

## Regulatory Competencies

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

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

*Note: Elements are in italics.*

<b>Operational</b>	<b>Supervisory</b>
<p><i>Understanding the Regulatory Task</i></p> <p>Can demonstrate in depth knowledge and understanding of the regulatory responsibilities relevant to the technical discipline.</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.</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.</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.</p>	<p><i>Understanding</i></p> <p>Has a broad level of understanding of the technical task.</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.</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.</p> <p><i>Approval</i></p> <p>Can review procedures produced with sufficient understanding to approve the procedures for implementation.</p>
<p><i>Persons to whom this is likely to apply:</i></p> <p>Inspectors.</p>	<p><i>Persons to whom this is likely to apply:</i></p> <p>Technical manager General technical manager (DCA/COO/MANU/MPQS etc)</p>