

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

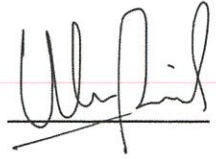
: 1/2/23

**Details of personnel**

Name

: WAN AHMAD FADHIL  
BIN WAN MOHD FAUZI

Signature :



Staff no.

: 8277

Department

: QA

Date Joined

: 1/4/2021

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 |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------|
| <b>AREA 1 - GENERAL</b> |                                                                                                                                                                                               |                           |                  |
| 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)      |

**INDICATOR**

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

|    |                                                                                                                 |                         |   |   |   |   |   |
|----|-----------------------------------------------------------------------------------------------------------------|-------------------------|---|---|---|---|---|
| 17 | Understanding of complex task, critical task and independent inspection                                         | A, B, C, D, E & F       | 1 | 2 | 3 | 4 | 5 |
| 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 |

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**AREA 3 - LEADERSHIP AND COMMUNICATION**

|   |                                                                                              |                      |   |   |   |   |   |
|---|----------------------------------------------------------------------------------------------|----------------------|---|---|---|---|---|
| 1 | Aircraft Maintenance (Schedule and Unscheduled)<br>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 | 124 / 130 | 15 / 15 | 28 / 30 |

RESULT (average): 85.2 %

Work under minimum supervision. Fast learner. Handling state aircrafts efficiently. Strong knowledge in CAMO matters.

**AREA OF IMPROVEMENT**

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

Perform audit as scheduled and improve audit techniques and reporting.

**PLAN TRAINING REQUIRED FOR DEVELOPMENT**

RCCA  
Lead Auditor Course.

**ASSESSMENT CARRIED OUT BY**

Name:

Qasr Ahmad

Signature:

*[Signature]*

Date

1/2/23

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