện tử 3) Email Address
-------------------------------------	----------------------------------	---------------------------------------------------

LƯU Ý: Biểu mẫu kê khai xung đột lợi ích mới hoặc sửa đổi phải được nộp cho Lãnh đạo Phòng chuyên môn khi Giám sát viên an toàn này nhận thấy có thêm mối quan hệ xung đột lợi ích tương thích với các tiêu chí được đưa ra trong biểu mẫu này.

NOTICE: A new or amended conflict of interest disclosure form must be filed with the Director when this CAAV employee becomes aware of an additional potential conflict of interest relationship that meets the criteria specified in this form.