

# JOB TASK ANALYSIS

## AIR 2.305: Inspect AMO Personnel Records



### 1. Regulation References:

- Arrêté n° 00221a/MINT du 07 juin 2005 relatif à la navigabilité des aéronefs;
- Arrêté N° 00730/MINT du 07 juin 2005 portant agrément des unités d'entretien des aéronefs.
- Arrêté N° 00729/MINT du 07 juin 2005 portant agrément des organismes de maintenance des aéronefs
- Instruction n°01198/MINT/ DAC/ du 24 novembre 1999 relative au programme de maintenance.
- Instruction n° 000291/CCAA/DG/DSA/SDNV du 06 juillet 2009 relative au manuel des procédures d'organismes de maintenance.
- Circulaire n° 00154/CCAA/DNA/SDNV du 09 décembre 2002 relative aux documents de maintenance.

### 2. CCAA Checklists:

- DSA.AMO.CHKL.0310 Maintenance Records

### 3. Job Task Description:

To determine if an approved maintenance organization's personnel records are in compliance with Civil Aviation Regulations.

### 4. Job Performance Subtasks:

#### 4.1. *Initiate inspection of personnel records.*

4.1.1. Open Work Tracking Record.

#### 4.2. *Review certificate holder's Office file for outstanding issues and areas of special emphasis.*

#### 4.3. *Review AMO's operations specifications.*

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#### **4.4. Review AMO manual.**

#### **4.5. Inspect AMO personnel records.**

- 4.5.1. Evaluate repair station personnel qualifications and authorizations for appropriateness to maintenance functions being performed.
- 4.5.2. Ensure personnel directly in charge of maintenance functions are certificated in accordance with Civil Aviation Regulations.
- 4.5.3. Inspect current roster of supervisory personnel for currency and accurate reflection of all personnel assigned these duties.
- 4.5.4. Ensure personnel roster includes all authorized signatures for "Return to Service" and indicates each person's area of responsibility.
- 4.5.5. Inspect current roster of inspection personnel.
- 4.5.6. Inspect current employment summary of each person whose name is on required roster.

#### **4.6. Review maintenance records, forms, return to service and signatures for compliance with regulatory requirements and certificate holder's manual.**

#### **4.7. Ensure personnel records are completed and retained as required.**

#### **4.8. Analyze results of inspection.**

- 4.8.1. If deficiencies are found, advise certificate holder; confirm in writing.
- 4.8.2. Follow up on and evaluate corrective action.

#### **4.9. Document task.**

- 4.9.1. File all supporting paperwork in certificate holder's office file.
- 4.9.2. Close Work Tracking Record.

#### **4.10. Future activities.**