

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 621 TAHUN 2015

TENTANG

PETUNJUK TEKNIS HRD – 01.1

*(STAFF INSTRUCTION HRD – 01.1)*

PENGEMBANGAN SUMBER DAYA MANUSIA PERSONEL DIREKTORAT  
KELAIKAN UDARA DAN PENGOPERASIAN PESAWAT UDARA  
*(HUMAN RESOURCES DEVELOPMENT OF DIRECTORATE OF AIRWORTHINESS  
AND AIRCRAFT OPERATIONS PERSONNEL)*

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang : bahwa dalam rangka pengembangan sumber daya manusia bagi personel Direktorat Kelaikan Udara dan Pengoperasian Pesawat Udara, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Teknis HRD – 01.1 (*Staff Instruction HRD – 01.1*) Pengembangan Sumber Daya Manusia Personel Direktorat Kelaikan Udara Dan Pengoperasian Pesawat Udara (*Human Resources Development Of Directorate Of Airworthiness And Aircraft Operations Personnel*);
- Mengingat : 1. Undang-Undang Nomor 1 Tahun 2009 tentang Penerbangan (Lembaran Negara Republik Indonesia Tahun 2009 Nomor 1, Tambahan Lembaran Negara Republik Indonesia Nomor 4956);
2. Peraturan Presiden Nomor 7 Tahun 2015 tentang Organisasi Kementerian Negara (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 8);
3. Peraturan Presiden Nomor 40 Tahun 2015 tentang Kementerian Perhubungan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 75);

4. Peraturan Menteri Perhubungan Nomor KM 60 Tahun 2010 tentang Organisasi dan Tata Kerja Kementerian Perhubungan sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor PM 68 Tahun 2013;
5. Peraturan Menteri Perhubungan Nomor PM 59 Tahun 2015 tentang Kriteria, Tugas dan Wewenang Inspektur Penerbangan;
6. Peraturan Menteri Perhubungan Nomor PM 118 Tahun 2015 tentang *Inspector Training System (ITS)* Bagi Inspektur Penerbangan Di Lingkungan Direktorat Jenderal Perhubungan Udara;
7. Peraturan Direktur Jenderal Perhubungan Udara Nomor KP 101 Tahun 2013 tentang Peraturan Bagian 8900-1.3 (*Staff Instruction*) Tentang Sistem Pelatihan Inspektur Direktorat Kelaikan Udara Dan Pengoperasian Pesawat Udara (*Inspector Training System Of Directorate Of Airworthiness And Aircraft Operations Personnel*);

#### M E M U T U S K A N

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS HRD – 01.1 (*STAFF INSTRUCTION HRD – 01.1*) PENGEMBANGAN SUMBER DAYA MANUSIA PERSONEL DIREKTORAT KELAIKAN UDARA DAN PENGOPERASIAN PESAWAT UDARA (*HUMAN RESOURCES DEVELOPMENT OF DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATIONS PERSONNEL*).

#### Pasal 1

Memberlakukan Petunjuk Teknis HRD – 01.1 (*Staff Instruction HRD – 01.1*) Pengembangan Sumber Daya Manusia Personel Direktorat Kelaikan Udara Dan Pengoperasian Pesawat Udara (*Human Resources Development Of Directorate Of Airworthiness And Aircraft Operations Personnel*) sebagaimana tercantum dalam Lampiran yang merupakan bagian tak terpisahkan dari Peraturan ini.

## Pasal 2

Personel Direktorat Kelaikan Udara dan Pengoperasian Pesawat Udara yang diatur dalam Peraturan ini yaitu:

- a. Inspektur Kelaikudaraan dan Pengoperasian Pesawat Udara, yang terdiri dari:
  - 1) Inspektur Kelaikudaraan (*Airworthiness Inspector*);
  - 2) Inspektur Pengoperasian Pesawat Udara (*Operation Inspector*); dan
  - 3) Inspektur Medis Penerbangan (*Aviation Medical Inspector*).
  
- b. Staf Administratif, yang terdiri dari:
  - 1) Staf Administratif Untuk Lisensi Personel Operasi (*Operations Personnel Licensing Administration Staff*);
  - 2) Pengelola Keuangan (*Budget Manager*);
  - 3) Bendahara (*Exchequer*);
  - 4) Pengelola Sistem Informasi (*Business System Information*);
  - 5) Pengelola Ketatausahaan (*Manager Administration*);
  - 6) Pranata Komputer;
  - 7) Analis Kepegawaian (*Human Resources Development Analyst*);
  - 8) *Interpreter*;
  - 9) Arsiparis; dan
  - 10) Pengelola Administrasi dan Pelaporan (*Business Administration and Reporting*).

## Pasal 3

Pada saat Peraturan ini mulai berlaku, Peraturan Direktur Jenderal Perhubungan Udara Nomor SKEP/82/IV/2008 tentang *Staff Instruction HRD - 01 Human Resources Development Of Directorate General Of Civil Aviation Personnel*, dicabut dan dinyatakan tidak berlaku.

Pasal 3

Direktur Kelaikan Udara dan Pengoperasian Pesawat Udara mengawasi pelaksanaan Peraturan ini.

Pasal 4

Peraturan ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan di JAKARTA  
Pada tanggal : 28 OKTOBER 2015

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DIREKTUR JENDERAL PERHUBUNGAN UDARA

ttd

SUPRASETYO

Salinan sesuai dengan aslinya  
KEPALA BAGIAN HUKUM DAN HUMAS,



HEMI PAMURAHARJO  
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LAMPIRAN  
PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA  
NOMOR : KP 620 TAHUN 2015  
TENTANG  
PETUNJUK TEKNIS HRD -01 (*STAFF INSTRUCTION HRD - 01.1*)  
PENGEMBANGAN SUMBER DARAYA MANUSIA PERSONEL  
DIREKTORAT KELAIKAN UDARA DAN PENGOPERASIAN PESAWAT  
UDARA (*HUMAN RESOURCES DEVELOPMENT OF DIRECTORATE OF  
AIRWORTHINESS AND AIRCRAFT OPERATIONS PERSONNEL*)  
TANGGAL : 28 OKTOBER 2015

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# STAFF INSTRUCTION

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## **SI HRD – 01.1 HUMAN RESOURCES DEVELOPMENT OF DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATIONS PERSONNEL**

Revision :  
Date :

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

**AMENDMENT RECORD LIST**

<b>Amendment No.</b>	<b>Issue Date</b>	<b>Inserted By</b>	<b>Insertion Date</b>

**SUMMARY OF AMENDMENTS**

<b>Amendment No.</b>	<b>Source/s</b>	<b>Subject/s</b>	<b>Approved</b>
Original	ICAO technical assistance		SKEP/264/2000 01/10/2000
Amdt.1	USOAP 06-15/02/ 2007 recommendations  DGCA needs	Requirements to ensure that all airworthiness inspectors conducting oversight of reliability programmes on behalf of the DGCA have received training on reliability programmes.  Requirements for the DGCA to establish minimum qualifications and experience for the staff of Personnel Licensing Section of Sub Directorate ATS  To make the SI applicable for all Directorates within the DGCA.	
Amdt.2	USOAP 14-19/May/ 2014 Recommendations	To synchronize between SI HRD-01 and SI ITS 8900-1.3	

**FOREWORD**

1. **PURPOSE** : The HRD process described herein is intended to lay down the DAAO portion of responsibilities of the DGCA administrative polices dealing with the recruitment, training, tasking and advancement of inspectors. It is not intended as a procedural manual. For guidance and information in the performance of their assigned duties, inspectors should refer to the applicable Staff Instruction, Advisory Circulars and Inspector Handbook and other guidance materials. Concerning training, this Staff Instruction provides standard training priorities for inspectors from initial assignment through qualified inspector and administrative levels with recommended recurrent / refresher training thereafter.
2. **REFERENCES** : This Staff Instruction should be used in accordance with:
  - a. PM 59 Tahun 2015
  - b. PM 118 Tahun 2015
  - c. KP 101 Tahun 2013 (SI 8900-1.3 Inspector Training System)
  - d. The applicable regulations.
3. **REVISION** : Revision of this Staff Instruction will be approved by the Director General of Civil Aviation.
4. **CANCELLATION** : Director General Decree Number SKEP/82/IV/2008 (Staff Instruction HRD-01 Amdt 1), April 21, 2008 is cancelled.

DIRECTOR GENERAL OF CIVIL AVIATION

ttd.

SUPRASETYO

Salinan sesuai dengan aslinya  
KEPALA BAGIAN HUKUM DAN HUMAS,

HEMI PAMURAHARJO

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## **CHAPTER I GENERAL**

### **A. Introduction**

The Directorate of Airworthiness and Aircraft Operation (DAAO) has the responsibility to develop policies, programs, standards, systems, and procedures for the human resources development (HRD), of all DAAO personnel as required to ensure technological currency, meet DGCA requirements, and to comply with DGCA obligations to meet the standards set forth in the Convention on International Civil Aviation and ICAO Annexes.

The Directorate's objective is to follow the ICAO Standards and Procedures which specify the obligations of a contracting state under the Convention and Annexes regarding Civil Aviation matters related to Flight Safety.

### **B. Definition**

The definitions of the DAAO personnels are as follows:

#### **1. Airworthiness Inspector**

Airworthiness Inspector have position that show the duty to perform the DAAO task of maintaining regular safety oversight of all of the airworthiness aspects of aviation in Indonesia, which includes Air Operator, Approved Maintenance Organizations (AMO) and oversight of any other person or organisation involved in the design/production/modification/repair/maintenance of aircraft and training aspects of personnel engaged in civil aviation, to carry out auditing of the system and the licencing/approval of maintenance staff as a part of its regular inspection program.

#### **2. Operation Inspector**

Operation Inspector have position that show the duty to perform the DAAO task of maintaining regular safety oversight of all of the operations aspects of aviation in Indonesia, which includes Air Operator and oversight of training aspects of personnel engaged in civil aviation, to carry out auditing of the system and the Licencing/approval of operations staff as a part of its regular inspection program.

**3. Aviation Medical Inspector**

Aviation Medical Inspector is a doctor or physician Flight Surgeon and Aviation Medical Specialist with qualifications and experience in the field of health cost and functions assigned by the Director General to oversee physician medical examiners and medical examiners and examination results and medical testing.

**4. Administration Staff**

Administration staffs have tasks, responsibilities, authority and rights to perform management activities of DAAO Personnels, to carry out computer based activities, to receive, store, pay, administer, and account for the money for the purposes of the implementation of the DAAO budget, to perform administration of licensing task.

**C. Applicability**

This staff instruction prescribes the guidance concerning human resources development for personnel employed by Directorate of Airworthiness and Aircraft Operations.

**D. Purpose**

The HRD process described herein is intended to lay down the DAAO portion of responsibilities of the DGCA administrative polices dealing with the recruitment, training, tasking and advancement of inspectors and administration staff. It is not intended as a procedural manual. For guidance and information in the performance of their assigned duties, the inspectors and the administration staff should refer to the applicable Staff Instruction, and other guidance materials. Concerning to inspector training, it should refer Staff Instruction SI 8900-1.3 Inspector Training System.

**E. Policy**

DAAO personnel consist of Inspector and Administration Staff, where the Inspector is categorized into:

1. Airworthiness Inspector consist of 3 divisions:
  - a. Maintenance Airworthiness Inspector;
  - b. Engineering Airworthiness Inspector;
  - c. Manufacturing Airworthiness Inspector.

2. Operation Inspector consist of 3 divisions :
  - a. Flight Operation Inpspector (FOI);
  - b. Flight Operation Officer Inspector (FOOI);
  - c. Cabin Safety Inspector (CSI).
3. Aviation Medical Inspector

Each categorized inspector devided into:

1. Assistant Inspector;
2. Expert Inspector;

Asistant Inspector consists of 3 grades:

1. Skilled ed Assistant Inspector;
2. Competent (*Mahir*) Assistant Inspector;
3. Supervisor Assistant Inspector;

Expert Inspector consists of 3 grades:

1. Initial Expert Inspector;
2. Junior Expert Inspector;
3. Senior Expert Inspector;

In addition, Expert of Aviation Medical Inspector consist of 4 grades:

1. Initial Expert Inspector
2. Junior Expert Inspector
3. Senior Expert Inspector
4. Principal Expert Inspector

Administration Staff consists of:

1. Personnel Licensing Administration Staff.
2. Budget Manager (*Pengelola Keuangan*)
3. Exchequer (*Bendahara*)
4. Business System Information (*Pengelola System Informasi*)
5. Business Administration (*Pengelola ketatausahaan*)
6. Pranata Komputer
7. Human Resources Development Analyst (*Analisis Kepegawaian* )
8. Interpreter
9. Arsiparis

The number of DAAO personnels required will be determined by the level of and the growth of aviation in Indonesia. A periodic review will take place from time to time as required to determine whether or not there needs to be a change in the number of Inspectors authorised. The recruitment will be based on analysis of the Human Resources Development Analyst.

In case where suitable inspectors and / or administration staff fulfilling the criteria are not available the Director General may at his/her discretion, relax the requirements, taking into consideration other personnels based on his/her past performance, competency, qualification, work experiences, manners. All of those considerations must be documented properly for further reference.

#### **F. Training Program**

All DAAO personnel will receive sufficient initial and recurrent training to ensure their competency to perform their assigned responsibilities with a high level of proficiency and professionalism. Where personnel successfully completed required course of studies, they will receive a certificate in that subject area and will be entered into that individual's training file. No personnel may perform any regulatory duty unless he or she has been trained for that specific function except where the personnel is under the direct supervision of a qualified personnel. Every personnel who perform a regulatory function should be certified have authorization by the Director of DAAO as competent to perform such function.

The DAAO training program is developed as DAAO Inspector Training System (ITS) that is a comprehensive national training program for DAAO Inspectors. It is a single integrated program which provides oversight and management of inspector development from new-hire status through retirement from the Directorate General of Civil Aviation (DGCA). The program is systematic and structured to provide for the delivery of an effective ICAO compliant program at minimum cost. As an inspector progresses to the higher levels of inspector responsibilities they will require a broader level of knowledge.

Criteria inspector appointed at a particular grade should already meet the competencies and qualifications that required. Training at a particular grade will be programmed for each inspector before entering the related grade.

Training may be performed locally, or at the reputable Foreign Authority Training Centre or any other reputable training center. For a specific training required by Staff Instruction 8900-1.3 Inspector Training System, DAAO must ensure that the training match with the requirements described in the applicable staff instruction. The assesment method to recognise the foreign training provider will refer to Staff Instruction 8900-1.3 Inspector Training System.

#### **G. Training Record.**

Upon completion of a Formal Course and/or OJT, data entry shall be made on each individual training record refer to Staff Instruction 8900-1.3 Inspector Training System.

## **CHAPTER II HUMAN RESOURCES DEVELOPMENT FOR AIRWORTHINESS INSPECTOR**

### **A. Introduction**

This chapter applicable for the responsibilities and standards of Airworthiness Inspector assigned to airworthiness job functions.

This section describes duties and responsibilities of DAAO Airworthiness Inspectors that play key roles in ensuring in the Indonesian aviation system continues to be safe. This responsibility for safety covers almost every aspects of aviation, including the certification of aircraft and airmen and of it operations.

Airworthiness inspectors have responsibility to air operators, may administer tests (written, oral, and practical) for a variety of certificates and ratings, and conduct surveillance on various other aspects of an air carrier's operation. These other aspects typically would include evaluating the operations of air carriers and similar commercial aviation operations for adequacy of facilities, equipment, procedures, and overall management to ensure safe operation of aircraft. Other important function of the airworthiness inspector for initial and continuing qualification, as well as the evaluation training programs, equipment, and facilities. When, in the course of an inspection, inspectors find an aircraft not in compliance with the CASRs, they may recommend an enforcement action. Such enforcement can range from administrative action to civil penalty and possible suspension or revocation of their license.

An additional role is the investigation of aircraft incident or accidents for the purpose of preventive action, in cooperation with the National Transportation Safety Committee (NTSC). Airworthiness Inspectors may also speak to student groups about career opportunities in the field of aviation, and may conduct seminars and briefings on pertinent aviation topics for airworthiness expertises. Inspectors may also, from time to time, be called upon to testify in administrative hearings and trials.

