

This job competency assessment form shall be used in accordance with GAM-MMP and/or the EPM. This checklist provides guidelines on area to be assessed by the competent assessor. Assessor may use this guide but not exhaustive and to tick √ in the **Check** column. Result of assessment shall be submitted to Quality Assurance Department for filing.

Type of assessment :  INITIAL  RENEWAL

Proposed Position :

Date of Assessment :

**Details of personnel**

Name :

Staff no. :

Department :

Date Joined :

Signature

**Details of Assessor**

Name :

Staff no. :

Position :

Signature

Please complete the sections below after the assessment; Area 1 to Area 6 is done.

Final Result:  Satisfactory  Not Satisfactory

**Declaration by Senior Maintenance Manager**

THE PERSONNEL HAS BEEN SUCCESSFULLY ASSESSED BY THE APPOINTED ASSESSOR OR MYSELF IN ACCORDANCE WITH GALAXY AEROSPACE MAINTENANCE MANAGEMENT PLAN REQUIREMENT TO THE LATEST VERSION.

Name	
Date	
Signature	

ITEM	DESCRIPTION OF AREA	CHECK	REMARKS
<b>Area 1: AIRCRAFT TYPE/ COMPONENT</b>			
1	Understanding of aircraft, engine(s) and systems depending on approval being applied.		1 2 3 4 5
2	Location of components.		1 2 3 4 5
3	Familiarity with aircraft/engine/equipment publication. Importance of status of revision.		1 2 3 4 5
4	Daily, pre-flight and turn-around inspections checklist.		1 2 3 4 5
5	Conversant with aircraft maintenance program and maintenance schedule.		1 2 3 4 5
6	Special and significant procedures peculiar to the type of aircraft/component.		1 2 3 4 5
7	Relevant aircraft/ component manuals and Work Process Schedule (WPS).		1 2 3 4 5
8	Special safety precautions peculiar to the type of aircraft.		1 2 3 4 5
9	Latest Airworthiness Directives, Service Bulletins, mandatory books and log cards.		1 2 3 4 5
10	Aircraft Records e.g.: Airframe/ Aircraft, engine and equipment log books and log cards.		1 2 3 4 5
11	Flight Manual and limitations. Weight and Balance.		1 2 3 4 5
12	Engineering Procedures Manual related to aircraft type and component.		1 2 3 4 5
13	Uses proper procedures, methods and tools.		1 2 3 4 5
14	Has practical/technical knowledge to perform.		1 2 3 4 5
15	Able to train other (if applicable).		1 2 3 4 5

<b>Area 2: ANALYSIS AND PRACTICAL ASPECTS</b>			
1	Able to resolve technical problems with correct procedures in timely way and manner.		1 2 3 4 5
2	Able to develop other solutions.		1 2 3 4 5
3	Able to make record correctly and informatively.		1 2 3 4 5
4	Able to analyses and properly execute technical instructions.		1 2 3 4 5

<b>Area 3: LEADERSHIP AND COMMUNICATION</b>			
1	Aircraft Maintenance (Schedule and Unscheduled) Able to manage and execute all activities to do with...		1 2 3 4 5
2	Able to discuss activities about all sections with correct and clear communication.		1 2 3 4 5

3	Able to follow Supervisor's instructions and work independently.		1	2	3	4	5
4	Able to work as part of team and able to contribute positively.		1	2	3	4	5
5	Displays a commitment resulting in good work and achieved targets.		1	2	3	4	5
6	Able to monitor his own personal qualities in the work.		1	2	3	4	5
7	Uses work time efficient demonstrates effective time management.		1	2	3	4	5
8	Able to integrate the needs to the company's organizational system.		1	2	3	4	5
9	Responds to customer needs.		1	2	3	4	5
<b>ADDITIONAL (Area 1, 2 &amp; 3 - If any)</b>							
1			1	2	3	4	5
2			1	2	3	4	5
3			1	2	3	4	5

**Area 4: 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	ADDITIONAL
RESULT: _____ % PASS / FAIL				

**Area 5: AREA OF IMPROVEMENT**

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


**Area 6: PLAN TRAINING REQUIRED FOR DEVELOPMENT**


INDICATOR

- |   |           |                   |
|---|-----------|-------------------|
| 1 | Poor      | 00 – 20 % - Fail  |
| 2 | Fair      | 21 – 40 % - Fail  |
| 3 | Good      | 41 – 60 % - Fail  |
| 4 | Very Good | 61 – 80 % - Pass  |
| 5 | Excellent | 81 – 100 % - Pass |