

This technical competency assessment form shall be used in accordance with MOE Part 3.4 and MOE Part 5.5. 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.

Purpose of assessment :  Initial grant  Extension  Renewal

Date of assessment :

**Details of personnel**

Name :

Signature

Staff no. :

Department :

Date Joined :

**Details of Assessor 1**

Name :

Signature

Staff no. :

Position :

**Details of Assessor 2**

Name :

Signature

Staff no. :

Position :

**Details of Observer (if applicable)**

Name :

Signature

Staff no. :

Position :

ITEM	DESCRIPTION OF AREA	CHECK	REMARKS
<b>Area A: Company Procedure</b>			
1	Conversant with MCAR and Airworthiness Notices and roles of CAA Malaysia.		
2	Knowledge of human factors, human performance and limitations.		
3	Knowledge of organisation capabilities, privileges and limitations (scope of approval, etc.)		
4	Knowledge of CAAM part 145, Part M and other regulations		
5	Knowledge of relevant parts of MOE and associated procedures		
6	Knowledge of the SMS requirement		
7	Knowledge of the occurrence reporting system and understanding of the importance of reporting		
8	Understanding of his/her own human performance and limitations.		
9	Understanding of personnel authorisation and limitations		
10	Knowledge how the document is control, maintenance data, publication master list?		
11	General understanding of organisational structure		
12	Understanding of relevant functions and responsibilities		
13	Knowledge on company approval system		
14	Understanding of privileges, limitations and responsibilities associated with the approval held.		
15	Understanding of maintenance documentation processes e.g. Work pack & Worksheets		
16	Familiarisation with Level of Internal documents.		
17	Familiarisation with all maintenance forms and documents.		
18	Conversant with all manuals related to MOE e.g.: QA Notices and Engineering Procedures Manual		
19	MOE part 1, 2, 3, 4 ,5		

ITEM	DESCRIPTION OF AREA	CHECK	REMARKS
<b>Area B: Store Procedures</b>			
1	Understanding in the importance of control and the maintenance of the Bonded Store.		
2	Understanding in the process of part and equipment acceptance and recording of all incoming documents.		
3	Familiar with the control and record of aircraft parts, tools and equipment movements.		
4	Understands the process of parts under quarantine and its control.		
5	Conversant with the procedure of controlling calibrated equipment and its documentation.		
6	Special precautions in handling delicate equipment e.g.; ESDS and explosives.		
7	Knowing of the approved vendor list		
8	Understanding in parts requisition process.		

<b>Area C: Safety and Human Factors</b>			
1	Emphasize on danger of FOD and importance of PPE.		
2	Understanding of fire hazard and dangerous and hazardous materials.		
3	Awareness of Health, Safety and Environment at workplace.		
4	Human performance and limitations. Human error prevention.		
5	Human – machine interface. Shift/Task handover.		
6	Knowledge of safety risks linked to the working environment		

<b>Area D: Aircraft type/component</b>			
1	Ability to brief the product general specification and its maintenance procedure i.a.w the relevant maintenance data. <ul style="list-style-type: none"> <li>• Component parts and its function</li> <li>• Removal/installation procedure</li> <li>• Cleaning procedure</li> <li>• Inspection procedure</li> <li>• Testing procedure</li> <li>• Repair procedure (if applicable)</li> </ul>		
2	Ability to identify relevant aircraft/component manuals		
3	Ability to supervise the performance of tasks carried out by non-AH personnel (i.e. mechanics, etc.)		
4	Ability to compile and control completed worksheets/package		

5	Ability to consider human performance and limitations		
6	Ability to identify and rectify existing and potential unsafe conditions		
7	Ability to check and document proper accomplishment of maintenance tasks		
8	Ability to prioritize tasks and report discrepancies		
9	Ability to process the work requested by the operator		
10	Ability to properly process removed, uninstalled and rejected parts		
11	Ability to properly record and sign for work accomplished		
12	Ability to determine the acceptability of parts to be installed prior to fitment		
13	Ability to understand work orders, work card/worksheets and refer to and use applicable maintenance data		
14	Ability to use information systems		
15	Ability to use, control and be familiar with required tooling and/or equipment		
16	<p>Adequate communication and literacy skills:</p> <p>The Approval Holder shall be able to demonstrate a working knowledge of the language in which the maintenance data is published. In addition, should the language of the maintenance data not be English, then English language working knowledge is required to:</p> <ul style="list-style-type: none"> <li>• Understand Airworthiness directives.</li> <li>• Read and understand relevant maintenance data.</li> <li>• Communicate with operator/authority not using the language of the state of registry.</li> </ul>		

