

RA 1002 - Airworthiness Competent Persons

Rationale

A successful Airworthiness strategy requires personnel who are assessed as competent and are Suitably Qualified and Experienced Persons (SQEP). The lack of such personnel may result in inappropriate advice or decisions and a potentially compromised level of Airworthiness. Whilst Aviation Duty Holders (ADH), Accountable Managers (Military Flying) (AM(MF)), Accountable Managers (AM)¹, and Heads of ADH-Facing Organizations ▶² are personally, ▶ or contractually, ◀ accountable for their responsibilities, it is important that they are supported by expert advisers. ▶ This RA ◀ details the requirement to demonstrate that personnel are competent and suitable to provide Airworthiness advice.

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Regulation 1002(1)

Airworthiness Competent Persons

1002(1) ADHs, AM(MF)s, AMs, and Heads of ADH-Facing Organizations ▶ ◀ **shall** ensure that all persons involved in Airworthiness activities are competent and SQEP.

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Airworthiness Competent Persons

1. ADHs, AM(MF)s, AMs, and Heads of ADH-Facing Organizations ▶ ◀ **should** assure themselves that representatives at meetings, working groups, panels etc where Airworthiness matters are discussed or an agenda item, are competent and SQEP.
2. ADHs, AM(MF)s, AMs, and Heads of ADH-Facing Organizations ▶ ◀ **should** ensure that the training, experience and qualifications of personnel involved in Airworthiness activity are assessed and documented.
3. Individuals **should** only exercise Airworthiness authority in areas where they have been assessed and measured as being competent.

Professional Registration

4. The following posts **should** be filled by Engineering Council ▶ CEng ◀ registered Crown Servants:
 - a. Chief Air Engineers (CAE) in support of ADHs at each level.
 - b. ▶ Mil CAMs and Deputy Mil CAMs who are employed within a construct supporting ADHs in accordance with RA 4945³. ◀
 - c. All engineers holding appointed Level J and Level K authorizations⁴ ▶ at OF4 (or equivalent) and above, or OF3 (or equivalent) where they are the senior engineering specialists. ◀
 - d. Defence Equipment & Support (DE&S) engineers holding formal Letters of Airworthiness Authority⁵ ▶ at OF4 (or equivalent) and above, or OF3 (or equivalent) where they are the senior engineering specialists.
5. The following posts, where they do not meet the criteria at paragraph 4 above, **should** be filled by Engineering Council IEng registered Crown Servants (as a minimum):
 - a. All engineers holding appointed Level J and Level K authorizations⁴.
 - b. Defence Equipment & Support (DE&S) engineers holding formal Letters of Airworthiness Authority⁵.

¹ Those AMs within: ▶ ◀ ADH-Facing Organizations; ▶ ◀ Maintenance Approved Organizations; ▶ Air Traffic Equipment Approved Organizations; or Design Approved Organizations. ◀

² 'Heads of ADH-Facing Organizations' ▶ includes but is not limited to: Aviation Delivery Team Leaders, Commodity Chief Engineers, Heads of Establishment (HoE), Military Continuing Airworthiness Managers (Mil CAMs). ◀

³ Refer to RA 4945 – Personnel Requirements – MRP Part M Sub Part G.

⁴ Refer to RA 1006 – Delegation of Engineering Authorizations; and RA 1023 – Chief Air Engineers – Air Safety Responsibilities.

⁵ Refer to RA 1003 – Delegation of Airworthiness Authority and Notification of Air Safety Responsibility.

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6. The appropriate Operating Duty Holder (ODH) CAE and DE&S Operating Centre Director **should** personally authorize any non-compliance for Crown Servant posts on a case-by-case basis, inform the MAA⁶, and maintain a record for audit by the MAA. Details of all non-compliances **should** be provided to the ODH / AM(MF) for inclusion in the Air System Safety Case, managed via the Air Safety Management System.
7. The following posts **should** be filled by Engineering Council CEng registered industry personnel:
- a. Type Airworthiness Managers (TAM)⁷.
 - b. Mil CAMs who are employed within a construct supporting a Defence Contractor Flying Organization. In derogation, personnel who hold a European Union Aviation Safety Agency (EASA) Form 4 / UK Civil Aviation Authority (CAA) Form SRG 1769 as a CAM, are not required to be Engineering Council registered.
8. Non-compliance for industry posts **should** be accepted by the applicable AM and endorsed by the MAA⁶ as part of the relevant organizational approval process. Details of all non-compliances **should** be provided to the ODH / AM(MF) for inclusion in the Air System Safety Case, managed via the Air Safety Management System. ◀

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Development and Assessment of Competence

9. When assessing the competence of personnel to carry out their duties the following factors will be considered:
- a. Engineering knowledge appropriate to the application area.
 - b. Engineering, including Airworthiness engineering, knowledge appropriate to the technology.
 - c. Knowledge of the legal and safety regulatory framework.
 - d. The consequences of failure of systems that affect Airworthiness. The greater the consequences, the more rigorous the specification and assessment of competence need to be.
 - e. The safety categorization (eg Risk Class) of the systems or component. The higher the category the more rigorous the specification and assessment of competence need to be.
 - f. The novelty of the design, design procedures or application. The newer or more untried the designs, design procedures or application, the more rigorous the specification and assessment of competence need to be.
 - g. Personal characteristics such as leadership, strength of character, ability to communicate, give presentations, and literacy.
 - h. Previous experience and its relevance to the specific duties to be performed and the technology employed. The greater the required competence levels, the closer the fit between the competencies developed from previous experience, and those required for the specific duties to be undertaken needs to be.
 - i. The relevance of qualifications to specific duties.

Note:

Detailed guidance on the assessment of Airworthiness competence is available within the Knowledge in Defence portal⁸.

10. When assessing the competence requirements of a particular task, the following aspects need to also be addressed:
- a. How effectively the task is communicated.
 - b. Workload.

⁶ ▶ Contact via ◀ DSA-MAA-OA-ACC@mod.gov.uk.

⁷ ▶ Refer to RA 1160 – The Defence Air Environment Operating Framework. ◀

⁸ <http://aof.uwh.diif.r.mil.uk/index.htm> or <https://www.gov.uk/guidance/knowledge-in-defence-kid>.

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- c. Support and communication available within a peer group.
 - d. Support for feedback and learning mechanisms within the organization.
 - e. Review and verification processes within the organization.
11. Competence requirements will need to be assessed at all levels; individual, team, organization, or Service.
12. The need to develop and maintain competence will be read across to:
- a. Recruitment and placement procedures.
 - b. The identification of training needs particularly in the presence of organizational change, staff turnover, and technological developments.
 - c. The delivery of training.
 - d. The need for general health promotion and surveillance schemes⁹.

Personnel Changes

13. ADHs, AM(MF)s, AMs, and Heads of ADH-Facing Organizations ►◄ need to recognize the significance of changes of personnel and:
- a. Ensure that appointments are made only to personnel who will be able to acquire the necessary level of competence within a reasonable period of time.
 - b. Ensure that new personnel acquire necessary Airworthiness knowledge to carry out their tasks.
 - c. Allow new staff time to assimilate the safety culture and sources of corporate memory on Airworthiness matters before delegating authority to them.
 - d. ►Ensure that where an MAA approval is required there is sufficient time to enable assessment and approval to be completed prior to the nominee assuming authority. ◄

⁹ Refer to DSA01.1 – Defence Policy for Health, Safety and Environmental Protection.

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