Airworthiness Inspectors in Directorate Airworthiness and Aircraft Operation are divided by specialty, description and base on competencies and qualifications, as follows :

1. Maintenance Airworthiness Inspector;
2. Engineering Airworthiness Inspector;
3. Manufacturing Airworthiness Inspector.



**B. Function**

Airworthiness inspector is responsible for carrying out all of airworthiness aspect of aviation including Certification and Safety Oversight of Air operator, Maintenance Organisation, Design organization and Production organization, Personnels Licensing, registration of aircraft, Aircraft Accident Incident Investigation for preventive action, Law enforcement, Rule making activities.

**C. Level of Inspector**

Airworthiness inspector divided into two level:

1. Assistant Airworthiness Inspector consisting of:
  - a. Skilled Assistant Airworthiness Inspector;
  - b. Competent (*Mahir*) Assistant Airworthiness Inspector;
  - c. Supervisor Assistant Airworthiness Inspector.
  
2. Expert Airworthiness Inspector consisting of 3 division:
  - a. Maintenance Airworthiness Inspector, consisting of 3 grades :
    - 1) Initial Expert Maintenance Airworthiness Inspector;
    - 2) Junior Expert Maintenance Airworthiness Inspector;
    - 3) Senior Expert Maintenance Airworthiness Inspector.
  
  - b. Engineering Airworthiness Inspector, consisting of 3 grades :
    - 1) Initial Expert Engineering Airworthiness Inspector;
    - 2) Junior Expert Engineering Airworthiness Inspector;
    - 3) Senior Expert Engineering Airworthiness Inspector.
  
  - c. Manufacturing Airworthiness Inspector, consisting of 3 grades :
    - 1) Initial Expert Manufacturing Airworthiness Inspector;
    - 2) Junior Expert Manufacturing Airworthiness Inspector;
    - 3) Senior Expert Manufacturing Airworthiness Inspector.

**D. Entry Requirements.****1. Assistant Airworthiness Inspector**

The minimum requirements of the first entry for Assistant Airworthiness Inspector, as follows:

- a. Passed diploma II subject Aircraft Maintenance Engineer;
- b. Hold a basic certificate of aircraft maintenance or a license of aircraft maintenance engineer;
- c. Minimum rank and class of employment is Pengatur Muda Tk. I (II/b);
- d. Attained minimum TOEIC score 400;
- e. Completed 5 (five) core inspector class room training consisting:
  - 1) Indoctrination Training;
  - 2) Certification Training;
  - 3) Surveillance Training;
  - 4) Personnel Licensing Training; and
  - 5) Investigations Training.

**2. Expert Airworthiness Inspector****a. Maintenance Airworthiness Inspector.**

The minimum requirement of the first entry of Maintenance Airworthiness Inspector, as follows:

- 1) Passed diploma IV subject Aircraft Technical Maintenance or a graduate degree (S1) subject aeronautical, mechanical engineering, electro, industrial engineering;
- 2) Hold a basic certificate of aircraft maintenance or a license of aircraft maintenance engineer;
- 3) Minimum rank and class of employment is Penata Muda (III/a);
- 4) Attained minimum TOEIC score 450 point;
- 5) Completed 5 (five) core inspector class room training consisting:
  - a) Indoctrination Training;
  - b) Certification Training;
  - c) Surveillance Training;
  - d) Personnel Licensing Training; and
  - e) Investigations Training.

**b. Engineering Airworthiness Inspector**

The minimum requirement of the first entry of Engineering Airworthiness Inspector, as follows:

- 1) Graduate degree or technical diploma IV graduate in aeronautical, mechanical, electrical/electronics, computer, civil, physics and any other relevant engineering discipline ;
- 2) Hold a certificate of training according specialization (Such as: Structure, Avionic/Electric, Mechanical System, powerplant, flight test, environmental protection and cabin interior);
- 3) Minimum rank and class of employment is Penata Muda (III/a);
- 4) Attained minimum TOEIC score 450 point;
- 5) Completed 5 (five) core inspector class room training consisting:
  - a) Indoctrination Training;
  - b) Certification Training;
  - c) Surveillance Training;
  - d) Personnel Licensing Training; and
  - e) Investigations Training.

### **c. Manufacturing Airworthiness Inspector**

The minimum requirement of the first entry of Manufacturing Airworthiness Inspector, as follows:

- 1) Graduate degree or technical diploma IV graduate in aeronautical, mechanical, electrical/electronics, computer, civil, physics or other relevant engineering discipline;
- 2) Hold a certificate of Basic Aircraft Technical Knowledge;
- 3) Minimum rank and class of employment is Penata Muda (III/a);
- 4) Attained minimum TOEIC score 450 point;
- 5) Completed 5 (five) core inspector class room training consisting:
  - a) Indoctrination Training;
  - b) Certification Training;
  - c) Surveillance Training;
  - d) Personnel Licensing Training; and
  - e) Investigations Training.

## **E. Inspector Competencies and Qualifications**

### **1. Assistant Airworthiness Inspector Level**

#### **a. Skilled Assistant Airworthiness Inspector**

- 1) Completed 5 (five) core class room training:
  - a). Indoctrination Training;
  - b). Certification Training;
  - c). Surveillance Training;
  - d). Personnel Licensing Training; and
  - e). Investigations Training.
- 2) Completed Additional Training
  - a). Human Factor;
  - b). Safety Management System (SMS);
  - c). IDERA;
  - d). Aircraft Type.
- 3) Completed On the job training
  - a). OJT Level I Indoctrination;
  - b). OJT Level I Surveillance;
  - c). OJT Level I Personnel Licensing.
- 4) Completed Training Job Skill
  - OJT Level I Job Skill
- 5) Completed Training Avionic for Avionic job function
  - OJT Level I Avionic

- 6) Assessment Job Skill
  - OJT Level I

- 7) Recurrent training

**b. Competent (Mahir) Assistant Airworthiness Inspector**

- 1) Completed competencies and qualification on the grade of Skilled Assistant Airworthiness inspector.
- 2) Completed Additional Training:
  - a). Auditor/Lead Auditor;
  - b). Safety Audit Foreign Air Operator (SAFA);
  - c). Aircraft Reliability Program;
  - d). Aging Program; and
  - e). Bridging Program.
- 3) Completed On the Job Training:
  - a) OJT Level I Certification;
  - b) OJT Level I Investigation;
  - c) OJT Level II Indoctrination;
  - d) OJT Level II Certification;
  - e) OJT Level II Surveillance; and
  - f) OJT Level II Personnel Licensing.
- 4) Completed Training Avionic for Avionic job function
  - OJT Level II Avionic.
- 5) Completed Training Job Skill
  - OJT Level II Job Skill.
- 6) Completed Assessment Job Skill
  - OJT Level II
- 7) Recurrent Training.

**c. Supervisor Assistant Airworthiness Inspector**

- 1) Completed Additional Training:
  - a) Aviation Law Enforcement;
  - b) Rule Making;
  - c) Safety State Program;
  - d) Safety Program Management; and
  - e) Maintenance Management.
- 2) Completed On the Job Training:
  - a) OJT Level II Indoctrination;
  - b) OJT Level II Certification;
  - c) OJT Level II Surveillance;
  - d) OJT Level II Personnel Licensing;
  - e) OJT Level II Investigation;

- f) OJT Level III Certification;
  - g) OJT Level III Surveillance; and
  - h) OJT Level III Personnel Licensing.
- 3) Completed Training Job Skilled
    - OJT Level III Job Skilled
  - 4) Completed Management Training
    - OJT Level I Management
  - 5) Completed Assessment Job Skilled
    - OJT Level III
  - 6) Recurrent Training

In order to fulfill the qualification as an Assistant Airworthiness Inspector, the training will be designed to meet the requirement to perform such duties and responsibilities. Not all of training requirements to be fulfilled, but will be designated to meet the requirements of designated area of maintenance or airworthiness.

## **2. Expert Airworthiness Inspector Level**

### **a. Maintenance Airworthiness Inspector, consisting of 3 grades :**

#### **1) Initial Expert Maintenance Airworthiness Inspector**

The accomplished of competencies and qualifications on the assistant airworthiness inspector and/or completed competencies and qualification are:

- a) Completed a 5 (five) core inspector class room training:
  - (1). Indoctrination Training;
  - (2). Certification Training;
  - (3). Surveillance Training;
  - (4). Personnel Licensing Training; and
  - (5). Investigations Training.
- b) Completed an additional training:
  - (1). Human Factor;
  - (2). Safety Management System (SMS);
  - (3). Safety Program Management;
  - (4). Auditor/Lead Auditor;
  - (5). Aviation Law Enforcement;
  - (6). Safety Audit Foreign Air Operator (SAFA);
  - (7). Rule Making;
  - (8). Aircraft Reliability Program; and
  - (9). Aircraft Type.

- c) Completed On The Job Training:
  - (1). OJT Level I Cerification;
  - (2). OJT Level I Surveillance;
  - (3). OJT Level I Personnel Licensing;
  - (4). OJT Level I Investigation;
  - (5). OJT Level II Indoctrination;
  - (6). OJT Level II Cerification;
  - (7). OJT Level II Surveillance;
  - (8). OJT Level II Personnel Licensing; and
  - (9). OJT Level II Investigation.
- d) Completed Training Job Skill :
  - (1). OJT Level I Job Skill; and
  - (2). OJT Level II Job Skill.
- e) Completed Training Avionic for avionic job function:
  - (1). OJT Level I Avionic; and d
  - (2). OJT Level II Avionic.
- f) Completed Training Job Skill PEL:
  - (1). OJT level I Job Skill PEL; and
  - (2). OJT Level II Job Skill PEL.
- g) Completed Assessment Job Skill
  - (1). OJT Level I;
  - (2). OJT Level II.
- h) Recurrent training

## **2) Junior Expert Maintenance Airworthiness Inspector**

- a) Completed competencies and qualification on the grade of initial expert airworthiness inspector.
- b) Completed Additional Training:
  - (1). State Safety Program; and
  - (2). Maintenance management.
- c) Completed On the Job Training
  - (1). OJT Level III Cerification;
  - (2). OJT Level III Surveillance; and
  - (3). OJT Level III Personnel Licensing; and
  - (4). OJT Level III Investigation.
- d) Completed Training Job Skill
  - OJT Level III Job Skill

- e) Completed Management Training
  - (1). OJT Level I Management;
  - (2). OJT Level II Management; and
  - (3). OJT Level III Management.
- f) Assessment Job Skill
  - On The Job Training Level III
- g) Completed an experience on rules or regulations making process;
- h) Completed participation on the aviation international conference;
- i) Completed an experience on the aviation seminary;
- j) Completed an experience on the international harmonization rules;
- k) Recurrent training.

### **3) Senior Expert Maintenance Airworthiness Inspector**

- a) Completed competencies and qualification on the grade of junior expert airworthiness inspector;
- b) Completed an experience on the planning and formulation member of the regulations and rules;
- c) Completed an experience on the speaker of the aviation conference and seminary; and
- d) Completed an experience on the regional ASEAN and international aviation meeting.

### **b. Engineering Airworthiness Inspector , consisting of 3 grades :**

#### **1) Initial Expert Engineering Airworthiness Inspector**

The following competencies and qualification requirements for Engineering Airworthiness Inspector described as follow:

- a) Have completed 5 (five) core inspector class room training.
- b) Have completed the training of Human factors in Aircraft Engineering and Design.

- c) Have completed the training according the specialization:
  - (1) Structure / Airframes
    - (a) Airplane Preliminary Design;
    - (b) Basic Aircraft Load;
    - (c) Stress & Strength Analysis;
    - (d) Material Properties of Aircraft/Engine/Propeller;  
and
    - (e) Non Destructive Tests.
  - (2) Electrical / Avionic
    - (a) Basic Aircraft Electrical.
    - (b) Basic Electrical Load Analysis
    - (c) Fundamental Avionic (Communications, Navigations, Instruments); and
    - (d) Electrical Power, Generating and Distribution Systems.
  - (3) Mechanical System  
Basic Aircraft Mechanical System
  - (4) Powerplant
    - (a) Basic Engine/Propeller;
    - (b) Basic Engine / Propeller Installation
    - (c) Powerplant Related System.
  - (5) Cabin Interior  
Basic Cabin Interior
  - (6) Flight Test
    - (a) Basic Aircraft Performance.
    - (b) Basic Stability & Control;
    - (c) Basic Aircraft System;
    - (d) PBN (RNP and RNAV)
    - (e) CAT II / III
    - (f) RVSM; and
    - (g) ETOPS.
  - (7) Environmental Protection, such as
    - (a) Basic Fire Protection;
    - (b) Basic Environmental Control; and
    - (c) Basic Icing Certification.
- d) Have completed On The-Job Training (OJT) in the expertise
- e) Have completed in the Safety Management Systems training



- f) Have completed in the Design Organization Approval Training.

## **2) Junior Expert Engineering Airworthiness Inspector**

The following competencies and qualification requirements for Engineering Airworthiness Inspector described as follows:

- a) Have been in Initial Expert Engineering Airworthiness Inspector.
- b) Have completed the training according the specialization:
  - (1) Structure / Airframes such as
    - (a) Dynamics Analysis;
    - (b) Structural Test Methods;
    - (c) Fatigue and Fracture Mechanics;
    - (d) Material Composite and Substitution Methods for Composite;
    - (e) Crashworthiness ;
    - (f) Corrosion Control;
    - (g) Lightning Protection for Aircraft Structure;
    - (h) Rotorcraft Loads; and
    - (i) Metal Structural Repair.
  - (2) Electrical / Avionic, such as
    - (a) Aircraft System Safety Assessment;
    - (b) Reliability Analysis;
    - (c) Avionics Data Bus Design;
    - (d) Electronics Flight Control System Analysis & Design; and
    - (e) Software Life Cycle.
  - (3) Mechanical System, such as:
    - (a) Aircraft Control System (Primary and Secondary Flight Control System, Braking System, Landing Gear Actuating System, Steering Control System);
    - (b) Hydraulics Power Generation and Distribution System;
    - (c) Aircraft System Safety Assessment; and
    - (d) Reliability Analysis.
  - (4) Powerplant, such as:
    - (a) Powerplant Related Systems;
    - (b) Safety Assessment Analysis;
    - (c) Reliability Analysis & Maintainability Analysis; and
    - (d) Basic Noise.

- (5) Cabin Interior, such as:
  - (a) Material Flammability; and
  - (b) Emergency Equipment.
- (6) Flight Test, such as:
  - (a) Aircraft Performance;
  - (b) Stability & Control ;
  - (c) Aircraft System; and
  - (d) Aircraft System.
- (7) Environmental Protection, such as:
  - (a) Air Conditioning System;
  - (b) Ice Protection System;
  - (c) Fire Protection System; and
  - (d) Cabin Pressure Control System
- c) Have completed On The-Job Training (OJT) in the expertise
- d) Have completed the training according the specialization:
  - (1) Structure/airframe:
    - (a) Aero-elasticity Analysis;
    - (b) 16 G Dynamic Seat Test;
    - (c) Composite Repair;
    - (d) Structure Analysis By Finite Element Analysis;
    - (e) Damage Tolerance;
    - (f) Aging Aircraft Seminars; and
    - (g) Structures Harmonization Standard Regulations.
  - (2) Electrical & avionics:
    - (a) Aircraft System Lightning Protection;
    - (b) Avionics Lightning Protection;
    - (c) HIRF Certification;
    - (d) Software Certification;
    - (e) Fly by Wires;
    - (f) Avionics Harmonization Standards Regulation; and
    - (g) All Weather Operation (AWO) Harmonization Standards Regulation.
  - (3) Mechanical systems:
    - (a) Aircraft System Lightning Protection;
    - (b) Mechanical System Harmonization Working Group;
    - (c) Hydraulic Test Harmonization Working Group;
    - (d) Braking System Harmonization Working Group; and
    - (e) Flight Control Harmonization Working Group.

