

SECTION 2.2 STATEMENT OF DUTIES AND RESPONSIBILITIES – ASSISTANT HEAD OF AIRWORTHINESS AND MAINTENANCE

The Assistant Head of Airworthiness and Maintenance (AHAM) is responsible to the HAM for the following duties and responsibilities:

- a) Assist the HAM in the preparation, implementation, and development of recommendations on aeronautical engineering, aircraft manufacture and maintenance, relevant legislation, and quality control policy on behalf of or for the RAAus Board.
- b) Assist the HAM in the preparation and oversight of changes to the RAAus Technical Manual, RAAus Airworthiness Notices, Safety Bulletins and other technical documentation and correspondence.
- c) Assist the HAM in the oversight of the accreditation system for the conduct of aircraft maintenance by RAAus members.
- d) Assist the HAM in monitoring technical trends in recreational aviation in Australia and overseas.
- e) Assist the HAM in monitoring the standard of recreational aviation engineering and maintenance throughout Australia and overseas to advise the RAAus Board on acceptable aeronautical requirements and practice.
- f) Assist the HAM in investigations of breaches of technical policy.
- g) Assist the HAM in developing, implementing, and monitoring an appropriate and practicable technical training system for RAAus members.
- h) In consultation with the HAM, advise on flight test schedules and limitations associated with amateur and factory-built aircraft, and maintenance activities.
- i) Assist the HAM in developing and maintaining a technical library of aircraft data for which the RAAus has responsibility and other material where the retention of such material would be in the interests of RAAus members.
- j) Issue on behalf of the HAM, aircraft registration certificates.
- k) Suspend on behalf of the HAM, aircraft registration certificates.
- l) Issue on behalf of the HAM, Permit to fly (TEST) and Permit to fly (ONGOING).
- m) If delegated by CASA, issue on behalf of RAAus a replacement certificate of airworthiness or a replacement special CoA (including an experimental certificate) in accordance with the procedures in the RAAus Certificate of Airworthiness Manual.
- n) Issue on behalf of the HAM, Modification and Repair Approvals.
- o) Issue on behalf of the HAM, Maintenance Authorities.
- p) Suspend on behalf of the HAM, Maintenance Authorities.