

CSTPL Quality Manager – JD

Responsibilities:

The primary role of the Quality Manager is to verify, by monitoring activities in the field of training, that the standards required by the DGCA, and any additional requirements as established by the organization, are being carried out properly under the supervision of the Head of Training. The Quality Manager shall be responsible for ensuring that the Quality Assurance Programme is properly implemented, maintained and continuously reviewed and improved.

The Quality Manager should:

- Ensure that all training course curricula are up-to-date and have current approvals by the DGCA, in liaison with the Head of training.
- Ensure that all instructors' qualifications are up-to-date and have current approvals by DGCA, in liaison with the Head of Training.
- Ensure that all Flight Simulation Training Devices (FSTDs) have current approvals by DGCA, in liaison with the Technical manager.
- Ensure that all employees are current with required Quality & Continuous improvement training.
- Ensure adequate document control within the training center.
- Plan, in co-ordination with the Head of Training, the annual DGCA ATO inspection visits.
- Plan, in co-ordination with the Technical Manager, the periodic DGCA FSTD evaluation visits.
- Assist in the implementation of corrective actions and responses to DGCA to all issues that arise from external inspections, audits, and evaluations.
- Perform the day-to-day quality assurance functions within the organization
- Plan and ensure conduct of all scheduled quality monitoring activities including internal audits, management evaluation, inspections etc.
- Ensure all documentation such as audit reports, CPARs, inspection reports, are completed timely and maintained.
- Supervise and manage the ATOs SMS related activities.
- Any other tasks as mandated by regulatory requirements, and as assigned by the Accountable Manager.

Requirements

- The Quality Manager shall have extensive experience in implementation and control of quality systems and should have extensive experience in the aviation industry in either engineering or flying role. Additional requirements may need to be met based on the scope of the ATO's training program. The QM should also manage SMS when required.