

- d) HODO shall ensure that the procedures as specified in the DOM and referenced procedures are maintained and followed.
- e) HODO has overall technical responsibility for the GAM DO deliverables.
- f) HODO shall ensure the continued airworthiness support and safety of the product designed, changed or repaired by the GAM DO.
- g) HODO shall be nominated by the Chief Executive in accordance with Assessment Criteria for Design Organisation Personnel procedure (GAM/DOA.P01) and application shall be submitted to CAAM for which a statement of qualification and experience is furnished.
- h) In the case of lengthy absence of the HODO, the functions shall be delegated to the Chief Executive via the Management of Change (form GAM/QA-011) procedure.
- i) HODO shall verify and approve the DOM.
- j) HODO shall declare modification compliance on the Declaration of Compliance (DC) form.
- k) HODO shall approve minor changes and minor repairs on the Declaration of Compliance (DC) form.
- l) Qualification Criteria for HODO:
 - i) At least a holder of Degree in Aerospace/ Aeronautical/ Mechanical/ Avionics/ Electrical and Electronic Engineering; and
 - ii) At least one year of experience as a COA; or
 - iii) At least five years' experience in Design Organisation; and
 - iv) Equipped with detail knowledge of the MCAR 2016, CAD 8401 and DOM procedures and requirements; and
 - v) Good management skills.

1.6.3 Airworthiness Office (AWO)

- a) As a liaison office between the organisation and the CAAM, is to represent the interests of the GAM DO in matters concerning type investigation, certification and continued airworthiness.
- b) The AWO is the focal point for coordinating airworthiness, OSD and environmental protection matters and reports directly to the HODO.