

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

JOB DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title:** Dy. Chief Airworthiness Officer
- 1.2 Position Level:** P2
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Safety Services
- 1.5 Job Code No:** 19.800.01
- 1.6 Job Location (*Complete as appropriate*):** Department of Civil Aviation,
Headquarters
Ministry: - Ministry of Communications. **Department:** - Civil Aviation
Division: - **Section:** - Airworthiness. **Unit:-**
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Chief Airworthiness Officer

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
Administration : <ul style="list-style-type: none">▪ Coordinate Surveillance Policy of Air Operator for the Airworthiness	30

<p>Section</p> <ul style="list-style-type: none"> ▪ In Coordination with Sr. Airworthiness Officer plan Annual Safety Audit/Inspection Program of Air Operators and Maintenance Organizations with the schedule and scope of Safety Audits and Inspections ▪ Assign tasks to Sr. Airworthiness Officers & Airworthiness Officers based on the Annual Audit/Inspection Program ▪ Advise the Chief Airworthiness Officer of Airworthiness on adverse Airworthiness trends and recommend appropriate regulatory measures ▪ Coordinate with the International Civil Aviation Organization, foreign Civil Aviation Authorities, Aircraft and Engine Manufacturers on airworthiness matters ▪ Attend to ICAO Safety Oversight audit team visits to the Department of Civil Aviation and develop action plan for preventative and corrective actions to achieve compliance with their safety audit findings ▪ Effectively carry out delegations from the Controller of Airworthiness and manage section activities and resources ▪ Audit, Evaluate audit and inspection reports advise Controller of Airworthiness about the compliance status of Air Operators and Maintenance Organizations 	
<p>Certification of Air Operators and Maintenance Organization:</p> <ul style="list-style-type: none"> ▪ Evaluate Air Operators and Maintenance Organizations for the adequacy of: <ul style="list-style-type: none"> • organizational set-up • maintenance organization exposition • maintenance procedures manual • workplace facilities • personnel licensing and • quality assurance system <p>and advise the Controller of Airworthiness for issue, renewal, suspension or cancellation of Air Operator Certificate and Maintenance Organization</p>	30

<p>Approval</p> <ul style="list-style-type: none"> ▪ Review audit/inspection reports and recommend, advise the controller of airworthiness for issue, renewal, suspension or cancellation of the Certificate of Airworthiness ▪ Evaluate and advise the controller on approval of new aircraft proposed for purchase or import in to the country on design requirements ▪ Evaluate and approve concessions for proposed deviation from standard airworthiness requirements on maintenance and operation of aircraft ▪ Approve Air Operator’s Minimum Equipment List, Dispatch Deviation Guide, Aircraft Weighing Program and Maintenance Personnel Training Program ▪ Evaluate and recommend to the Controller for approval of Air Operators for Extended Range Twin Engine Operations (ETOPs) Certification ▪ Issue Approval for Fuel & Oil Suppliers 	
<p>Surveillance of Maintenance Organizations & Aircraft Operators:</p> <ul style="list-style-type: none"> ▪ Evaluate the effectiveness of Air Operator’s Internal Surveillance Program ▪ Plan and organize scheduled Audit and Inspection of Air Operators and Maintenance Organizations, and determine their ongoing compliance with the regulatory requirements ▪ Review Air Operator’s Training Program, Deicing Program, Engineer’s Flight and Duty Time Limitation Program, Flight Safety Program and Dangerous Goods Program ▪ Analyze audit and inspection reports, and seek action plan for corrective and preventative measures from Air Operators and Maintenance Organizations ▪ Plan and organize periodic follow-up action on the audit findings for the implementation of agreed corrective/preventive measures. 	20
<p>Licensing of Aircraft Maintenance Engineers (AME):</p>	10

<ul style="list-style-type: none"> ▪ Review licensing policy and regulations, and evaluate and update ▪ Regularly ▪ Organize periodic review of AME examination syllabus and subject matter coverage ▪ Review and recommend the Controller for issue and renewal AME Licenses ▪ Recommend the Controller for suspension or cancellation of AME Licenses ▪ Review and evaluate recurrent/refresher courses being undertaken by Aircraft Maintenance Engineers 	
<p>Regulations & Requirements:</p> <ul style="list-style-type: none"> ▪ Evaluate Bhutan Air Navigation Regulations (BANRs), Joint Aviation Requirements (JARs) as and when changes are mandated by ICAO/JAA or other Civil Aviation Authorities ▪ Issue amendments and revisions to BANRs as and when new developments take place in the aviation industry ▪ Establish adequate Enforcement Policy and Procedures for BANRs and JARs on the Air Operators and Maintenance Organizations ▪ Prepare Airworthiness Inspector & Procedures Manuals and amend as required ▪ Plan and Recommend training for Airworthiness Officers on the Airworthiness procedures ▪ Issue Flight Safety Directives to Air Operators and Maintenance Organizations. 	5
<p>Investigation of Accidents and Incidents:</p> <ul style="list-style-type: none"> ▪ Review regulations and procedures for aircraft Accident and Incident Investigation ▪ Function as a Lead Investigator during investigation of accidents and major incidents involving aircraft on national register or aircraft of 	5

