

Nepal Industrial and Business Sector Occupational Standard (OS) Of Aircraft Maintenance Technician Level-3



In jointly implemented by



Occupational classification linkage with NSCO

Occupational Title: Aircraft Maintenance Technician

Level: 3

Sector: Tourism

Sub – Sector: Aviation Industry

OS ID No: TR-009-078

Major Group: 7

Sub-major Group: 72

Minor Group: 723

Unit Group: 7232

Occupation Specific Employers Panel:

S.N.	Name	Designation	Organization
1.	Ms. Kamala Kandel	Administration Officer	Heli Everest
2.	Mr. Ranjan Ghimire	Human Resource Chief	Kailash Helicopter
3.	Mr. Anup Pradhan	Chief of HR & Administration	Saurya Airlines
4.	Mr. Kiran Manandhar	Human Resource Chief	Guna Airlines
5.	Ms. Sheela Gauchan	Administration Officer	Altitude Air Pvt. Ltd.
6.	Mr. Anil Poudel	Administration Manager	Fishtail Air Pvt. Ltd.
7.	Mr. Novel kumar Rajlawat	Deputy General Manager	Prabhu Helicopter
8.	Mr. Nischal Bikram Thapa	Human Resource Manager	Buddha Air
9.	Mr. Binod Mandal	Administration Manager	Simrik Air Pvt. Ltd
10.	Mr. Umesh Dagi	Senior Manager	Shree Airlines
11.	Mr. Subash Bohara	Human Resource Manager	Yeti Airlines
12.	Mr. Bishnu Prasad Gautam	Administration Officer	Manang Air

Expert Workers Panel

S.N.	Name	Designation	Organization
1.	Mr. Bishnu Narayan Shrestha	Maintenance Expert	Heli Everest
2.	Mr. Anirudra Shrestha	Maintenance Expert	Kailash Heli
3.	Mr. Rijan Parajuli	Maintenance Expert	Saurya Airlines
4.	Mr. Subash Chapagain	Maintenance Expert	Altitude Air
5.	Mr. Rabindra Bajracharya	Maintenance Expert	Guna Airlines
6.	Mr. Nirajan Pokharel	Maintenance Expert	FISHTAIL AIR PVT. LTD.
7.	Mr. Kamlesh Prashad Gupta	Maintenance Expert	Prabhu Heli
8.	Mr. Manit Acharya	Maintenance Expert	Simrik Air Pvt. Ltd
9.	Mr. Sakumar Khadaka	Maintenance Expert	Buddha Air
10.	Mr. Milan Dahal	Maintenance Expert	Shree Airlines
11.	Mr. Ramesh Prashad Baskota	Maintenance Expert	Yeti Airlines
12.	Mr. Sohan Deep Dahal	Maintenance Expert	Tara Air

OS Development Workshop Facilitated by:

S.N.	Name	Designation	Organization
1.	Mr. Tararaj Luitel	Facilitator	Freelancer
2.	Mr. Ajit Ranabhat	Co-facilitator/Recorder	Freelancer

OS Reviewed by ELMS Sector Working Group:

S.N.	Name	Designation	Representation (Organization)
1.	Ms. Sarita Lama	General Secretary	FNCCI (TAAN)
2.	Ms. Pampha Devi Dhamala	National Council Member & Chair of Tourism Committee	CNI
3.	Ms. Roshani Upadhyaya	Sr. Vice President CWEC	FNCSI
4.	Mr. Yubraj Shrestha	Executive Member	HAN
5.	Mr. Prabesh Aryal	Sector Expert	ELMS

OS Verified by ELMS Technical Advisory Committee:

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Kul Bahadur Phadera	Under secretary	MoEST
3.	Mr. Pravat Uprety	Associate Prof.	TU
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sarada Ghimire	Dy. Director	CTEVT, Curriculum Div.
6.	Mr. Keshab Ghimire	Dy. Director	CTEVT, NSTB

OS Recommended by ELMS Coordination Committee:

S.N.	Name	Designation	Organization
1.	Mr. Rabin Kumar Shrestha	Focal Person/Ex EC member	FNCCI
2.	Mr. Sumit Kumar Kedia	Executive committee member	FNCCI
3.	Mr. Birendra Raj Pandey	Vice –president	CNI
4.	Mr. Megh Nath Neupane	Senior – Consultant	CNI
5.	Ms. Shobha Gurung	Vice president	FNCSI
6.	Mr. Mohan Katuwal	Vice president	FNCSI
7.	Mr. Binayak Shah	Senior-vice president	HAN
8.	Mr. Sajjan Shakya	Secretary General	HAN
9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

OS Approved by ELMS Board:

S.N.	Name	Designation	Organization
11.	Mr. Shekhar Golchha	President	FNCCI
12.	Mr. Vishnu Kumar Agarwal	President	CNI
13.	Mr. Shyam Prasad Giri	President	FNCSI
14.	Ms. Srijana Rana	President	HAN
15.	Mr. Rabi Singh	President	FCAN
16.	Mr. Chandra Kanta Adhikari	Member Secretary	ELMS

Occupational Description:

Aircraft Maintenance Technician assist aeronautic engineers and carry out regular maintenance, defect rectification, aircraft avionics, electrical, electronic equipment, instrument maintenance, and base maintenance. Government statistics shows there are 19 (9 Airlines + 10 Helicopters) domestic and 32 international airlines are operating their flight in Nepal (Nepal Tourism Statistics 2019, MoTCA). Various occupations involves in the smooth operation of aviation industry of which Aircraft Maintenance Technician very important occupation that ensures safety of the aircrafts and carryout regular maintenance of airlines. According to the Airlines Operators Association of Nepal (AOAN), it is not as easy as glamorous it looks from outside, aviation industry has its own limitations and challenges. Some of its major the challenge are retention of its experienced skilled human resources and recruitment of skilled human resources as there has always been shortages of skilled human resources (pilots, crew, technician, ground handling). Aircraft maintenance division is major part of aviation industry in which high degree of technically skilled human resources are always in need. Senior technician like aeronautic engineers, sub engineers are well trained and armored by their academic degree and relatively available in the job market. However airlines maintenance technicians or junior technicians are not easily available as they have to go through training which is normally being done by aviation industry on apprentice model. Nepalese aviation industry is in high demand of aircraft maintenance technician and it will be more demanding as number of airlines companies are in process of adding their fleet in Nepal which creates employment opportunities to the skilled human resources. Airlines companies are outsourcing some maintenance technicians from neighboring countries which is limiting Nepalese citizen from employment opportunities and being challenging for the airlines operators and loosing revenue. If we can recruit aircraft maintenance technician carrying industry desired occupation skill standard huge revenue will be saved for the employer and door of opportunities will be opened for the aspirant employee.

