

# Staff Instruction

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**SI 183 – 04**

## **Administration of Designated Aircraft Maintenance Engineer Examiner Representatives (DAMEER)**

Edition : 2

Amendment : 0

Date : October 2017

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**REPUBLIC OF INDONESIA – MINISTRY OF TRANSPORTATION  
DIRECTORATE GENERAL OF CIVIL AVIATION  
JAKARTA – INDONESIA**

## SUMMARY OF AMENDMENTS

<b>AMENDMENT No.</b>	<b>DG DECREE No.</b>	<b>DATE</b>	<b>REMARK</b>
Original		April 2015	To include ICAO of Annex 1
Edition 2	KP 268 Tahun 2017	2 October 2017	Ref. CASR 183; ICAO Annex 1; ICAO Doc 9379; to include new requirement for harmonization with ICAO Annex 1 and Doc. 9379.

## FOREWORD

1. **PURPOSE** : This Staff Instruction prescribes responsibilities, polices, and procedures to be used by the Directorate Airworthiness and Aircraft Operations (DAAO) for selection, appointment, surveillance, training, renewal, and termination of Aircraft Maintenance Engineer Designee.
2. **REFERENCES** : This Staff Instruction should be used in accordance with the applicable regulations.
3. **CANCELATION** : SI 183-04, Revision Original, dated 9 April 2015 is canceled.
4. **AMENDMENT** : Amendment of this Staff Instruction will be approved by the Director General of Civil Aviation.

**DIRECTOR GENERAL OF CIVIL AVIATION**

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## CHAPTER I. GENERAL

### 1. Purpose

This staff instruction provides guidance for the selection and appointment the Designated Aircraft Maintenance Engineer Examiner. It also emphasizes the importance of the designee's knowledge of administering oral and practical tests. Compliance with these procedures ensures that applicants meet a satisfactory level of competence and workmanship required for certification.

The designee function is vital to enhancing the DGCA's public service role and enhancing overall safety in the national aviation system. The DGCA appoints designees to leverage its workforce and provide certification services to the public, and the designee conduct the oral & practical test in accordance with DGCA policy and guidance.

### 2. Definition

**Designated Aircraft Maintenance Engineer Examiner (DAMEER).** A DAMEER is an individual, appointed in accordance with CASR part 183, section 183.28, who holds a valid aircraft maintenance engineer license, possesses technical knowledge and experience required for issuance of license, and meets the general qualification requirements set forth in this staff instruction.

**License.** The means by which DGCA authorizes a license holder to perform specific activities which, unless performed properly, could jeopardize the safety of aviation. The license provides evidence that the DGCA is satisfied that the holder has demonstrated an internationally acceptable degree of competency.

**The Employer of DAMEER.** The certificate holder issue under CASR Part 91, 121, 135, and 145 where DAMEER is employed.

## CHAPTER II. SELECTION AND APPOINTMENT

### 1. Selection

The DGCA office determines the need for and ability to manage a designee:

**a. Determining Need.** The DGCA office considers several factors in determining the need for a designee including, but not limited to:

- 1) Activity level of current designees performing similar work.
- 2) Demand/convenience to the public, as determined by the:
  - Ability to provide examinations within a reasonable period of time, and
  - Number of complaints from the public for lack of availability of certification.
- 3) Geographic dispersion as determined by the distance an applicant must travel to get to the designee.

**b. Determining the Ability to Manage.** The DGCA office reviews several criteria to determine the ability to manage a designee including, but not limited to:

- 1) Effect of workload on inspectors,
- 2) Funding (e.g., travel allocation) needed to oversee the designee workforce, and
- 3) Availability of trained DGCA Inspector (specialists).

The DGCA selects qualified applicants for DAMEER appointment based on the recommendations from the Employer of DAMEER, the applicant record in aviation industry, exhibit integrity, professionalism, and sound judgment.

Designee applicants must complete an application package and submit it to the DGCA for review and consideration. The package must contain DAAO Form No.183-04, Application & Statement of Qualification and a letter from the Employer of DAMEER.

