



INFLITE THE JET CENTRE

JOB DESCRIPTION

JOB TITLE: • Safety, Quality & Compliance Monitoring Manager	Abbreviation: • SQCMM
REPORTS TO: • Accountable Manager & General Manager	DEPARTMENT: • Quality
DEPUTISED BY: • Quality Engineer (Quality & Compliance Monitoring) & Safety Officer/Engineer (Safety)	LOCATION: • STN
JOB PURPOSE: Reporting to the General Manager and the Accountable Manager the Safety, Quality & Compliance Monitoring Manager is responsible for establishing and maintaining the safety management system, and the quality & compliance monitoring systems (collectively known as "the management system") in an aircraft maintenance environment in accordance with the requirements of the CAA and various National Regulatory bodies regarding the maintenance approvals the company holds. The SQCMM is also responsible for the safety management and compliance monitoring systems of the FBO operation as defined in the IS-BAH standard.	
ACCOUNTABILITY: Accountable for maintaining the management system in accordance with Inflite The Jet Centre Ltd processes and procedures.	
MAIN RESPONSIBILITIES AND DUTIES: <u>Quality Management:</u> • Establish regular meetings with the AM to appraise the effectiveness of the quality system. This will include details of any reported discrepancy not being adequately addressed by the relevant person or in respect of any disagreement concerning the nature of a discrepancy. • Lead and oversee all Quality System Audits in accordance with all applicable regulation standards, incorporating management of internal and external audit schedules, including third party and/or customer audits. • Oversee the management of all non-conformities, gathering the corrective and/or preventative data to support the necessary improvement requirements. • Oversee and manage the development, documentation and implementation of in-house quality processes and procedures, standards, and specifications. • Driving and acting as a catalyst for change and continuous improvement in performance and quality across the business. • Manage all requirements and controls for Part 145 certifying staff and applicable support staff individual authorizations. • Maintain records of competency assessments, training and experience of all personnel. • Manage notifications to the competent authorities, as per all applicable regulatory requirements i.a.w procedures established in the MOE.	



- Manage the quality assurance team resources, including the setting of objectives, development, and completion of annual performance reviews.
- Responsible for implementing a quality audit programme in which compliance with all maintenance procedures is reviewed at regular intervals in relation to each type of aircraft (or component) maintained (including the management and completion of audits and production of audit reports). He/she should ensure that any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her manager.
- Responsible for follow up and closure of any non-conformance.
- Responsible for monitoring the amendment of the organisation's procedures and standard practices (MOE, including the associated procedure(s)) and their compliance with the current revision of Part-145 plus any other applicable regulatory requirement and guidance material issued by the Competent Authorities.
- Responsible for submission of the MOE and any associated amendments, to the competent authority for approval (which includes completion of and submission of CAA Form(s) 2, CAA Form(s) 4 or equivalent).
- Responsible for assessing providers of materials, standard parts, components, and contracted organisations for satisfactory product quality in relation to the needs of the organisation.
- Responsible for assessing subcontractors working under the quality system and maintaining the expertise necessary to be able to do so, to the satisfaction of the CAA. He/she is responsible for issue /renewal/cancellation of CAA Part-145 Certifying Staff – Support Staff individual authorisation.
- Responsible for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity.
- Responsible for establishing feedback from maintenance incidents/issues and feeding these back into the continuation training programme.
- Responsible for acceptance on temporary or occasional cases base maintenance tasks (AD's, SB's) to be performed by a line maintenance organisation.
- Responsible for the notification to the competent authority, as applicable according to the procedures established in the MOE, of maintenance activities conducted outside the approved locations.
- Defines the human factors principles to be implemented within the organisation.
- Monitoring the Organisations compliance with applicable regulations and maintaining a close liaison with the regulatory authorities and requesting remedial action as necessary by the Accountable Manager, General Manager, or other Departmental Managers and Staff as appropriate.

Safety Management:

- Facilitate hazard identification, risk assessment and management.
- Monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function.
- Oversee and manage the development, documentation and implementation of in-house safety processes and procedures, standards, and specifications.
- Provide periodic reports on safety performance to the safety review board (the functions of the safety review board are those defined in AMC1 145.A.200(a)(1)).



INFLITE THE JET CENTRE

- Ensure the maintenance of safety management documentation.
- Ensure that there is safety training available, and that it meets acceptable standards.
- Provide advice on safety matters.
- Ensure the initiation and follow-up of internal occurrence investigations.

AUTHORITIES:

- Must be acceptable to the CAA / EASA as a Form-4 postholder
- Shall have direct access to the AM on matters concerning the quality system
- Must have a commitment to developing and driving a just and safety focused culture in the organisation
- To request assistance from other departments
- To propose additional training and procedural updates / process improvement whenever possible.

REQUIRED SKILLS AND EXPERIENCE:

- Must have an in-depth knowledge of current airworthiness regulations, commensurate with the approvals held by the company (i.e. Part-145, IBAC/IS-BAH)
- Demonstrable interpersonal and leadership skills
- Qualified auditor with recognised training in auditing techniques
- Good organisational and analytical ability
- Ideal, but not essential, holder of a Part 66 AML
- Understanding of Quality Management Software
- Understanding of Safety/Compliance Management Software
- Fluent of Microsoft Office based programs

OTHER SPECIFICATIONS:

- Able to plan and prioritise effectively.
- Excellent communication skills (written and verbal)
- Able to demonstrate due diligence and highest level of integrity
- Able to work on own initiative
- Able to effectively demonstrate problem solving and critical thinking skills
- Willing and able to collaborate as a team
- Maintain strict confidentiality of personal and sensitive company data
- Attend and pass successfully all mandatory trainings & assessments according to the area of activity

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.

Signed: _____

Print Name: _____

Date: _____

Manager: _____

Date: _____