



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				

For a guide to the competency levels 1 - 10 in the tables below, refer to [CAP1715 Competency Assessment Guidance Document](#) for further information.

Regulatory Questions			Competency level 1 – 10	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-CAMO	<i>Describe how the Part-CAMO organisation manages continuing airworthiness, including the relationship with Part-M and Part-ML, as applicable?</i>		
E	Part 66	<i>What are the responsibilities of a licensed engineer?</i>		
F	National regulations	<i>Where do you find information relating to national regulations?</i>		
G	Safety Management Systems	<i>What is your knowledge of SMS / Hazard, risks and risk mitigation?</i>		
H	Human Factors	<i>What is your knowledge of HF / Human Performance Limitations, including fatigue and distraction?</i>		

Manual & Procedure Questions			Competency level 1 – 10	Feedback Rationale
A	Organisation Exposition/ procedures	<i>What manuals are available for the organisation?</i>		
		<i>Where do you find the exposition and procedures?</i>		
		<i>How do you notify anomalies and to whom?</i>		

Continuing Airworthiness Questions		Competency level 1 – 10	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 different types of inspection tasks (e.g GVI, DVI etc.) 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 long and complex tasks, reporting of findings to TC Holder, updating log cards.</i>	

Continuing Airworthiness Questions			Competency level 1 – 10	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 maintenance tasks, identical maintenance 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>		

Continuing Airworthiness Questions			Competency level 1 – 10	Feedback Rationale
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>		
K	Understanding of operational approvals and operational equipment	<i>What is the understanding of any applicable continuing airworthiness requirements within operational rules (e.g. ETOPS, RVSM, HOFO, HHO, CAT-IDE)</i>		

Technical Questions			Competency level 1 – 10	Feedback Rationale
A	Calibrated equipment & use of special tools	<i>What are the user responsibilities?</i>		
B	Critical Parts / Components	<i>What is your understanding of critical parts and critical components, including their handling, storage, transport, fitment?</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, fatigue and 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>		

Technical Questions			Competency level 1 – 10	Feedback Rationale
H	Deferred Defects	<i>What are DD's? Describe how to raise, manage & control?</i>		
I	Independent Inspection & Error Capture	<i>Describe error capture methods. Talk through Independent Inspections.</i>		
J	Fuel Sampling	<i>What to look for. Reporting?</i>		
K	Understanding of operational approvals	<i>What is the understanding of any applicable requirements within operational rules (e.g. ETOPS, RVSM, VHM / HUMS)</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? Checks for tools and materials prior to closing panels?</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			Competency level 1 – 10	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. Working under pressure?</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>		

Attitudes & Behaviours Questions			Competency level 1 – 10	Feedback Rationale
G	Adaptability	<i>Positive and constructive attitude. Learns from mistakes and those from others.</i>		
H	Responsibilities of the Compliance Monitoring Manager	<i>Compliance Improvement & why?</i>		
I	Team working	<i>Offering support, respect & assist others.</i>		
		<i>Examples of negative behaviour.</i>		
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			
Name and Role of Assessor:			
		Competency score	Development action
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

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)

Date