Regulatory Competencies

1.   Introduction

A set of competencies have been produced for use by OTAAs and ASSI. This document provides an overview of how these have been developed and how they can be applied. The list of competencies should be reviewed periodically and if necessary any additions made.

2.   The approach

The aim of producing a set of regulatory competencies was to have a reasonably simple system of defined competencies that could be applied by the DCAs and ASSI in different ways to achieve objectively measured standards, for example in the performance management process.

These competencies are designed to sit above the technical competence with which the post holder enters his or her role.

An analysis was conducted to establish the functions that were carried out within an OTAA or within ASSI i.e. what skills and capability would an organisation need to fulfil its purpose. From this list we were able to draw up an initial list of competencies.

These competencies naturally fall into three areas:

- Process Competencies - these form the bulk of the regulatory competencies. As their name suggests, these relate to the process is being carried out and can be applied to different disciplines. There will be a set of process competencies allocated for each role, such as Airworthiness Surveyors, ATC inspectors etc.

- Additional Technical knowledge/Skill Competencies – these relate to a particular area of technical knowledge or skill that may not always be undertaken by the same technical specialist within each OTAA. Examples of this include Dangerous Goods, Meteorology.

- Conduct Competencies.

3.   Process Competencies

These have been written to cover two levels:

- Operational - operational competence will be the level expected of 'frontline' staff e.g. aerodrome inspectors, airworthiness surveyors etc.

- Supervisory – this level of competence will apply to managers and will require a lower level of competence, enough to understand the technical issues, but not necessarily sufficient to permit them to do the frontline job.

The Supervisory Competence level will apply in all technical areas for DCAs – but the requirement for lower level managers (eg Head of Airworthiness) will need to be identified dependent on circumstance, job description, how many tech staff working etc, and is for DCA to decide.

Within each competency the descriptors are grouped together within elements. These elements can then be used for assessment purposes.

The current list of process competencies is shown below.

Process Competencies
Product/equipment Approvals and Certification
Organisation Approval
Audits and Assessments
Assessment of QMS
OTARs and legislation
Analysis
Assessment of Safety Management Systems
Enforcement
Personnel Licensing
Examinations
Human Factors
Technical Procedures

4.   Additional Technical Knowledge/Skills Competencies

These specialist technical areas will be dependent on job description. For example, the oversight of SAR arrangements could be done by different disciplines e.g. ATC, Flight Ops etc – and may be included in an individual's job description on the basis of their past activity.

These have been developed with one level.

- Wildlife Hazard Management
- Aircraft Fuelling and Fuel installation management
- Meteorology
- Search and Rescue
- Aeronautical Information Service
- Dangerous Goods
- Quality management System Development and Maintenance
- PANS-OPS for Aircraft Operations
- Oversight of Rescue and Firefighting Regulation
- Rescue and Fire Fighting Regulation
- Management
- Training

5.   Conduct Competencies

These are applicable to all staff and relate to the conduct that is expected. The list of conduct competencies is:

- Cultural awareness
- Teamwork
- Communications

6.   Competency Profiles

Each job will require regulatory process competencies and conduct competencies. It may also contain technical knowledge/skills competencies. The level of process competency will also be defined.

7.   Role of Competencies

- In Assessment – assessors will review the degree to which specific personnel meet the competencies. This will mean that there is an objective standard against which an individual can be assessed. Competency checking forms are used to substantiate the competency of an individual.

- In Training – the competencies provide a framework for analysing where the gaps may lie in a person's competence and therefore identify the training requirements of an individual.

- In Recruitment – when interviewing candidates and applying competency based questions, the interviewer will be able to collect evidence on the level of competence of the individual and therefore be able to assess how appropriate the candidate is for the role.