- (4) Powerplant:
  - (a) Powerplant Installation Working Group;
  - (b) Engine Harmonization Working Group;
  - (c) International Powerplant Research Conference;
  - (d) Engine & Propeller Control System;
  - (e) Noise Certification; and
  - (f) Aircraft System Lightning Protection.
- (5) Environmental protection:
  - (a) Ice Protection Harmonization;
  - (b) Fire Protection Harmonization;
  - (c) Aircraft Oxygen System; and
  - (d) Fire Zone Analysis.
- (6) Cabin interior
  - (a) Heat Release;
  - (b) Smoke Emission;
  - (c) Emergency Evacuation.
- (7) Flight test:
  - (a) Analyze aircraft flight test performance and ind tunnel test;
  - (b) Analyze test result of aircraft stability and control;
  - (c) Analyze test result of aircraft system performance;
  - (d) Certification of aircraft noise;
  - (e) Certification of aircraft ice and rain protection system;
  - (f) Certification of aircraft system performance;
  - (g) cockpit evaluation;
  - (h) International conference of flight test performance and aircraft system.

### **3) Senior Expert Engineering Airworthiness Inspector**

The following competencies and qualification requirements for Engineering Airworthiness Inspector described as follows:

- a) Have been in Junior Expert Engineering Airworthiness Inspector.
- b) have completed the training of :
  - (1) Engineering Management;
  - (2) Design Management;
  - (3) Training for supervising and decision taking.

**c. Manufacturing Airworthiness Inspector, consisting of 3 grades :**

**1) Initial Expert Manufacturing Airworthiness Inspector**

- a) Completed 5 (five) core class room training, consisting:
  - (1) Indoctrination Training;
  - (2) Certification Training ;
  - (3) Surveillance Training;
  - (4) Personnel Licensing Training; and
  - (5) Investigations Training.
  
- b) Completed Specialization class room training, consisting:
  - (1) Manufacturing Conformity Inspection;
  - (2) Quality Control Course;
  - (3) Aircraft registration and deregistration;
  - (4) Irrevocable Deregistration and Export Request Authorization (IDERA);
  - (5) Aircraft Mortgage;
  - (6) Aircraft Procurement;
  - (7) Quality Auditor;
  - (8) Quality System;
  
- c) Completed additional class room training, consisting:
  - (1) Profesionalism for Manufacturing Inspectors;
  - (2) Human Factors in Aircraft Manufacturing;
  - (3) Regulations, Standards, Procedures, and guidance materials in aeronautical product area;
  - (4) Safety Management System (SMS);
  - (5) Safety Program Management;
  
- d) Completed On Job Training (OJT) as follows:
  - (1) OJT Level I and Level II of 5 (five) core training, consisting:
    - (a) OJT Level I and Level II Indoctrination;
    - (b) OJT Level I and Level II Certification;
    - (c) OJT Level I and Level II Surveillance;
    - (d) OJT Level I and Level II Personnel Licensing; and
    - (e) OJT Level I and Level II Investigations.
  
- e) Completed OJT Level I and Level II of Specialization training in Initial Expert Airworthiness Inspector for manufacturing group.

**2) Junior Expert Manufacturing Airworthiness Inspector**

- a) Fulfilled the qualification and competencies of Initial Expert Airworthiness Inspector for manufacturing group.

- b) Completed Specialization training, consisting:
  - (1) Aircraft Certification System Evaluation Program (ACSEP)
  - (2) Manufacturing Management
  - (3) Manufacturing Specialization
  - (4) Management Supervision and Decision Making;
  - (5) Human Factors in Aircraft Manufacturing (re-current);
  - (6) Manufacturing Management (re-current);
  - (7) Regulations, Standards, Procedures, and guidance materials in aeronautical product area.
  
- c) Completed additional training, consisting:
  - (1) Human Factors in Aircraft Manufacturing (re-current);
  - (2) Regulations, Standards, Procedures, and guidance materials in aeronautical product area;
  - (3) Audit Training;
  - (4) Instructor Training.
  
- d) Completed On Job Training as follows:
  - (1) OJT Level III of 5 (five) core training, consisting:
    - (a) OJT Level III Indoctrination;
    - (b) OJT Level III Certification;
    - (c) OJT Level III Surveillance;
    - (d) OJT Level III Personnel Licensing;
    - (e) OJT Level III Investigations.
  
  - (2) OJT Level III Specialization training for Initial Expert Airworthiness Inspector for manufacturing group.
  
  - (3) OJT Level I, II and III Specialization training for Junior Expert Manufacturing Airworthiness Inspector.

### **3) Senior Expert Manufacturing Airworthiness Inspector**

- a) Fulfilled qualification and competencies of Junior Expert Airworthiness Inspector for manufacturing group.
  
- b) Completed additional training, consisting:
  - (1) Manufacturing Management (re-current);
  - (2) Human Factors in Aircraft Manufacturing (re-current);
  - (3) Regulations, Standards, Procedures, and guidance materials in aeronautical product area (re-current).

**F. Duties and Responsibilities.****1. Assistant Airworthiness Inspector.****a. Skilled ed Assistant Airworthiness Inspector**

- 1) Perform inspection or review an application document and a records of the initial issued of the certificate of airworthiness, the certificate of registration, the certificate of deregistration and the export for certificate of airworthiness aircraft;
- 2) Perform inspection or review a document and a records of the IDERA document;
- 3) Perform inspection or review a application document and a records of aircraft mortgage;
- 4) Perform record and prepare a draft aircraft import report;
- 5) Perform inspection or review an application document of the Renewal Certificate of Airworthiness;
- 6) Perform inspection or review an application document of the Renewal Certificate of registration;
- 7) Perform inspection or review an application document of the initial issued of aircraft maintenance engineer license/certificate;
- 8) Perform inspection or review an application document of the initial issued of Aircraft Maintenance Engineer License/certificate for foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
- 9) Perform inspection or review an application document of the recommendation of the working permit letter for foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
- 10) Perform recorded an aircraft maintenance engineer license/certificate;
- 11) Perform preparation a written examination or practical test for an aircraft maintenance engineer license/certificate;
- 12) Perform preparation a verification letter for an aircraft maintenance engineer license/certificate;
- 13) Perform preparation a examination draft or material for aircraft maintenance engineer license/certificate;
- 14) Perform evaluation an examination answer sheet for an aircraft maintenance engineer license/certificate;
- 15) Perform recorded a draft technical worksheet report;
- 16) Perform recorded a Service Difficulty Report (SDR);
- 17) Perform preparation a job Skill ;
- 18) Perform preparation a document and recorded surveillance activity;
- 19) Perform recorded a Hazard Identification Risk Assessment (HIRA) to database system;
- 20) Perform recorded and preparation a draft revision of Maintenance Program.

**b. Competent (*Mahir*) Assistant Airworthiness Inspector**

- 1) Perform a field inspection and preparation a draft worksheet report for initial issued of the certificate of airworthiness, the certificate of registration, the certificate of deregistration and the export for certificate of airworthiness aircraft;
- 2) Perform inspection a completed of the IDERA document;
- 3) Perform inspection or review a completed document and a records of aircraft mortgage;
- 4) Perform inspection or review a completed document and field inspection an aircraft import;
- 5) Perform inspection or review a document, field inspection and prepare a worksheet report of the Renewal Certificate of Airworthiness;
- 6) Perform inspection or review a document and prepare a worksheet report of the Renewal Certificate of registration;
- 7) Perform inspection or review a completed document and prepare an accepted draft for initial issued of aircraft maintenance engineer license/certificate;
- 8) Perform inspection or review a completed document and prepare an accepted draft for initial issued of aircraft maintenance engineer license/certificate for foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
- 9) Perform surveillance for an aircraft maintenance engineer license/certificate;
- 10) Perform review or conformity a document and accepted a draft recommendation of the working permit letter for foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
- 11) Perform supervisor a written examination or practical test for an aircraft maintenance engineer license/certificate;
- 12) Perform inspection or review a document and prepare a verification letter draft for an aircraft maintenance engineer license/certificate;
- 13) Perform editing a material or reference exam paper and preparation a exam paper draft for aircraft maintenance engineer license/certificate;
- 14) Perform inspection an application document and preparation a draft worksheet for in-house aircraft maintenance engineer training;
- 15) Perform inspection or review a document and examiner supervisor for written test of Designated Aircraft Maintenance Engineer Examiner Representative;
- 16) Perform inspection a draft examination result for an aircraft maintenance engineer license/certificate;
- 17) Perform preparation a draft technical worksheet report;
- 18) Perform preparation a draft evaluation for Service Difficulty Report (SDR);

- 19) Perform inspection an aircraft ramp inspection;
- 20) Perform inspection a job Skill;
- 21) Perform inspection and preparation a draft surveillance reports;
- 22) Perform inspection or review a document and preparation a draft revision of Maintenance Program.
- 23) Perform inspection or review a document and field inspection for an organization certification process;
- 24) Perform preparation a material document and application document for a short term escalation;
- 25) Perform preparation a draft recommendation for Hazard Identification Risk Assessment (HIRA);
- 26) Perform preparation a material document and application document for an additional capability of organization;
- 27) Perform inspection and preparation a draft worksheet for revision of company manual;
- 28) Perform inspection and preparation a draft worksheet for audit result;

**c. Supervisor Assistant Airworthiness Inspector**

- 1) Perform preparation a draft technical report for initial issued of the certificate of airworthiness, the certificate of registration, the certificate of deregistration and the export for certificate of airworthiness aircraft;
- 2). Perform preparation a draft technical report of the IDERA document;
- 3). Perform preparation a draft technical report of aircraft mortgage;
- 4). Perform preparation a draft technical report an aircraft import;
- 5). Perform recommendation for the renewal certificate of airworthiness;
- 6). Perform recommendation for the renewal certificate of registration;
- 7). Perform recommendation for the initial issued of aircraft maintenance engineer license/certificate;
- 8). Perform recommendation of the initial issued for foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
- 9). Perform recommendation and corrective action of the surveillance result for an aircraft maintenance engineer license/certificate;
- 10). Perform recommendation of the working permit letter for a foreign ICAO contraction state an aircraft maintenance engineer license/certificate;
- 11). Perform recommendation a written examination or practical test result for an aircraft maintenance engineer license/certificate;



- 12).Perform recommendation of the verification letter for an aircraft maintenance engineer license/certificate;
- 13).Perform recommendation of the exam paper for aircraft maintenance engineer license/certificate;
- 14).Perform recommendation of the examination result for aircraft maintenance engineer license/certificate;
- 15).Perform recommendation of the draft approval for inhouse aircraft maintenance engineer training;
- 16).Perform recommendation for issuance of Designated Aircraft Maintenance Engineer Examiner Representative;
- 17).Perform recommendation a draft technical worksheet report;
- 18).Perform recommendation a draft evaluation for Service Difficulty Report (SDR);
- 19).Perform recommendation a aircraft ramp inspection report;
- 20).Perform a first evaluation and recommendation a job Skill;
- 21).Perform recommendation a draft surveillance reports;
- 22).Perform a first evaluation and recommendation for Hazard Identification Risk Assessment (HIRA);
- 23).Perform a first evaluation and recommendation a draft revision of Maintenance Program.
- 24).Perform a first evaluation and recommendation a draft technical report for an organization certification process;
- 25).Perform a first evaluation and recommendation of the draft approval for a short term escalation;
- 26).Perform a first evaluation and recommendation of the draft approval for an additional capability of organization;
- 27) Perform a first evaluation and recommendation a draft approval for a revision of company manual;
- 28) Perform a first evaluation and recommendation for audit result;
- 29) Perform preparation a material or reference for drafting a regulation, rules, standard, procedure and guidance of the airworthiness procedures.

## **2. Expert Airworthiness Inspector**

### **a. Initial Expert Airworthiness Inspector**

#### **1) Initial Expert Maintenance Airworthiness Inspector**

- a) Perform inspection or review a document and field inspection of the organization certification process and surveillance activity for:
  - (1) Operator certificate (non-commercial / private air operators-OC 91);
  - (2) Air operator certificate for commuter and charter flight-AOC 135;
  - (3) Air operator certificate for commercial flight-AOC 121;
  - (4) Air operator certificate for foreign commercial flight-AOC 129;

- (5) Air operator certificate for helicopter external load-AOC 133; and
- (6) Operator certificate for agriculture-AOC 137.
- b) Perform inspection or review a document and field inspection of the training organization certification process and surveillance activity for:
  - (1) Pilot Schools (OC 141);
  - (2) Training center (OC 142); and
  - (3) Approved maintenance training organization (AMTO 147);
- c) Perform inspection or review a document and field inspection of the certification process and surveillance for the approved maintenance organization (AMO 145);
- d) Perform inspection or review a document and field inspection for the renewal certificate of airworthiness;
- e) Perform inspection or review a document and first evaluation for a short term escalation;
- f) Perform inspection or review a document and examiner a written examination or practical test for an aircraft maintenance engineer license/certificate;
- g) Perform inspection or review a document and examiner a written examination for foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
- h) Perform inspection or review a document and preparation a draft verification letter for an aircraft maintenance license/certificate;
- i) Perform preparation and review a draft examination paper for an aircraft maintenance engineer license/certificate;
- j) Perform inspection or review a document and first evaluation a document for an in-house aircraft maintenance engineer training;
- k) Perform inspection or review a document and examiner a written examination for a designated maintenance engineer examiner representative (DAMEER);
- l) Perform inspection or review an application document and preparation a draft recommendation of the working permit letter for foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
- m) Perform surveillance for an aircraft maintenance engineer license/certificate and a designated maintenance engineer examiner representative (DAMEER);
- n) Perform inspection or review a document, first evaluation and preparation a draft approval for an additional capability of organization;
- o) Perform inspection or review a document and preparation a draft approval for a initial and a revision of company manual

- p) Perform inspection or review a document and preparation a draft approval for a initial and a revision of maintenance program;
- q) Perform aramp inspection;
- r) Perform inspection or review a document andpreparation a Job Skill ;
- s) Perform inspection or review a document andrecorded a service difficulty report (SDR);
- t) Perform preparation a matarial or reference and revision a draft regulation, rules, standard, procedure and guidance of the subject of airworthiness;
- u) Perform inspection or review a document and field inspection for audit activity;
- v) Perfrom inspection or review a document and first evaluation a Hazard Identification Risk Assessment (HIRA) report;
- w) Perform inspection or review a document, field inspection and preparation a worksheet report for an aircraft accident/incident Investigation activity.

## **2) Initial Expert Engineering Airworthiness Inspector**

The following duties and responsibilities for Engineering Airworthiness Inspector described as follows:

- (1) To prepare the material of airworthiness requirement, procedure revision and guidance for aircraft, engine, propeller and component certification.
- (2) To check the completeness of certification engineering design documents for aircraft, engine, propeller and component in the activities of type certification/amendment, type certification validation/amendment, supplemental type certification/amendment, supplemental type certification validation/ amendment and design changes or modification including repair design in comply with applicable requirements.
- (3) To prepare draft of Airworthiness Directive.
- (4) To check the completeness of certification documents and as observer in the audit and surveillance activities of Design organization Approval (DOA).
- (5) To check the completeness of the approval documents for non-register (non-PK) aircraft operated in Indonesia.
- (6) To check the completeness of the environmental protection documents in conjunction of civil aviation activities.
- (7) To check the completeness of the structure/airframe modification and repair documents including manufacturing process document in comply with applicable requirements.

- (8) To check the completeness of the electric avionics system modification and repair documents including installation and electrical load analysis in comply with applicable requirements.
- (9) To check the completeness of the mechanical system modification and repair documents including appliances, cabin safety appliances and fire protection in comply with applicable requirements.
- (10) To check the completeness of the powerplant system modification and repair documents including fuel system, engine fire protection and engine indicator in comply with applicable requirements and completeness of the issuance of approval for exhaust emission and aircraft noise.
- (11) To check the completeness of the environmental protection modification and repair documents including air conditioning system, ice protection, fire protection, and oxygen system in comply with applicable requirements.
- (12) To check the completeness of the cabin interior modification and repair documents including cabin lay out, material and flammability, placard and marking, smoke emission, lavatory system in comply with applicable requirements.
- (13) To check the completeness of the flight test documents including performance, handling quality and aircraft system in comply with applicable requirements.
- (14) To check the completeness of the Airworthiness and operational documents in comply with applicable requirement for the RVSM, PBN, ETOPS and CAT II/III certification.

