

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title:** Airworthiness Officer
- 1.2 Position Level:** P4
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Safety Services
- 1.5 Job Code No:** 19.810.11
- 1.6 Job Location (*Complete as appropriate*):** Department of Civil Aviation,
Headquarters
Ministry: - Ministry of Information & Communications. **Department:**
- Civil Aviation, **Division:** - Section: - Aerodrome. **Unit:-**
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Head
of Division
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2. PURPOSE, DUTIES & RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: Required to comply fully with the letter and spirit of the standards as required by the regulations and expected to exercise good judgment and professional behavior at all times while on and off duty.

Duties and Responsibilities	% of Time
Certification of Air Operators and Maintenance Organizations: <ul style="list-style-type: none">▪ Conduct specific audits and inspections as assigned during evaluation of Air Operators and Maintenance Organizations for issue or renewal of Air	

<p>Operator Certificate and Maintenance Organization Approval.</p> <ul style="list-style-type: none"> ▪ Review aircraft maintenance records and conduct structural and systems inspection for issue or renewal of Certificate of Airworthiness ▪ Assist the Sr. Airworthiness Officer in evaluation of Minimum Equipment List, Dispatch Deviation Guide, Minimum Navigation Performance Specification, Aircraft Weighing Program and Maintenance Personnel Training Program, ▪ Inspect aviation fueling equipment and procedures 	30%
<p>Surveillance of Maintenance Organization & Air Operators:</p> <ul style="list-style-type: none"> ▪ Conduct surveillance of air operator and maintenance organization management personnel and licensed aerodrome operators. ▪ Participate as a member auditor during scheduled Audit of Air Operators and Maintenance Organizations, and determine their ongoing compliance with the regulatory standards ▪ Conduct periodic Inspection of Ramp, Fueling procedures and Rescue and Fire unit. ▪ Conduct periodic inspection of operator's base and Check records. ▪ Prepare and submit analytical audit/inspection reports to the Sr. Airworthiness Officer and propose enforcement action 	30%
<ul style="list-style-type: none"> ▪ Carry out follow-up action on the audit findings for the implementation of corrective/preventive measures <p>Administration :</p> <ul style="list-style-type: none"> ▪ Adhere to and respond promptly where necessary to all orders/notices/circulars issued by the Chief of Airworthiness. ▪ Use initiative to pursue any matter that needs to be attended to in the interest of aerodrome safety and report it to the Sr. Airworthiness Officer ▪ Assist ICAO Safety Oversight Auditors during audit, and note their findings and observations 	20%
	10%

<ul style="list-style-type: none"> ▪ Maintain Airworthiness publications and documentation library with amendments ▪ Familiarize with the contents of all Airport Directives, Service Bulletins and similar documents in respect of the aircraft, engine and equipment. 	
<p>Licensing of Aircraft Maintenance Engineers (AME):</p> <ul style="list-style-type: none"> ▪ Conduct research on new subject matters and develop questions ▪ Conduct examinations qualifying for Aircraft Maintenance Engineer Licence 	5%
<ul style="list-style-type: none"> ▪ Evaluate answer sheets, declare results and maintain records. ▪ Conduct proficiency checks of Aircraft Maintenance Engineers on recurrent/refresher courses ▪ Promulgation in the AIP of the certified status and Details of the Aerodrome. 	5%
<p>Regulations & Requirements:</p> <ul style="list-style-type: none"> ▪ Enforcement of BANRs and JARs on Air Operators and Maintenance Organizations ▪ Report breaches of regulations and directives to the Sr. Airworthiness Officer. 	
<p>Investigation of Accidents and Incidents:</p> <ul style="list-style-type: none"> ▪ Conduct investigation of minor incidents and defects involving aircraft on the national register or aircraft of foreign registration operating in the Kingdom ▪ Participate as a member investigator or observer directly assisting the investigation team during investigation of accidents and major incidents involving aircraft on national register or aircraft of foreign registration operating in the kingdom 	

3. **KNOWLEDGE & SKILLS:** *Minimum requirement for performance of work describe:*

3.1 Education: *Level of knowledge, Education and/or skills. If University Degree is required, indicate appropriate field of study and level of degree.*

- A formal qualification of BE (Aeronautical) with practical experience stated under para 3.3 (a). or
- A formal qualification of Bachelors in Engg .

3.2 Training

The following courses must be attended as Initial Training Requirements for an Airworthiness Officer:

- Type Rating Course on the specific aircraft
- Basic and Advance Airworthiness Courses
- Safety Audit and Quality Management Course
- ICAO Safety Oversight Course
- Accident Prevention and Investigation Course
- Aviation Management Training

Recurrent/refresher training must be imparted regularly on the following courses:

- i. Aircraft Type Course (once every two years)
- ii. Aircraft Type Training (as required)
- iii. Advance Airworthiness Inspector Course (To include - ETOPS, CAT II & III, RVSM/MNPS, MMEL)
- iv. Audit Policy and Procedures Course
- v. Aircraft Performance Course
- vi. Maintenance Human Factors Course
- vii. Dangerous Goods Course
- viii. Aviation Safety Promotion Course
- ix. Accident Investigation Course
- x. Personnel Licensing Course
- xi. Reliability Control Programs

- xii. Joint Aviation Requirements (JARs) Course (once every two years)

Courses iii. and xii. shall be attended once every three to five years interval.