The occupation Aircraft Maintenance Technician Level-3 describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment. Further, the performer has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to operate machines, apply approved tools and supervises assistant

worker and labour in the team. Nepal's aviation industry & business sector expects individual reserving set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

Occupational and environmental safety:

The occupation is mostly concentrated on aircraft servicing, removal, installation and maintenance of aircraft components, lubrication of engine, transmission oil, grease, hydraulic fluid, refilling oxygen and nitrogen gas. There is high chance of occupational hazards like electrical shock, injuries caused by sharp tools equipment, chemical hazards of batteries, different toxic chemicals of paints, fire hazards, chemical hazard are major occupational hazards that has to be dealt by the aircraft maintenance technician. Aircraft companies follows Civil Aviation Authority of Nepal (CAAN) protocol for occupational and environmental safety. Based on CAAN protocol, company protocol is devised and occupational and environmental safety measures are strictly adhered by technicians to minimize potential health and environmental hazards.

Minimum Job Entry Requirement:

As per the labour law the Nepalese citizen aged 18 years and above and competent as per this occupation standards are eligible to enter in this occupation. To cope the required knowledge and tasks performance standard of this occupation + 2 or Diploma in Electrical/Electronics/Automobile or Mechanics qualification are recommended to enter in any skill and knowledge impartation courses.

Worker's traits:

The desired workers traits are mentally and physically fit and strong, disciplined and positive attitudes, good and quick decision maker, prompt responsive to the assignment, good team players, high level of passionate, can be enjoyed to work with tools, equipment machineries and new technology, blue-collar environment and friendly behaviors, good interpersonal, leadership , and administrative skills, and exhibiting strong organizational loyalty.

Occupational career path:

- **Above the Position-** Licensed Aircraft Maintenance Technician
- **Current Position-** Aircraft Maintenance Technician: Level-3
- **Below the Position-** Assistant Aircraft Maintenance Technician

Abbreviation used:

Task Level	Rating number and their meaning
Significance	: 1-Least important; 2-Important; 3-Highly important
Ease	: 1-Least easy (hard to do); 2-Moderately easy; 3-Easy to do
Occurrence	: 1-Rearly occurred; 2-Moderately occurred; 3-Frequently occurred

N/A	: Not Applicable
OS	: Occupation Standard
FNCCI	: Federation of Nepalese Chambers of Commerce & Industry
CNI	: Confederation of Nepalese Industries
FNCSI	: Federation of Nepalese Cottage & Small Industries
FCAN	: Federation of Construction Association Nepal
HAN	: Hotel Association Nepal
ELMS	: Employers Led Market Secretariat
SWG	: Sector Working Group
TAC	: Technical Advisory Committee
SOP	: Standard Operating Procedure
KU	: Kathmandu University
MoEST	: Ministry of Education, Science & Technology

TU	:	Tribhuvan University
CBS	:	Central Bureau of Statistics
CTEVT	:	Council of Technical Education and Vocational Training
NSTB	:	National Skill Testing Board
Div	:	Division
PPE	:	Personal Protective Equipment
CAAN	:	Civil Aviation Authority of Nepal

List of duties and tasks of the occupation:

Soft skills Area:			
S.N.	Duty statements	Task Number.	Task statements
1.	Demonstrate positive attitudes	1.	Manage time
		2.	Exhibit empathy
		3.	Keep work ethics
		4.	Respond assignment
		5.	Receive / give feedback and feed forward
2.	Exhibit interpersonal skills	6.	Listen others
		7.	Communicate with others
		8.	Coordinate with others
		9.	Perform net-working
3.	Demonstrate occupational leadership	10.	Exhibit behavior of team player
		11.	Make decision
		12.	Solve problem
		13.	Take responsibility and accountability
		14.	Develop work plan of Aircraft Maintenance Technician
Core skills Area:			
S.N.	Duty statements	Task number	Task statements
4.	Conduct ground handling	15.	Perform aircraft marshalling
		16.	Perform aircraft towing
		17.	Perform aircraft fueling
		18.	Perform aircraft defueling
		19.	Perform aircraft mooring
		20.	Perform de-icing
5.	Execute scheduled/unscheduled aircraft servicing	21.	Perform fluid servicing
		22.	Perform lubrication
		23.	Perform aircraft/component cleaning (exterior / interior)
		24.	Perform troubleshoot and rectify defects
6.	Remove/Install different aircraft components	25.	Remove/Install starter generator
		26.	Remove /Install wheel and brake system
		27.	Remove/Install power plant
		28.	Remove/ install battery
		29.	Remove/install landing gear
7.	Execute aircraft component maintenance work	30.	Perform component maintenance of APU/Engine/Propeller
		31.	Perform component maintenance of battery
		32.	Perform component maintenance of wheel and brake system
		33.	Perform component maintenance of landing gear
8.	Conduct structure check/repair	34.	Perform sheet metal work,
		35.	Perform composite repair ,
		36.	Perform Corrosion Prevention & Control (CPC)
		37.	Perform touch up painting
9.	Prepare Reporting and coordination	38.	Provide Report to concerned
		39.	Coordinate with certifying staff /supervisor
		40.	Coordinate with Maintenance Control Center/ Production Planning and Control (MCC/PPC)
		41.	Coordinate with other departments

10. Inventory, safety and record keeping

- 42. Maintain inventory of tools and equipment
- 43. Follow safety protocol
- 44. Maintain personal experience logbook
- 45. Assist to carry out Non Destructive Test (NDT)
- 46. Perform general visual inspection
- 47. Perform general electrical wiring
- 48. Perform fuel tank inspection
- 49. Inspect emergency equipment
- 50. Inspect on board documents

Task Competency Standard

Soft Skills Area:

Task number:	1		
Task statement:	Manage time		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition <ul style="list-style-type: none"> Regular duty hours and work plan Task: Manage time Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Exhibited punctuality; Task completed within the given time frame; Task performed as per the given work plan. 		
Related technical knowledge:	<ul style="list-style-type: none"> Importance of time management; Work priority and rescheduling as per the urgency; Points to be consider while managing time during duty hours. 		

Task number:	2		
Task statement:	Exhibit empathy		
Level of task:	Significance	Ease	Occurrence
	2	2	1
Terminal performance standard:	Given Condition <ul style="list-style-type: none"> Any incident (Problems, awkward situation or unusual situation) of customer or team members Task: Exhibit empathy Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Expressed feelings (body language, gesture, posture, facial expression) as per the given incident during the performance; Acted accordingly as per the feelings. 		
Related technical knowledge:	<ul style="list-style-type: none"> Meaning and importance empathy; Different situation of empathy exhibition; Points to be consider while exhibiting empathy. 		

Task number:	3		
Task statement:	Adopt work ethics of the occupation		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition <ul style="list-style-type: none"> Occupational ethics and Code of conduct of organization; Standard operating procedure (SOP). Task: Adopt work ethics of the occupation Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Given occupational ethics and organizational code of conduct is followed; SOP is followed and performer is satisfied and motivated in the occupation. 		
Related technical knowledge:	<ul style="list-style-type: none"> Meaning and importance work ethics and occupational work ethics; Code of conducts of organization or SOP. 		