### **3) Initial Expert Manufacturing Airworthiness Inspector**

- (1) To review the completeness of documents during the process for the initial issuance and renewal of Certificate of Registration and cancellatin of aircraft registration.
- (2) To review the completeness of documents and perform physical inspection of aircraft for the issuance of Airworthiness Certificate and/or Airworthiness Approval, including Initial Certificate of Airworthiness (Initial C of A), Export Certificate of Airworthiness (Export C of A), and Authorized Release Certificate (ARC), for aircraft and components with complexity level at low and medium.
- (3) To review the completeness of documents and perform physical inspection of aircraft for the issuance of Special Airworthiness Certificate and/or Approval, including Initial Special Certificate of airworthiness (Initial Special C of A), renewal Special Certificate of Airworthiness (Special C of A) for experimental aircraft with complexity level at low and medium.

- (4) To review the completeness of documents, facilities and human resources during certification process of Production Certificate, Part Manufacturing Approval, and Certificate of Aeronautical Product Distributor.
- (5) To review the completeness of documents, facilities and human resources during surveillance process of Production Certificate, Part Manufacturing Approval, and Certificate of Aeronautical Product Distributor.
- (6) To review the completeness of documents and check the operating procedure for production during 'conformity inspection' of aeronautical product.
- (7) To review the completeness documents required for the recording of IDERA (Irrevocable Deregistration and Export Request Authorization).
- (8) To review the completeness of documents required for the recording of aircraft mortgage.
- (9) To review the completeness of documents during the process for the issuance of aircraft procurement approval.
- (10) To collect information and analyze the revision of regulations, standards, procedures, and guidance material relevant to airworthiness.
- (11) To perform audit as a team member.
- (12) To record the documents regarding the process of certification, surveillance, audit, conformity inspection, aircraft procurement approval, IDERA recording, aircraft mortgage recording, and other document related to aeronautical product document, into data base.
- (13) To maintain the documents regarding the process of certification, surveillance, audit, conformity inspection, aircraft procurement approval, IDERA recording, aircraft mortgage recording, and other document related to aeronautical product document, into data base.
- (14) To collect any relevant document for developing Civil Aircraft Register (CAR).

**b. Junior Expert Airworthiness Inspector**

**a) Junior Expert Maintenance Airworthiness Inspector**

- (1) Perform conformity inspection and accepted a document of the organization certification process and surveillance activity for:
  - (a) Operator certificate (non-commercial / private air operators-OC 91);
  - (b) Air operator certificate for commuter and charter flight-AOC 135;
  - (c) Air operator certificate for commercial flight-AOC 121;
  - (d) Air operator certificate for foreign commercial flight-AOC 129;

- (e) Air operator certificate for helicopter external load-AOC 133; and
  - (f) Operator certificate for agriculture-AOC 137.
- (2) Perform conformity inspection and accepted a document of the training organization certification process and surveillance activity for:
    - (a) Pilot Schools (OC 141);
    - (b) Training center (OC 142); and
    - (c) Approved maintenance training organization (AMTO 147).
  - (3) Perform conformity inspection and accepted a document of the certification process and surveillance for the approved maintenance organization (AMO 145);
  - (4) Perform conformity inspection and accepted a document for the renewal certificate of airworthiness;
  - (5) Perform conformity inspection and accepted a document for a short term escalation;
  - (6) Perform accepted a written examination or practical test result for an aircraft maintenance engineer license/certificate;
  - (7) Perform accepted a written examination result for foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
  - (8) Perform accepted a draft verification letter for an aircraft maintenance license/certificate;
  - (9) Perform accepted and approved a draft examination paper for an aircraft maintenance engineer license/certificate;
  - (10) Perform accepted and recommendation a document for an in-house aircraft maintenance engineer training;
  - (11) Perform accepted for issuance an authorized letter of the designated maintenance engineer examiner representative (DAMEER);
  - (12) Perform accepted a draft recommendation of the working permit letterfor foreign ICAO contracting state an aircraft maintenance engineer license/certificate;
  - (13) Perform accepted a surveillance result for an aircraft maintenance engineer license/certificate and a designated maintenance engineer examiner representative (DAMEER);
  - (14) Perform accepted and approved a draft approval for an additional capability of organization;
  - (15) Perform accepted and approved a draft approval for a initial and a revision of company manual;
  - (16) Perform accepted and approved a draft approval for a initial and a revision of maintenance program;
  - (17) Perform accepted and approved a Job Skill ;
  - (18) Perform first evaluation, field inspection and accepted a service difficulty report (SDR);

- (19) Perform review and conformity a draft regulation, rules, standard, procedure and guidance of the subject of airworthiness;
- (20) Perform accepted and approved a draft audit result;
- (21) Perform analyzed and accepted a Hazard Identification Risk Assessment (HIRA) report;
- (22) Perform inspection or review a worksheet report and prepare a draft recommendation for an aircraft accident/incident Investigation report.
- (23) Perform recommendation for issuance of the organization certificate:
  - (a) Operator certificate (non-commercial / private air operators-OC 91);
  - (b) Air operator certificate for commuter and charter flight-AOC 135;
  - (c) Air operator certificate for commercial flight-AOC 121;
  - (d) Air operator certificate for foreign commercial flight-AOC 129;
  - (e) Air operator certificate for helicopter external load-AOC 133; and
  - (f) Operator certificate for agriculture-AOC 137.
- (24) Perform recommendation for issuance of the training organization certificate:
  - (a) Pilot Schools (OC 141);
  - (b) Training center (OC 142); and
  - (c) Approved maintenance training organization (AMTO 147).
- (25) Perform recommendation for issuance of the approved maintenance organization (AMO 145) certificate;
- (26) Perform recommendation for issuance of the renewal certificate of airworthiness;
- (27) Perform recommendation for approval of the short term escalation;
- (28) Perform recommendation for issuance of an aircraft maintenance engineer license/certificate;
- (29) Perform recommendation for issuance of an aircraft maintenance engineer license/certificate of the foreign ICAO contracting state;
- (30) Perform recommendation for issuance a verification letter for an aircraft maintenance license/certificate;
- (31) Perform recommendation for approved of the in-house aircraft maintenance engineer training;
- (32) Perform recommendation for issuance an authorized letter of the designated maintenance engineer examiner representative (DAMEER);
- (33) Perform recommendation for issuance of the working permit letter for foreign ICAO contracting state of an aircraft maintenance engineer license/certificate;

- (34) Perform recommendation for issuance of an additional capability of organization;
- (35) Perform recommendation for issuance of the initial of company manual;
- (36) Perform recommendation for issuance of the initial of maintenance program;
- (37) Perform recommendation for issuance of the Job Skill authorization;
- (38) Perform recommendation for accepted a draft regulation, rules, standard, procedure and guidance of the subject of airworthiness;
- (39) Perform recommendation for issuance a law enforcement of the audit finding;
- (40) Perform recommendation for issuance a law enforcement of the aircraft accident/incident Investigation event.

**b) Junior Expert Engineering Airworthiness Inspector**

The following duties and responsibilities for Engineering Airworthiness Inspector described as follows:

- (1) To evaluate and analyze the certification document of the aircraft, engine, propeller and component design for type certification, type certification validation, supplement type certification, supplement type certification validation including amendment and design changes (modification and repair) in comply with applicable airworthiness requirements.
- (2) To evaluate and analyze the certification document of the structure modification and/or repair including manufacturing process document in comply with applicable airworthiness requirements.
- (3) To evaluate and analyze the certification document of the *electric avionics system* modification and/or repair including installation and electrical load analysis document in comply with applicable airworthiness requirements.
- (4) To evaluate and analyze the certification documents of the *mechanical system* modification and/or repair including appliances, cabin safety appliances and fire protection document in comply with applicable airworthiness requirements.
- (5) To evaluate and analyze the certification documents of the powerplant *system* modification and repair in comply with applicable airworthiness requirements including fuel system, engine fire protection, and engine indicating. To evaluate and analyze for issuance of approval for exhaust emission and aircraft noise.



- (6) To evaluate and analyze the certification documents of the environmental protection modification and repair in comply with applicable airworthiness requirements including air conditioning system, ice protection, fire protection, and oxygen system.
- (7) To evaluate and analyze the certification documents of the cabin interior in comply with applicable airworthiness requirements including cabin lay out, material and flammability, placard and marking, smoke emission, lavatory system.
- (8) To evaluate and analyze the certification documents of the flight performance including performance, handling quality and aircraft system.
- (9) To supervise engineering process and test for aircraft, engine, propeller, and other component in comply with applicable airworthiness requirements in conjunction of production specification.
- (10) To evaluate and analyzedraft of airworthiness directive
- (11) To evaluate and analyze the proposal of major repair on aircraft, engine, propeller, and the other components.
- (12) To be involved in Type Certification Boards (TCB) activities.
- (13) To be involved in Maintenance Review Board (MRB) activity related to the development and approval of initial maintenance/inspection requirements for the newly type certificated aircraft.
- (14) To request conformity inspection to Sub Directorate of Aeronautical Product.
- (15) To conduct engineering compliance inspection to ensure that an installation complies with the applicable airworthiness requirements
- (16) To evaluate and analyze the certification documents, audit, and surveillance of Design Organization Approval (DOA).
- (17) To evaluate and analyze the approval documents for non-register (non-PK) aircraft operated in Indonesia
- (18) To evaluate and analyze environmental protection documents in conjunction of civil aviation activities.
- (19) To be member of ACSEP, to evaluate the compliance of aircraft manufacturer with the applicable airworthiness requirements.
- (20) To make and revise the requirements of airworthiness, advisory circular, and staff instruction for certification of aircraft, engine, propeller, and components.
- (21) To Monitor the development of international regulations in the need of adjustment with national regulations.
- (22) To evaluate and analyze Aircraft Accident/incident Investigation in conjunction of aircraft design.
- (23) To evaluate and analyze airwrothiness documents for RVSM, PBN, ETOPS, and CAT II/III certification.

- (24) To conduct inspection of the requested aircraft components for RVSM, PBN, ETOPS and CAT II/III operations.
- (25) To advice and supervise in operational aspect for initial and junior expert of airworthiness.
- (26) To recommend the approval of certification document for Design Organization Approval (DOA).
- (27) To recommend for approval of documents for non-register (non-PK) aircraft operated in Indonesia.
- (28) To recommend for approval of environmental protection documents in conjunction of civil aviation activities.
- (29) To develop and evaluate changes in engineering standards, procedures and practices to reflect current requirements and limitations and to keep up with the continuously changing of the state of the art.
- (30) To co-ordinate, final review and recommend approval of request of type certificate/type approval amendment for aircraft, engine, and propeller.
- (31) To recommend for issuance of a design/modification approval for an aircraft structure system, equipment or instrument.
- (32) To recommend for application approval for emission and aircraft noise.
- (33) To recommend for issuance of type certificate validation for type certificate, supplemental type certificate, and amendment of type certificate for aircraft, engine, and propeller.
- (34) To approve test plan and witness critical tests on type certification/modification project.
- (35) To manage the activities of the Type Certification Boards (TCB).
- (36) To manage flight testing activities.
- (37) To monitor continued structural integrity of Indonesian type certificated aircraft in service with a view to determine the need for supplemental inspection and CPCP Program to maintain the aircraft in airworthy condition.
- (38) To review - the technical content of Service Bulletins (SB) of Indonesian type certificated/approved product to determine likely effects on the product design related continuing airworthiness and to decide steps to be taken to avoid or correct difficulties-for approval of the SB.
- (39) To recommend for issuance of airworthiness directives based on the Service Difficulties Report (SDR) result and evaluation.
- (40) To review the State of the manufacturer ADs and issue National ADs as it is applicable to Indonesian registered aircraft.

- (41) To Identify and resolve regulatory problems associated with airworthiness engineering. To establish general and technical policies and procedures on which future airworthiness requirements can be based. To formulate changes in airworthiness policies and requirements which have a severe economic impact on the aviation industry.
- (42) To advice on technical matters relating to flight operations and airworthiness as may be required.
- (43) To recommend for approval of certification documents.
- (44) To recommend of approval for certification documents for RVSM, PBN and ETOPS.

**c) Junior Expert Manufacturing Airworthiness Inspector**

- (1) To evaluate and analyse documents during the process for the initial issuance and renewal of Certificate of Registration and cancellatin of aircraft registration, and to make recomendation for the approval or rejection of initial issuance and renewal of Certificate of Registration and cancellation of aircraft registration.
- (2) To evaluate and analysis documents required for the issuance of Airworthiness Certificate and/or Airworthiness Approval, including Initial Certificate of Airworthiness (Initial C of A), Export Certificate of Airwortniness (Export C of A), and Authorized Release Certificate (ARC), for aircraft and components.
- (3) To review the completeness of documents and perform physical inspection of aircraft for the issuance of Airworthiness Certificate and/or Airworthiness Approval, including Initial Certificate of Airworthiness (Initial C of A), Export Certificate of Airwortniness (Export C of A), and Authorized Release Certificate (ARC), for aircraft and components, and make recomendation for the approval or rejection for issuance and renewal of those certificates.
- (4) To evaluate and analyse documents required for the issuance of Special Airworthiness Certificate and/or Approval, including Initial Special Certificate of airworthiness (Initial Special C of A), renewal Special Certificate of Airworthiness (Special C of A) for experimental aircraft with complexity level at low and medium.
- (5) To review the completeness of documents and perform physical inspection of aircraft for the issuance of Special Airworthiness Certificate and/or Approval, including Initial Special Certificate of airworthiness (Initial Special C of A), renewal Special Certificate of Airworthiness (Special C of A) for experimental aircraft with complexity level at medium and high.

- (6) To evaluate and analyse documents during certification process of Production Certificate, Part Manufacturing Approval, and Certificate of Aeronautical Product Distributor, and make recommendation for the approval or rejection for issuance of those certificates.
- (7) To evaluate and analyse documents during surveillance process of Production Certificate, Part Manufacturing Approval, and Certificate of Aeronautical Product Distributor, and make recommendation the corrective action of surveillance report conducted to the holder of those certificates.
- (8) To evaluate and analysis documents during 'conformity inspection' of aeronautical product, and make recommendation the corrective action of conformity inspection report.
- (9) To evaluate and analysis the documents required for the recording or revocation of IDERA (Irrevocable Deregistration and Export Request Authorization), and make recommendation for the recording or revocation of IDERA.
- (10) To evaluate and analysis documents required for the recording or release the recording of aircraft mortgage, and make recommendation for the recording or release the recording of aircraft mortgage.
- (11) To evaluate and analysis documents during the process for the issuance of aircraft procurement approval, and make recommendation for the issuance or rejection of aircraft procurement approval.
- (12) To collect information and analyze the revision of regulations, standards, procedures, and guidance material relevant to airworthiness, and to coordinate the development of revision to regulation, procedure, and guidance material relevant to airworthiness.
- (13) To perform audit as a team leader.
- (14) To evaluate and analysis the assignment of Designated Manufacturing Representatives (DMIR), and make recommendation for the issuance of DMIR.
- (15) To evaluate, analyse, make concept and monitor the process of recording and updating documents regarding the process of certification, surveillance, audit, conformity inspection, aircraft procurement approval, IDERA recording, aircraft mortgage recording, and other document related to aeronautical product activities.
- (16) To recommend corrective action of aircraft accident/incident investigation related to production process.
- (17) To evaluate the development of Civil Aircraft Register (CAR), and make recommendation for the publication of CAR.

**c. Senior Expert Airworthiness Inspector**

**1) Senior Expert Maintenance Airworthiness Inspector**

Perform to managerial skill activity, speaker/advocate, a decision making and a policy of the airworthiness

**2) Senior Expert Engineering Airworthiness Inspector**

To conduct managerial duty, policy and decision regarding airworthiness.

**3) Senior Expert Manufacturing Airworthiness Inspector**

To perform managerial tasks, as a spokesperson, decision maker and policy maker in the area of airworthiness.

To give the approval for the issuance of such documents, approvals, certificates as described duties and responsibilities of Junior Expert Manufacturing Airworthiness Inspector and finalised the proposal of rules and regulations regarding manufacturing.

## **CHAPTER III**

### **HUMAN RESOURCES DEVELOPMENT FOR OPERATIONS INSPECTORS**

#### **A. Introduction**

This chapter addresses the responsibilities and standards of Operations Inspectors (flight operations inspectors/FOI, flight operation officer Inspector/FOOI and cabin safety Inspector/CSI) assigned to air transportation job functions.

This section describes about Operations Inspectors of the DGCA that play a key role in ensuring that the Indonesian aviation system continues to be the safe. This responsibility for safety in air travel covers almost every facet of aviation, including the certification of aircraft and airmen and of its operations, inspectors are divided by specialty; and subdivided by specific position description.

