

Regulatory Competencies

Process Competency: **Development, Maintenance and use of Technical Procedures**

Description: The ability to develop, maintain and follow the technical procedures produced in support of OTARs for specific technical disciplines.

*Note: Elements are in italics.
Knowledge (K), Skills (S), Behaviour (B)*

Operational	Supervisory
<p><i>Understanding the Regulatory Task</i></p> <p>Can demonstrate in depth knowledge and understanding of the regulatory responsibilities relevant to the technical task. (K)</p> <p>Can identify the significant processes required to achieve the requirements of the OTARs in a specific local environment and can break down these processes into logical steps, identifying the inputs and outputs at each stage in order to draft or amend a technical procedure. (S)</p> <p><i>Procedure Production</i></p> <p>Can write the procedure in a clear, logical and easy to follow manner so that other staff are able to implement it with little additional support. (S)</p> <p><i>Procedure Maintenance</i></p> <p>Demonstrates the ability to review existing procedures against new or amended requirements, identifying the necessary amendments and implementing them in a structured process. (S)</p> <p><i>Following technical Procedures</i></p> <p>Uses technical procedures to ensure that the task is carried out in a consistent and correct manner. (B)</p>	<p><i>Understanding</i></p> <p>Has a broad level of understanding of the technical task. (K)</p> <p><i>Guidance</i></p> <p>Can analyse the task to be completed and can provide guidance to staff in the production of procedures. (S)</p> <p>Can implement a system which supports staff in the production of procedures and ensures that overlaps and gaps between technical disciplines are dealt with effectively and efficiently. (S)</p> <p>Leads by example in following technical procedures. (B)</p> <p><i>Approval</i></p> <p>Can review procedures produced with sufficient understanding to approve the procedures for implementation. (S)</p>

<p><i>Persons to whom this is likely to apply:</i> Technical staff</p>	<p><i>Persons to whom this is likely to apply:</i>Managers supervising technical staff</p>