Task number:	4		
Task statement:	Respond assignment		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Any assignment or task order Task: Respond assignment Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Prompt response is exhibited; Assignment noted; Assignment completed within the agreed time. 		
Related technical knowledge:	<ul style="list-style-type: none"> Importance of timely response; Time requirement any assignment; Manner of interaction with others; Types of work and urgency. 		

Task number:	5		
Task statement:	Receive / give feedback and feed forward		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition <ul style="list-style-type: none"> Any assignment or task order Task: Receive / give feedback and feed forward Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Performer listen actively; Noted feed forward and feedback; Firstly given positive feedback objectively; Secondly given developmental feedback objectively; Digestible amount of feedback is considered. 		
Related technical knowledge:	<ul style="list-style-type: none"> Meaning and importance of feed forward and feedback; Types of feedback; Techniques of receiving and giving feed forward and feedback. 		

Task number:	6		
Task statement:	Listen others		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition <ul style="list-style-type: none"> Customer or team member is complaining / reporting Task: Listen others Time: NA Standard/Criteria: <ul style="list-style-type: none"> Performer listen actively; Nodded the head during listening; Asked for clarification and noted the complaint or reporting; Reporter or complainer is satisfied with his/her listening attitude. 		
Related technical knowledge:	<ul style="list-style-type: none"> Importance of active listening; Differences between active listening and hearing; Techniques of active listening. 		

Task number:	7		
Task statement:	Communicate with others		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition <ul style="list-style-type: none"> • Information to be communicated; • Relevant audience. Task: Communicate with others Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Clear and audible voice is listen; • Communicated with pleasant vocal; • Natural visual expressions are exhibited during the communication; • Information shared is concise and complete. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance of effective communication; • Effective communication model; • Types of communication; • Means of communication; • Techniques of effective communication. 		

Task number:	8		
Task statement:	Coordinate with others		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition <ul style="list-style-type: none"> • Agenda or issue or information to be coordinated; • Team members or relevant stakeholders; • Means of coordination. Task: Coordinate with others Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Coordination is done per the given agenda, issues or information to be shared; • Coordination is done per the target receivers; • Coordination is done per the given means of coordination. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance coordination; • Means of coordination; • Techniques of effective coordination. 		

Task number:	9		
Task statement:	Perform net-working		
Level of task:	Significance	Ease	Occurrence
	3	1	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Assignment; • Job description. Task: Perform net-working Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Service delivery met the standard of the organization; • Additional service procurement is found easily. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance of networking; • Means of networking; • Techniques of effective networking. 		

Task number:	10		
Task statement:	Exhibit behavior of team player		
Level of task:	Significance	Ease	Occurrence
	2	1	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Assignment; • Working team. Task: Exhibit behavior of team player Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Team members are encouraged; • Taken collective ownership; • Possessed cooperative and assertiveness; • Taken responsibility and accountability. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance of team work; • Characteristics of good team player; • Phases of team formation; • Tips of effective team work. 		

Task number:	11		
Task statement:	Make decision		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Any assignment with possible unusual situation during the process; • Problem or case and time frame. Task: Make decision Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Decision taken within given time frame; • Desired result achieved; • Decision considered efficient use of time, money and resources. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance of decision making; • Simple decision making process. 		

Task number:	12		
Task statement:	Solve problem		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Any problem or case and time frame Task: Solve problem Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Problems are solved in given time frame; Desired result is achieved; Considered the efficient use of time, money and resources. 		
Related technical knowledge:	<ul style="list-style-type: none"> Meaning and importance of problem solving; List of potential problems in the occupation (Aircraft Maintenance Technician); General problem solving techniques. 		

Task number:	13		
Task statement:	Take responsibility and accountability		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Assignment; Job description. Task: Take responsibility and accountability Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Exhibited dedication to the assignment; Attempted to complete the assignment as per the set standard; Taken ownership of results. 		
Related technical knowledge:	<ul style="list-style-type: none"> Meaning of responsibility and accountability; Importance of responsibility and accountability for Aircraft Maintenance Technician. 		

Task number:	14		
Task statement:	Develop work plan of Aircraft Maintenance Technician		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> List of tasks and their priority order; Planning forms and format; Job description. Task: Develop work plan of Aircraft Maintenance Technician Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Plan is developed as per the given tasks; Planning is done in given forms and format; Tasks are planned based on priority order or sequence; Considered efficient use of resources (time, money, and people). 		

Related technical knowledge:	<ul style="list-style-type: none"> • Meaning of planning; • Importance of planning; • Different planning tools; • Points to be considered while planning.
-------------------------------------	---

Core Skills Area			
Task number:	15		
Task statement:	Perform aircraft marshalling		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Aircraft start/ Take off; • Aircraft parking; • Aircraft Landing; • Taxing. Task: Perform aircraft marshalling Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Aircraft is parked on a marked place; • Marshalling process and procedure is followed. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance of Marshalling; • Process and procedure of Marshalling; • Ramp safety and Airport Layout; • Firefighting. 		
Safety / precaution:	<ul style="list-style-type: none"> • Ensure wind direction and wing clearance; • Check foreign object; • Check intake and exhaust area clearance; • Wear PPE. 		
Tools, equipment and materials:	Marshalling torch/wand, PPE, Fire extinguisher, Chocks, Safety Cone		

Task number:	16		
Task statement:	Perform aircraft towing		
Level of task:	Significance	Ease	Occurance
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Aircraft parking and aircraft pushback/repositioning; • Taking aircraft to maintenance area/hangar. Task: Perform aircraft towing Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Aircraft is towed safely at the designated place; • Towing process is followed as per the aircraft maintenance manual. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Aircraft maintenance manual- towing; • Process and procedure to be followed while towing aircraft; • Ramp safety and airport layout and fire-fighting; 		
Safety / precaution:	<ul style="list-style-type: none"> • Ensure wing clearance and check foreign object; • Check intake and exhaust area clearance and wear PPE; • Ensure towing speed is maintained; • Ensure external equipment's are disconnected. 		
Tools, equipment and materials:	Tow tractor, tow bar, towing pin, head set, PPE, chocks,		

Task number:	17		
Task statement:	Perform aircraft fueling		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> As per operational requirement suggested by operational department; After Maintenance; Each flight duration. Task: Perform aircraft fueling Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Aircraft is fueled with required fuel; Fuel quantity is verified with the indicator; Safety protocol is followed. 		
Related technical knowledge:	<ul style="list-style-type: none"> Types and qualities of fuel; Process and procedure of filling different types of fuel; Safety precaution to be adopted; Calculation of fuel; Storage of fuel; Log book entry. 		
Safety / precaution:	<ul style="list-style-type: none"> Check contamination; Ensure earthing is done properly; Ensure fire extinguisher/ fire bottle is carried; Avoid using of electronic devices; Check battery / radar/ APU; Check weather condition while fueling. 		
Tools, equipment and materials:	Pipes, fire extinguisher devices, funnel, pump, fuel tender, cone , placard with signals		

