

This technical competency assessment form shall be used in accordance with MOE Part 3.4, MOE Part 5.5. and RSQCM Part 4.8. 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       Variation       Renewal

Type/rating applied :

Date of assessment :

**Details of personnel**

Name :

Staff no. :

Department :

Date Joined :

Signature

**Details of Assessor 1**

Name :

Staff no. :

Position :

Signature

**Details of Assessor 2**

Name :

Staff no. :

Position :

Signature

**Details of Observer (if applicable)**

Name :

Staff no. :

Position :

Signature

ITEM	DESCRIPTION OF AREA	CHECK	REMARKS
<b>Area 1: Company Procedure</b>			
1.	Knowledge of applicable regulatory structure/framework.		
2.	Knowledge of applicable authority regulations.		
3.	Conversant with document system hierarchy implemented within GAM.		
4.	Able to explain how document is controlled within GAM – who, where, how?		
5.	Conversant with all company manuals related to MOE/RSQCM.		
6.	Able to explain the structure of MOE/RSQCM.		
7.	Able to explain the core functions of AM, EM and QAM.		
8.	Able to explain the GAM Quality and Safety Policy.		
9.	Knowledge of organisation capabilities, privileges and limitations (scope of approval, etc.)		
10.	Understanding on process of notifying authorities on changes to the organization.		
11.	Knowledge of the SMS requirement.		
12.	Understanding on human factor concepts (Dirty Dozen).		
13.	Knowledge of human factors, human performance and limitations.		
14.	Understanding of his/her own human performance and limitations.		
15.	Able to explain types of vendors and process of evaluating vendors.		
16.	Knowledge of Suspected Unapproved Parts (SUP) process.		
17.	Understanding of tagging system used in GAM.		
18.	Knowledge of receiving / acceptance of parts / material		
19.	Able to explain the concept of tool equivalency (alternative tool) and fabricated part/tool.		
20.	Knowledge how the maintenance data and publication master list are controlled.		
21.	Understanding of maintenance documentation processes e.g. Work pack & Worksheets		
22.	Understanding of MEL/Deferred Defect procedure/requirement.		
23.	Ability to differentiate safe/unsafe action during maintenance.		
24.	Familiar with Airworthiness Directive concept.		
25.	Understanding of parts robbery process.		
26.	Knowledge of return defective or unused parts/materials to warehouse.		

ITEM	DESCRIPTION OF AREA	CHECK	REMARKS
27.	Understanding of Critical Tasks, Independent Inspection and re-inspection.		
28.	Able to explain shift/task handover process.		
29.	Understanding of QA function.		
30.	Knowledge of the occurrence reporting system and understanding of the importance of reporting.		

<b>Area 2: 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 3: 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 4: Aircraft type /component</b>			
1	Understanding of aircraft, engine(s) and system depending on approval being applied		
2	Knowledge on the location of the components		
3	Familiarity with aircraft/engine/equipment publication.		
4	Daily, pre-flight and turn around inspection		

ITEM	DESCRIPTION OF AREA	CHECK	REMARKS
5	Conversant with aircraft maintenance program		
6	Special and significant procedure peculiar to the type of aircraft/component		
7	Relevant aircraft/component manuals		
8	Special safety precautions peculiar to the type of aircraft		
9	Latest Airworthiness Directives, Service Bulletins, mandatory books and log cards		
10	Aircraft records eg: Airframe / aircraft, engine and equipment logbooks and log cards		
11	Flight manual and limitations.		
12	Knowledge on Weight and balance process & procedure		
13	Engineering Procedures Manual related to aircraft type and component		
14	Chapter 0 – Helicopter General		
15	Chapter 6 – Dimension and area		
16	Chapter 7 – Lifting, Shoring,		
17	Chapter 8 – Levelling and Weighing		
18	Chapter 9 – Handling and taxiing		
19	Chapter 10 – Parking, Mooring and storing		
20	Chapter 11 – Placards and Marking		
21	Chapter 12 - Servicing		
22	Chapter 16 – Role change information		
23	Chapter 18 – Vibration and Noise Analysis attenuation		
24	Chapter 20 – Standard practices, airframe system		
25	Chapter 21 – Environmental control		
26	Chapter 22 – Auto flight		
27	Chapter 23 – communications		
28	Chapter 24 – Electrical power		
29	Chapter 25 – Equipment / Furnishing		
30	Chapter 26 – Fire protection		
31	Chapter 28 - Fuel		

