

QUALITY PROCEDURE MANUAL

ISSUE OF PERSONNEL AUTHORISATION

1. PURPOSE

To provide procedure details for issue of personnel authorisations to support/certifying staff based on the requirements of the Engineering Department.

2. SCOPE

Applicable to all GAM staff issued with GAM company approval/authorization.

3. RESPONSIBILITY

3.1 QAM is responsible for the issue and control of the approval stamps to the Approval Holders.

4. REFERENCE

- 4.1 GAM/CAAM/MOE Part 3.4 Certifying Staff Qualification and Training Procedures
- 4.2 GAM/CAAM/CAME Part 4.1.1 Training, Qualification, Experience and Procedure
- 4.3 GAM/CAAM/MBP Part 2.2 Qualification of MBR Signatory
- 4.4 GAM/CAAM/MBP Part 3.2 Qualification of MCGS Signatory
- 4.5 GAM/CL/P CLP-04 Resources

5. PROCEDURE

- 5.1 Applicant or HOD shall submit the nomination for personal authorization to QAM for processing. Nomination maybe made by email supported by relevant supporting documents to support the nomination including the Application for Company Approval (GAM-Q/012).
- 5.2 Upon receipt of the nomination, QAP will verify the completeness of the supporting documents
- 5.3 QAP will verify the qualification and experience requirements as per the applicable annexure in each respective manual ie, MOE, CAME, CLP and MBP.

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5.4 QAP shall check the authenticity of the qualification and experience attached with the application with the original documents.

Documents to be submitted with the company approval application;

Category	Initial	Renewal	Extension
A & B	<ol style="list-style-type: none"> 1. Copy of Company procedure & regulations training certificate 2. Copy of Safety Management System training certificate 3. Copy of Human Factor training certificate 4. Copy of CAAM AMEL endorsed with require type rating and/or category. 5. Copy of Fuel Tank Safety training certificate (N1) 6. Evidence of 6 months maintenance experiences. 7. Copy of EWIS training certificate 8. Radio Telephony Training certificate (N4) 9. Engine Ground Run training (N4) 	<ol style="list-style-type: none"> 1. Copy of Continuation training certificate. 2. Evidence of 6/24 month maintenance experience. (N2) 3. Evidence of at least 1 EGR on each aircraft type for last 2 years. (N4) 	<ol style="list-style-type: none"> 1. Copy of CAAM AMEL endorsed with require type rating and/or category. 2. Copy of current Company Approval Certificate. 3. Engine Ground Run training (N4) 4. Evidence of EGR practical experience (N4).
C	<ol style="list-style-type: none"> 1. Copy of CAAM AMEL endorsed with require type rating and/or category. 2. Copy of current Company Approval Certificate. 3. Evidence of 6/24 month maintenance experience. (N2) 	N/A	<ol style="list-style-type: none"> 1. Copy of CAAM AMEL endorsed with require type rating and/or category. 2. Copy of current Company Approval Certificate
E1	<ol style="list-style-type: none"> 1. Copy of Company procedure & regulations training certificate 2. Copy of Safety Management System 	<ol style="list-style-type: none"> 1. Copy of Continuation training certificate. 2. Evidence of 6/24 month maintenance 	N/A

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Category	Initial	Renewal	Extension
	training certificate 3. Copy of Human Factor training certificate 4. Copy of Dangerous Goods Training 5. Evidence of 3 months maintenance experiences. 6. Copy of ESD Training (N3)	experience. (N2)	
W	1. Copy of Company procedure & regulations training certificate 2. Copy of Safety Management System training certificate 3. Copy of Human Factor training certificate 4. Copy of Dangerous Goods Training 5. Copy of Type training certificate of the component OR copy of Company Approval from previous company. 6. Copy of ESD Training (N3) 7. Evidence of maintenance experience at the area as per MOE annexures 8. Evidence of 6/24 month maintenance experience. (N2)	1. Copy of Continuation training certificate. 2. Evidence of 6/24 month maintenance experience. (N2)	1. Copy of Component Specialised training certificate OR copy of Company Approval from previous company. 2. Evidence of maintenance experience at the area as per MOE annexures
Airworthiness Review Staff	1. Copy of CAAM Part-66 license OR relevant engineering degree acceptable to CAAM 2. Copy of Relevant Aircraft General Familiarisation Certificate	1. Evidence of Continuation training. 2. Evidence of 6/24 month continuing airworthiness experience. 3. Evidence of having	1. Copy of Relevant Aircraft General Familiarisation Certificate

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	3. Evidence of at least five years' experience in aircraft maintenance field and/or continuing airworthiness activities.	conducted at least one airworthiness review in the last twelve months period, or 4. Evidence of having conducted a satisfactory level of airworthiness review under the supervision of the CAAM or, if accepted by the CAAM, under the supervision of another currently valid authorised airworthiness review staff of the concerned CAMO in accordance with an approved procedure in the CAME.	
Weighing Engineer	<ol style="list-style-type: none"> 1. Copy of engineering degree certificate 2. Copy of MOE training 3. Copy of Air legislation training 4. Copy of Safety training certificate 5. Copy of Human Factor training certificate 6. Copy of Relevant Aircraft General Familiarisation Certificate 7. Copy of Aircraft Weight and Balance training certificate. 8. Evidence of practical training 	1. Evidence of Continuation training.	2. Copy of Relevant Aircraft General Familiarisation Certificate
Calibration	<ol style="list-style-type: none"> 1. Copy of electrical engineering or related field certificate; and 2. Copy of ISO/IEC 17025 	1. Copy of Certificate of Competency for Verification of	1. Copy of certificate of Competency for additional rating applied