Task number:	18		
Task statement:	Perform aircraft defueling		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Before and after Maintenance; Fuel contamination; As per the operational requirement. Task: Perform aircraft defueling Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Operational requirement is followed; Safety protocol is followed; Defueling is done as per the instruction in the manual. 		
Related technical knowledge:	<ul style="list-style-type: none"> Types and qualities of fuel; Process and procedure of defueling different types of fuel; Conditions applicable for defueling and log book entry. 		
Safety / precaution:	<ul style="list-style-type: none"> Check contamination and ensure earthing is done properly; Ensure fire extinguisher/ fire bottle is carried; Avoid using of electronic devices and check battery / radar/ APU; Check weather condition while fueling and avoid smoking. 		
Tools, equipment and materials:	Pipes, fire extinguisher devices, funnel, pump, fuel tender, placards with signals, cone		

Task number:	19		
Task statement:	Perform aircraft mooring		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • After parking; • After last flight; • Windy condition; • Long time parking. Task: Perform aircraft mooring Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Aircraft is secured; • Safety protocol is followed; • Mooring is done as per the instruction in the manual. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance of Mooring; • Process and procedure of mooring; • Conditions applicable for mooring; • Types and qualities of mooring rope. 		
Safety / precaution:	<ul style="list-style-type: none"> • Ensure earthing is done properly; • Check tail and main rotor blade, propeller, and position while mooring; • Ensure tension of mooring rope is proper. 		
Tools, equipment and materials:	Mooring rope, mooring block, chocks, safety cone,		

Task number:	20		
Task statement:	Perform de-icing		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Icing condition Task: Perform de-icing Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Aircraft is free from ice ; • Safety protocol is followed; • De-icing is done as per the instruction in the manual; • Controls are functional. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance of deicing; • Process and procedure of deicing; • Types of fluid required in different aircrafts. 		
Safety / precaution:	<ul style="list-style-type: none"> • Ensure proper deicing fluid is used; • Follow instructions of the manual; • Ensure control surfaces are free from ice. 		
Tools, equipment and materials:	Deicing fluid, spraying equipment,		

Task number:	21		
Task statement:	Perform fluid servicing		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Aircraft servicing; • Scheduled and unscheduled maintenance. Task: Perform fluid servicing Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Aircraft parts are serviceable and reliable; • Safety protocol is followed; • Servicing is done as per the instruction in the manual. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and Importance; • Oxygen/ Nitrogen / Hydraulic servicing; • Basic skill (Maintenance Practices). • Manual instructions; • Tools and equipment's required fluid servicing. 		
Safety / precaution:	<ul style="list-style-type: none"> • Take hydraulic precaution; • Take oxygen servicing precaution; • Take nitrogen servicing precaution; • Follow instructions in the manual; • Follow safety protocol. 		
Tools, equipment and materials:	Deicing fluid, spraying equipment,		

Task number:	22		
Task statement:	Perform lubrication		
Level of task:	Significance	Ease	Occurance
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Aircraft servicing: • Scheduled and unscheduled maintenance. Task: Perform lubrication Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Aircraft parts are serviceable and reliable and safety protocol is followed; • Lubrication is done as per the instruction in the manual. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance of lubrication • Basic skill of lubrication and process and procedure; • Types of lubricants and usage of lubricants; • Shelf life, (Expiry period) and storage condition. 		
Safety / precaution:	<ul style="list-style-type: none"> • Avoid lubricants hazard and ensure working area is clean after work; • Proper disposal of used lubricant; • Follow warning and caution as per the instruction in the manual; • Follow instructions in the manual and follow safety protocol. 		
Tools, equipment and materials:	<ul style="list-style-type: none"> • Fluids, lubricants, tool box, servicing tools , oxygen; • Nitrogen , regulator, PPE, Personal safety kit. 		

Task number:	23		
Task statement:	Perform aircraft/component cleaning (exterior / interior)		
Level of task:	Significance	Ease	Occurance
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Aircraft servicing; • Scheduled and unscheduled maintenance. Task: Perform Aircraft/Component cleaning Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Aircraft surface is clean and smooth/ free of dirt / debris; • Safety protocol is followed; • Servicing is done as per the instruction in the manual; • Exterior and interior parts of the aircraft is clean; • Cleaning is approved from the AME. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Types of cleaning agents; • Knowledge on water pressure to be maintained; • Basic skill- Maintenance practice; • Shelf life (Expiry period) ; • Storage condition; • Servicing manual- AMM. 		
Safety / precaution:	<ul style="list-style-type: none"> • Use prescribed cleaning agents only; • Ensure working area is clean after work; • Proper disposal of wastage; • Follow servicing manual. 		
Tools, equipment and materials:	<ul style="list-style-type: none"> • Servicing tools , air pressure conversion , recommended cleaning agents , rags. 		

Task number:	24		
Task statement:	Perform troubleshoot and rectify defects		
Level of task:	Significance	Ease	Occurance
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Unscheduled maintenance ; • Defect report from pilot ; • Maintenance report. Task: Perform troubleshoot and rectify defects Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Problem is identified based on troubleshoot ; • Rectification is done; • Aircraft is fit to fly ; • Rectification is done as per the instruction in the manual. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance; • Difference between scheduled and unscheduled task; • Pilot report; • Types of Maintenance Manuals-Aircraft Maintenance Manual -Engine Maintenance Manual-Troubleshoot manual. 		
Safety / precaution:	<ul style="list-style-type: none"> • Identify defects based on problem put forward by the pilot; • Follow the instructions mentioned in the maintenance manual. 		
Tools, equipment and materials:	<ul style="list-style-type: none"> • Maintenance Manuals, 		

Task number:	25		
Task statement:	Remove/install starter generator		
Level of task:	Significance	Ease	Occurance
	3	2	1
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Scheduled and unscheduled maintenance; • Defect report from pilot; • Defect in a generator. Task: Remove/install starter generator Time: 1 hour Standard/Criteria: <ul style="list-style-type: none"> • Starter generator is in serviceable condition; • Work area is clean after the replacement and installation; • Removal and installation is done as per the instruction in the manual; • Aircraft is airworthy. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance; • Airworthiness; • Removal and Installation; • Tools and parts required; • Electrical; • Torqueing Procedure; • Locking procedure; • IPC (Illustrated part catalogue) Knowledge. 		
Safety / precaution:	<ul style="list-style-type: none"> • Ensure serviceability ; • Follow Airworthiness procedure- such as Serviceable Tag, Airworthiness Release Certificate; • Follow the instructions mentioned in the maintenance manual. 		
Tools, equipment and materials:	<ul style="list-style-type: none"> • General tools, torque wrench, trestle, locking wire, packing seal, multimeter, 		

