



# COMPLIANCE ENGINEER

<b>Reports to:</b> Safety and Compliance Monitoring Manager	<b>Abbreviation:</b> QE
<b>Division/Department:</b> Quality	<b>Deputised by:</b> n/a
<b>Location:</b> Hangar 1, Stansted	<b>Version/Date:</b> v2 JAN2026

## JOB PURPOSE

Reporting to the Quality & Compliance Monitoring Manager, the Quality Engineer is responsible for assisting with the assurance of the Quality system in an aircraft maintenance environment in accordance with the requirements of the UK CAA, EASA, and various National Regulatory bodies with regard to the maintenance approvals the company holds.

## ACCOUNTABILITY

Accountable for maintaining the Quality Management System in accordance with Inflight Engineering Services Ltd processes and procedures

## MAIN RESPONSIBILITIES AND DUTIES

- Carrying out internal Part 145 audits, including maintenance sample audits and aircraft inspections along with audits of suppliers and contracted organisations
- Provide on-site support to the base maintenance activities in Stansted, as well as more occasional support to line station activities in Luton
- Develop a close relationship with all responsible managers within the Part 145 organisation to promote Quality and Safety systems
- Review applicable standards for each audit and prepare documentation including the updating of audit checklists
- Support the internal approval process, including supplier audits and the issue of single event authorisations
- Organise audit opening and closing meetings to ensure that the scope of the audit is fully understood, and findings/timescales and corrective / preventive actions are agreed/fully understood
- Demonstrate an 'added value approach' to auditing
- Maintain an effective working relationship with the Regulatory Authority
- Maintaining accurate and up to date information within the departmental Quality Databases and KPI's.
- Review Maintenance Organisation audit trends and recommend appropriate actions
- Supporting the certifying staff authorisation process
- Performing of any other duties within your capabilities as directed by the Company

## AUTHORITIES

- To provide assistance to the Quality & Compliance Monitoring Manager (QCMM)
- To request assistance from other departments
- To propose additional trainings and procedures updates

## **QUALIFICATIONS PREREQUISITES**

- Possession of a recognised Lead Auditor qualification or have the ability to work towards achieving this
- Excellent working knowledge of EASA/UK CAA Part-145 & Part-66 along with knowledge of Part CAMO
- A team player with a proven track record in building strong working relationships with customers (internal & external)
- Good computer skills with working knowledge of the Microsoft Office suite of programmes, particularly Excel
- Self-motivated and flexible with the ability to organise own workload whilst under pressure work and remotely within a matrix organisation
- Ability and willingness to travel throughout the UK and overseas

## **EMPLOYEE DECLARATION**

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager

**Print Employee Name:**

**Employee signature:**

**Date:**

**Manager Name:**

**Manager Signature:**

**Date**