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Category	Initial	Renewal	Extension
	Training Certificate; and 3. Copy of Certificate of Competency for Verification of Crimping & Lugging Tools; or 4. Copy of Certificate of Competency for Pressure Calibration; or 5. Copy of Certificate of Competency for Caliper and Micrometer Calibration; or 6. Copy of Certificate of Competency for Hand Torque; and 7. Copy of SMS training certificate and 8. Copy of Human Factor Training Certificate	Crimping & Lugging Tools; or 2. Copy of Certificate of Competency for Pressure Calibration; or 3. Copy of Certificate of Competency for Caliper and Micrometer Calibration; or 4. Copy of Certificate of Competency for Hand Torque; and 5. Copy of Human Factor Training Certificate; and 6. Copy of SMS training certificate	

Notes:

- N1: For Large aircraft (turbojet aircraft or aircraft fitted with 2 engines, or MTOW of 3175 for rotorcraft, or MTOW 5700 for fixed wing aircraft)
- N2: 180 tasks or 100 days (7/8 hours for a day) using GAM-Q/039
- N3: For store personnel & avionics workshop (ELT) personnel
- N4: For personnel authorized to perform Engine Ground Run (Fixed Wing Aircraft)

- 5.5 QAP shall check the validity of all the mandatory trainings and/or refresher training.
- 5.6 QAP will use relevant Assessment Checklist ([GAM/Q-015](#) for Cat A, B, E & W, [GAM/Q-015B](#) for Component Certifying Staff, [GAMQ-015C](#) for Cat. C Certifying Staff, [GAM/Q-051](#) for ARS, [GAM/Q-037A](#) for Weighing Engineer) to verify staff competency. For calibration personnel application, assessment shall be carried out based on Calibration Assessment Checklist ([GAM/Q-085](#)).
- 5.7 To satisfy the requirements as mentioned in Para 5.3 and 5.4 above, QAP shall arrange with the applicant for oral and competency assessment. The assessment shall be conducted by QAM or his/her appointed assessor.
- 5.8 In the case of the satisfactory assessment with condition (checkpoint), applicant shall provide the written checkpoint answer to assessor within stipulated time given by assessor by email. Assessor will review the checkpoint answer and shall notify the applicant on the answer given by email (satisfactory or unsatisfactory).

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- 5.9 In the case of the unsatisfactory assessment by QAM or his/her appointed assessor, notification by email shall be made to the HOD notifying the unsuccessful assessment including the reason of the unsuccessful application. The package shall be kept by QAP and included into the personnel file for record purposes.
- 5.10 For ARS & Mass & Balance Approval Signatory application (initial and/or renewal and/or variation), upon satisfactory completion of the assessment, QAP shall submit the recommendation for the application to CAAM for acceptance. Package submitted to CAAM shall include but not limited to
- a. CAAM Approved Signatory Application Form
 - b. QA Assessment Checklist
 - c. Applicant Qualification and Certificate
 - d. Applicant Resume
 - e. Applicant Appointment Letter
 - f. Applicant OJT Logbook
 - g. Payment to CAAM
- 5.11 For application other than ARS & Mass & Balance Signatory Approval, upon satisfactory assessment of the candidate, QAP will prepare the Approval Certificate as per the relevant format (*GAM-Q/013 for Cat. A, B, C, E, W & Calibration* and forward to Quality Assurance Manager (QAM) for his/her authorisation and signature.
- 5.12 Upon acceptance of CAAM for the ARS & Mass & Balance Signatory Approval, QAP will prepare the Approval Certificate as per the relevant format (*GAM-Q/013A for ARS, GAM-Q/013W for Weighing Engineer*) and forward to Quality Assurance Manager (QAM) for his/her authorisation and signature
- 5.13 QAM shall verify the contents of the Approval Certificate and issue authorisation through signature, stamp, and date.
- 5.14 QAP shall update the Company Approval Certificate register (*GAM-Q/027*), obtain the signature of the Approval Holder and update the List Approval Holder (*GAM-Q/001*) within *07 working days*.

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PROCESS FLOW	RESPONSIBLE PERSON
<pre> graph TD Start([ISSUE OF PERSONNEL AUTHORISATION]) --> Step1[SUBMIT APPLICATION FORM AND ITS SUPPORTING DOCUMENTS] Step1 --> Step2[REVIEW APPLICATION FORM] Step2 --> Dec1{SATISFACTORY?} Dec1 -- NO --> Callout[RETURN TO APPLICANT FOR CORRECTION] Callout --> Step1 Dec1 -- YES --> Step3[PERFORM ASSESSMENT] Step3 --> Dec2{PASS?} Dec2 -- NO --> Step4[CHECKPOINT] Step4 --> Step5[PREPARE APPROVAL CERTIFICATE] Dec2 -- YES --> Step5 Step5 --> Step6[ISSUANCE OF APPROVAL CERTIFICATE] Step6 --> End([UPDATE LIST OF APPROVAL HOLDER]) </pre>	<p>Applicant</p> <p>QA Personnel</p> <p>QA Personnel</p> <p>QAM / Assessor</p> <p>QAM/ QAP</p> <p>QAP</p> <p>QAM</p>