Task number:	26		
Task statement:	Remove/install wheel and brake system		
Level of task:	Significance	Ease	Occurance
	3	2	1
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Scheduled and unscheduled maintenance; • Defect report from pilot; • Wheel and brake worn out. Task: Remove/install wheel and brake system Time: 1 hour Standard/Criteria: <ul style="list-style-type: none"> • Wheel and brake system is in serviceable condition; • Working area is clean after the replacement and installation; • Removal and installation is done as per the instruction in the manual; • Aircraft is airworthy. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance; • Airworthiness; • Removal and Installation; • Tools and parts required; • Anti-skid; 		

	<ul style="list-style-type: none"> • Torqueing procedure; • Locking procedure; • Types of Manual; • Aircraft jacking procedure.
Safety / precaution:	<ul style="list-style-type: none"> • Ensure serviceability; • Follow Airworthiness procedure- such as Serviceable Tag, Airworthiness Release Certificate; • Follow the instructions mentioned in the maintenance manual; • Avoid movement of person inside aircraft; • Ensure work area is clean after work ; • Take hydraulic servicing precaution.
Tools, equipment and materials:	General tools, torque, wrench, jacking pad, locking wire, jacks, chocks, landing gear log pins, wheel and brake change special tools , TPG- Tire pressure gauge , Cone, nitrogen kit , Grease ,

Task number:	27		
Task statement:	Remove/install power plant		
Level of task:	Significance	Ease	Occurance
	3	1	1
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Scheduled and unscheduled maintenance; • Defect in engine. Task: Remove/install power plant Time: N/A (As per manual) Standard/Criteria: <ul style="list-style-type: none"> • All engine parameters are normal during ground run and test flight; • Removal and installation is done as per the instruction in the manual; • Aircraft is airworthy. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and importance; • Use of hoist , crane , engine sling, trestle , dynamometer; • Removal and installation; • Tools and parts required; • Torqueing Procedure; • Locking procedure; • Types of manual; • Electrical/ hydraulic servicing precaution; • Engine log book. 		
Safety / precaution:	<ul style="list-style-type: none"> • Follow parking procedure; • Avoid parking in windy gust areas; • Ensure weather condition is favorable; • Follow Airworthiness procedure- such as serviceable tag, airworthiness release certificate; • Follow the instructions mentioned in the maintenance manual; • Ensure work area is clean after work; • Take hydraulic servicing precaution. 		
Tools, equipment and materials:	General tools, torque wrench, locking wire, chocks, landing gear log pins, Cone, , dynamometers, crane, engine rigging tools, engine stand, multi-meter, engine sling, oil, fluids,		

Task number:	28		
Task statement:	Remove/install battery		
Level of task:	Significance	Ease	Occurance
	3	3	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Scheduled and unscheduled maintenance; Defect in battery. Task: Remove/install battery Time: 30 Minutes Standard/Criteria: <ul style="list-style-type: none"> Required voltage is shown while power is on; Operational test is satisfactory; Removal and installation is done as per the instruction in the manual; Aircraft is airworthy. 		
Related technical knowledge:	<ul style="list-style-type: none"> Meaning and importance; Removal and installation procedure; Tools and parts required; Types of batteries; Locking procedure; Torqueing procedure; Electrical safety precaution; Types of manuals. 		
Safety / precaution:	<ul style="list-style-type: none"> Follow airworthiness procedure- such as serviceable Tag, airworthiness release certificate; Follow the instructions mentioned in the maintenance manual; Ensure work area is clean after work; Take electrical safety precaution; Proper disposal of battery; Dispose batteries in a specified area; Apply lifting precautions. 		
Tools, equipment and materials:	Batteries, general tool box, locking wire , multi-meter, torque wrench, PPE,		

Task number:	29		
Task statement:	Remove/install landing gear		
Level of task:	Significance	Ease	Occurance
	3	1	1
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Scheduled and unscheduled maintenance; Defect in landing gear. Task: Remove/install landing gear Time: 6-8 hours Standard/Criteria: <ul style="list-style-type: none"> Extension and retraction of landing gear is satisfactory when tested; Emergency extension procedure is satisfactory when tested; Operational test is satisfactory when tested; Removal and installation is done as per the instruction in the manual; Aircraft is airworthy. 		
Related technical knowledge:	<ul style="list-style-type: none"> Meaning and importance; Removal and Installation procedure; Tools and parts required; 		

	<ul style="list-style-type: none"> • Locking procedure; • Torqueing procedure; • Electrical/Hydraulic safety precaution; • Types of manuals; • Jacking procedure; • Lubrication procedure; • Landing gear parts; • Types of landing gears; • Airworthiness procedure.
Safety / precaution:	<ul style="list-style-type: none"> • Follow airworthiness procedure; • Check serviceable tag; • Check airworthiness release certificate; • Follow the instructions mentioned in the maintenance manual; • Ensure work area is clean after work; • Take electrical/hydraulic safety precaution.
Tools, equipment and materials:	Jack pad, jack, torque wrench, chocks, tool box, multi-meter, special tools , cone

Task number:	30		
Task statement:	Perform component maintenance of APU/Engine/Propeller		
Level of task:	Significance	Ease	Occurance
	3	1	2
Terminal performance standard:	<p>Given Condition:</p> <ul style="list-style-type: none"> • Scheduled and unscheduled maintenance; • Defect in engine; • Defect in auxiliary power Unit (APU); • Defect in propeller. <p>Task: Perform component maintenance of APU/Engine/Propeller Time: 6-8 Hour- Case to case basis Standard/Criteria:</p> <ul style="list-style-type: none"> • Bench test is found satisfactory ; • APU, Engine and Propeller balance is maintained; • Component is airworthy. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Basic knowledge of components; • Assembling and disassembling; • Cleaning and inspection procedure; • Removal and Installation procedure; • Tools and equipment's required; • Parts required; • Locking procedure; • Torqueing procedure; • Electrical/Hydraulic safety precaution; • Types of manuals; • Lubrication process; • Airworthiness procedure; • Lifting and shoring. 		
Safety / precaution:	<ul style="list-style-type: none"> • Follow airworthiness procedure; • Check serviceable tag; • Check authorized release certificate; • Follow the instructions mentioned in the maintenance manual; • Ensure work area is clean after work; 		

	<ul style="list-style-type: none"> • Take electrical/hydraulic safety precaution.
Tools, equipment and materials:	General and special tools , test bench, balancing rig, locking wire, torque wrench, consumable items

