

Anybody's Competency Assessment Template: Staff Competency Assessment

Organisation:	Staff Competency Assessment	Document Number/Issue:
		Date:

Name (Candidate):	Authorisation Number:
Licence Number:	Licence Expiry Date:

Pre-Interview Checks	Status			Sign off Approval
Copy of Valid Licence	YES	NO	N/A	
Part 147 Approved Type Training	YES	NO	N/A	
Continuation Training	Next Due:			
Human Factors Training	Next Due:			
Maintenance Experience Recency				

Regulatory Questions			1 Training Required	2 Satisfactory	3 Exceeds	Feedback Rationale
A	UK CAA	<i>What is your understanding of the UK CAA?</i>				
B	Part 145	<i>Describe the relationship between Part 145 & Part-CAMO approved organisation?</i>				
C	Part 147	<i>Describe the relationship between Part 147 & Part 66?</i>				
D	Part M	<i>Describe how the Part-CAMO organisation manages continuing airworthiness?</i>				
E	Part 66	<i>What are the responsibilities of a licensed engineer?</i>				
F	National regulation	<i>Where do you find information relating to national regulation?</i>				
G	Human Factors	<i>What is your knowledge of HF / Human Performance Limitations?</i>				

Manual & Procedure Questions			1 Training Required	2 Satisfactory	3 Exceeds	Feedback Rationale
A	Organisation Exposition/ procedures	<i>What manuals are available for the organisation?</i>				
		<i>Where do you find the exposition, procedures and Safety Management manual?</i>				
		<i>How do you notify anomalies and to whom?</i>				

Continuing Airworthiness Questions			1 Training Required	2 Satisfactory	3 Exceeds	Feedback Rationale
A	Data and its use	<i>What is the approved data? AMM, IPC, SB's, drawings etc.</i>				
		<i>How do you access the data?</i>				
		<i>How do you know the data is at the correct revision or amendment status?</i>				
B	Understanding mandatory requirements E.g., Airworthiness Directives / ALI / CMR / CDCCL	<i>How do you access the data?</i>				
		<i>How do you verify incorporation and record compliance?</i>				
		<i>How does the organisation forecast mandatory requirements, such as AD's, CMR, ALI / CDCCL?</i>				
C	Evaluation of technical data – Maintenance data	<i>Where do you find information relating to inspection tasks and life limited parts in the data?</i>				
D	Production of task cards and work instructions	<i>What needs to be considered in the production of task cards or work instructions? E.g., Critical tasks, staging of complex tasks, reporting of findings to TC Holder, updating log cards.</i>				

Continuing Airworthiness Questions			1 Training Required	2 Satisfactory	3 Exceeds	Feedback Rationale
E	Evaluation of technical data – repair schemes	<i>What kind of data is required to support the issue of certificate of release to service for a repair outside the Structural Repair Manual?</i>				
F	Knowledge of Aircraft Maintenance Programmes (AMP)	<i>Reliability – when and why do we need to a reliability system to support an aircraft maintenance programme?</i>				
		<i>Effectiveness – how do we ensure the AMP remains current?</i>				
G	Understanding of critical tasks	<i>What is your understanding of critical tasks, independent inspections and their application?</i>				
H	Understanding of component life / maintenance task Penalty Factors	<i>What is your understanding of ‘Penalty Factors’ that need to be applied to component lives or maintenance tasks as a result of aircraft operations?</i>				
I	Development of work packages	<i>Explain how the organisation develops and controls work packages.</i>				
J	Ability to utilise CAW Information Management Systems	<i>Explain how we use the organisation continuing airworthiness management system (IT system or otherwise) to manage continuing airworthiness?</i>				

Technical Questions			1 Training Required	2 Satisfactory	3 Exceeds	Feedback Rationale
A	Calibrated equipment & use of special tools	<i>What are the user responsibilities?</i>				
B	Critical Parts / Components	<i>Handling, storage, transport, fitment of?</i>				
C	Shelf-Life Control	<i>What has a shelf life? (more than oils, greases & sealants)</i>				
D	Shift Handover	<i>Requirements for a good shift handover?</i>				
E	Control & completion of work	<i>Task progression, break in task, distraction.</i>				
F	MOR's / Internal reporting	<i>What are they? Reporting Time limit? How would you raise an MOR or internal report?</i>				
G	Aircraft Maintenance planning	<i>Why is good maintenance planning important?</i>				
H	Deferred Defects	<i>What are DD's? Describe how to raise, manage & control?</i>				

Technical Questions			1 Training Required	2 Satisfactory	3 Exceeds	Feedback Rationale
I	Independent Inspection & Error Capture	<i>Describe error capture methods. Talk through Independent Inspections.</i>				
J	Daily Fuel Sampling	<i>What to look for. Reporting?</i>				
K	HUMS/VHM	<i>HUMS/VHS training? Understanding?</i>				
L	Role of the approved MEL/ MMEL	<i>Describe MMEL and MEL?</i>				
M	Acceptance of components from store	<i>Talk through lifted item to be fitted to an aircraft. What to check? Understanding of acceptable Authorised Release Certificates E.G. CAA form 1, EASA Form 1, FAA 8130-3 etc.</i>				
N	Control of tools	<i>Check understanding of tool control. What do you do if you lose a tool?</i>				
O	Function and use of the Tech Log/Logbooks	<i>Competence in use of Logbook / Tech Log. How do you know when the maintenance is due? How are deferred defects controlled?</i>				

Attitudes & Behaviours Questions			1 Training Required	2 Satisfactory	3 Exceeds	Feedback Rationale
A	Learning Culture	<i>Learning from safety events. What is your understanding of SMS? What is your role within SMS?</i>				
B	Decision & Judgment Making	<i>Anticipating problems & not jumping to conclusions. Not allowing personal preconceptions to affect task.</i>				
C	Integrity	<i>Never jeopardise aircraft safety or cut corners.</i>				
D	Communication	<i>Actively listening & structuring what you want to say. Do my records make sense and would someone else understand?</i>				
E	Professionalism	<i>Recognising own mistakes & accepting responsibility. 'Am I following procedures? Working under pressure.</i>				
F	Internal Reporting	<i>Reporting awareness & how to report effectively.</i>				
G	Adaptability	<i>Positive and constructive attitude. Learns from mistakes and those from others.</i>				
H	Responsibilities of the QM	<i>Compliance Improvement & why?</i>				

Attitudes & Behaviours Questions			1 Training Required	2 Satisfactory	3 Exceeds	Feedback Rationale
I	Team working	<i>Offering support, respect & assist others.</i>				
		<u><i>Examples of negative behaviour.</i></u>				
J	Leadership	<i>Motivates others by setting an example, asks for help when needed.</i>				
K	Flexibility	<i>Altering approach & attitude to deal with new situations and change.</i>				

On the Job Assessment				Feedback Rationale			
Name and Role of Assessor							
				1 Training Required	2 Satisfactory	3 Exceeds	
A	Description of activity						

Consolidated Competency Assessment			
Statement by Assessor			
I consider the candidate to be competent	requires additional actions	for the position held	intended
Name		Signed	
Position held		Date	
*The following additional actions are recommended: (i.e., formal training, OJT, allocation of Mentor)			
Feedback on Personal Performance.			
I have read the competency assessment above and discussed it with my Line Manager. I have the following comments:			
Signed (Candidate)		Dated	