

To: All staffs
From: Quality Assurance Manager
cc: Quality Assurance Inspector, Safety Manager
Issue: 19102018-01
Re: Job Competency Assessment

Dear All,

“The organisation shall establish and control the competence of personnel involved in any maintenance, management and / or quality audits in accordance with a procedure and to a standard agreed by the Director General. In addition to the necessary expertise related to the job function, competence must include an understanding of the application of human factors and human performance issues appropriate to that person’s function in the organisation.” (Part 7.2 (e) of Airworthiness Notice 6501)

With reference to the above and:

- a. Maintenance Organisation Exposition (MOE) part 3.4.2 (9);
- b. Continuing Airworthiness Management Organisation (CAME) part 0.3.6.2;

The Quality Assurance Department (QAD) has decided to conduct a job competency assessment for all maintenance and supporting staffs who involved directly or indirectly with maintenance and continuing airworthiness tasks, provided that the staffs enlisted officially under GAM-145 and GAM-CAMO management from the date of this notice.

The assessment will be conducted starting from 22nd October until 9th November 2018 in consecutive working days. Details of assessment date and venue for each staff will be informed through e-mail and may be subjected to availability of the assessors.

Assessors will be appointed by QA Department, generally may consist of position holder of GAM management, and any staff deemed suitable to carry out assessment on specific function.

Please be advised, all staffs shall provide themselves with relevant preparation in terms of knowledge and understanding on general aviation regulations, company procedures, human factor basic principles, and job function in the organisation. Assessment record will be kept in respective QA personnel file and will be extended to HR for KPI records.

Thank you.

Salman bin Abu Zarim
QAM
19/10/2018