

Perform Air International Inc.
Section VI - Attachments
Att.63.02 – Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	05/20/2011	Revision to Job Description
2	11/21/2011	Revision to Duties, Responsibility and Authority
3	07/30/2012	Revision to Duties, Responsibilities and Authority
4	02/28/2013	Revision to Department Manager and Immediate Supervisor
5	08/16/2013	Revision to Department Manager and Immediate Supervisor
6	01/30/2016	Revision to Header, Department Manager, Immediate Supervisor and Duties, Responsibility and Authority
7	03/31/2017	Revision to Department Manager, Immediate Supervisor. Removed Management Representative from the Duties, Responsibility and Authority.
8	07/31/2017	Revision to Duties, Responsibilities and Authority
9	01/31/2019	Revision to Grade Level, Immediate Supervisor and addition of Division Manager
10	10/31/2021	Revision to Grade Level
11	09/26/2024	Revision to Qualifications

Position Title: Quality Assurance Manager

Grade Level: 43-1011-15

Exemption Status: Exempt

Department: Quality Assurance

Division Manager: Director of Quality

Department Manager: Quality Assurance Manager

Immediate Supervisor: Director of Quality

Duties, Responsibilities and Authority:

The Quality Assurance Manager is responsible to the Director of Quality and has the authority and responsibility to direct, plan, and lay out the procedures used by the repair station in complying with all applicable FAA and foreign regulations and standards the repair station complies with.

It is the responsibility of the Quality Assurance Manager to ensure that all records and documents are secured and kept current. This position assumes responsibility for maintaining and revising the Quality System Manual as required. This position will notify and provide revisions as necessary both internally and to regulatory authority.

The Quality Assurance Manager will serve as the company representative for External Audits and ensure all Internal Audits are conducted per the audit schedule. This position is responsible for monitoring and maintaining the Corrective and Preventive Action system.

Qualifications:

Education: *A&P or High School completion or equivalent plus the following Experience or Training requirements fulfilled.*

Experience: *Five years management experience for an Aviation Quality Department.*

Training: *Five Years Employment and Documented training records of at least 100 hours.*