

AMO MEMO

Ref No.: GAM/AMO/23/02
To: ALL
From: Engineering Manager
Date: 04 April 2023
Re: Annual Job Competency Assessment

Reference:

- 1) Maintenance Organisation Exposition chapter 3.4.5 - Training / Continuation Training
- 2) CAAM CAGM 8601 para 4.6 – Competency Assessment.

As part of our efforts to continuously improve our performance and strive for excellence, we will be implementing an Annual Job Competency assessment from this year onwards.

This assessment aims to evaluate the competencies and skills of each employee and identify areas for improvement related to their job responsibilities. The results of this assessment will be utilized to determine the training and development needs of individuals and the organization.

The assessment will be conducted by the immediate superior, such as the Engineer-In-Charge, and the process will be conducted transparently, objectively, and fairly. Employees will have the opportunity to provide feedback and ask questions.

The assessment process will take place in April each year using form GAM/Q-080 Job Competency Assessment.

We kindly request your full cooperation and support to make this initiative a success.

End.

Note: This job competency assessment form shall be used in accordance with GAM-MOE and/or the EPM. This checklist provides guidelines on area to be assessed by the HOD and/or his/her delegates. Assessor may use this guide but not exhaustive and to tick (circle (O)) in the **Competency Level** column. Assessment shall be kept by Head of Department for filing.

Date of Assessment :

Details of personnel

Name :

Signature : _____

Staff no. :

Department :

Date Joined :

Applicability -

Managers – A	Production Planner – E	Logistic, Tool Store & GSE – I
Supervisors – B	Technician – F	Warehouse – J
Certifying Staff – C	Specialized Services – G	Workshop - K
Quality Personnel - D	Technical Publication - H	

ITEM	DESCRIPTION OF AREA	APPLICABILITY	COMPETENCY LEVEL
AREA 1 - GENERAL			
1	Knowledge of applicable officially recognized standards	D & G	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
2	Knowledge of auditing techniques: planning, conducting and reporting	D	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
3	Knowledge of human factors, human performance and limitations	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
4	Knowledge of logistics processes	A, B, D, E, I, & K	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
5	Knowledge of organization capabilities, privileges and limitations	A, B, C, D, E & K	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
6	Knowledge of MCAR, CAAM, FAA and other National Aviation requirement and regulations	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
7	Knowledge of relevant parts of the MOE, EPM & QPM	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
8	Knowledge of occurrence reporting systems (mandatory and internal) and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
9	Knowledge of safety risks linked to the working environment	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
10	Knowledge of Safety Management Systems and Just Culture	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
11	Knowledge on CDCCL when relevant	C	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
12	Knowledge on EWIS when relevant	A, B, C, E, F, G, I, J, K	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
13	Understanding of professional integrity, behavior and attitude towards safety	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
14	Understanding of conditions for ensuring continuing airworthiness of aircraft and components	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
15	Understanding of his/her own human performance and limitations	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5
16	Understanding of personnel authorizations and limitations	ALL	<input type="text"/> 1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/> 5

