

CAME 0.3.5.3

1. QAM Responsibilities

QAM - Responsibilities

No	Responsibilities
1	He has direct access to the Accountable Manager in the event that reported non-compliance or discrepancy is not adequately attended by the relevant parties or disagreement over a discrepancy reported.
2	Compliance with Part M requirement
3	Establishing a Quality Monitoring Programme which addresses all of the areas of GAM's contracted maintenance support (if applicable).
4	Monitoring all sub-contracted activities
5	To review the training needs and to schedule the training as necessary
6	To ensure the currency of staff's training
7	Ensuring that the Quality System required by Part M is effective in its application and follow up actions required to address findings are completed. Further details are provided in Part 2 of this CAME
8	Reporting any occurrences of a maintenance nature to the CAAM and the aircraft manufacturers. This includes both Mandatory Occurrences and occurrences related to maintenance findings, which fall outside the Mandatory scheme

CAME 2.6

1. QAM Requirements

QAM - Requirements

No	Requirements
1	All personnel involved in the Audit process will be trained for the appropriate Audit training, such as Audit technique and appropriate method of reporting and recording as per the part of Quality Audit system.
2	The Auditor should not have any day to day involvement in the area of maintenance or operational activities that is to be audited. Auditors will have freedom to access to all work area, files and records.
3	The Auditors must be able to conduct Audit in accordance with Quality Audit Personnel and report and record all finding and discrepancies to enable them to be dealt with close loop process.
4	The quality audit personnel shall be trained in a manner to fulfil the required knowledge to perform quality audit checks. The quality auditor must be trained for the DCAM Part-M, Quality management, Audit technique or Technical expertise on the subject audited.

CAME 0.3.6

1. Training

QAM - Training

No	Course	Initial	continuation
1	CAME & Company Procedures	√	√
2	Part M – Continuing Airworthiness Management	√	
3	Aircraft General Familiarization	√	
4	Human Factor	√	√
5	Air Legislation	√	
6	CAMS (Aeronet)	√	

MOE 1.4.3

1. QAM Responsibilities

QAM - Responsibilities

No	Responsibilities
1	Establishing an independent quality management system to monitor compliance of company with the CAAM requirement.
2	Implementing the quality audit programme in which compliance with all maintenance procedures is reviewed at regular intervals, in relation to the maintenance activities for which the GAM holds the approval. (This includes carrying out the audits, writing the audit reports, informing the persons concerned and his manager of any non-compliance or poor standards found)
3	Follow-up, coordination and control the progress of remedial actions.
4	Review MOE, standard practices and procedures for use within the organisation, derived from approved source, and keeping them up to date.
5	Issuing, renewing or withdrawing of company approval for Certifying staff and other personnel holding Company approval for maintenance.
6	Liaise, consult and negotiate with CAAM on aircraft airworthiness matters including the implementation of Quality Assurance functions
7	Initiate and co-ordinate aircraft accident/incident investigation work to identify the causes and come up with preventive measures.

QAM – Responsibilities (cont.)

No	Responsibilities
8	Evaluation and approval of supplier and sub-contractors. (vendor).
9	To be responsible on all MOC form raised, to ensure proper registration is kept in MOC Master List, filed and stored

MOE 3.6.2

1. Internal Auditor & training req.

QAM – Internal Auditor & training req.

No	Responsibilities
1	<p>The auditor performing the audits shall have experience in</p> <ol style="list-style-type: none">Audit techniquesPlanning of auditsPreparation of audit reportsCompany proceduresQuality control / Quality Assurance
2	<p>The auditor shall meet the following requirements</p> <ul style="list-style-type: none">• Hold a valid and current Aircraft Maintenance Engineer's License which is issued or validated by DCAM, orb. A degree or diploma holder in Aerospace / Aeronautical / Engineeringc. Experience on aviation maintenance (at least five years' experience)d. Quality audit techniques training or equivalent such as<ol style="list-style-type: none">QMS Internal Auditor training orQMS – Auditor / Lead Auditor training orQMS – AS 9100 aerospace orAny other course/training approved by Quality Assurance Manager

QAM – Internal Auditor & training req. (cont.)

No	Responsibilities
2	e. Air legislation training f. Company procedure training g. Human factors training
3	New auditor performing audits shall be trained to gain the experience in the entire audit process by participating in an actual audit exercise including performing at least one audit unsupervised

MMP 3.4.2

1. QAM Responsibilities

QAM - Responsibilities

No	Responsibilities
1	QM is a position appointed by the Accountable Manager.
2	To ensure GAM perform aircraft maintenance and management within the requirement of DGTA on a day-to-day basis. Responsible for all quality activities in order to assure that GAM meets the requirements as an AMO
3	Responsible on all matters regarding quality and main function is monitoring GAM compliance to the regulatory requirement outline in PU 2103 TAMM
4	Establish an independent quality system to monitor compliance with TAMM regulations. Formulate and issue instructions to establish and maintain his departments at high standard of efficiency and economy
5	Responsible for implementing a quality audit programmed in which compliance with all maintenance procedures is reviewed at regular intervals and any observed non-compliance or poor standards are brought to the attention of the person responsible for corrective action
6	Carry out surveillance, sampling inspection and audit to ensure that engineering maintenance activities are in accordance with the requirement of the company and the DGTA.
7	Liaise, consult and negotiate with DGTA on aircraft airworthiness matter including the implementation of Quality Assurance functions.

QAM – Responsibilities (cont.)

No	Responsibilities
8	To manage all audit finding carried out internally and by DGTA to assure they are attended to and resolved within the agreed time-frame.
9	Control, administer and issue Company Approval to qualified personnel.
10	Initiate and co-ordinate aircraft accident/incident investigation work to identify the causes and come up with preventive measures
11	Evaluation and approval of supplier and sub-contractor
12	Advice the Accountable Manager in the event of any discrepancies is not being adequately attended to by the relevant person or in respect any disagreement over nature of the discrepancies.
13	Ensuring that the requirement of training, safety program requirements and continuous training of technical staffs are in conformance with the standards and requirement of DGTA, other relevant Airworthiness Authorities and the Company
14	Review MMP, standard practices and maintenance procedures for use within the Company, derived from approved sources, and keeping them up to date

QAM – Responsibilities (cont.)

No	Responsibilities
15	Preparing standard practices and procedures for use within the organization, derived from approved sources, and keeping them up to date.
16	Coordinating with all departments to ensure they are in compliance with all relevant airworthiness requirements

MMP Appendix 1

1. QAM QTE

QAM - QTE

No	QTE
1	Possess a DCAM/EASA License and experience- for at least 5 years in aircraft maintenance and at least 3 years in Quality Department OR
2	Qualified Quality Manager/Quality Inspector in AMO organization with at least 5 years of experience. OR
3	Ex-officer from a local authority with at least 5 years of experience
4	Attended at least the Understanding, Documenting and Implementing Quality Management System to ISO 9000.
5	Have a thorough understanding of the TAMM regulation in maintenance and aeronautical product of state registered aircraft