Task number:	31		
Task statement:	Perform component maintenance of battery		
Level of task:	Significance	Ease	Occurance
	3	1	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Scheduled and unscheduled maintenance; • Worn-out batteries. Task: Perform component maintenance of battery Time: N/A (case to case basis) Standard/Criteria: <ul style="list-style-type: none"> • Rated capacity is achieved; • Component maintenance manual (CMM)is followed; • Maintenance is done in a requisite time; • Component is airworthy. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Basic knowledge of batteries; • Charging and discharging procedure; • Types of aircraft batteries; • Assembling and disassembling; • Cleaning and inspection procedure; • Removal and Installation procedure; • Tools and equipment's required; • Parts required; • Torqueing procedure; • Electrical/Chemical safety precaution; • Types of manuals; • Airworthiness procedure; • Lifting procedure. 		
Safety / precaution:	<ul style="list-style-type: none"> • Follow airworthiness procedure; • Check serviceable tag; • Check authorized release certificate; • Follow the instructions mentioned in the maintenance manual; • Ensure work area is clean after work; • Take electrical/chemical safety precaution. 		
Tools, equipment and materials:	General and special tools , test bench, hydrometer, multi-meter, torque wrench, consumable items, battery charger/ analyzer , megger ,		

Task number:	32		
Task statement:	Perform component maintenance of wheel and brake		
Level of task:	Significance	Ease	Occurance
	3	1	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Scheduled and unscheduled maintenance; • Worn out wheel and brake. Task Perform component maintenance of wheel and brake Time: N/A (As per CMM) Standard/Criteria:		

	<ul style="list-style-type: none"> • No signs of hydraulic leakage is observed; • No loss of air pressure in overnight; • Component maintenance manual (CMM)is followed; • Maintenance is done in a requisite time; • Component is airworthy.
Related technical knowledge:	<ul style="list-style-type: none"> • Basic information of wheels and brakes; • Assembling and disassembling; • Cleaning and inspection procedure; • Removal and Installation procedure; • Tools and equipment's required; • Parts required; • Torqueing procedure; • Hydraulic safety precaution; • Types of manuals; • Airworthiness procedure.
Safety / precaution:	<ul style="list-style-type: none"> • Follow airworthiness procedure; • Check serviceable tag; • Check authorized release certificate; • Follow the instructions mentioned in the maintenance manual; • Ensure work area is clean after work; • Take hydraulic safety precaution.
Tools, equipment and materials:	General and special tools , hydraulic brake test bench, , torque wrench, consumable items, ,PPE , nitrogen kit, Tire pressure Gauge (TPG), riveting tools, locking wire,

Task number:	33		
Task statement:	Perform component maintenance of landing gear		
Level of task:	Significance	Ease	Occurance
	3	1	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Scheduled and unscheduled maintenance; • Defective landing gear. Task: Perform component maintenance of landing gear Time: N/A (as per CMM) Standard/Criteria: <ul style="list-style-type: none"> • No signs of Hydraulic/Nitrogen leakage is observed; • Component maintenance manual (CMM)is followed; • Maintenance is done in a requisite time; • Component is airworthy. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Types of landing gears; • Cleaning and inspection procedure; • Removal and Installation procedure; • Tools and equipment's required; • Parts required ; • Torqueing procedure; • Hydraulic/ Nitrogen safety precaution; • Types of manuals; • Airworthiness procedure. 		
Safety / precaution:	<ul style="list-style-type: none"> • Follow airworthiness procedure; • Check serviceable tag; • Check authorized release certificate; 		

	<ul style="list-style-type: none"> Follow the instructions mentioned in the maintenance manual; Ensure work area is clean after work; Take hydraulic/nitrogen safety precaution.
Tools, equipment and materials:	General and special tools , hydraulic test bench, torque wrench, consumable items, PPE , nitrogen kit, locking wire, multi-meter

Task number:	34		
Task statement:	Perform sheet metal work		
Level of task:	Significance	Ease	Occurance
	3	1	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Crack, corrosion, dent, delamination; Any damage in sheet metal and composite material; During modifications. Task: Perform sheet metal work Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> Sheet metal gained the original form; Strength is maintained; Structure repair manual (SRM)is followed; Maintenance is done in a requisite time; Repair engineering order from manufacturer is followed. 		
Related technical knowledge:	<ul style="list-style-type: none"> Types and qualities of metals used in sheet; Hardware; Types of repair; Types of adhesives used; Composite material; Cleaning and inspection procedure; Tools and equipment's required; Parts required; SRM and CRM. 		
Safety / precaution:	<ul style="list-style-type: none"> Handle tools safely/ or as per the instruction; Avoid injuries during work; Avoid chemical hazard; Follow Pneumatic safety measures. 		
Tools, equipment and materials:	General and special tools , bench vice, hand vice, riveting gun and machine, oven, hot gun ,PPE , drill machine , drill, grinding machine, driller,		

Task number:	35		
Task statement:	Perform composite repair		
Level of task:	Significance	Ease	Occurance
	3	1	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Crack, dent, delamination; Any damage in composite material; During modifications. Task: Perform composite repair Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> Composite material gains the original form; Strength is maintained; 		

	<ul style="list-style-type: none"> • Structure repair manual (SRM)is followed; • Maintenance is done in a requisite time; • Repair engineering order from manufacturer is followed.
Related technical knowledge:	<ul style="list-style-type: none"> • Types and qualities of composites; • Hardware; • Types of repair; • Types of adhesives used; • Composite material; • Cleaning and inspection procedure; • Tools and equipment's required; • Parts required; • SRM and CRM.
Safety / precaution:	<ul style="list-style-type: none"> • Handle tools safely/ or as per the instruction; • Avoid injuries during work; • Avoid chemical hazard; • Follow Pneumatic safety measures; • Use PPE.
Tools, equipment and materials:	General and special tools , bench vice, hand vice , riveting gun and machine, oven, vacuum machine, heat gun ,PPE , fibers and resins, adhesives used

Task number:	36		
Task statement:	Perform Corrosion prevention and control (CPC)		
Level of task:	Significance	Ease	Occurance
	3	3	2
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Corrosion in aircraft structure and components Task: Corrosion prevention and control (CPC) Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> • Corrosion treatment is done after corrosion; • Necessary precaution is taken to avoid corrosion; • Structure repair manual (SRM) is followed. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Types of corrosion; • Preventive measures; • Removal techniques; • Treatment required. 		
Safety / precaution:	<ul style="list-style-type: none"> • Handle tools safely/ or as per the instruction; • Avoid injuries during work; • Avoid chemical hazard; • Use PPE. 		
Tools, equipment and materials:	General and special tools , bench vice, hand vice , vacuum machine,PPE ,cleaning agents		

Task number:	37		
Task statement:	Perform touch up painting		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Paint erosion; • After repair; 		