ITEM	DESCRIPTION OF AREA	CHECK	REMARKS
32	Chapter 29 – Hydraulic power		
33	Chapter 30 – Ice and rain protection		
34	Chapter 31 – Indicating/recording system		
35	Chapter 32 – Landing gear		
36	Chapter 33 – Lights		
37	Chapter 34 – Navigations		
38	Chapter 46 – System integration and display		
39	Chapter 49 – Airborne Auxiliary power		
40	Chapter 50 – Cargo and accessory compartment		
41	Chapter 52 – Doors		
42	Chapter 53 – Stabilizers		
43	Chapter 55 – Windows and canopies		
44	Chapter 60 – Standard practices – rotos		
45	Chapter 62 – Main rotor		
46	Chapter 63 – Main rotor drive		
47	Chapter 64 – Tail rotor		
48	Chapter 65 – Tail rotor drive		
49	Chapter 67 – Rotor flight controls		
50	Chapter 71 – Power plant		
51	Chapter 75 – Air		
52	Chapter 76 – Engine controls		
53	Chapter 78 – Exhaust		
54	Chapter 93 – Surveillance		
55	Chapter 95 – Crew escape and safety		
56	Chapter 96 – Image recording		
57	Current AD or significant inspection item?		

REMARKS/COMMENTS BY ASSESSOR(S)	
Assessor	Remarks/Comments
1	
2	

DECLARATION BY THE QUALITY ASSURANCE MANAGER	
<b>THE PERSONNEL ABOVE HAS BEEN SUCCESSFULLY ASSESSED BY THE APPOINTED ASSESSOR(S) AND FULFILLED THE REQUIREMENTS STATED IN THE GALAXYAEROSPACE MAINTENANCE ORGANISATION EXPOSITION (MOE) / REPAIR STATION QUALITY CONTROL MANUAL (RSQCM)*</b>	
Name	
Signature	
Date	

\*Delete where inapplicable

**INSTRUCTIONS FOR COMPLETING GAM/Q-015 TECHNICAL COMPETENCY  
ASSESSMENT**

ITEM	INSTRUCTION
1. Purpose of assessment	Tick reason of assessment – initial grant, variation or renewal
2. Type/rating applied	Enter type/rating being applied i.e. B1.3 for AW139, B2 for B300 etc.
3. Date of assessment	Enter date of assessment carried out.
4. Details of personnel	Enter name, staff no, department, date joined and signature of applicant.
5. Details of Assessor 1	Enter name, staff no, position and signature of assessor.
6. Details of Assessor 2	Enter name, staff no, position and signature of assessor.
7. Details of Observer	Enter name, staff no, position and signature of observer (if applicable).
8. Area 1: Company Procedure	To be completed by assessor (preferably from QA Dept). Put tick ✓ if satisfactory. Enter remarks for additional information.
9. Area 2: Store Procedure	To be completed by assessor (preferably from QA Dept). Put tick ✓ if satisfactory. Enter remarks for additional information.
10. Area 3: Safety and Human Factors	To be completed by assessor (preferably from Engineering Dept). Put tick ✓ if satisfactory. Enter remarks for additional information.
11. Area 4: Aircraft type/component	To be completed by assessor (preferably from Engineering Dept). Put tick ✓ if satisfactory. Enter remarks for additional information.
12. Remarks by Assessor(s)	Each assessor enters remarks/comments on the results of assessment.
13. Declaration by the QAM	QAM to enter name, signature and date to indicate the complete review of assessment.

<b>ITEM</b>	<b>Guidance for assessor</b>	<b>CHECK</b>	<b>REMARKS</b>
<b>00 - General</b>			
1	Aircraft manual usage and presentation Access to the manual – show us		
2	Cockpit familiarisation		
3	AMP / MEL		
4	Heavy landing procedure - explain		
5	Lighting strike procedure - explain		
<b>06 – Dimension and Area</b>			
1	Identiy major zones		
2	Identify doors, windows and access panel		
<b>07 – Lifting and shoring</b>			
1	Identify main and auxiliary jacking points on the aircraft		
2	Jacking procedure – explain What is the safety precaution		
<b>08 – Levelling and weighing</b>			
1	Location of inclinometer & plumb bob?		
2	Explain aircraft levelling maintenance practices		
<b>09 – Towing and taxiing</b>			
1	Explain towing procedure.		
2	Safety and precautions?		
<b>10 – Parking and mooring</b>			
1	Explain normal parking maintenance practices		
<b>11 – Placards and marking</b>			
1	Identify mandatory placards in the following area <ul style="list-style-type: none"> <li>a. Cabin</li> <li>b. Hydraulic system</li> <li>c. Air cond system</li> <li>d. Doors</li> <li>e. Fuselage</li> <li>f. Engine</li> <li>g. Fuel system</li> <li>h. Landing gear</li> <li>i. Others area</li> </ul>		
<b>12 - Servicing</b>			
1	Explain hydraulic servicing		
2	Explain Engine & APU oil servicing and checks		
3	Explain Backup generator oil servicing		
4	Safety and precautions?		
5	Identify major lubrication points on aircraft		
6	Explain pressure checks and topup of tires		
<b>20 – Standard practices</b>			
1	Explain aircraft grounding		
2	Safety and precautions		
<b>21 – Air conditioning</b>			
1	Explain air condition system controls/indication in cockpit.		
2	Explain air conditioning packs components		
3	General trouble shooting procedure		



