

QUALITY PROCEDURE MANUAL

QUALITY PERSONNEL TRAINING NEEDS

1. PURPOSE

To provide procedure details for quality personnel training needs requirement including recurrent training.

2. SCOPE

It is applicable to all GAM Quality Personnel working under GAM Quality System.

3. RESPONSIBILITY

3.1 It is the responsibility of Quality Assurance Manager to ensure all quality personnel is fully qualified, trained and competence to carry out the intended quality assurance function

3.2 QAM shall be responsible to review the training needs yearly or when significant change occurs with CAAM, DGTA, or other relevant regulation and organization procedure.

4. REFERENCE

4.1 GAM/CAAM/MOE Part 3.6 (Quality Audit Personnel)

4.2 GAM/CAAM CAME 2.6 Quality Audit Personnel

4.3 GAM/DGTA/MMP 4.4.4 Quality Management System

5. PROCEDURE

5.1 QAM shall access the training needs for all quality personnel.

5.2 QAM shall arrange the relevant training required to be attended by QA personnel.

5.3 QAM shall submit training request using Form GAM/Q-052 to Training Department. The Training Department shall formulate a Training Schedule monthly based on the training request. New course may be developed after appropriate Training Requirement analysis has been carried out.

5.4 QAM shall submit any additional training proposal to Training Department using Form GAM/Q-052 for selection of Training Centres and budget application. Course that are not within the capability of GAM shall be outsourced to an organisation that

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is acceptable to CAAM. Training Department shall assist wherever possible in the out-sourcing of courses for QA personnel.

- 5.5 Each QAP shall be responsible to manage each individual QA personal file.
- 5.6 At a minimum, all quality personnel shall attend all training as reflected on below table
- 5.7 Recurrent/Continuous training shall be attended every 2 years.

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No	Course	Position					Remarks	
		QAM	QAI	QAO	QAA/Protege	Quality Auditor	Initial	Continuous
1	Lead Auditor Training	M	O	O	O	O	/	
2	Quality Audit Technique	M	M	O	O	M	/	
3	Human Factor	M	M	M	M	M	/	/
4	Safety Management System	M	M	M	M	M	/	/
5	Air Legislation	M	M	M	M	M	/	
6	Technical Airworthiness Maintenance Management Training (DGTA) – if applicable	M	M	M	M	M	/	
7	Continuing Airworthiness Management Exposition (CAME) – if applicable	M	M	M	M	M	/	/
8	Maintenance Organization Exposition (MOE) – if applicable	M	M	M	M	M	/	/
9	Maintenance Management Plan (MMP) – if applicable	M	M	M	M	M	/	/
10	Repair Station Quality Control Manual (RSQCM) – if applicable	M	M	M	M	M	/	/
11	Fuel Tank Safety & CDCCL	M	M	M	M	O	/	
12	EWIS	M	M	M	M	O	/	
13	ESDS	M	M	M	M	O	/	
14	Root Cause & Corrective Action	O	O	O	O	O		
15	Aircraft Investigation	O	O	O	O	O		

M - Mandatory
O - Optional