These inspectors have responsibility for scheduled air carriers, and commercial operators. Operations Inspectors may administer tests (written, oral, and practical) for a variety of certificates and ratings, perform cockpit and cabin en route inspections, and conduct surveillance on various other aspects of an air carrier's operation. These other aspects typically would include evaluating the operations of air carriers and similar commercial aviation operations for adequacy of facilities, equipment, procedures, and overall management to ensure safe operation of aircraft. Other important functions Operations Inspectors include the examination of airmen (pilots, flight operation officer, flight engineers, flight attendant) for initial and continuing qualification, as well as the evaluation of airman training programs, equipment, and facilities. When, in the course of an inspection, inspectors find an aircraft or airman not in compliance with the CASRs, they may recommend an enforcement action. Such enforcement can range from administrative action to civil penalty and possible suspension or revocation of their license.

An additional role is the investigation of aircraft incident or accidents in cooperation with the National Transportation Safety Committee (NTSC). Operations Inspectors may also speak to student groups about career opportunities in the field of aviation, and may conduct seminars and briefings on pertinent aviation topics for pilots, flight operation officer, and airline officials. Inspectors may also, from time to time, be called upon to testify in administrative hearings and trials.

Operations Inspectors in Directorate Airworthiness and Aircraft Operation are divided by specialty, description and base on competencies and qualifications, as follows :

1. Flight Operations Inspector / FOI,
2. Flight Operation Officer Inspector / FOOI; and
3. Cabin Safety Inspector / CSI.

## **B. Operation Inspector Classification**

### **1. Flight Operation Inspector (FOI)**

#### **a. Functions**

Flight Operation Inspectors is an inspector carrying out some of the principal duties of the Director of Airworthiness and Aircraft Operation (DAAO) in the aircraft operations area, including the promotion and control of the quality of flight operations to performs a variety of tasks associated with administration, certification, and surveillance in accordance with the technical policy of the DGCA.

The Principal Operations Inspector functions is a assignment of FOI as the primary operations interface between assigned air carriers and other aviation entities, and the Directorate General of Civil Aviation (DGCA). Has program responsibility to assure that assigned organizations meet Civil Aviation Safety Regulations with respect to operations programs. Determines the need for and establishes work programs for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

The regulatory mandate of DAAO Flight Operations Inspectors covers the following functional areas:

- 1) Indoctrination;
- 2) Certification;
- 3) Personnel licensing;
- 4) Surveillance and safety oversight;
- 5) Investigations;
- 6) Job Skills;
- 7) Flight operation officer functions;
- 8) Cabin safety functions;
- 9) Management;
- 10) Proposing rule and regulations, guidance materials development and improvement.
- 11) Aviation law enforcement.

**b. Level of Inspector**

Flight Operations Inspector divided in 2 (two) level, as follows:

- 1) Assistant Flight Operation Inspector, divided in 3 (three) grade, as follows :
  - a) Skilled Assistant Flight Operation Inspector;
  - b) Competent Assistant Flight Operation Inspector;
  - c) Supervisor Assistant Flight Operation Inspector.
  
- 2) Expert Flight Operation Inspector, divided in 3 (three) grade, as follows :
  - a) Initial Expert Flight Operation Inspector;
  - b) Junior Expert Flight Operation Inspector;
  - c) Senior Expert Flight Operation Inspector.

**c. Entry Requirement.****1) Assistant Flight Operation Inspector**

The following presents a minimum requirements first entry for Assistant Flight Operation Inspector (FOI):

- a) Minimum education is DII;
- b) Hold a Commercial Pilot License Instrument Rating (CPL + IR) or higher;
- c) Have a minimum flight hours 150 (one hundred fifty);
- d) Have a TOEIC with minimum scores 400 (four hundred);
- e) Have a minimum grade "Pengatur Muda Tk.I (II/b)";
- f) Have been completed 5 (five) core training Inspector Training System.

**2) Expert Flight Operation Inspector**

The following presents a minimum requirements first entry for Expert Flight Operation Inspector (FOI) :

- a) Minimum education is D4 or S1;
- b) Have a minimum working experiences of 2 (two) years;
- c) Hold a *Commercial Pilot License with Instrument Rating* (CPL + IR), or higher;
- d) Have a minimum flight hours 1.000 (one thousand);
- e) Have a TOEIC with minimum scores TOEIC 450 (four hundred and fifty);
- f) Have a minimum grade "*Penata Muda (III/a)*";
- g) Have been completed 5 (five) core training Inspector Training System



#### **d. Inspector Competencies and Qualifications**

The following is a synopsis for the qualifications required by a flight operations inspector for the carrying out of the various activities under the DGCA functions.

The Flight Operations Inspectors should have the following competencies and qualifications as follows.

##### **1) Assistant Flight Operation Inspector Level**

- a) Skilled Assistant Flight Operation Inspector  
Minimum requirements for Skilled Assistant *Flight Operation Inspector (FOI)* as follow:
  - (1) Have been completed 5 (five) core class room Inspector Training System (ITS);
  - (2) Have been completed additional training as follow:
    - (a) Aviation Security (AVSEC) Training;
    - (b) Crew Resources Management (CRM) Training;
    - (c) Dangerous Goods (DG Training) if applicable;
    - (d) Windshear Training;
    - (e) Emergencies Procedures Training;
    - (f) Wet Drills Training;
    - (g) ALAR/CFIT Training;
    - (h) English Proficiency Training;
    - (i) Basic Instructor course;
    - (j) Emergency Medical Training;
    - (k) Aircraft Surface Contamination Training;
  - (3) On The Job Training (OJT) :  
OJT Level I for 5 (five) core training ITS.
  - (4) Recurrent Training as required.
  
- b) Competent (*Mahir*) Assistant Flight Operation Inspector  
The following presents a minimum requirements for Competent Assistant Flight Operation Inspector (FOI) as follow:
  - (1) Have been competent and qualified as Skilled Assistant Flight Operation Inspector (FOI);
  - (2) Have been completed additional training ITS as follow:
    - (a) Job Skills;
    - (b) Aircraft Dispatcher;
    - (c) Cabin Safety;
    - (d) Management.

- (3) On The Job Training (OJT) :
  - (a) OJT Level II for 5 (five) core training ITS;
  - (b) OJT Level I for :
    - (i). Job Skills;
    - (ii). Aircraft Dispatcher;
    - (iii). Cabin Safety;
    - (iv). Management.
- (4) Reccurent Training as required.
- c) Supervisor Assistant Flight Operation Inspector  
 The following presents a minimum requirements for Supervisor Assistant *Flight Operation Inspector (FOI)*:
  - (1) Have been competent and qualified as Competent (*Mahir*) Assistant Flight Operation Inspector (FOI);
  - (2) Have been completed additional training as follows :
    - (a) RVSM Training;
    - (b) ETOPS Training;
    - (c) PBN/RNAV Operation Training;
    - (d) CAT II/III Operation Training;
    - (e) MNPS operations;
    - (f) CCP/CCFA/CCFO Course;
    - (g) Aviation Law Enforcement Training;
    - (h) Rule Making Training.
  - (3) On The Job Training (OJT) :  
 OJT Level III for 5 (five) core training ITS
  - (4) OJT Level II untuk :
    - (a) Job Skills;
    - (b) Aircraft Dispatcher;
    - (c) Cabin Safety;
    - (d) Management.
  - (5) Reccurent Training as required.

## 2) Expert Flight Operation Inspector Level

- a) Initial Expert Flight Operation Inspector  
Have been competent and qualified as Supervisor Assistant *Flight Operation Inspector (FOI)* and / or have been competent and qualified as follows :
- (1) Have been completed 5 (five) core training Inspector Training System;
  - (2) Have been completed additional training as follows :
    - (a) Aviation Security (AVSEC) Training;
    - (b) Crew Resources Management (CRM) Training;
    - (c) Dangerous Goods (DG Training) if applicable;
    - (d) Windshear Training;
    - (e) Emergencies Procedures Training;
    - (f) Wet Drills Training;
    - (g) ALAR/CFIT Training;
    - (h) English Proficiency Training;
    - (i) Basic Instructor course;
    - (j) Emergency Medical Training;
    - (k) Aircraft Surface Contamination Training.
  - (3) Have been completed additional training ITS :
    - (a) Job Skills;
    - (b) Aircraft Dispatcher;
    - (c) Cabin Safety;
    - (d) Management.
  - (4) On The Job Training (OJT) :
    - (a) OJT Level I, II and III for 5 (five) category core training ITS
    - (b) OJT Level I and II fork additional training ITS :
      - (i). Job Skills;
      - (ii). Aircraft Dispatcher;
      - (iii). Cabin Safety.
    - (c) OJT Level I category Management Training;
  - (5) Reccurent Training.
- b) Junior Expert Flight Operation Inspector  
The following presents a minimum requirements for Junior Expert *Flight Operation Inspector (FOI)*:
- (1) Have been competent and qualified as Initial Expert *Flight Operation Inspector (FOI)* ;

- (2) Have been completed additional training as follows :
  - (a) RVSM Training;
  - (b) ETOPS Training;
  - (c) PBN/RNAV Operation Training;
  - (d) CAT II/III Operation Training;
  - (e) MNPS operations;
  - (f) CCP/CCFA/CCFO Course;
  - (g) Aviation Law Enforcement Training;
  - (h) Rule Making Training.
  
- (3) On The Job Training (OJT) :
  - (a) Level III for additional training ITS :
    - (i). Job Skills;
    - (ii). Aircraft Dispatcher;
    - (iii). Cabin Safety.
  - (b) Level II and III for category Management Training;
  
- (4) Have been completed to set up and develop rule and regulations process;
  
- (5) Have been completed to attend or as speakers in national or International conference aviation industries;
  
- (6) Have been completed to attend or as speakers in national or International seminar aviation industries;
  
- (7) Have been completed to harmonizise national and international aviation rule and regulations;
  
- (8) Reccurent training as required.
  
- c) Senior Expert Flight Operation Inspector  
 The following presents a minimum requirements for Principal Expert Flight Flight Operation Inspector (FOI):
  - (1) Have been competent and qualified as Senior Expert Flight Flight Operation Inspector (POI);
  - (2) Have been set up and planning planning and process in aviation regulation or aviation law;
  - (3) Haven been attending or as speakers in national or International seminars, conferences in aviation industries;
  - (4) Have been attending meeting or perform deciding policies in civil aviation industries for ASEAN, Regional or International.

### **e. Duties and Responsibilities.**

The duties and responsibilities of Flight Operations Inspectors are laid down in accordance with Inspector Training System Profile and are divided into Indoctrination, Certification, Personnel Licensing, Surveillance, Flight Training, Investigations, Job Skills, Aircraft Dispatcher, Cabin Safety and Managements.

Operational Inspections that could lead to Certification of an Operator and the subsequent issue of an Air Operator Certificate by the Director General, and Airman Certification. These Job Functions cover both ground and in-flight inspections. The in-flight inspections cover checks from the observer's seat as laid down in the Flight Operations Inspector Handbook.

In general terms, the duties and responsibilities of Flight Operations Inspectors in each level describes as follow:

#### **1) Assistant Flight Operation Inspector**

- a) Skilled Assistant Flight Operation Inspector:  
The duties and responsibilities for Skilled Assistant Flight Operation Inspector, described as follow:
  - (1) Preparing evaluation documents for certification organizations or revisions documents :
    - (a) Pilot Schools (PSC 141),
    - (b) Non-commercial / private air operators (OC 91);
    - (c) Simulator facilities / Flight Training Devices (FTD).
    - (d) Training Center for flight operation personnel (TC 142);
  - (2) Preparing material/stuff of mentoring, inspection and surveillance activities for :
    - (a) Pilot Schools (PSC 141),
    - (b) Non-commercial / private air operators (OC 91);
    - (c) Simulator facilities / Flight Training Devices (FTD).
    - (d) Training Center for flight operation personnel (TC 142);

- (3) Preparing materil/stuff process personnel licensing for pilots, other crewmembers (flight engineer and flight navigator), aircraft flight operation officer and flight attendants.
  - (4) Maintain competency, currency and recency as pilot;
  - (5) Conduct proficiency check as pilot (PPC).
- b) Competent (*Mahir*) Assistant Flight Operation Inspector  
The duties and responsibilities for Competent Assistant Flight Operation Inspector, describes as follow:
- (1) Perform inspections required documents application for certifications organizations or documents revisions of :
    - (a) Pilot Schools (PSC 141),
    - (b) Non-commercial / private air operators (OC 91);
    - (c) Commuter and charter air operators (AOC 135);
    - (d) Commercial / air operators (AOC 121);
    - (e) Agricultural aircraft operations (OC 137);
    - (f) Fasilitas simulator / flight training devices (FTD);
    - (g) Training Center for flight operation personnel (TC 142);
  - (2) Perform mentoring, inspection and surveillance activities of :
    - (a) Pilot Schools (PSC 141),
    - (b) Non-commercial / private air operators (OC 91);
    - (c) Commuter and charter air operators (AOC 135);
    - (d) Commercial / air operators (AOC 121);
    - (e) Agricultural aircraft operations (OC 137);
    - (f) Fasilitas simulator / flight training devices (FTD);
    - (g) Training Center for flight operation personnel (TC 142);
  - (3) Perform personnel licensing process of pilots, other crewmembers (flight engineer and flight navigator), aircraft flight operation officer and flight attendants, that consists of :
    - (a) Personnel Licensing Procedures;
    - (b) Aviation Training Organizations;

- (4) Perform inspections result of investigatios;
  - (5) Perform inspections of required documents for Job Skills :
    - (a) Simulator Evaluation;
    - (b) Agricultural Air Operations;
    - (c) Aviation Safety Program Manager;
    - (d) Maintain competency, currency and recency as pilot;
    - (e) Conduct proficiency check as pilot (PPC).
  - (6) Perform inspections of required documents, customer or functional flight test for Aircraft Acceptance, together with Product Aeronautica Inspector.
- c) Supervisor Assistant Flight Operation Inspector  
The duties and responsibilities for Supervisor Assistant Flight Operation Inspector, describes as follow:
- (1) Perform initial evaluation documents application and draft recommendation for certifications organizations or documents revisions of :
    - (a) Pilot Schools (PSC 141),
    - (b) Non-commercial / private air operators (OC 91);
    - (c) Commuter and charter air operators (AOC 135);
    - (d) Commercial air operators (AOC 121);
    - (e) Foreign commercial air operators (AOC 129);
    - (f) Agricultural aircraft operations (OC 137);
    - (g) Rotorcraft external load operations (OC 133);
    - (h) Fasilitas simulator / flight training devices (FTD);
    - (i) Training Center for flight operation personnel (TC 142);
  - (2) Perform mentoring, inspection and surveillance activities of :
    - (a) Pilot Schools (PSC 141),
    - (b) Non-commercial / private air operators (OC 91);
    - (c) Simulator facilities / flight training devices (FTD);
    - (d) Training Center for flight operation personnel (TC 142);

- (3) Perform personnel licensing process of pilots, other crewmembers (flight engineer and flight navigator), aircraft flight operation officer and flight attendants, that consists of :
  - (a) Personnel Licensing Procedures;
  - (b) Aviation Training Organizations;
- (4) Perform inspections required documents of Job Skills activities :
  - (a) Simulator Evaluation;
  - (b) Agricultural Air Operations;
  - (c) Aviation Safety Program Manager;
  - (d) Safety Management Systems;
  - (e) Foreign Air Carriers;
  - (f) Audit Process;
  - (g) Maintain competency, currency and recency as pilot;
  - (h) Conduct proficiency check as pilot (PPC).
- (5) Preparing material/stuff evaluations process approval of :
  - (a) RVSM Operations;
  - (b) ETOPS Operations;
  - (c) PBN/RNAV Operation;
  - (d) CAT II/III Operation;
  - (e) MNPS operations;
  - (f) CCP/CCFA/CCFO;
  - (g) Designess.
- (6) Preparing material/stuff for developing aviation rules and regulations process;
- (7) Preparing material/stuff of national and international conferences in civil aviation industries;
- (8) Preparing material/stuff of national and international seminar in civil aviation industries;
- (9) Preparing material/stuff of harmonize in national and international civil aviation regulations.