<p>foreign registration operating in the kingdom</p> <ul style="list-style-type: none"> ▪ Prepare and submit analytical reports of investigation to the Chief of Airworthiness Officer. ▪ Issue amendments and revisions to BANRs as and when new developments take place in the aviation industry ▪ Establish adequate Enforcement Policy and Procedures for BANRs and JARs on the Air Operators and Maintenance Organizations ▪ Prepare Airworthiness Inspector & Procedures Manuals and amend as required ▪ Organize training for Airworthiness Officers on the Airworthiness procedures ▪ Issue Flight Safety Directives to Air Operators and Maintenance Organizations. 	
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3. QUALIFICATION REQUIRMENTS: *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.
- Hold or have held an Aircraft Maintenance Engineering Licence with type rating and practical experience stated under para 3.3 (b),

3.2 Training

The following courses must be attended as Initial Training Requirements for a Deputy Chief Airworthiness:

- 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. Advance Airworthiness Inspector Course (To include - ETOPS, CAT II & III, RVSM/MNPS, MMEL)
- iii. Audit Policy and Procedures Course
- iv. Aircraft Performance Course
- v. Maintenance Human Factors Course
- vi. Dangerous Goods Course
- vii. Aviation Safety Promotion Course
- viii. Accident Investigation Course
- ix. Personnel Licensing Course
- x. Joint Aviation Requirements (JARs) Course (once every two years)

Courses iii. and x. shall be attended once every 3 to 5 years interval.

The Dy. Chief Airworthiness Officer 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

- Minimum of 4 years experience as Senior Airworthiness Officer or equivalent experience.

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 establishing adequate Airworthiness policy, standards and requirements with a view to effectively regulate the operation and maintenance of aircraft registered in the Kingdom. In formulating the standards the post holder must exhibit an overall understanding of the minimum level of standards mandated by ICAO and those adopted by other aviation regulatory authorities. He must further be able to continually review and update the standards to suit the operational and maintenance scenario in the Kingdom.

Once the standards are established adequate enforcement policy and procedures must be developed and means of execution identified.

A typical task like evaluation for Air Operator/Maintenance Organization certification and issue/renewal of Certificate of Airworthiness will involve several steps. The post holder must critically analyze systems, identify organizational and management deficiencies, and ascertain the effectiveness of maintenance policy and practices, which combined together contribute to air safety. He must finally determine with certainty whether to grant the certificate/approval or not. To arrive at such a decision he will be required to exercise at every step of the evaluation process analytical skills, objectivity and sound judgment of the highest degree.

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 scope of the work is to:

Establish adequate regulatory policy, standards and requirements for airworthiness with regard to initial certification, ongoing surveillance and final termination of air operation in the Kingdom;

Establish regulatory standards for the import of or exchange with other countries of aeronautical products and services;

Formulate comprehensive procedures manual for guidance of Sr. Airworthiness Officer & Airworthiness Inspectors during surveillance functions;

Plan and execute surveillance functions on Air Operators and Maintenance Organizations

The result being competent and dynamic regulatory procedures that can ensure safety, reliability and efficiency in aircraft maintenance and operation in an environment of constant change and innovation.

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 Position has the final authority on matters affecting airworthiness and safety. The position on his initiative will develop instructions. Also from time to time he will submit safety reports to the Director of Civil Aviation for information, and advise him on the overall status of aviation safety from the perspective of aircraft maintenance. Where there is clear trend indicative of fall in safety margin due to maintenance, the post in

consultation with the Director will devise new strategies like the issue of directives and instructions, increased surveillance frequency, etc.

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 (IEM) 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.

Relevant articles in the International Civil Aviation Convention, Annex 8 (Airworthiness of Aircraft) to the Convention and related documents must be used to achieve compliance with ICAO mandates.

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

The Position shall keep close co-ordination with Sr. Airworthiness Officers and Airworthiness Officers within the section on operational and engineering matters involving safety requirements. Close co-ordination must be maintained with the Flight Safety Section.

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

On the international level, close liaison must be maintained with the International Civil Aviation Organisation (ICAO) headquarters on recent changes in minimum standards and recommended practices (SARPs) and plan at national level for achieving compliance with the standards.

Close liaison with the manufacturers of aircraft and engine on any modification and servicing instructions applicable to the aircraft type, with 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.*

Supervises the conduct and performance of Sr. Airworthiness Officer or Airworthiness Officer with regard to their site audit and inspection skills and knowledge, interpretation of regulatory requirements, safety knowledge, and all aspects of regulatory monitoring and administration.

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 mainly involves office work. It may occasionally involve site visits for accident/incident investigation and major audits. While in office it mainly involves writing reports on safety audits and investigations, organizing 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 into enclosed spaces

like aircraft fuel tank, exposure to high noise levels in the range of 70 – 120 Decibels,
exposure to high speed rotating parts.