COMPANY APPROVAL ASSESSOR CHECKLIST

A. DETAILS OF PERSONNEL	
NAME	
DEPARTMENT	
STAFF NO.	
POSITION	
DATE OF ASSESSMENT	

B. QUALIFICATION, TRAINING, AND EXPERIENCE

Criteria	Compliance			Remarks
	Y	N	N/A	
1. Qualification				
Hold a valid and current Aircraft Maintenance Engineer's License which is issued or validated by CAAM **or;**				
A degree or diploma holder in aviation, engineering or science related courses.				
2. Training				
Air Legislation training, and				
Maintenance Organisation Exposition or				
Continuing Airworthiness Management Exposition, and				
Human Factor Training, and				
3. Experience				
Minimum of 5 years of aviation experience either in aircraft management, aircraft maintenance or aircraft support workshops;				
Experience in administering maintenance organization.				

C. CONCLUSION

Is the personnel competent?

☐ Yes

☐ No, (state the reason): _____

If satisfactory please tick below:

☐ I hereby certify that the person, as identified in Section A, has met the required qualification, training, and experience as stated in Quality Procedure Manual (QPM) 2.16 – Qualifying Company Approval Assessors.

Remarks:_____
_____

D. VERIFICATION CARRIED OUT BY:	
Name	
Sign	
Date	

INSTRUCTIONS FOR COMPLETING COMPANY APPROVAL ASSESSOR CHECKLIST

No.	Section / Description	Instruction
1.	Section A - Details of Personnel	State the details of the assessor candidate accordingly.
2.	Section B – Qualification, Training, and Experience	Tick the qualification, training, and experience according to their QTE record and enter objectives evidence in remarks.
3.	Section C - Conclusion	QAM will review and verify the completeness and accuracies of the filled checklist. By ticking the satisfactory statements, it will indicate the result of verification.
4.	Section D – Verification Carried Out By	Enter signature, name, designation and date of QAM who approves this document.