



RECORD OF INTERVIEW

(OPS.13) Person responsible for managing continuing airworthiness

EAP case number		RMS file number		Interview date	
Interview chair					
Interview panel					

Instructions

1. The interview should be planned to take no longer than 2 hours.
2. Not all questions need to be answered. The questions are generic and it is up to the inspector to determine what questions are relevant to the assessment.
3. The inspector may add follow up questions, or questions to address matters that are specialist in nature.

Part A – Nominee details

Nominee name		Nominee ARN		Nominee position title	
Operator name					Operator ARN

Introduction

1. Prior to commencement of the interview, the inspector must be satisfied that the responsibilities and duties of the person responsible for managing continuing airworthiness, or the head of aeroplane maintenance control (for Part 137 of CASR), are satisfactory for safe and compliant operations. The duties and responsibilities must be tabled in the operator's exposition and/or operations manual. Refer to (OPS.13) principle and worksheet.
2. This record of interview is not applicable to Part 42 CAMO positions or the maintenance controller of Class A aircraft. For the maintenance controller, use *Record of interview (OPS.13) – Maintenance controller*.
4. Subregulation 119.070(1)(f) of CASR (for an Australian air transport operator) and subregulation 138.155(1)(k) of CASR (for an aerial work operator) require an operator to have arrangements in place for managing continuing airworthiness of the aircraft. Under the regulations this is the responsibility of the registered operator (RO), and in this case the 'person responsible' for continuing airworthiness management of the operator's aircraft.

Part B – Interview introduction

Interview introduction	Notes
Introduce the CASA interview panel Note: One AWI will be sufficient in most cases. The panel may wish to read the notes in Part A to the nominee.	
Outline the purpose/scope of the interview	
Tell us about your aviation experience	
Follow up questions	

Part C – Interview questions

The rating column is used to record the outcome for the element being assessed. Select a response from the drop down list. The response is either: **S** (satisfactory) or **U** (unsatisfactory). A space is also provided to record the nominee's responses.

1. Main responsibilities and duties

Question	Nominee's response	Rating
<p>1. Describe the procedure or process for each of the following responsibilities and duties:</p> <p>Intent/Expectation The applicant should address each responsibility and duty. Answers should provide CASA with satisfactory evidence that the nominee has adequate understanding of each.</p>		
<p>a. Describe how the maintenance schedule is derived and current for a sampled aircraft (most complex)? For example, what is required in a SOM and who approves it?</p> <p>Intent/Expectation A system of maintenance is approved by CASA or a non-CASA delegate and based primarily on the manufacturer's schedule. A logbook statement is required. Helicopters are typically maintained to the manufacturer's schedule. Schedules include all mandatory maintenance. The ICA or approved data is available to the operator or maintenance provider and currency is maintained. [CAR 2A, CAR 39 to 42C, CAR 42D to 42F, CAO 100.5, CAAP 39-1, CAAP 41-2, CAAP 42B-1, CAAP 42L-1, CAAP 42M-1]</p>		

Question	Nominee's response	Rating
<p>b. How do you ensure the maintenance release for each aircraft is valid for the intended operation?</p> <p>Intent/Expectation Correct operational category (e.g. non-scheduled air transport). Maintenance required is listed between M/R issue. No overdue maintenance. Defects are rectified or deferred. [CAO 100.5, CASR 202.412B or CASR 202.412C, CAAP 50A/B-1(1.1)]</p>		
<p>c. Describe the maintenance scheduling process, including how you communicate with the maintenance provider?</p> <p>Intent/Expectation The operator's program for scheduling. Required maintenance is provided to the maintenance provider in writing. [CAR 39, CAR 41, CAR 42ZC, CAO 100.5]</p>		
<p>d. How do you monitor aircraft hours, cycles and other information relevant to maintenance scheduling?</p> <p>Intent/Expectation Monitoring the maintenance release, 'due-list', software program and alerts. A simple operation may have a whiteboard. [CAAP 50A/B-1(1.1)]</p>		
<p>e. Describe how you receive, review and comply with airworthiness directives?</p> <p>Intent/Expectation Subscription to NAAs. Review each AD for applicability. Review intent of AD and ensure all applicable ADs are complied with. [CASR 39.003]</p>		

Question	Nominee's response	Rating
<p>f. How do you monitor deferred maintenance actions?</p> <p>Intent/Expectation MEL and CDL items rectified at or before expiry. Other deferrals rectified within approved compliance times. [CASR 91.Y]</p>		
<p>g. What is the regulatory responsibility for reporting of major defects, and can you give 2 examples of major defects?</p> <p>Intent/Expectation Major defects reported to CASA within 2 working days. Must be investigated. Examples are listed in CAR 51A and AC20-6V1. [CAR 50, CAR Part 4B]</p>		
<p>h. If you (the operator) operate an aircraft and you are not the registered operator, what do you need to ensure for the 'cross-hiring' process?</p> <p>Intent/Expectation 'Cross-hiring' process included in the exposition. Likely need for a signed agreement. [CASA EX41/22 conditions]</p>		
<p>i. Describe the process for introduction of a new aircraft type to the operator?</p> <p>Intent/Expectation SoM to be approved, reliability program (if required) to be approved. Valid CofA issued. Operator is the RO. AFM current and complete with supplements. Maintenance provider has capability to maintain the aircraft. PSEA has certain additional requirements.</p>		

2. Responsibilities and duties – other

The inspector should check any additional responsibilities and duties (as tabled in the exposition and/or operations manual).