## **2) Expert Flight Operation Inspector**

### **a) Initial Expert Flight Operation Inspector**

- (1) Perform duties and responsibilities of Supervisor Assistant Flight Operation Inspector (FOI);
- (2) Perform inspection, evaluation required documents and on field inspections for certifications organizations or documents revisions of :
  - (a) Pilot Schools (PSC 141),



- (b) Non-commercial / private air operators (OC 91);
  - (c) Commuter and charter air operators (AOC 135);
  - (d) Commercial air operators (AOC 121);
  - (e) Simulator facilities / flight training devices (FTD);
  - (f) Training Center for flight operation personnel (TC 142);
- (3) Perform mentoring, inspection and surveillance activities of :
- (a) Pilot Schools (PSC 141),
  - (b) Non-commercial / private air operators (OC 91);
  - (c) Commuter and charter air operators (AOC 135);
  - (d) Commercial air operators (AOC 121);
  - (e) Simulator facilities / flight training devices (FTD);
  - (f) Training Center for flight operation personnel (TC 142);
- (4) Perform personnel licensing process of pilots, other crewmembers (flight engineer and flight navigator), aircraft flight operation officer and flight attendants, that consists of :
- (a) Personnel Licensing Procedures;
  - (b) Aviation Training Organizations;
- (5) Perform Investigations activities :  
Aircraft Accident Investigation
- (6) Perform Job Skills functions :
- (a) Safety Management Systems;
  - (b) Audit Process;
  - (c) Maintain competency, currency and recency as pilot;
  - (d) Conduct proficiency check as pilot (PPC).
- (7) Perform Aircraft Dispatcher Job Functions;
- (8) Perform kegiatan Cabin Safety;
- (9) Preparing material/stuff evaluations process approval of :
- (a) RVSM Operations;
  - (b) ETOPS Operations;
  - (c) PBN/RNAV Operation;
  - (d) CAT II/III Operation;
  - (e) MNPS operations;

- (f) CCP/CCFA/CCFO;
- (g) Designess.

(10) Perform inspections of required documents, customer or functional flight test for Aircraft Acceptance, together with Product Aeronautica Inspector;

**b) Junior Expert Flight Operation Inspector**

- (1) Perform duties and responsibilities of Initial Expert Flight Operation Inspector ;
- (2) Perform conformity and accepted for certifications organizations or documents revisions of :
  - (a) Pilot Schools (PSC 141),
  - (b) Non-commercial / private air operators (OC 91);
  - (c) Commuter charter air operators (AOC 135);
  - (d) Commercial air operators (AOC 121);
  - (e) Foreign commercial air operators (AOC 129);
  - (f) Agricultural operations (OC 137);
  - (g) Fasilitas simulator / flight training devices (FTD);
  - (h) Training Center for flight operation personnel (TC 142);
- (3) Perform mentoring, inspection, on field surveillance activities and accepted its results of :
  - (a) Pilot Schools (OC 141),
  - (b) Non-commercial / private air operators (OC 91);
  - (c) Commuter charter air operators (AOC 135);
  - (d) Commercial air operators (AOC 121);
  - (e) Foreign commercial air operators (AOC 129);
  - (f) External load operations (OC 133);
  - (g) Agricultural operations (OC 137);
  - (h) Simulator facilities / flight training devices (FTD);
  - (i) Training Center for flight operation personnel (TC 142);
- (4) Perform accepted personnel licensing process of pilots, other crewmembers (flight engineer and flight navigator), aircraft flight operation officer and flight attendants, that consists of :
  - (a) Personnel Licensing Procedures;
  - (b) Designated Examiner Procedures;
  - (c) Aviation Training Organizations;
  - (d) Flight Testing Procedures.

- (5) Perform evaluation result of investigations :
  - (a) Compliance & Enforcement,
  - (b) Aircraft Accident Investigation.
- (6) Perform accepted, approval of Job Skills functions:
  - (a) Simulator Evaluation;
  - (b) Agricultural Air Operations;
  - (c) Aviation Safety Program Manager;
  - (d) Safety Management Systems;
  - (e) Foreign Air Carriers;
  - (f) Audit Process;
  - (g) Maintain competency, currency and recency as pilot;
  - (h) Conduct proficiency check as pilot (PPC).
- (7) Perform accepted aircraft dispatcher job functions;
- (8) Perform accepted cabin safety job functions;
- (9) Perform managerial activities;
- (10) Perform evaluation process approval of :
  - (a) RVSM Operations;
  - (b) ETOPS Operations;
  - (c) PBN/RNAV Operation;
  - (d) MNPS operations;
  - (e) CAT II/III Operation;
  - (f) CCP/CCFA/CCFO;
  - (g) Designess.
- (11) Perform inspections of required documents, customer or functional flight test for Aircraft Acceptance, together with Product Aeronautica Inspector
- (12) Preparing material/stuff for developing aviation rules and regulations process;
- (13) Preparing material/stuff of national and international conferences in civil aviation industries;
- (14) Preparing material/stuff of national and international seminar in civil aviation industries;
- (15) Preparing material/stuff of harmonize in national and international civil aviation regulations.
- (16) Perform duties and responsibilities of Junior Expert Flight Operation Inspector;
- (17) Recommendation issuing documents for certifications organizations or documents revisions of :
  - (a) Pilot Schools (OC 141),
  - (b) Non-commercial / private air operators (OC 91);

- (c) Commuter charter air operators (AOC 135);
  - (d) Commercial air operators (AOC 121);
  - (e) Foreign commercial air operators (AOC 129);
  - (f) External load operations (OC 133);
  - (g) Agricultural operations (OC 137);
  - (h) Simulator facilities / flight training devices (FTD);
  - (i) Training Center for flight operation personnel (TC 142);
- (18) Issuing recommendation approval documents of :
- (a) RVSM Operations;
  - (b) ETOPS Operations;
  - (c) PBN/RNAV Operation;
  - (d) MNPS operations;
  - (e) CAT II/III Operation;
- (19) Evaluate and analysis result of surveillance for :
- (a) Pilot Schools (OC 141),
  - (b) Non-commercial / private air operators (OC 91);
  - (c) Commuter charter air operators (AOC 135);
  - (d) Commercial air operators (AOC 121);
  - (e) Foreign commercial air operators (AOC 129);
  - (f) External load operations (OC 133);
  - (g) Agricultural operations (OC 137);
  - (h) Simulator facilities / flight training devices (FTD);
  - (i) Training Center for flight operation personnel (TC 142);
- (20) Evaluate and analysis result of personnel licensing process of pilots, other crewmembers (flight engineer and flight navigator), aircraft flight operation officer and flight attendants, that consist of :
- (a) Personnel Licensing Procedures;
  - (b) Designated Examiner Procedures;
  - (c) Aviation Training Organizations;
  - (d) Flight Testing Procedures.
- (21) Evaluate and analysis result of Investigations :
- (a) Compliance & Enforcement;
  - (b) Aircraft Accident Investigation.
- (22) Evaluate and analysis result of :
- (a) Simulator Evaluation;
  - (b) Agricultural Air Operations;
  - (c) Aviation Safety Program Manager;
  - (d) Safety Management Systems;
  - (e) Foreign Air Carriers;
  - (f) Audit Process;
  - (g) Maintain competency, currency and recency as pilot;

- (h) Conduct proficiency check as pilot (PPC).
- (23) Perform inspections of required documents, customer or functional flight test for Aircraft Acceptance, together with Product Aeronautica Inspector
- (24) Set up, planning, developing norm, standards, procedure, and rule and regulations for :
  - (a) Certification;
  - (b) Proses Personnel Licensing;
  - (c) Surveillanne;
  - (d) Investigations;
  - (e) Job Skills;
  - (f) Aircraft Dispatcher Job Functions;
  - (g) Cabin safety;
- (25) Evaluate material / stuff of rule and regulation or aviation law;
- (26) Evaluate material / stuff of national and international conferences in civil aviation industries;
- (27) Evaluate material / stuff of national and international seminar in civil aviation industries;
- (28) Evaluate material / stuff of national and international harmonize in national and international civil aviation regulations.

**c) Senior Expert Flight Operation Inspector**

- (1) Perform duties and responsibilities of Junior Expert Flight Operation Inspector;
- (2) Perform approval and issuing concept rules and regulations of aircraft operation, seminars and conferences material/stuff;
- (3) Recommendations result of aircraft accident/incident investigation;
- (4) Perform managerial duties, speakers, decree, policies, in aircraft operations;

**2. Flight Operation Officer Inspector (FOOI)**

**a. Functions.**

Flight Operations Operations Inspector (FOOI) functions as the primary interface between air operator dispatch centers, operational control departments, and aircraft dispatcher examiners, and the Directorate General of Civil Aviation (DGCA). Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Safety Regulations, orders, and directives. Establishes work programs for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

Ensures compliance with all aspects of dispatch and operational control related issues.

Assist Principal Operations Inspector (POI) on assigned areas of the certification, surveillance, personnel licensing, job Skills, investigations, management and law enforcement as required.

**b. Level of Inspector**

Flight Operation Office Inspector divide in 3 (three) grade, as follows:

- 1) Skilled Assistant Flight Operation Officer Inspector;
- 2) Competent Assistant Flight Operation Officer Inspector;
- 3) Supervisor Assistant Flight Operation Officer Inspector.

**c. Entry Requirement.**

The following presents the minimum requirements first entry for Flight Operations Operations Inspector (FOOI):

- 1) Minimum education is Senior High School;
- 2) Hold a Flight Operations Operations License (FOOL);
- 3) Have a 1 (one) aircraft type rating;
- 4) Have a TOEIC with minimum scores 400 (four hundred);
- 5) Have a minimum grade "Pengatur Muda Tk.I (II/b)";
- 6) Have been completed 5 (five) core training Inspector Training System.

**d. Inspector Competencies and Qualifications**

**1) Skilled Assistant Flight Operation Officer Inspector**

The following presents minimum requirements for Skilled Assistant *Flight Operation Officer Inspector (FOOI)* describes as follows:

- a) Have been completed 5 (five) core training ITS :
  - (1) Indoctrinations;
  - (2) Certification;
  - (3) Surveillance;
  - (4) Personnel Licensing;
  - (5) Investigations.
- b) Have been completed additional training as follows :
  - (1) Aviation Security (AVSEC) Training;
  - (2) Dispatch Resources Management (DRM) Training;
  - (3) Dangerous Goods (DG Training);
  - (4) Basic Instructor course;
- c) On The Job Training (OJT) :  
OJT Level I for 5 (five) core training ITS
- d) Recurrent Training as required.

## 2) **Competent Assistant Flight Operation Officer Inspector**

The following presents minimum requirements for Competent Assistant Flight Operation Officer Inspector (FOOI) describes as follows :

- a) Have been competent and qualified as Assistant Skilled Flight Operation Officer Inspector (FOOI);
- b) Have been completed additional training ITS :
  - (1) Job Skills;
  - (2) Aircraft Dispatcher;
  - (3) Management.
- c) On The Job Training (OJT) :
  - (1) OJT Level II for 5 (five) core training ITS;
  - (2) OJT Level I for:
    - (a) Job Skills;
    - (b) Aircraft Dispatcher;
    - (c) Management.
- d) Recurrent Training as required.

## 3) **Supervisor Assistant Flight Operation Officer Inspector**

The following presents minimum requirements for Competent Assistant Flight Operation Officer Inspector (FOOI) describes as follows :

- a) Have been competent and qualified as Assistant Skilled Flight Operation Officer Inspector (FOOI);
- b) Have been completed additional training exclude ITS as follows :
  - (1) RVSM Training;
  - (2) ETOPS Training;
  - (3) PBN/RNAV Operation Training;
  - (4) CCP/CCFA/CCFO Course;
  - (5) Aviation Law Enforcement Training;
  - (6) Rule Making Training.
  - (7) Designness.
- c) On The Job Training (OJT) :
  - (1) OJT Level III for 5 (five) core training ITS
  - (2) OJT Level II for :
    - (a) Job Skills;
    - (b) Aircraft Dispatcher;
    - (c) Cabin Safety;
    - (d) Management.
  - (3) Recurrent Training as required.

### e. Duties and Responsibilities

The duties and responsibilities of Flight Operations Officer Inspectors are laid down in accordance with Inspector Training System Profile and are divided into Indoctrination, Certification, Personnel Licensing, Surveillance, Investigations, Job Skills, Aircraft Dispatcher and Managements.

In general terms, the duties and responsibilities of Flight Operations Officer Inspectors in each level describes are:

#### 1) Skilled Assistant Flight Operation Officer Inspector

- a) Preparing evaluation documents for certification organizations or revisions documents :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Training Center for flight operation personnel (TC 142);
- b) Preparing material/stuff of mentoring, inspection and surveillance activities for :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Training Center for flight operation personnel (TC 142);
- c) Preparing materil/stuff process personnel licensing for flight operation officer;
- d) Perform job Skills :
  - (1) Maintain competency, currency and recency as flight operation officer;
  - (2) Conduct competency check as flight operation officer.

#### 2) Competent Assistant Flight Operation Officer Inspector

- a) Perform evaluation application documents for certification organizations or revisions documents :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Commercial air operators (AOC 121);
  - (3) Training Center for flight operation personnel (TC 142);
- b) Perform mentoring, inspection and surveillance activities for :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Commercial air operators (AOC 121);
  - (3) Training Center for flight operation personnel (TC 142);
- c) Perform process personnel licensing for flight operation officer;



- d) Perform Job Skills :
  - (1) Aviation Safety Program Manager;
  - (2) Safety Management Systems;
  - (3) Maintain competency, currency and recency as flight operation officer;
  - (4) Conduct competency check as flight operation officer.

**3) Supervisor Assistant Flight Operation Officer Inspector**

- a) Preparing material/stuff approval result of evaluation documents for certification organizations or revisions documents :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Commercial air operators (AOC 121);
  - (3) Foreign commercial air operators (AOC 129);
  - (4) Training Center for flight operation personnel (TC 142);
- b) Perform mentoring, inspection, surveillance and evaluate result of its activities :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Commercial air operators (AOC 121);
  - (3) Foreign commercial air operators (AOC 129);
  - (4) Training Center for flight operation personnel (TC 142);
- c) Perform evaluation result of personnel licensing process for flight operation officer;
- d) Perform evaluation result of Investigations :  
Aircraft Accident Investigation
- e) Perform evaluation result of Job Skills :
  - (1) Safety Management Systems;
  - (2) Foreign Air Carriers;
  - (3) Audit Process;
  - (4) Maintain competency, currency and recency as flight operation officer;
  - (5) Conduct competency check as flight operation officer.

### 3. Cabin Safety Inspector (CSI)

#### a. **Functions.**

The Cabin Safety Inspector functions as a resource and technical authority on cabin safety requirements as they relate to work activities affecting civil aviation. Provides technical support regarding cabin safety for assigned air carriers and air operators. Ensures assigned operators comply with applicable Civil Aviation Safety Regulations, DGCA policy and guidance and approved programs.

Assist Principal Operations Inspector (POI) on assigned areas of the certification, surveillance, personnel licensing, job Skills, investigations, management and law enforcement as required.

#### b. **Level of Inspector**

Cabin Safety Inspector divide in 3 (three) grade, as follows :

- 1) Skilled Assistant Cabin Safety Inspector
- 2) Competent Assistant Cabin Safety Inspector
- 3) Supervisor Assistant Cabin Safety Inspector

#### c. **Entry Requirement.**

The following presents the minimum requirements first entry for Cabin Safety Inspectors (CSI):

- 1) Minimum education is Senior High School;
- 2) Hold a flight attendant certificate (FAC);
- 3) Have a 1 (one) aircraft type rating;
- 4) Have a TOEIC with minimum scores 400 (four hundred);
- 5) Have a minimum grade "Pengatur Muda Tk.I (II/b)";
- 6) Have been completed 5 (five) core training Inspector Training System.

#### d. **Inspector Competencies and Qualifications**

The following presents minimum requirements for *Cabin Safety Inspector (CSI)* describes as follows:

##### 1) **Skilled Assistant Cabin Safety Inspector**

- a) Have been completed 5 (five) core training ITS :
- b) Have been completed additional training as follows :
  - (1) Aviation Security (AVSEC) Training;
  - (2) Crew Resources Management (CRM) Training;
  - (3) Dangerous Goods (DG Training);
  - (4) Emergencies Procedures Training;
  - (5) Wet Drills Training;
  - (6) Basic Instructor course;
  - (7) Emergency Medical Training;
- c) On The Job Training (OJT) :
  - OJT Level I for 5 (five) core training ITS
- d) Recurrent Training as required.

