

Note: This job competency assessment form shall be used in accordance with GAM-MOE and/or the EPM. This checklist provides guidelines on area to be assessed by the HOD and/or his/her delegates. Assessor may use this guide but not exhaustive and to tick (circle (O)) in the **Competency Level** column. Assessment shall be kept by Head of Department for filing.

Date of Assessment :

Details of personnel

Name :

Signature : _____

Staff no. :

Department :

Date Joined :

Applicability -

Managers – A	Production Planner – E	Logistic, Tool Store & GSE – I
Supervisors – B	Technician – F	Warehouse – J
Certifying Staff – C	Specialized Services – G	Workshop - K
Quality Personnel - D	Technical Publication - H	

ITEM	DESCRIPTION OF AREA	APPLICABILITY	COMPETENCY LEVEL
AREA 1 - GENERAL			
1	Knowledge of applicable officially recognized standards	D & G	1 2 3 4 5
2	Knowledge of auditing techniques: planning, conducting and reporting	D	1 2 3 4 5
3	Knowledge of human factors, human performance and limitations	ALL	1 2 3 4 5
4	Knowledge of logistics processes	A, B, D, E, I, & K	1 2 3 4 5
5	Knowledge of organization capabilities, privileges and limitations	A, B, C, D, E & K	1 2 3 4 5
6	Knowledge of MCAR, CAAM, FAA and other National Aviation requirement and regulations	ALL	1 2 3 4 5
7	Knowledge of relevant parts of the MOE, EPM & QPM	ALL	1 2 3 4 5
8	Knowledge of occurrence reporting systems (mandatory and internal) and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	ALL	1 2 3 4 5
9	Knowledge of safety risks linked to the working environment	ALL	1 2 3 4 5
10	Knowledge of Safety Management Systems and Just Culture	ALL	1 2 3 4 5
11	Knowledge on CDCCL when relevant	C	1 2 3 4 5
12	Knowledge on EWIS when relevant	A, B, C, E, F, G, I, J, K	1 2 3 4 5
13	Understanding of professional integrity, behavior and attitude towards safety	ALL	1 2 3 4 5
14	Understanding of conditions for ensuring continuing airworthiness of aircraft and components	ALL	1 2 3 4 5
15	Understanding of his/her own human performance and limitations	ALL	1 2 3 4 5
16	Understanding of personnel authorizations and limitations	ALL	1 2 3 4 5
17	Understanding of complex task, critical task and independent inspection	A, B, C, D, E & F	1 2 3 4 5

INDICATOR				
1 - POOR	2 - FAIR	3 - GOOD	4 - VERY GOOD	5 - EXCELLENT
00 - 20%	21% - 40%	41% - 60%	61% - 80%	81% - 100%

18	Ability to compile and control completed work pack	A, B, C, E & F	1	2	3	4	5
19	Ability to consider human performance and limitations.	ALL	1	2	3	4	5
20	Ability to determine required qualifications for task performance	A, B, C & D	1	2	3	4	5
21	Ability to identify and rectify existing and potential unsafe conditions	A, B, C & D	1	2	3	4	5
22	Ability to manage third parties involved in maintenance activity	A & B	1	2	3	4	5
23	Ability to confirm proper accomplishment of maintenance tasks	A, B, C, D, E, F, G & K	1	2	3	4	5
24	Ability to identify and properly plan performance of critical task	B, C & E	1	2	3	4	5
25	Ability to priorities tasks and report discrepancies	B, C, E, F & K	1	2	3	4	5
26	Ability to process the work requested by the operator	B, C & E	1	2	3	4	5
27	Ability to promote the safety and quality policy	A, B & D	1	2	3	4	5
28	Ability to properly process removed, uninstalled and rejected parts	B, C, F, G & J	1	2	3	4	5
29	Ability to properly record and sign for work accomplished	B, C, F, G & K	1	2	3	4	5
30	Ability to recognize the acceptability of parts to be installed prior to fitment	C & F	1	2	3	4	5
31	Ability to split complex maintenance tasks into clear stages	E	1	2	3	4	5
32	Ability to understand work orders, work packs and refer to and use applicable maintenance data	B, C, D, E, F & G	1	2	3	4	5
33	Ability to use information systems	ALL	1	2	3	4	5
34	Ability to use, control and be familiar with required tooling and/or equipment	B, C, F & G	1	2	3	4	5
35	Adequate communication and literacy skills	ALL	1	2	3	4	5
36	Analytical and proven auditing skills (for example, objectivity, fairness, open-mindedness, determination, ...)	D & G	1	2	3	4	5
37	Maintenance error investigation skills	A, B, D, & G	1	2	3	4	5
38	Resources management and production planning skills	A & B	1	2	3	4	5
39	Teamwork, decision-making and leadership skills	A & B	1	2	3	4	5
40	Ability to encourage a positive safety culture and apply a just culture	A, B, C & D	1	2	3	4	5