The Airworthiness Officer/Inspector will additionally require continuous training to keep pace with the growth of aviation in the world through regular attending of Aviation Symposium, Seminars and Workshops.

3.3 Length of practical experience: Entry.

3.4 Knowledge of language(s) and other specialized requirements

- Should have good command of English language (written and spoken), and
- Should have the ability to write clear, concise and objective reports of audits and inspections, and
- Should possess good communication and interpersonal skills, and
- Should possess a reasonable level of tact, understanding, firmness and impartiality, and
- Should exhibit a high degree of integrity and exemplary personal conduct both in office and at the operator's premises.

4. COMPLEXITY OF WORK: *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The work primarily involves conducting auditing and inspection functions on airline and maintenance organizations. The audit and inspections may be conducted for the purpose of certifying the aircraft or maintenance organizations or checking ongoing compliance with the regulations. Such audits will normally involve analyzing maintenance systems, ascertaining adequacy of maintenance procedures and facilities and identifying deficiencies in maintenance practices, which combined together contribute to air safety. To achieve effective auditing the post holder will require in-depth knowledge of the regulations, including the means of achieving compliance and thorough knowledge on Aircraft Maintenance

Engineering. Based on the audit report he will have to brief the Sr. Airworthiness Officer on compliance status of air operators and maintenance organizations. Since his report has high bearing on air safety it is crucial that he exercised high level of tact, objectivity and analytical skills.

5. SCOPE AND EFFECT OF WORK: *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization.*

The primary purpose of the work is to maintain effective monitoring of air operators and maintenance organizations. Effective monitoring is achieved by conducting periodic audit and inspection of the maintenance systems, procedures and facilities, raising findings and enforcing corrective/preventive actions. The result is to achieve compliance with the regulatory standards and in turn assure a safe, reliable and efficient aircraft maintenance and operation, with growing confidence from the general public.

6. INSTRUCTION AND GUIDELINES AVILABLE:

6.1 Instruction: *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The Airworthiness Officer will work under the guidance and supervision of the Sr. Airworthiness Officer. However, he will be assigned fieldwork like auditing and spot inspections by the Controller of Airworthiness as per the established Audit/Inspection Program. While in field or in office, where necessary he may seek the consent and approval of the Sr. Airworthiness Officer on decisions affecting airworthiness. Following field visits like base and ramp inspections he must submit reports to the Sr. Airworthiness Officer for review and analysis. During safety audits of maintenance organisations he may be assigned as member auditor and never as lead auditor.

6.2 Guidelines: *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

The maintenance and operational standards adopted in the Bhutan Air Navigation Regulations (BANRs) and Joint Aviation Requirements (JARs) with associated Acceptable Means of Compliance (AMC) and Interpretative and Explanatory Materials must be strictly followed as minimum standards.

The Airworthiness Inspector Manual and Joint Aviation Requirements Administrative Guidance Materials may be used to provide procedural and contents guidance. During auditing and inspection separate checklists may be used to provide general guidance on aspects to be considered. However, the checklist is flexible and the auditor must have the skill and tact to deviate from the checklist. In some cases need may arise to develop a new checklist on the spot in order to perform effective inspection and auditing and present a realistic picture of the organisation.

7. WORK RELATIONSHIPS: *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

Shall maintain close co-ordination with the Flight Safety Section on operational and engineering matters involving safety requirements.

Outside the Organisation, the job involves meeting, interviews and discussing matters relating to safety with appropriate managerial personnel in the airline and maintenance organisations during the process of audit and inspection.

On the international level, he may require writing to the International Civil Aviation Organisation (ICAO) headquarters on recent changes in minimum standards and recommended practices (SARPs) and advise the Sr. Airworthiness Officer on actions required.

Write to manufacturers of aircraft and engine on maintenance and servicing instructions applicable to the aircraft type.

Write to other regulatory authorities and safety organisations on safety related issues.

8. **SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates.*

No supervision over other employees.

9. **JOB ENVIROMENT:** *Describe physical exercise required, such as walking standing, lifting objects, etc., and /or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts.*

The job involves mainly field audit and inspections and less office work. Office work may involve writing reports on safety audits and inspections, initiating follow-up action, and communication and exchange of safety information with airline and other Civil Aviation regulatory bodies. It does not involve any significant physical exertion. Field audit and inspection of aircraft, maintenance base and ramp may involve climbing heights of about 10 to 15 meters on work platforms, handling of and exposure to chemicals, hydraulic fluids and battery fumes, entry in to enclosed spaces like aircraft fuel tank, exposure to high noise levels in the range of 70-120 Decibels, exposure to high speed rotating parts.