The DGCA will review an application package to ensure the designee applicant meet the following requirement:

- 1) Evidence of a high level of knowledge and experience in the subject areas required for issuance of license.
- 2) Is employed by certificate holder issue under CASR part 91, 121, 135 and 145.
- 3) Hold a valid aircraft maintenance engineer license for 3 years with the category and aircraft rating(s) for which a designation is to be issued.
- 4) Applicants must also meet one of the following experience requirements listed below.

**Note:** These requirements may not be combined.

- a) Five years experience actively exercising the privileges of a valid AMEL on Indonesia registered civil aircraft operating under CASR 91. Three of the 5 years of experience required must be immediately before designation.
  - b) Five years experience performing maintenance on Indonesia registered civil aircraft while employed by an Approved Maintenance Organizations CASR part 145. Three of the 5 years of experience required must be immediately before designation.
  - c) Five years experience performing maintenance on Indonesia registered civil air operator aircraft operating under CASR part 121 or 135. Three of the 5 years of experience required must be immediately before designation.
- 5) Have an access to the appropriate aircraft and equipment to support the oral and practical test.

Note: DAMEER may use an airworthy aircraft, aircraft subassemblies, operational mockups, or other aids for oral & practical test.

- 6) Satisfactory completion of Designated Aircraft Maintenance Engineer Representative training.

The training at least includes the following areas:

- The knowledge, abilities and skill requirements for the

issuance of aircraft maintenance engineer license with initial aircraft rating endorsement.

- The procedures, methods and techniques associated with administering the oral & practical test.
- Examiner responsibilities, privileges and limitations.
- The use of DGCA forms and job aids associated with the issuance of aircraft maintenance engineer license with initial aircraft rating endorsement.
- Administrative procedures and relationships with supervisory inspectors.

7) Satisfactory completion of training in instructional technique necessary to provide adequate instruction and supervision.

## 2. Appointment

The DGCA office will issue the DAAO Form No. 183-22, Certificate of Designation, which contain the Certificate of Authority for presentation to the designee.

Note: By signing the designee application, the designee applicant acknowledges that the designation is a privilege, not a right, and that the DGCA can terminate any designation at any time or for any reason he or she deems appropriate.

**a. Designation.** The DAMEER can be issued for the following designation:

1) Airframe and Engine.

Conducts oral and practical tests for issuance of category A license with initial aircraft rating endorsement.

2) Avionics.

Conducts oral and practical tests for issuance of category C license with initial aircraft rating endorsement.

Note: Under special circumstance the DGCA may issue The Temporary Certificate of Designation to the designee applicant

whose meet requirement in Chapter 2, paragraph 1 of this Staff Instruction. The DGCA Inspector will observe all test conducted by designee who hold Temporary Certificate of Designation.

- b. Applying for Reinstatement.** Reinstatement is used in instances where a former designee is applying for privileges, after the not-for-cause termination of his or her designation, to the DGCA. Former designees wishing to apply for reinstatement must submit the completed application directly to the DGCA office. The DGCA office, will determine if there remains a need for the designee, and if it possesses the ability to manage. The former designee must meet the applicable training requirements described in this staff instruction.
- c. Serving Outside the Republic of Indonesia.** A designee may be appointed to serve outside the Republic of Indonesia if there is a demonstrated need that such designation will serve Indonesia citizens abroad and that an DGCA office can properly supervise the designee's activities.

## CHAPTER III. OVERSIGHT AND RENEWAL

### 1. Oversight.

Each designee operates under the direct supervision of the and includes the following functions:

- a. **Resolve Questions.** DGCA Airworthiness Inspector who supervise the activities of designees must always welcome the opportunity to discuss current rules, procedures, and standards with designees upon request to resolve any questions the designee may have relating to their performance and responsibilities.
  
- b. **Test Observation.** The DGCA will observe Designated Aircraft Maintenance Engineer Representative (DAMEER) when conducting their first test. Thereafter, DGCA Inspector may inspect or observe the designee at any time with or without prior notice.
  
- c. **Surveillance.** The DGCA will develop the surveillance program for Designated Aircraft Maintenance Engineer Representative (DAMEER), the program must include:
  - 1) Develop the surveillance plan, to ensure each DAMEER will be observed at least once in two years.
  - 2) Observe or inspect the DAMEER in accordance with surveillance plan using DAAO Form No. 183-23, DAMEER Surveillance Checklist.
  - 3) Take the appropriate action based on the surveillance result, including suspension or revoked the certificate, and analysis for considering the next surveillance plan.
  - 4) Record the surveillance result including the appropriate action.