Question	Nominee's response	Rating
<p>1. Describe the procedure or process for each of the following additional responsibilities and duties (if described in the exposition or operations manual):</p> <p>Intent/Expectation The applicant should address each responsibility and duty. Answers should provide CASA with satisfactory evidence that the nominee has adequate understanding of each.</p>		
<p>a. What are the minimum elements to ensure the contracted maintenance provider can be accepted as an approved supplier of maintenance?</p> <p>Intent/Expectation Hold a CASA approval certificate and has sufficient manpower, licence coverage, tooling, approved data (ICA) and located to support the intended operations. [CAR 30, CAR 42V, CAR 42ZC, CAO 104.0, CAO 100.5, Part 145 AMO must be approved to conduct CAR maintenance]</p>		
<p>b. How do you ensure the supply of approved data (or ICA)?</p> <p>Intent/Expectation All ICA is available via subscriptions, websites and is current. [CAR 2A]</p>		

Question	Nominee's response	Rating
<p>c. Briefly describe the process for updating the aircraft records system on completion of each maintenance task or inspection?</p> <p>Intent/Expectation Recurring task intervals are re-set. It is the operator's responsibility to ensure the logbooks are maintained (for example a loose-leaf entry must be inserted at the completion of maintenance). [CAO 100.5, CAR 50A to 50D]</p>		
<p>d. What is your role in ensuring the AFM is current and includes all supplements?</p> <p>Intent/Expectation The HOO may engage the continuing airworthiness personnel to ensure the AFM is current. If an aircraft is modified, an AFM supplement may be required to be inserted into the AFM, due to the modifications.</p>		
<p>e. If an aircraft is modified, what main items are to be reviewed by you?</p> <p>Intent/Expectation The aircraft may need a re-weigh. There may be continuing airworthiness requirements such as additional inspections (for example an engineering order may require fitted equipment to be inspected at certain intervals).</p>		
<p>f. Briefly explain pilot maintenance training and approval procedures and processes?</p> <p>Intent/Expectation The operator must ensure pilots are trained for CAR schedule 8 tasks. CASA approves non-scheduled 8 maintenance.</p>		

3. Understanding Australian aviation legislation

Question	Nominee's response	Rating
<p>1. Briefly describe CASA's legislative regulatory hierarchy.</p> <p>Intent/Expectation The applicant should be able to identify CASA's hierarchy of legislation as follows:</p> <ul style="list-style-type: none">• <i>Civil Aviation Act 1988</i> (top of hierarchy)• <i>Civil Aviation Safety Regulations 1998 / Civil Aviation Regulations 1988</i>• Manual of Standards for the CASRs• Exemptions• AC, CAAP, AMC/GM. <p>The applicant should understand the relationship between different levels of legislation and the difference between legislation and guidance material, such as advisory circulars, acceptable means of compliance and guidance material applicable to their role.</p>		

4. Organisation and structure

Question	Nominee's response	Rating
<p>1. Describe the organisational structure that will support your role as the person responsible of continuing airworthiness?</p> <p>2. Who are the key personnel within this structure, and how do you propose to interact with them?</p> <p>Intent/Expectation This question is designed to allow the applicant to discuss the overall company structure and should provide CASA with evidence that the applicant knows and understands the chain of command, including:</p> <ul style="list-style-type: none">• reporting lines• their accountability• responsibilities and authority within the organisation.		

5. Communications – internal and external

Question	Nominee's response	Rating
<p>1. Briefly describe the communication and actions between relevant position holders when an aircraft has a defect detected during operations, and the result.</p> <p>Intent/Expectation The roles of the HOO, AMO/COA or LAME and PIC should be mentioned. The result will be the defect is cleared on the M/R (by a LAME).</p>		
<p>2. What are you expecting to be supplied after major maintenance is completed, such as a periodic inspection?</p> <p>Intent/Expectation Serviceable aircraft, all requested maintenance is completed, a maintenance release issued and a logbook entry.</p>		

Additional questions

The inspector can use this section for additional questions.

Question	Nominee's response	Rating

Part D – Outcome of assessment

Inspector's comments

If not yet competent, note areas of deficiencies and identify additional training requirements.