**2) Competent Assistant Cabin Safety Inspector**

- a) Have been competent and qualified as Assistant Skilled Cabin Safety Inspector (CSI);
- b) Have been completed additional training ITS :
  - (1) Job Skills;
  - (2) Cabin Safety;
  - (3) Management;
- c) On The Job Training (OJT) :
  - (1) OJT Level II for 5 (five) core training ITS
  - (2) OJT Level I untuk :
    - (a) Job Skills;
    - (b) Cabin Safety;
    - (c) Management.
- d) Recurrent Training as required.

**3) Supervisor Assistant Cabin Safety Inspector**

- a) Have been competent and qualified as Competent Skilled Cabin Safety Inspector (CSI);
- b) Have been completed additional training exclude ITS as follows :
  - (1) CCFA Course;
  - (2) Aviation Law Enforcement Training;
  - (3) Rule Making Training.
- c) On The Job Training (OJT) :
  - (1) OJT Level III for 5 (five) core training ITS
  - (2) OJT Level II and III for Job Skills :
    - (a) Cabin Safety;
    - (b) Management.
- d) Recurrent Training as required.

***e. Duties and Responsibilities.***

The duties and responsibilities of Cabin Safety Inspectors are laid down in accordance with Inspector Training System Profile and are divided into Indoctrination, Certification, Personnel Licensing, Surveillance, Flight Training, Investigations, Job Skills, Cabin safety and Managements.

In general terms, the duties and responsibilities of Cabin Safety Inspectors in each level describes are:

**1) Skilled Assistant Cabin Safety Inspector**

- a) Preparing evaluation documents for certification organizations or revisions documents of :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Training Center for flight operation personnel (TC 142);

- b) Preparing material/stuff of mentoring, inspection and surveillance activities for :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Training Center for flight operation personnel (TC 142);
- c) Preparing materil/stuff process personnel licensing for flight attendant;
- d) Maintain competency, currency and recency as flight attendant;
- e) Conduct reccurent check as flight attendant.

## **2) Competent Assistant Cabin Safety Inspector**

- a) Perform evaluation application documents for certification organizations or revisions documents :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Commercial air operators (AOC 121);
  - (3) Training Center for flight operation personnel (TC 142);
- b) Perform mentoring, inspection and surveillance activities for :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Commercial air operators (AOC 121);
  - (3) Training Center for flight operation personnel (TC 142);
- c) Perform process personnel licensing for flight attendant;
- d) Perform Job Skills :
  - (1) Aviation Safety Program Manager;
  - (2) Safety Management Systems;
- e) Maintain competency, currency and recency as flight attendant;
- f) Conduct competency check as flight attendant.

## **3) Supervisor AssistantCabin Safety Inspector**

- a) Preparing magterial/stuff approval result of evaluation documents for certification organizations or revisions documents :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Commercial air operators (AOC 121);
  - (3) Foreign commercial air operators (AOC 129);
  - (4) Training Center for flight operation personnel (TC 142);
- b) Perform mentoring, inspection, surveillance and evaluate result of its activities :
  - (1) Commuter charter air operators (AOC 135);
  - (2) Commercial air operators (AOC 121);
  - (3) Foreign commercial air operators (AOC 129);
  - (4) Training Center for flight operation personnel (TC 142);

- c) Perform evaluation result of personnel licensing process for flight attendants;
- d) Perform evaluation result of Investigations :  
Aircraft Accident Investigation
- e) Perform evaluation result of Job Skills :
  - (1) Safety Management Systems;
  - (2) Foreign Air Carriers;
  - (3) Audit Process;
- f) Maintain competency, currency and recency as flight attendants;
- g) Conduct competency check as flight attendants.

## **CHAPTER IV HUMAN RESOURCES DEVELOPMENT FOR AVIATION MEDICAL INSPECTOR**

### **A. Introduction**

This chapter addresses responsibilities and standards of Aviation Medical Inspector assigned to air transportation job functions. This section describes about Aviation Medical Inspectors of the DGCA which is play role in ensuring that the Indonesian aviation system continues to be the safety. This responsibility for safety in air travel covers the medical certification of aviation personnel. Aviation medical inspector has responsibility for the regulations, standards, procedures, and guidance material used for the certification of medical for aviation personnel. When, in the course of an inspection, inspector find not in compliance with the CASRs, they may recommend an enforcement action. An additional role is the investigation of aircraft accidents in cooperation with the National Transportation Safety Committee (NTSC).

### **B. Function**

Aviation Medical Inspector monitoring are included recommendation for issuance of the certification of medical for aviation personnel; conducting audit, inspection, surveillance and monitoring of aviation medicine; and preparing technical guidances for aviation medicine.

### **C. Level of Inspector**

Aviation Medical Inspector devided into :

1. Initial Expert Aviation Medical Inspector
2. Junior Expert Aviation Medical Inspector
3. Senior Expert Aviation Medical Inspector
4. Principal Expert Aviation Medical Inspector

### **D. Entry Requirement**

The following presents the minimum education first entry requirements for Aviation Medical Inspector are:

1. Medical doctor S1
2. Attain a minimum of a 400 TOEIC score in English Language Training.
3. Have certificate Flight Surgeon/ Flight Health or Aviation Medical Specialist
4. Minimum level Penata muda / grade III/ a
5. Have followed 5 mains training and OJT Inspector Training System

## **E. Inspector Competencies, Qualifications and Training Requirements**

### **1. Initial Expert Aviation Medical Inspector:**

- a. Medical doctor S1
- b. Attained a minimum of a 400 TOEIC score in English Language Training.
- c. Have certificate Flight Surgeon / Flight Health or Aviation Medical Specialist
- d. Have attended five (5) main training
  - 1) Indoctrination Training;
  - 2) Certification Training;
  - 3) Surveillance Training;
  - 4) Personnel Licensing Training;
  - 5) Investigations Training.
- e. Additional Training
- f. OJT Medical class 3

### **2. Junior Expert Aviation Medical Inspector:**

- a. Have qualification as Initial Expert Aviation Medical Inspector
- b. Additional Training  
Human factor
- c. OJT Medical Class 2

### **3. Senior Expert Aviation Medical Inspector:**

- a. Have qualification as Junior Expert Aviation Medical Inspector
- b. Additional Training
  - 1) Safety Management System
  - 2) Lead audit and audit Training
- c. OJT: Medical Class 1
- d. Job Skill Assessment

### **4. Principal Expert Aviation Medical Inspector:**

- a. Have qualification as Senior Expert Aviation Medical Inspector
- b. Have Followed process of making regulations, standards, procedures, and guidelines Aviation Medicine
- c. Have Followed Seminar Aviation Medicine
- d. Have Followed the harmonization of International Regulation of Aviation Medicine
- e. Have followed recurrent training

## **F. Duties and Responsibilities**

### **1. Initial Expert Aviation Medical Inspector:**

- a. To prepare material of regulations, standards, procedures, and guidance material used for medical certification aviation personnel
- b. To evaluate of medical reports from medical examiners
- c. To prepare materials to medical analysis in cases of borderline
- d. To evaluate report medical flight tests conducted by medical examiners

**2. Junior Expert Aviation Medical Inspector:**

- a. To evaluate medical examiner duties
- b. To make a medical report from medical examiners
- c. To provide materials medical recommendation in the final deciding borderline cases
- d. To make reports medical flight tests conducted by medical examiners
- e. To audit aviation health facility in accordance with applicable standards
- f. To prepare materials in ICAO audit of the duties and functions as aviation medical inspector
- g. To evaluate of knowledge medical examiners about the regulation of civil aviation

**3. Senior Expert Aviation Medical Inspector:**

- a. To evaluate regulations, standards, procedures, and guidance material used for medical certification of aviation personnel
- b. To evaluate the medical report from medical examiners
- c. To give medical recommendations in the final and deciding borderline cases
- d. To evaluate the test flight of medical reports made by medical examiners
- e. To provide recommendations aviation health facilities in accordance with applicable standards
- f. To participate in ICAO audit of the duties and functions as aviation medical inspector
- g. To provide recommendations on medical examiners of Indonesian civil aviation regulations
- h. To perform enforcement

**4. Principal Expert Aviation Medical Inspector:**

- a. To develop regulations, standards, procedures, and guidelines in medical certification of aviation personnel control
- b. To update the regulations, standards, procedures, and guidelines in medical certification of aviation personnel control
- c. To evaluate the results of the implementation of competence development trainings aviation medical inspector
- d. To perform enforcement
- e. To provide additional knowledge related to medical examiners to aviation personnel



## **CHAPTER V**

### **HUMAN RESOURCES DEVELOPMENT FOR ADMINISTRATION STAFF**

#### **A. Introduction**

Administration staff is personnel of DGCA that have duty and responsibility related to current regulation. Administrator staff consist of:

#### **B. Operations Personnel Licensing Administration Staff**

##### **1. Functions**

Administrative personnel licesing staff play an important role in the efficiency and integrity in personnel licensing system. The function of personnel licensing staff covers the preparation, review, process and record applications for new, renewal, replacement of licenses and certifiates, temporary airman certificate, validation, conversion, verification letter, letter of authorization, preparation examination questions and inputing record system into data base.

##### **2. Entry Requirement**

The following presents the minimum requirements for personnel licensing staff:

- a. Graduate Minimum from Senior High School.
- b. Computer literate and able to work using words processing and data base computer programs.
- c. Attain a minimum of a 400 TOEIC score in English Language Training.

##### **3. Duties and Responsibilities**

The duties and responsibilities of personnel licensing staff are as follows, under the direction and supervision of an Inspector:

- a. Preparation, review, process and record applications for new, renewal, replacement of licenses and certifiates.
- b. Preparation, review, process and record applications for Temporary Airman Certificate.
- c. Preparation, review, process and record applications for foreign license validation.
- d. Preparation, review, process and record applications for foreign license conversion.
- e. Preparation, review, process and record applications for license verification letter.
- f. Preparation, review, process and record applications for issuance and renewal of Letter of Authorization.
- g. Prepare examination question papers for licence, certificates and rating knowledge examinations and mark candidate's answer papers;
- h. Input record keeping system into data base.

#### **4. Requirements and Qualifications**

The training components listed below provide the training and skills necessary to perform the duties and responsibilities outlined in the job descriptions contained in:

- 1) Indoctrination Training;
- 2) Personnel Licensing Training as appropriate;
- 3) Data base program (IMSIS) training;
- 4) Record keeping system training;
- 5) Office administration system;

### **C. Budget Manager (*Pengelola Keuangan*)**

#### **1. Functions**

Conducting business in the field of finance and asset management working unit of the Directorate of Airworthiness and Aircraft Operation in accordance with the legislation in force.

#### **2. Entry Requirement**

- 1) Minimum high school education or equivalent; and
- 2) Minimum Public Servant Class II / b or equivalent

#### **3. Competencies and Qualifications**

- 1) Have qualification as Budget Management (*Pengelola Budget*)
- 2) Have qualification as Procurement of Government Goods / Services
- 3) Have qualification as Government Internal Management System
- 4) Have ability to operate computer program Microsoft office

#### **4. Duties and Responsibilities**

- 1) Coordinate and prepare and conduct discussions proposal Work Plan and Budget Unit of the Directorate of Airworthiness and Aircraft Operation
- 2) Monitoring the implementation of activities / programs DIPA Unit of the Directorate airworthiness and Aircraft Operation.
- 3) Coordinate and preparing and conduct discussions proposal Work Plan with Budget Unit of the Directorate of Airworthiness and Aircraft Operation
- 4) Monitoring the implementation of activities / programs DIPA Unit Directorate
- 5) Coordinate with related units and or other agencies in the implementation of the program of DIPA Unit Directorate of Airworthiness and Aircraft Operation to be carried out in an integrated manner to achieve optimal results
- 6) Reporting on the implementation of activities / programs DIPA Unit of the Directorate of Airworthiness and Aircraft Operations.
- 7) Reporting on the implementation of activities / programs DIPA working unit (Satker) of the Directorate Airworthiness and Aircraft Operation.

**D. Exchequer (*Bendahara*).****1. Functions**

- a. Admission treasurer is the person designated to receive, store, deposit, administer, and account for the money income countries in the framework of the implementation of the State Budget Office / Unit Ministry / Agency.
- b. Spending Treasurer is the person designated to receive, store, pay, administer, and account for the money for the purposes of the implementation of the Expenditure Budget Office / PIU Ministry / Agency.

**2. Entry Requirement**

- a. Having a Certificate of treasurer training.
- b. Minimum graduated from high school education or equivalent; and
- c. Minimum qualified as Government employee Class II / b or equivalent

**3. Competencies and Qualification**

- a. Have qualification as Bookkeeping (accountancy)
- b. Have ability to operate Microsoft Office Computer Program

**4. Duties and Responsibilities**

- a. Managing money / securities / goods in accordance with applicable material for accountability
- b. Make payments on bills based on official letter to the smooth implementation of the tasks
- c. Record revenues and expenditures of money in the form list of receipts and expenditures that have been established according to the procedure that applies to material attachment report
- d. Develop receipt and expenditure of money in the form list of receipts and expenditures that have been established according to the procedure that applies to material attachment report
- e. Create reports on demand, spending and cash state based on receipts and expenditure as a liability
- f. Carry out other official duties ordered by the management office of both written and verbal.

**E. Pengelola Sistem Informasi****1. Functions**

Conducting data management activities and information management system.

**2. Entry Requirement**

- a. Minimum high school education or equivalent; and
- b. Have minimum qualification as government employee class II/b or equivalent

**3. Competence and Qualifications**

- a Have qualification as office administration (*administrasi perkantoran*)
- b Have ability to operate Microsoft Office

**4. Duties and Responsibilities**

- a. Perform information system implementation, computer system implementation and database program package implementation and network system implementation.
- b. Perform analysis and information system searching and planning of information system.
- c. Data management and management of information system.
- d. To organize, store and maintain and ensure the newness manual document of aircraft and aircraft engines, ICAO regulatory documents (Annexes, ICAO Docs); Regulatory documents RI (CASR, SI, AC), a reference document (AIP, Janes's dictionary Study, Study Report)
- e. Organize and store operator's documents into IMSIS and cupboard documents.

**F. Manager Administration (*Pengelola Ketatausahaan*)****1. Functions**

To carry out the object company stylists work effectively, efficiently, administration, and accountable in accordance with applicable regulations

**2. Entry Requirement.**

- a Minimum high school education or equivalent; and
- b Minimum have qualification as government employee Class II / b or equivalent

**3. Competence and Qualifications**

- a Have qualification as office administration (*administrasi perkantoran*)
- b Have ability to operate Microsoft Office software program.

**4. Duties and Responsibilities**

- a. Preparing the materials development, management, use and utilization, inventory, reporting and handover of the State Property (BMN), and administration of handover activities.
- b. To prepare material for administration Budget Implementation list (DIPA) administration, preparation, verification and reconciliation of financial statements, preparation of the State Property based Information Systems and Accounting Management of State Assets (SIMAK-BMN) and attachment to material for internal and external audit
- c. To prepare material for the implementation of business administration and public administration, distribution and management letters, archival, maintenance.

- d. To prepare material for conduct of the affairs of official travel, protocol implementation, maintenance, procurement, requirements analysis, distribution and management of household goods and general

## **G. Pranata Komputer**

### **1. Function.**

Computer Personnel is a civil servant who was given the task, authority, responsibilities, and rights in full by the competent authorities to carry out activities based information systems Computer Personnel. Adapun principal task is to plan, analyze, design, implement, develop and or operating system computer-based information.

Computer-based information system is a unit consisting of computers, databases, human resources, network systems and procedures are operated in an integrated manner to produce information.

Refer to. Minister of Administrative Decision No. 66 / KEP / M.PAN / 7/2003 dated July 17, 2003 on the Functional Computer Personnel and credit figures.