	<ul style="list-style-type: none"> • Flaking of paint. Task: Perform touch up painting Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> • Color matched with the original;
Related technical knowledge:	<ul style="list-style-type: none"> • Types of paints, primer, surface cleaner; • Treatment technique; • Color match;
Safety / precaution:	<ul style="list-style-type: none"> • Handle tools safely/ or as per the instruction; • Avoid injuries during work; • Avoid chemical hazard; • Use PPE; • Ensure work area is clean after work; • Perform touch up paint during appropriate weather condition; • Proper use of masking; • Avoid spilling paints; • Avoid inhaling of fumes.
Tools, equipment and materials:	Paints, brush, sprayer, pneumatic air compressor, sand paper, PPE, primer , breathing/respirator mask , masking tape

Task number:	38		
Task statement:	Provide report to concerned		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: As per requirement, <ul style="list-style-type: none"> • Progress report; • Work completion report; • Findings report; • Hazard report; • Voluntary/occurrence report. Task: Provide report to concerned Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> • Report is submitted on time; • Report is as per Just Culture; • Feedback is received; • Necessary action is taken; • Format is followed. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Reporting procedure; • Quality system; • Types of hazard; • Safety Management System (SMS)/ security. 		
Safety / precaution:	<ul style="list-style-type: none"> • Submit report to concerned department; • Ensure all components are covered; • Ensure all criterion are met; • Follow reporting structure/format /procedure; • Ensure message is clear and understandable. 		
Tools, equipment and materials:	Reporting form, pen , paper, communication/electronic device , drop box,		

Task number:	39		
Task statement:	Coordinate with certifying staff/supervisor		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	<p>Given Condition:</p> <ul style="list-style-type: none"> • Day to day basis; • Before, during and after maintenance work; • Issues to be coordinated; • Additional duties. <p>Task: Coordinate with certifying staff /supervisor Time: N/A (case to case basic) Standard/Criteria:</p> <ul style="list-style-type: none"> • Facts and findings are timely communicated; • Issues are conveyed and necessary action is taken; • Feedback is received and implemented. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and Importance; • Communication skill; • Company/ reporting procedure; • Matters to be communicated; • Situation for coordination; • Consequences in lack of coordination; • Types of Shift. 		
Safety / precaution:	<ul style="list-style-type: none"> • Provide factual information; • Ensure reporting procedure is followed; • Provide report on time; • Understand case sensitivity; • Impact and consequences; • Message is clear and understandable. 		
Tools, equipment and materials:	Reporting form, pen , paper, communication/electronic device , drop box,		

Task number:	40		
Task statement:	Coordinate with maintenance control center/ production planning and control (MCC/PPC)		
Level of task:	Significance	Ease	Occurance
	3	2	3
Terminal performance standard:	<p>Given Condition:</p> <ul style="list-style-type: none"> • Day to day basis; • Before, during and after maintenance work; • Issues relating to maintenance; • Defect rectification; • Additional maintenance; • Scheduled and unscheduled maintenance; • Inflight defect. <p>Task: Coordinate with maintenance control center/ production planning and control (MCC/PPC) Time: N/A (case to case basic) Standard/Criteria:</p> <ul style="list-style-type: none"> • Facts and findings are timely communicated; • Issues are conveyed and necessary action is taken; • Feedback is received and implemented; 		

	<ul style="list-style-type: none"> • Job order is received and followed; • Ground time is minimized.
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and Importance; • Communication skill; • Company/ reporting procedure; • Matters to be communicated; • Situation for coordination; • Consequences in lack of coordination; • Company manual; • Job order format and components.
Safety / precaution:	<ul style="list-style-type: none"> • Provide factual information; • Ensure reporting procedure is followed; • Provide report on time; • Understand case sensitivity; • Understand Impact and consequences; • Ensure message is clear and understandable.
Tools, equipment and materials:	Reporting form, pen , paper, communication/electronic device , drop box,

Task number:	41		
Task statement:	Coordinate with other departments		
Level of task:	Significance	Ease	Occurance
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Day to day basis; • General issues to be communicated/coordinated; • Flight delay due to maintenance issues. Task: Perform coordination/liaison with other departments Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> • Issues to be communicated with other departments are done in timely basis; • Interdepartmental relation is strong and well – coordinated. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Meaning and Importance; • Communication skill; • Company/ reporting; procedure • Matters to be communicated; • Types of situation of coordination; • Consequences in lack of coordination; • Company manual and procedure; • Job order format and components. 		
Safety / precaution:	<ul style="list-style-type: none"> • Provide factual information; • Ensure reporting procedure is followed; • Provide report on time; • Understand case sensitivity; • Understand Impact and consequences; • Ensure message is clear and understandable. 		
Tools, equipment and materials:	Reporting form, pen , paper, communication/electronic device ,		

Task number:	42		
Task statement:	Maintain inventory of tools and equipment		
Level of task:	Significance	Ease	Occurance
	3	2	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Before closing of panels; • Upon completion of work; • Toolbox receive and return time. Task: Maintain tools and equipment Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Physical condition and calibration validity of tools/equipment is verified; • Tools/equipment are maintained as per the checklist and certified; • Tools/equipment are segregated and unnecessary tools are returned to concerned department. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Special tools and store; • Test equipment's; • Condition and validity of tools; • Serviceability of tools; • Calibration status of tools; • Tools/equipment manual; • Tools handling. 		
Safety / precaution:	<ul style="list-style-type: none"> • Segregate tools as required; • Handover unserviceable tools/equipment to concerned department; • Perform tool count as necessary; • Handle sensitive tools; • Ensure tools are free from grease, oil, water, and other materials. 		
Tools, equipment and materials:	checklist, protective equipment		

Task number:	43		
Task statement:	Follow safety protocol		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • On every task assigned; • Instruction in the manual. Task: Follow safety protocol Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Safety protocol is followed as per the instruction in the manual; • Assigned duties/tasks are performed safely; • Personal safety is maintained; • Equipment safety is maintained; 		
Related technical knowledge:	<ul style="list-style-type: none"> • Personal safety rules; • Equipment safety rules; • Types of manuals, SMS , AMM, Company procedure manual; • Environmental safety. 		
Safety / precaution:	<ul style="list-style-type: none"> • Follow personal safety rules while performing assigned task; • Follow SMS, AMM while performing assigned task; 		

	<ul style="list-style-type: none"> Follow company procedure manual while performing assigned task.
Tools, equipment and materials:	SMS , AMM, Company procedure manual

Task number:	44		
Task statement:	Maintain personal experience logbook		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Upon completion of work Task: Maintain personal experience logbook Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> Personal work performed is documented; Logbook filling is done as per the standard format; Logbook is signed by the certifying staff/ supervisor; Logbook is certified by quality department. 		
Related technical knowledge:	<ul style="list-style-type: none"> Meaning and importance; Format and contents of logbook; Instructions given in a logbook; Nature of work; Types of logbook, such as aircraft/ engine/propeller/journey. 		
Safety / precaution:	<ul style="list-style-type: none"> Ensure logbook is filled after completion of each task; Follow the instructions provided precisely; Ensure log book is signed by certifying staff/ supervisor. 		
Tools, equipment and materials:	Logbook format, pen , paper, stamp,		

