



## POSITION DESCRIPTION

**Position Title:** QA ENGINEER  
**Group:** OPERATIONS  
**Location:** SINGAPORE

**Reports to Position** Quality Manager, Engineering

**Position summary** Assist Quality Manager, Engineering on airworthiness and quality assurance responsibilities which comprise mainly auditing, vendor evaluation, aircraft incident reporting and investigation, developing maintenance and training standards, administering the mandatory occurrence reporting system and technical personnel authorisation system.

- Responsibilities /Accountabilities:**
- Liaise with regulatory authorities on airworthiness, safety and QA matters
  - Conduct audits on line stations, maintenance contractors and aircraft maintenance activities, recommend improvements, and track closure of corrective actions
  - Develop and organize training of standard maintenance practices and QA procedures for use within the company and maintenance contractors
  - Assess maintenance contractors and component suppliers required by the company in the performance of aircraft maintenance
  - Perform verification of maintenance contractor activities including facilities, tooling, data and personnel review, product inspections and audits
  - Conduct investigation of aircraft incidents/premature product failures and recommend actions to improve safety, reliability and processes
  - Administer the technical personnel authorization system for aircraft maintenance work
  - Administer the mandatory occurrence reporting system
  - Coordinate audits by regulatory authorities and external parties
  - Review and continuous improvement on current processes
  - Participate in ad-hoc QA, engineering and maintenance projects

- Person Specifications: Knowledge, Skills and Experience:**
- Bachelor degree/diploma in engineering or equivalent qualification
  - At least 3 years of relevant working experience preferably in the aerospace industry
  - Possess auditing experience or qualification
  - Familiar with airworthiness legislation and requirements
  - Good team player, ability to work independently and multi-task