### 2. Expiration.

The appointment is for a period of 2 years. After the initial appointment period, the DGCA office will determine the duration of the designation. The duration of the designation cannot exceed 2 years. The expiration date appears on the designee's Certificate of Designation (COD).

### 3. Renewal.

A designee may be renewed if the continuation of the designation is justified, and the designation is in the DGCA's interest. The designee is responsible for submitting a timely renewal package. The DGCA office must notify the designee that renewal has occurred and issue a new COD. A designation will be renewed under the following conditions:

- The DGCA office determines that a need still exists;
- The managing DGCA office still has the ability to manage the designee; and
- The designee continues to meet the eligibility requirements in Chapter 2, paragraph 1.

**a. The Aircraft Maintenance Engineer Examiner Meeting.** The designee must attend a meeting or seminar held by the DGCA office to discuss designee procedures, problems, and designation renewal.

**b. Designee Maintains Designation.** When conducting tests, each designee must maintain the appropriate license and rating, and the general eligibility requirements listed in Chapter 2, paragraph 1.

**c. Training Requirements.** The recurrent Designated Aircraft Maintenance Engineer Representative training must be completed.

**d. Renewal Application Package.** The designee must apply for renewal to the managing DGCA office at least 45 calendar-days before the expiration of the designation. It is the designee's responsibility to complete the renewal application package. The package must include:

- 1) DAAO Form No.183-04, Application & Statement of Qualification and a letter from the Employer of DAMEER
- 2) A copy of the designee's current COD;
- 3) A record of all designee activity conducted since the issuance or last

renewal of their designation; and

- 4) A current certificate of training showing the designee has successfully completed an initial or recurrent training.

**e. Certificate of Designation.** After expiration of the designee's COD, the designee may not exercise the privileges of the designation unless he or she has a current COD signed by the DGCA office.

**f. Knowledge and Skill.**

The determination that the designee's knowledge of and application of current procedures and standards are adequate for renewal of the designation may be based on oversight or surveillance of the designee and the designee's attendance at a meeting or seminar conducted for the purpose of standardization.

## CHAPTER IV. TERMINATION AND APPEAL

### 1. Termination.

Termination is the action by the DGCA office to rescind a designation at any time for any reason the DGCA considers appropriate.

#### a. Types of Termination.

- 1) **Termination for Cause.** Termination for cause is a negative finding based on a designee's performance and changes his or her employment. In the event that a reexamination of an applicant becomes necessary due to an inadequate test performed by the designee, and he or she change to another organization, the DGCA will immediately terminate the designee.
- 2) **Termination Not-for-Cause.** Termination not-for-cause can be for any reason not specific to a designee's performance (e.g., lack of need for the designee or ability to manage the designee by the DGCA office).

**Note:** A designee may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing, sent to the DGCA office, and be accompanied by the designee's Certificate of Designation (COD).

- b. **Termination Letter.** The decision regarding the termination of a designation will be provided to the designee in writing. Upon notification of termination (verbal or written) by the DGCA office, the designee must immediately cease the exercise of his or her designee privileges. In the case of verbal notification, the managing DGCA office must follow up with written notification.

### 2. Appeal.

The designee or designee applicant may request an appeal under certain circumstances.

- a. **Non-appeal Termination.** Termination based on the lack of need, the inability of the DGCA office to manage the designee, loss of a prerequisite certification, or failure to meet training requirements cannot be appealed.

**b. Written Termination Appeal.** If the designee wishes to appeal his or her termination, the designee must make the request in writing to DGCA office. The DGCA will conduct the Management Meeting, and the Management Meeting final decision will be notified in writing to the designee within 60 calendar-days.

## CHAPTER V. PRIVILEGES, LIMITATIONS, AND RESPONSIBILITIES

Designated And ad who are qualified and authorized by the Directorate General of Civil Aviation (DGCA) and recommended by the certificate holder to conduct the DGCA oral and practical test prior to issuance of the aircraft maintenance engineer license.