Task number:	44		
Task statement:	Follow safety protocol		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> On every task assigned; Instruction in the manual. Task: Follow safety protocol Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Safety protocol is followed as per the instruction in the manual; Assigned duties/tasks are performed safely; Personal safety is maintained; Equipment safety is maintained. 		
Related technical knowledge:	<ul style="list-style-type: none"> Personal safety rules; Equipment safety rules; Types of manuals, SMS , AMM, Company procedure manual; Environmental safety. 		
Safety / precaution:	<ul style="list-style-type: none"> Follow personal safety rules while performing assigned task; Follow SMS, AMM while performing assigned task; Follow company procedure manual while performing assigned task. 		
Tools, equipment and materials:	SMS , AMM, Company procedure manual		

Task number:	45		
Task statement:	Assist to carry out Non Destructive Test (NDT)		
Level of task:	Significance	Ease	Occurance
	3	1	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Scheduled and unscheduled task; To identify material fatigue /hidden defect; To identify cracks, flaws. Task: Carry out Non Destructive Test (NDT) Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> Hidden defect is identified; Cracks and flaws are identified; Safety protocol is followed as per the instruction in the manual; Personal safety is maintained; Equipment safety is maintained. 		
Related technical knowledge:	<ul style="list-style-type: none"> NDT techniques; Personal safety rules; Equipment safety rules; Health hazards. 		
Safety / precaution:	<ul style="list-style-type: none"> Avoid health hazards; Use PPE; Perform NDT as per instruction in the manual; Follow personal safety rules while performing assigned task. 		
Tools, equipment and materials:	<ul style="list-style-type: none"> Special tools and equipment, General tool box 		

Task number:	46		
Task statement:	Perform general visual inspection		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> Scheduled and unscheduled Task: Perform general visual inspection Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> Defects are identified and rectified; Cracks and flaws are identified; Safety protocol is followed as per the instruction in the manual; Personal safety is maintained; Equipment safety is maintained ; Condition observed is satisfactory. 		
Related technical knowledge:	<ul style="list-style-type: none"> Visual Inspection techniques; Personal safety rules; Equipment safety rules; Familiarization with aircraft and its components and checklist. 		
Safety / precaution:	<ul style="list-style-type: none"> Avoid health hazards and apply PPE; Perform Visual Inspection techniques as per instruction in the manual; Follow personal safety rules while performing assigned task. 		
Tools, equipment and materials:	General tool box , magnifying glass, torch light and others , mirror, bore scope		

Task number:	47		
Task statement:	Perform general electrical wiring		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Scheduled and unscheduled; • Troubleshooting; • Modification; • Service bulletin. Task: Perform general electrical wiring Time: N/A (case to case basic) Standard/Criteria: <ul style="list-style-type: none"> • Electronic Wiring Interconnection System (EWIS) standard is maintained; • Wiring defects are rectified; • Serviceability of related electrical system is ensured; • Personal safety is maintained; • Equipment safety is maintained. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Electrical Wiring Interconnection system; • Wiring diagram manual; • Electrical standard practices; • Handling of Electrostatic Discharge Sensitive Device (ESDS) 		
Safety / precaution:	<ul style="list-style-type: none"> • Use PPE; • Avoid electrical hazard; • Follow ESDS; • Follow personal safety rules while performing assigned task. 		
Tools, equipment and materials:	General avionic tools, multi-meter, insulation tester, crimping tools, consumables , fuses		

Task number:	48		
Task statement:	Perform Fuel tank inspection		
Level of task:	Significance	Ease	Occurance
	3	1	1
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Scheduled and unscheduled; • Troubleshooting; • Service bulletin/Airworthiness Directives (AD) Task: Perform fuel tank inspection Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Fuel tank safety/Critical Design Configuration Control Limitation (CDCCL) standard is maintained; • Fuel tank purging is done; • Fuel tank serviceability is maintained; • Personal safety is maintained; • Equipment safety is maintained. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Purging process; • Fuel hazards; • Firefighting techniques; • Company procedure; • Electrical hazard. 		

Safety / precaution:	<ul style="list-style-type: none"> • Use PPE; • Avoid electrical hazard; • Avoid fuel hazard; • Ensure fuel tank is clean after performing the task.
Tools, equipment and materials:	Special tools and equipment, General tool box, purging equipment, breathing equipment, fumes detector/ gas detector sensor, spark proof lighting ,

Task number:	49		
Task statement:	Inspection of emergency equipments		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Before every flight; • Scheduled and unscheduled. Task: Inspection of emergency equipments Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Emergency equipment are intact and is in serviceable condition 		
Related technical knowledge:	<ul style="list-style-type: none"> • First Aid Kit and Universal precaution kit; • Types of fire extinguisher; • Protective breathing equipment; • Emergency Locator Transmitter (ELT); • Portable oxygen and oxygen system; • Process and procedure of using emergency equipment; • Survival kit; • Life jacket; • Escape slide/rope. 		
Safety / precaution:	<ul style="list-style-type: none"> • Ensure all equipment's are intact and in serviceable condition; 		
Tools, equipment and materials:	Axe, Life jacket , flashlight, escape slide, smoke goggles, fire gloves , first aid kit, universal precaution kit, fire extinguisher, protective breathing equipment, portable oxygen		

Task number:	50		
Task statement:	Inspect on board documents		
Level of task:	Significance	Ease	Occurance
	3	3	3
Terminal performance standard:	Given Condition: <ul style="list-style-type: none"> • Before every flight; • Scheduled and unscheduled. Task: Inspection of on board documents Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Required documents are intact and valid; • Documents are as per the checklist; • Required documents are certified. 		
Related technical knowledge:	<ul style="list-style-type: none"> • Types of documents required ; • Air Operator certificate; • C of R- Certificate of registration; • Certificate of Airworthiness (C of A); • Airworthiness Review Certificate (ARC); 		

	<ul style="list-style-type: none"> • Radio Mobile License (RML); • Journey Logbook/Aircraft Technical Flight Log (ATFL); • Maintenance statement and Certificate of release to service (CRS); • Insurance documents; • Bomb threat manual; • Parts of operational manual; • Minimum Equipment List (MEL); • Aircraft Flight Manual (AFM) and Pilot Operating Handbook (POH); • Noise certificate; • Emergency equipment list; • Weight and balance certificate; • Cabin log book; • Deferred defect log book.
Safety / precaution:	<ul style="list-style-type: none"> • Ensure all documents are carried as per the checklist; • Ensure validity and certification of carried documents; • Ensure documents are kept at allocated place.
Tools, equipment and materials:	Flight documents, insurance documents, maintenance documents



**Establishing an Employer led
Labour Market Secretariat**

Pachali Shahid Shukra FNCCI
Milan Marg, Teku, Kathmandu

Phone: 01-5362061

Email: info@elms.com.np

Website: elms.com.np