AREA 2 - ANALYSIS AND PRACTICAL ASPECTS

1	Able to resolve technical problems with correct procedures in timely way and manner.	ALL	1	2	3	4	5
2	Able to develop other solutions.	ALL	1	2	3	4	5
3	Able to make record correctly and informatively.	C, E, F, G & K	1	2	3	4	5
4	Able to analyses and properly execute technical instructions.	ALL	1	2	3	4	5

AREA 3 - LEADERSHIP AND COMMUNICATION
INDICATOR

1 - POOR	2 - FAIR	3 - GOOD	4 - VERY GOOD	5 - EXCELLENT
00 - 20%	21% - 40%	41% - 60%	61% - 80%	81% - 100%

1	Aircraft Maintenance (Schedule and Unscheduled) Able to manage and execute all activities	A, B, C, E, F, G & K	1	2	3	4	5
2	Able to discuss activities about all sections with correct and clear communication.	A, B, C & K	1	2	3	4	5
3	Able to follow Supervisor's instructions and work independently.	F	1	2	3	4	5
4	Able to work as part of team and able to contribute positively.	ALL	1	2	3	4	5
5	Displays a commitment resulting in good work and achieved targets.	ALL	1	2	3	4	5
6	Able to monitor his own personal qualities in the work.	ALL	1	2	3	4	5
7	Uses work time efficient demonstrates effective time management.	ALL	1	2	3	4	5
8	Able to integrate the needs to the company's organizational system.	ALL	1	2	3	4	5
9	Responds to customer needs.	ALL	1	2	3	4	5

ASSESSOR COMMENTS UPON COMPLETION OF ASSESSMENT

(Assessor's comment to personnel's competency to position/ approval being applied for)

	AREA 1	AREA 2	AREA 3
TOTAL	___/___	___/___	___/___

RESULT (average): _____ %

AREA OF IMPROVEMENT

(Show a plan of action for improving, or maintaining the abilities of, or for promoting, to the higher duty/ position)

PLAN TRAINING REQUIRED FOR DEVELOPMENT

ASSESSMENT CARRIED OUT BY

Name:	Signature:	Date

Instruction to fill up the form

1. Date of Assessment – date assessment carried out

INDICATOR

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2. Details of personnel
 - a. Name – Personnel name
 - b. Staff no – Personnel GAM staff no
 - c. Department - Department where staff work
 - d. Date Joined - Date of staff joined GAM
 - e. Signature - Staff signature

Area 1, 2 & 3

1. Applicability – Related to staff to be assessed
2. Competency Level – Fill up the competency level based on the description of area assessed

Assessor comments upon completion of assessment

1. Total marks of the competency level for each area.
2. Result – Average of the competency marks of Area 1,2 and 3 assessments

Area of improvement

1. Recommendation from assessor for staff area of improvement

Plan training required for development

1. Training recommended for staff for development

Assessment carried out by

1. Assessor name, signature and date of assessment

INDICATOR

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