### 1. Privileges

A designated examiner may be authorized to conduct oral and practical test for which the designated examiner has been authorized and been found competent to conduct.

Designated examiners are authorized to do the following:

- 1) Conduct oral and practical test prior to issuance of the aircraft maintenance engineer license with aircraft rating endorsement.
- 2) Sign the appropriate "PASS" column on DAAO Form No. 65-18 only to applicants who have been tested and found qualified for the license or rating sought.

### 2. Limitations.

Appropriate Designation. DAMEER must not conduct the oral & practical test for specific aircraft rating if it has no designation on his or her certificate.

**a. Observing a Test.** A designee must not allow anyone other than an DGCA Inspector to observe a test.

Note: For designee training purposes only, exceptions may be authorized in writing by the managing DGCA office.

**b. Locations.** DAMEER must not conduct tests outside the organization that the DAMEER was employed, unless authorized by the managing DGCA office.

**c. Applicable practical test standard.** A designee must not exempt any

applicant from the testing requirements in the applicable practical test standard.

- d. Teaching/Testing.** A designee must not combine teaching with testing during the testing of an applicant.
- e. Applicant Further Study.** A designee must not temporarily suspend a test to allow the applicant further study, and then continue the same test later.
- f. Number of Applicants.** A designee conducting an oral and/or practical test must not test more than one applicant at a time. To clarify “at a time”: when a designee begins a test with an applicant, prior to accepting an application from another applicant, the designee will finish the oral & practical test.

### **3. Responsibilities.**

- a. DAMEER Responsibilities.** Each designee must represent the DGCA examiner in a manner that reflects positively on the DGCA.
  - 1) Honor Appointments. Designees should honor appointments made as promptly as possible. The designee is also expected to make his or her services available to all applicants on an equitable basis.
  - 2) Undivided Attention. Designees must give undivided attention to the applicant during the entire testing period.
  - 3) Private/Confidential Discussion. Designees must ensure that discussion following any test is private and is confidential.
  - 4) Knowledge and Skill. A designee must maintain a high degree of knowledge and skill in the subject areas required for airman certification, evaluation, and testing techniques.
  - 5) DAAO Form No. 65-18, Oral & Practical Test Checklist. Sign the appropriate “PASS” column on DAAO Form No. 65-18 only to applicants who have been tested and found qualified for the license or rating sought.
- b. The Employer of DAMEER Responsibilities.** The Employer of DAMEER is responsible for the following:

- 1) Ensure the designee applicant meet the eligibility requirements listed in Chapter 2, paragraph 1 before issuing the letter of recommendation.
- 2) Notify in writing to DGCA before DAMEER conduct the oral & practical test for its employee.
- 3) Provide DAMEER & Instructional Technique training as required by Chapter 2, paragraph 1 oh this staff instruction.
- 4) Provide aircraft, manual, material, tools & equipment are used for oral & practical test.
- 5) Notify in writing to DGCA after DAMEER is no longer employee.
- 6) May not interfere or influence to the judgment of the designee.

## **CHAPTER V. RECORDS & APPLICABLE FORM**

### **1. Record**

DGCA must maintain list of the designee on DAAO Form No. 183-21 and personal file for each Designated Aircraft Maintenance Engineer Representative (DAMEER). The record will be retained for two years and will be kept on DGCA PEL office.

The record must contain the following:

- 1) DAAO Form No 183-04, Application & Statement of Qualification
- 2) Letter of Recommendation from The Employer of DAMEER.
- 3) A copy of Certificate of Designation
- 4) A copy of Aircraft Maintenance Engineer License
- 5) A copy of National ID or Passport
- 6) A copy of DAMEER training certificate
- 7) A copy of instructional technique training certificate

### **2. Applicable Form**

- 1) DAAO Form No. 183-04 Applications and Statement of Qualification
- 2) DAAO Form No. 183-21 Certificate of Designation Register
- 3) DAAO Form No. 183-22 Certificate of Designation
- 4) DAAO Form No. 183-23 DAMEER Surveillance Checklist
- 5) DAAO Form No. 65-18 Oral & Practical Test Checklist