

# Perform Air International Inc. Section VI - Attachments Att 70.03 - Job Description

Revision	Revision Date	Revision Change
N/I	07/07/2023	Initial Release/Re-release, Department name, title and responsibility changes
1	08/22/2023	Position title change
2	07/05/2024	Position title changed in all places with minor textual edits.
3	09/26/2024	Revision to <i>Qualifications</i>

**Position Title:** Internal Evaluation Department (IED) *Manager*

**Grade Level:** 43-1011-15

**Exemption Status:** Exempt

**Department:** Internal Evaluation Department

**Department Manager:** President

**Immediate Supervisor:** President

## **Duties, Responsibilities and Authority:**

To verify whether quality, environmental, and operational activities and related results comply with the planned arrangements, and to determine the overall effectiveness of the quality/SMS/environmental system.

It is the responsibility of the IED Manager to ensure all internal audits are conducted per audit schedule and schedule the opening and closing audit meetings. The IED Manager determines which scheduled areas of audit are assigned to designated internal auditors. This position will supervise all internal auditors assigned to conduct the formal review of records and/or processes to determine compliance to the company's documentation. Upon review of all objective evidence, all results will be recorded.

The IED Manager shall ensure all internal auditors compose the audit with objectivity and impartiality. The IED Manager shall not assign an internal auditor to audit their department.

The IED Manager ensures audit reports are completed, all management personnel are aware of findings or observations to be documented in the Corrective Action Preventive Action (CAPA) database.

Supervise both lead and internal auditors assigned to monthly audits.

Coordinate implementation, maintenance, and integration of the SMS throughout the organization. Partnering with the SMS Coordinator for collection of data, presentation of data to executive management and adjusting the internal audit schedule as risk ratings change throughout the calendar year.

Ensure the SMS and safety policies are properly implemented and performing in all areas of the Perform Air organization.

Other duties as assigned by the President.

## **Qualifications:**

Education *A&P License or BS Degree or High School completion plus one of the following Experience or Training requirements.*

Experience: *Internal auditing experience or Maintenance related position in Aviation.*

Training: *Documented training records of at least 100 hours.*