

Perform Air International Inc.
Section VI - Attachments
Att.60.08 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	05/20/2011	Revision to Supervisor
2	07/30/2012	Revision to Duties, Responsibilities and Authority
3	02/28/2013	Revision to Department Manager and Immediate Supervisor
4	07/01/2013	Revision to correct typo.
5	01/30/2016	Revision to Header, Department Manager, Immediate Supervisor and Duties, Responsibilities and Authority.
6	09/30/2016	Revision to Department Manager, Immediate Supervisor and Duties, Responsibilities and Authority.
7	07/31/2017	Revision to Training, Department Manager, Immediate Supervisor, Duties, Responsibilities and Authority
8	01/31/2019	Revision to Grade Level, Department Manager, Immediate Supervisor and addition of Division Manager.
9	10/31/2021	Revision to Grade Level
10	09/26/2024	Revision to <i>Qualifications</i>

Position: Quality Control Manager

Grade Level: 49-1011-18

Exemption Status: Exempt

Department: Quality Control

Division Manager: Director of Quality

Department Manager: Quality Control Manager

Immediate Supervisor: Director of Quality

Duties, Responsibilities and Authority:

The Quality Control Manager is responsible to the Director of Quality. The position has the authority and responsibility for the overall operation of the inspection department, and as such will have final authority for release to service aircraft accessories. In addition, the Quality Control Manager has responsibility for and authority to direct, plan, and lay out the details of inspection standards, methods and procedures used by the repair station in complying with all applicable manufacturers' specifications, FAA and foreign regulations, as required.

The Quality Control Manager is responsible to ensure that checks are made on all inspection tools and that calibration of precision test equipment used by the repair station and mechanics that own their own precision equipment is accomplished. This position ensures that a current record of all calibration and tests are maintained.

It is the duty of the Quality Control Manager to assist, supervise and direct all personnel assigned to the inspection department, including NDT.

Determine all technical data on all articles overhauled or repaired by the repair station are secured and kept current with the latest revisions by the respective department inspectors. The

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data will include repair station process specification for limited rating specialized services, manufacturer's overhaul manuals, service bulletins, parts specifications, related FAA approved data and other technical data used by the repair station. Ascertain that all inspections are properly performed on all completed work and that the proper inspection records, reports and forms used by the repair station are properly executed prior to releasing the product for return to service.

Determine that no defective, unserviceable or unairworthy parts are installed in any component or article released by the repair station. When required assure proper execution of FAA Form 337 and/or maintenance release. Accomplish the final acceptance of all incoming material and the airworthiness of articles which subcontractors have performed work on outside the repair station. Conduct preliminary, hidden damage, in progress and final inspection of all articles processed by the repair station and record the results as outlined in this manual.

Provide for continuity of inspection responsibility and assuring the completion of required inspection when personnel shift or assignment changes occur. Ascertain that all inspections are properly performed on all completed work before it is approved for return to service, and that the proper inspection and maintenance records, reports and forms required for such release are properly executed. Ensure rejected and unserviceable parts are handled in such way as to prevent their reuse as serviceable parts.

The Quality Control Manager may delegate all duties assigned to any qualified assistant as necessary; however, such delegation does not relieve the Quality Control Manager of the overall responsibility.

Qualifications:

Education: *Certificated Airmen plus one of the following Experience or Training requirements fulfill*

Experience: *Two years management inspection experience with an Aviation Quality Department*

Training: *Five years in house employment and documented training records of at least 150 hours.*