

WEIGHING ENGINEER ASSESSMENT CHECKLIST

(A) DETAILS OF PERSONNEL	
1. NAME	
2. DEPARTMENT	
3. STAFF NO	
4. POSITION	
5. AIRCRAFT RATING APPLIED FOR	
6. DATE OF ASSESSMENT	

(B) QUALIFICATION, TRAINING AND EXPERIENCE						
NO	ITEM	CRITERIA	COMPLIANCE			REMARKS
			YES	NO	N/A	
1.	Qualification	An appropriate license issued in accordance with CAAM CAD or relevant engineering degree acceptable to CAAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Experience	At least 2 years of practical experience in preparing aircraft MBR and MCGS report (at minimum 3 aircraft MBR and MCGS report must be prepared) AND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Training	CAME Training – initial / refresher*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Mass and Balance (MBP) Training – initial / refresher*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Air Legislation Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Safety Management System (SMS) Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Human Factors Training – initial / refresher*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Related General Familiarisation Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Mass and Balance Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**cross where applicable*

(C) COMPETENCY ASSESSMENT					
NO	ITEMS	COMPETENCY			REMARKS
		YES	NO	N/A	
A	GENERAL				
1.	Conversant with MCAR and Civil Aviation Directives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Knowledge of human factors, human performance and limitations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Knowledge of organisation capabilities, privileges and limitations (scope of approval, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Knowledge of CAAM part 21, 145, Part M and other regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Understanding of personnel authorisations and limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Ability to identify existing and potential unsafe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Ability to determine required qualifications for task performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Understanding general responsibilities as weighing engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Understanding of maintenance documentation processes e.g. Work pack Worksheets, & etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Requirement of weighing as per MCAR, CAD, FOD, MBP, AMP & etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Familiarisation with all related weighing forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Familiarity with the required tooling and/or equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Ability to identify existing and potential unsafe conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Knowledge on aircraft publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B	Mass and Balance Program (MBP)				
1.	Basis of approval for Weight and Balance (Regulation 43 MCAR 2016)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Changes that affect the weight and balance approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Procedure of significant organisational and procedural changes of manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Management of Change on Revision Service of Weight and Balance Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Level of documentation for Weight and Balance approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Definition of Basic Weight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Definition of Basic Equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Definition of Variable Load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Definition of Disposable Load .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Definition of Weight and Balance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Understanding on CAAM approved facility for weighing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Responsibilities of CAMO, CAMM, Weighing Engineer, QAM, LAE, Operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

13.	Terms of approval for weighing functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Weighing Process Flowchart Detailed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Requirement of weighing engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Explain process of preparing and issuing MBR and MCGS Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Aircraft Weighing Equipment Calibration Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Reporting Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(D) CONCLUSION

Is the personnel competent? YES NO

If No, state the reason:

If satisfactory please tick the boxes below:

<input type="checkbox"/>	I hereby certify that person, for which particular are given in block A, is qualified and competent to perform function of Weighing Engineer and he/she has been provided with required trainings and fulfilled the requirements as stated in GAM Mass and Balance Program (MBP), Continuing Airworthiness Management Exposition and CAAM CAD 6805.
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Remarks:

(E) ASSESSMENT CARRIED OUT BY:

ASSESSOR	NAME	SIGNATURE	DATE
1.			
2.			