<b>ITEM</b>	<b>Guidance for assessor</b>	<b>CHECK</b>	<b>REMARKS</b>
<b>22 – Auto flight</b>			
1	Flight deck auto flight controls		
<b>23 - Communication</b>			
1	Identify VHF system flight deck components		
2	Identify passenger address system components		
3	Show us how to operate VHF communication		
4	Show us how to contact with ground tower at airport		
<b>24 – Electrical power</b>			
1	Identify electrical panel in the cockpit		
2	Identify electrical power generation components		
3	Explain circuit breaker, location		
4	Main aircraft electrical		
5	How to power up the aircraft using external power		
6	Explain operational test		
<b>25 – Equipment and furnishing</b>			
1	Explain how to remove/install flight compartment seats		
2	Explain how to remove/install passenger seats		
3	How to check loose emergency equipment		
<b>26 – Fire protection</b>			
1	Identify fire protection and fire extinguishing controls in cockpit, engine & APU		
2	How to perform fire/overheat detection test		
3	Squib operational test		
4	Explain removal/installation of engine fire extinguisher bottle, APU fire extinguisher bottle		
<b>27 -Flight control</b>			
1	Identify flight control components in cockpit		
2	Safety precautions		
<b>28 - Fuel</b>			
1	Identify fuel system controls and monitoring in cockpit		
2	Identify the fuel feed, APU and refuelling system components		
3	How to carry out operational test.		
4	Explain refuelling and defueling procedure		
<b>29 – Hydraulic power</b>			
1	Identify hydraulic control and indications in the cockpit		
2	Identify hydraulic system components in aircraft		
3	Hydraulic fluid check		
4	Hydraulic system pressurization		
5	Hydraulic system air bleed		
6	Hydraulic system fluid replacement		
<b>30 – Ice and rain protection</b>			
1	Identify ice and rain controls and monitoring in cockpit		

<b>ITEM</b>	<b>Guidance for assessor</b>	<b>CHECK</b>	<b>REMARKS</b>
2	Engine inlet cowl anti ice? Windshield wipers, pitot		
3	Engine anti ice test?		
<b>31 – Indicating / recording system</b>			
1	Indicating and recording system controls and monitoring		
2	How to setup clock adjustment and system test?		
<b>32 – landing gear</b>			
1	Flight deck landing gear controls and indications		
2	Landing gear control cables – steering and brakes		
3	Landing gear door maintenance practices		
4	Air/Ground system maintenance practices		
5	Functional test of the pressure indication system for the brake accumulator		
6	How to carry out brake bleeding		
7	Fast check of the wheels		
8	Inspection of the wheels		
9	Tires inspection		
10	Tires tread condition and service		
11	Inspection of brake wear limit		
<b>33 - lights</b>			
1	Operational test		
2	Emergency light test		
<b>49 - APU</b>			
1	Identify control panel and indications in the cockpit		
2	APU fire shutdown		
3	APU starting and operation		
4	APU shutdown procedure		
5	APU emergency shutdown procedure		
6	Explain how to remove/install APU		
7	Safety and precautions		
<b>52 - Doors</b>			
1	Doors, how many, special?		
<b>53 – Fuselage</b>			
1	Drain valves? aada		
2	How to open nose radome/close?		
3	Corrosion on fuselage skin? Critical?		
<b>56 - Windows</b>			
1	How many		
2	Emergency windows		
<b>71 – Power plants</b>			
1	Identify engine control panels and indications in the cockpit		
2	What to do to engine after sand ingestion?		
3	Explain engine ground run safety precautions		
4	Where is the location of boroscope access port?		
<b>74 - Ignition</b>			
1	Identify ignition system		

<b>ITEM</b>	<b>Guidance for assessor</b>	<b>CHECK</b>	<b>REMARKS</b>
2	How to remove/install igniter plug		
3	Inspection procedure for igniter plug		
<b>75 - AIR</b>			
1	Locate and identify components for the engine		
<b>76 – Engine controls</b>			
1	Identify engine controls in the cockpit		