

## QUALITY AUDITOR ASSESSMENT CHECKLIST

A: DETAILS OF PERSONNEL	
<b>NAME</b>	
<b>DEPARTMENT</b>	
<b>STAFF NO</b>	
<b>POSITION</b>	
<b>DATE OF ASSESSMENT</b>	

(B) QUALIFICATION, TRAINING AND EXPERIENCE					
NO	CRITERIA	COMPLIANCE			REMARKS
		YES	NO	NA	
<b>1.</b>	<b>Qualification</b>				
a.	Hold a valid and current Aircraft Maintenance Engineer's License which is issued or validated by CAAM, OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b.	Hold a degree or diploma holder in aviation, engineering or science related courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2.</b>	<b>Training</b>				
a .	Completed and attended Quality audit techniques AND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b.1	Air legislation training or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b.2	Technical Airworthiness Maintenance Management Training (for DGTA) AND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c 1.	Maintenance Organisation Exposition or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c 2	Continuing Airworthiness Management Exposition or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c 3	Maintenance Management Plan and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Human factor training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3.</b>	<b>Experience</b>				
a .	Minimum of 2 years of aviation experience either in aircraft maintenance or aircraft support workshops. OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b .	Minimum of 2 years of Experience in administering maintenance organization is also acceptable AND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c .	Perform a minimum of 2 complete audits including report writing, under supervision of qualified auditor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>(C) COMPETENCY ASSESSMENT</b>					
<b>NO</b>	<b>ITEMS</b>	<b>COMPETENCY</b>			<b>REMARKS</b>
		<b>YES</b>	<b>NO</b>	<b>N/A</b>	
1.	General knowledge of applicable CAAM/Authority regulations/standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Awareness of auditing techniques, planning, conducting and reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Knowledge of Human Factor, human performance and limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Relevant knowledge of .Part-M, Part-145 and any other relevant regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Knowledge of the related Maintenance Organisation Exposition (MOE) and associated procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Knowledge of occurrence reporting system and understanding of the importance of reporting occurrences, incorrect maintenance data and existing potential defects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Knowledge of safety risk linked to Human Factor and working environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Understanding of professional integrity, behavior and attitude towards safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Understanding of conditions for ensuring airworthiness of aircraft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Understanding of personnel authorisation and limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Ability to identify existing and potential unsafe conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Ability to determine proper accomplishment of maintenance task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Ability to identify and understanding of critical tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Ability to priorities and report discrepancies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Ability to recognize the acceptability of parts to be installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Ability to understand work orders and work cards, and refer to and use applicable maintenance data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Ability to use information system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Adequate communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**(D) CONCLUSION**

1. Is the personnel competent? YES  NO

If No, state the reason:

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If satisfactory please tick the boxes below:

<input type="checkbox"/>	I hereby certify that person, for which particular are given in block A, is able to perform and proficient as quality auditor and he/she is provided with required trainings and fulfilled the requirements as stated in Quality Procedure Manual (QPM) 2.8 – Quality Audit Personnel.
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Remarks:

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**(E) ASSESSMENT CARRIED OUT BY:**

Assessor	Name	Signature	Date
1.			
2.			