INDICATOR

1 - POOR	2 - FAIR	3 - GOOD	4 - VERY GOOD	5 - EXCELLENT
00 - 20%	21% - 40%	41% - 60%	61% - 80%	81% - 100%

17	Understanding of complex task, critical task and independent inspection	A, B, C, D, E & F	1	2	3	4	5
18	Ability to compile and control completed work pack	A, B, C, E & F	1	2	3	4	5
19	Ability to consider human performance and limitations.	ALL	1	2	3	4	5
20	Ability to determine required qualifications for task performance	A, B, C & D	1	2	3	4	5
21	Ability to identify and rectify existing and potential unsafe conditions	A, B, C & D	1	2	3	4	5
22	Ability to manage third parties involved in maintenance activity	A & B	1	2	3	4	5
23	Ability to confirm proper accomplishment of maintenance tasks	A, B, C, D, E, F, G & K	1	2	3	4	5
24	Ability to identify and properly plan performance of critical task	B, C & E	1	2	3	4	5
25	Ability to priorities tasks and report discrepancies	B, C, E, F & K	1	2	3	4	5
26	Ability to process the work requested by the operator	B, C & E	1	2	3	4	5
27	Ability to promote the safety and quality policy	A, B & D	1	2	3	4	5
28	Ability to properly process removed, uninstalled and rejected parts	B, C, F, G & J	1	2	3	4	5
29	Ability to properly record and sign for work accomplished	B, C, F, G & K	1	2	3	4	5
30	Ability to recognize the acceptability of parts to be installed prior to fitment	C & F	1	2	3	4	5
31	Ability to split complex maintenance tasks into clear stages	E	1	2	3	4	5
32	Ability to understand work orders, work packs and refer to and use applicable maintenance data	B, C, D, E, F & G	1	2	3	4	5
33	Ability to use information systems	ALL	1	2	3	4	5
34	Ability to use, control and be familiar with required tooling and/or equipment	B, C, F & G	1	2	3	4	5
35	Adequate communication and literacy skills	ALL	1	2	3	4	5
36	Analytical and proven auditing skills (for example, objectivity, fairness, open-mindedness, determination, ...)	D & G	1	2	3	4	5
37	Maintenance error investigation skills	A, B, D, & G	1	2	3	4	5
38	Resources management and production planning skills	A & B	1	2	3	4	5
39	Teamwork, decision-making and leadership skills	A & B	1	2	3	4	5
40	Ability to encourage a positive safety culture and apply a just culture	A, B, C & D	1	2	3	4	5

AREA 2 - ANALYSIS AND PRACTICAL ASPECTS

1	Able to resolve technical problems with correct procedures in timely way and manner.	ALL	1	2	3	4	5
2	Able to develop other solutions.	ALL	1	2	3	4	5
3	Able to make record correctly and informatively.	C, E, F, G & K	1	2	3	4	5
4	Able to analyses and properly execute technical instructions.	ALL	1	2	3	4	5

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AREA 3 - LEADERSHIP AND COMMUNICATION

1	Aircraft Maintenance (Schedule and Unscheduled) Able to manage and execute all activities	A, B, C, E, F, G & K	1	2	3	4	5
2	Able to discuss activities about all sections with correct and clear communication.	A, B, C & K	1	2	3	4	5
3	Able to follow Supervisor's instructions and work independently.	F	1	2	3	4	5
4	Able to work as part of team and able to contribute positively.	ALL	1	2	3	4	5
5	Displays a commitment resulting in good work and achieved targets.	ALL	1	2	3	4	5
6	Able to monitor his own personal qualities in the work.	ALL	1	2	3	4	5
7	Uses work time efficient demonstrates effective time management.	ALL	1	2	3	4	5
8	Able to integrate the needs to the company's organizational system.	ALL	1	2	3	4	5
9	Responds to customer needs.	ALL	1	2	3	4	5

ASSESSOR COMMENTS UPON COMPLETION OF ASSESSMENT

(Assessor's comment to personnel's competency to position/ approval being applied for)

TOTAL	AREA 1	AREA 2	AREA 3
	___/___	___/___	___/___

RESULT (average): _____ %

AREA OF IMPROVEMENT

(Show a plan of action for improving, or maintaining the abilities of, or for promoting, to the higher duty/ position)

PLAN TRAINING REQUIRED FOR DEVELOPMENT

ASSESSMENT CARRIED OUT BY

Name:	Signature:	Date

INDICATOR

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Instruction to fill up the form

1. Date of Assessment – date assessment carried out
2. Details of personnel
 - a. Name – Personnel name
 - b. Staff no – Personnel GAM staff no
 - c. Department - Department where staff work
 - d. Date Joined - Date of staff joined GAM
 - e. Signature - Staff signature

Area 1, 2 & 3

1. Applicability – Related to staff to be assessed
2. Competency Level – Fill up the competency level based on the description of area assessed

Assessor comments upon completion of assessment

1. Total marks of the competency level for each area.
2. Result – Average of the competency marks of Area 1,2 and 3 assessments

Area of improvement

1. Recommendation from assessor for staff area of improvement

Plan training required for development

1. Training recommended for staff for development

Assessment carried out by

1. Assessor name, signature and date of assessment

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