

SECTION 2.1 STATEMENT OF DUTIES AND RESPONSIBILITIES - HEAD OF AIRWORTHINESS AND MAINTENANCE

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

- a) 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) Preparation and oversight of changes to the RAAus Technical Manual, RAAus Airworthiness Notices, Safety Bulletins and other technical documentation and correspondence.
- c) Oversight of the accreditation system for the conduct of aircraft maintenance by RAAus members.
- d) Monitor technical trends in recreational aviation in Australia and overseas.
- e) Monitor the standard of recreational aviation engineering and maintenance throughout Australia and overseas to advise the RAAus Board on acceptable aeronautical standards and practice.
- f) Oversight of technical functions between RAAus, other aviation and engineering organisations, and the Civil Aviation Safety Authority (CASA).
- g) Exercise delegations and authorisations issued by CASA and RAAus in accordance with the requirements of the RAAus Part 149 Exposition, this Tech Manual, the Occurrence and Complaints Management Manual, the Certificate of Airworthiness Manual and any other manual published by RAAus from time to time.
- h) Investigate breaches of technical policy and implement remedial action or recommendations for appropriate action to the RAAus Board.
- i) Manage and provide technical advice and recommendations to the RAAus Board and RAAus members relating to the findings of accidents and incidents and their investigation.
- j) Develop, implement, and monitor an appropriate and practicable technical training system for RAAus members.
- k) Advise on flight test schedules and limitations associated with amateur and factory-built aircraft, and maintenance activities.
- l) Develop and maintain 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.
- m) Represent RAAus at meetings, conferences, forums, and exhibitions as directed by the Accountable Manager.
- n) Action all RAAus Board directives promptly and maintain regular contact with the Accountable Manager.
- o) In the case of a breach of the procedures and/or regulations set out in this manual, or amendments to this manual, or the relevant CAOs, and with reasonable cause to determine there is a potential threat to aviation safety, the HAM may immediately suspend a maintenance authority and/or RAAus aircraft registration. Immediately following a suspension and in accordance with the RAAus Occurrence and Complaints Handling Manual a Complaints Officer will implement the RAAus Occurrence and Complaints Handling Manual processes to investigate further.

The HAM may consider for approval, any matter not covered at all, or adequately, within this manual in accordance with the Management of Change Manual. Anything not covered by this TM, or any item that does not align with regulatory requirements, may require consultation with CASA before an approval- is given. Such approvals may result in amendments to this manual where deemed appropriate and of benefit to RAAus and its members.

Note: In the event that the HAM is required to make a decision outside of his/her expertise, the HAM will consult with a relevant subject matter expert (SME) and/or the RAAus Airworthiness and Maintenance Panel (AMP) for advice.