- a. Level of Pranata Komputer.
  - 1) Assistant Pranata Komputer.
  - 2) Expert Pranata Komputer

### **2. Entry Requirement.**

- a Assistant Pranata Komputer
  - 1) Certified minimum High School (SLTA) / Diploma I in accordance with the prescribed qualifications;
  - 2) Have minimum qualification as government employee class II / a;
  - 3) Graduated from education and training in the subject of information technology functional, except for those who have a diploma in information technology; and
  - 4) Each element of judgment execution of the work (DP3) is 'good' worth at least 1 (one) year.
  
- b Expert Pranata Komputer.
  - 1) Certified minimum from Bachelor (S-1) / Diploma IV in accordance with the prescribed qualifications;
  - 2) Have minimum qualification as government employee class III / a;
  - 3) Graduate education and functional training in the field of information technology, except S-1 / D-IV field of information technology; and
  - 4) Each element of judgment execution of the work (DP3) is 'good' worth at least 1 (one) year.

### 3. Duties and Responsibilities

- a Pranata Komputer *Terampil* duties consist of:
- 1) Perform duplication of data or programs;
  - 2) Recording data without validation; and
  - 3) Recording the data with validation
- b Pranata Komputer *Pelaksana* duties consist of:
- 1) Make a report of computer operations;
  - 2) Documentation files stored on a computer;
  - 3) Verify the data recording;
  - 4) Perform digitizing spatial data;
  - 5) Perform editing spatial data;
  - 6) Report the results of data recording;
  - 7) Installing equipment computer systems / computer network systems;
  - 8) Detection and or repair damage to computer systems;
  - 9) Detect and repair damage to the system or computer network;
  - 10) Makes the basic program;
  - 11) Develop and or rejuvenate the basic program;
  - 12) Make the experimental data to the basic program;
  - 13) Carry out a basic test program;
  - 14) Makes the operating instructions of the basic program; and
  - 15) Develop the basic program documentation.
- c Pranata Komputer *Pelaksana Lanjutan* duties consist of:
- 1) Verification of spatial data;
  - 2) Make secondary program;
  - 3) Develop and or rejuvenate secondary program;
  - 4) Make the experimental data for the intermediate program;
  - 5) Carrying out pilot secondary program;
  - 6) Make the program operational guidelines medium;
  - 7) Develop secondary program documentation;
  - 8) Installation and or increase (upgrade) computer operating system / software / computer network systems;
  - 9) Tested the computer's operating system;
  - 10) Detection and or repair damage to the computer's operating system; and
  - 11) Make computer management documentation.
- d Pranata Komputer *Penyelia* duties consist of:
- 1) Developing next program (*Program Lanjutan*);
  - 2) Developing and or recurrent next program;
  - 3) Create testing data for next program;
  - 4) Perform testing of next program;
  - 5) Making operational instructions advanced program;
  - 6) Develop an advanced program documentation;
  - 7) Make a detailed plan maintenance of computers and equipment;

- 8) Create a system of computer operating procedures; and
  - 9) Make improvements to the computer operating system disorder.
- e Expert Pranata Komputer Pertama duties consist of:
- 1) Examine the technical specification of computer system components;
  - 2) Regulate the allocation of areas in computer media;
  - 3) Installing and or increase (upgrade) computer systems;
  - 4) Make the program package;
  - 5) Tested a computer system;
  - 6) Tested program package;
  - 7) Detection and or repair damage to computer systems or programs and packages;
  - 8) Makes operational instructions the computer system;
  - 9) Documentation package program;
  - 10) Implement database design;
  - 11) Regulate the allocation of the database in the area of computer media;
  - 12) Make access authorization to the user;
  - 13) Monitor and evaluate the use of the database;
  - 14) Implement database duplication;
  - 15) Carry out the transition from the old database software to the new one;
  - 16) Perform retrieval database;
  - 17) Implement the design configuration of computer network systems;
  - 18) Create a security system computer network system;
  - 19) Make the system computer network system utilization procedures;
  - 20) To test the operating system of a computer network system;
  - 21) Monitoring the access;
  - 22) Perform repair damage to the computer network system;
  - 23) Perform retrieval systems computer network systems;
  - 24) Reports irregularities (anomalies) computer network systems;
  - 25) Documenting the use of computer network systems;
  - 26) Create a detailed design of information systems;
  - 27) To develop and or rejuvenate the detailed design of information systems;
  - 28) Documenting the details of the information system;
  - 29) To make the specification of the program;
  - 30) Verification program specifications; and
  - 31) Develop and or rejuvenate program package.

- f Expert Pranata Komputer Muda duties consist of :
- 1) Plan data processing feasibility study;
  - 2) Carry out a feasibility study preliminary data processing;
  - 3) Conduct a detailed feasibility study report processing of data;
  - 4) Implement information systems analysis;
  - 5) to design verification testing or validation of information systems analysis;
  - 6) to process and analyze the results of the verification or validation of information systems;
  - 7) provide briefing implementation of information systems;
  - 8) carry out the integration of information systems;
  - 9) developing information system;
  - 10) to design verification testing or validation programs;
  - 11) to process and analyze the results of the verification or validation programs;
  - 12) makes programming algorithms;
  - 13) check the documentation of the program and the operating instructions of the program;
  - 14) prepare a feasibility study of computer systems;
  - 15) make the technical specifications of the computer system;
  - 16) designing computer systems;
  - 17) to optimize the performance of computer systems;
  - 18) designing a database system;
  - 19) to install the program database management system;
  - 20) makes database security procedures;
  - 21) designed authorizing access to the user;
  - 22) to test new software and advises its use;
  - 23) developing a database system;
  - 24) create a database design documentation;
  - 25) computer network systems design;
  - 26) designing the computer network system security procedures; and
  - 27) designing a computer network system development.
- c. Expert Pranata Komputer Madya duties consist of :
- 1) Discussion in the framework of the overall information system integration;
  - 2) Identify the needs of the user in terms of output, data, and performance of the program;
  - 3) Make the specification of the information technology equipment necessary;
  - 4) Making the overall design of information systems;
  - 5) Examine and propose methods of development of information systems that provide work productivity;
  - 6) Develop and or rejuvenate the overall design of information systems;
  - 7) Monitor the performance of the overall information system or a new information system in environmental agencies;



- 8) Monitor and assess the performance of computer systems that have been developed;
  - 9) Specify the use of computer systems and computer network systems to improve productivity;
  - 10) Draft standardization of documentation and information system or program;
  - 11) Draft programs of education and training in information technology area; and
  - 12) Propose the allocation of resources for information technology work units.
- d. Expert Pranata Komputer Utama duties consist of:
- 1) Carry out a complete study of the organization and environmental organizations in order to determine the information needs of organizations;
  - 2) Draw up a master plan the whole information system (Master Plan);
  - 3) Pioneered revitalization master plan for information systems according to the progress of technology / organization;
  - 4) Formulating the overall information system integration plans;
  - 5) to evaluate the parent information system is running
  - 6) prepare and formulate plans area seminar on information technology;
  - 7) conduct a study on the development and utilization of information technology; and
  - 8) Assess the proposed development of information systems or the development of new information systems, and identify the impact of the proposal on existing information systems, especially to resources.

## **H. Analisis Kepegawaian (Human Resources Development Analyst)**

### **1. Function.**

Analysts staffing is a Civil Servant (PNS) who are given the tasks, responsibilities, authority and rights in full by the competent authority to perform management activities of civil servants and civil servants Management System Development is management the overall effort to improve the efficiency, effectiveness and professionalism degrees organizing duties, functions and responsibilities of personnel consisting of formations and procurement, transfer, education and training salaries, allowances and welfare, personnel administration, discipline and control personnel, dismissal and reporting. Development Management System is a management policy of civil servant (PNS) includes norms, standards, procedures and systems mengendai system personnel salaries, allowances and welfare.

Ref to MENPAN Regulation No. PER / 36 / M.PAN / 11/2006 on the Functional Analyst Personnel and credit figures, as amended by MENPAN Regulation No. PER / 14 / M.PAN / 6/2008.

**2. Level of Human Resources Development Analyst.**

- 1) Assistant Human Resources Development Analyst.
  - a) Skill Assistant Human Resources Development Analyst
  - b) Competent Assistant Human Resources Development Analyst
  - c) Supervisor Assistant Human Resources Development Analyst
- 2) Expert Human Resources Development Analyst
  - a) Initial Expert Human Resources Development Analyst
  - b) Deputy/Bachelor Expert Human Resources Development Analyst
  - c) Senior Expert Human Resources Development Analyst

**3. Entry Requirement.**

- 1) Assistant Human Resources Development Analyst
  - a) Have been graduate minimum with academic of Diploma III.
  - b) Have a minimum grade "Pengatur (II/c)"
  - c) Each element of performance appraisal and execution of work in the List of Work Implementation Assessment (DP3) is "good" worth the lowest in 1 (one) year.
  - d) Have attended and passed the Employment Skills Training Functional Analyst, except that it hold a diploma Diploma of Human Resources.
- 2) Expert Human Resources Development Analyst.
  - a) Have minimum with Certified Graduate (S.1) in accordance with the prescribed qualification / Diploma IV in human resources.
  - b) Have a minimum grade "Penata muda (III/a)" and
  - c) Each element of performance appraisal and execution of work in the result List of Work Implementation Assessment (DP3) is 'good' worth the lowest in 1 (one) year

**4. Duties and Responsibilities.**

- a Assistant Human Resources Development Analyst.
  - 1) Skill Assistant Human Resources Development Analyst
    - a) Implementation training program
    - b) Helping to prepare materials management PNS
    - c) Helping to prepare materials management system development PNS
    - d) Conducting professional development
    - e) Perform the task of supporting the activities of HRD Analyst
  - 2) Competent Assistant Human Resources Development Analyst
    - a) Implement education
    - b) Prepare materials and managing service management system
    - c) Prepare materials and managing the development of civil service management system
    - d) Conducting professional development
    - e) Perform the task of supporting the activities of Personnel Analyst

- 3) Supervisor Assistant Human Resources Development Analyst
  - a) Implement education
  - b) check, examine, prepare a management concept ma PNS
  - c) Checking, researching, preparing draft civil service management system development
  - d) Conducting professional development
  - e) Perform the task of supporting the activities of Personnel Analyst
  
- b Expert Human Resources Development Analyst
  - 1) Initial Expert Human Resources Development Analyst
    - a) Implement education
    - b) check, examine, preparation of management PNS
    - c) Checking, researching, preparing the development of civil service management system
    - d) Conducting professional development
    - e) Perform the task of supporting the activities of Personnel Analyst
  
  - 2) JuniorExpert Human Resources Development Analyst
    - a) Melakukan kegiatan penunjang tugas Analisis Kepegawaian
    - b) Implement education
    - c) Analyze, prepare a management concept ma PNS
    - d) Analyze, prepare a draft development of civil service management system
    - e) Conducting professional development
    - f) Perform the task of supporting the activities of Personnel Analyst
  
  - 3) Senior Expert Human Resources Development Analyst
    - a) Implement education
    - b) Develop, prepare and carry out the management of civil management
    - c) Develop, prepare and carry out the development of civil service management system
    - d) Conducting professional development
    - e) Perform the task of supporting the activities of Personnel Analyst

## I. Interpreter

### 1. Function.

Interpreter are Civil Servants (PNS) were given the duties, responsibilities, authority and rights in full by the competent authority to carry out the translation, either in writing or orally, the preparation of the manuscript, as well as the development, improvement, and control the quality of interpretation and translation.

### 2. Grade of expert Interpreter.

- a Initial Expert Interpreter
- b Junior Expert Interpreter
- c Senior Expert Interpreter
- d Principal Expert Interpreter

### 3. Entry Requirement.

- a Minimum had certificate of Bachelor (S1) / Diploma IV in accordance with the prescribed qualifications;
- b Have a minimum grade "Penata muda (III/a)"
- c Each element of performance appraisal or execution of the work in the List of Work Implementation Assessment (DP3) average is well worth the 1 (one) year
- d undergo and pass a functional training in the field of translation that is determined by the Trustees Functional Agencies Translators

### 4. Interpreter Competencies, Qualifications and Training Requirements

- a Initial Expert
  - 1) Competencies, Qualifications
    - a) Have a general competence which includes Knowledge, Skills and Work Attitude
    - b) Have a specific competence for writing translate that include:
      - (1). Knowledge, namely :
        - Basic editing, and
        - Basic alignment of characters;
      - (2). Skills, namely:
        - Able to edit translations; and
        - Able to align the characters in the subtitles.
  - c) Has a specific competencies preparation of the manuscript as follows:
    - (1). Knowledge, namely:
      - basic scriptwriting; and
      - diversity and barrel languages;
    - (2). Skills, which is capable of drafting the general Indonesian language for translation.

- 2) Training Requirements For Next Level
  - a) specific training for writing interpreter enclosed evaluation of editing and special editing draft.
  - b) Training interpreting specific techniques that include interpreting techniques by reading a script (sight translation), consecutive interpreting techniques; and knowledge of protocol.
  - c) specific training which includes drafting a general script writing styles, the variety and the barrel of language in general script
  
- b Junior Expert Interpreter
  - 1) Competencies and Qualifications
    - a) Have a general competence which includes Knowledge, Skills and Work Attitude;
    - b) Having a specific competencies that include technique interpreting interpreting the script reading (sight translation), consecutive interpreting techniques; and knowledge of protocol.
    - c) It has specific competencies which include drafting a general script writing styles, the variety and the barrel of a common language in the script.
  
  - 2) Training Requirement for next level
    - a) Have specific training interpreter writer include editing technique with compressing and overview general texts.
    - b) Have a specific training of interpreter oral included simultaneous oral interpreter and have ability to public speaker.
    - c) Have a specific training for developing of drafting of specific style, type, pitch language in the special drafting.
  
- c Senior Expert Interpreter
  - 1) Competencies and Qualifications
    - a) Have a general competence of knowledge, skill and attitude of work.
    - b) Have a specific writing competence that include editing technique with commpressing and supervising technique general texts.
    - c) Have a specific training of interpreter oral included simultaneous oral interpreter and have ability to public speaker.
    - d) Have a specific training for developing of drafting of specific style, type, pitch language in the special drafting.
  
  - 2) Training Requirement for next level
    - a) Training specifically written translation that includes rules for the evaluation of translation criticism and supervision techniques specific text

- b) Specific training preparation of the manuscript which includes the use of language diversity and barrel
- d Principal Expert Interpreter
  - 1) Competencies and Qualifications
    - a) Have a general competence which includes Knowledge, Skills and Work Attitude
    - b) Specific training of writing interpreter include evaluation procedure for animadversion interpreter and supervising technique specific drafting.
    - c) Have a specific training for developing of drafting of specific style, type, and pitch language in the special drafting.

## **5. Duties and Responsibilities**

- a Duties of Interpreter consist of:
  - 1) Penerjemah Pertama:
    - a) Plan written translation activities;
    - b) Collect, select, and specify the materials to be translated in writing;
    - c) Collect and determine the supporting reference material to be translated in writing;
    - d) Translating the letter / speeches / statements, or the material for the press in writing;
    - e) Translating scientific publications;
    - f) Translating the book was published and published / presented in book form;
    - g) Translating articles / monograph / papers / sections of books published and published / presented;
    - h) Translating the book into a book which was not published;
    - i) Translating legal product;
    - j) Translating recorded audio / audiovisual;
    - k) Plan activities oral translation;
    - l) Collect and determine the supporting reference for conducting an oral translation;
    - m) To coordinate with agencies / stakeholders in preparation for an international meeting and / or assisting a guest visit that requires oral translation;
    - n) Perform the introduction of location and technical facilities before conducting oral translation.
  - 2) Penerjemah Muda:
    - a) Plan written translation activities;
    - b) Collect, select, and specify bahanbahan to be translated in writing;
    - c) Collect and determine the supporting reference material to be translated in writing;
    - d) Consider / determine a material / documents can be translated itself or by a written translation team;
    - e) Establish / appointed executor / writing team of translators;

- f) Translating letter / speeches / statements, or the material for the press in writing;
- g) Translating scientific publications;
- h) Translating the book was published and published / presented in book form;
- i) Translating articles / monograph / papers / sections of books published and published / presented;
- j) Translating the book into a book which was not published;
- k) Translating legal product;
- l) Translating the text;
- m) Translating recorded audio / audiovisual;
- n) Editing and aligning the translation of the letter / speeches / statements or material to the press;
- o) Editing and aligning translated articles / monograph / papers / sections of books published and published / presented;
- p) Editing and aligning the translation of the book into a book which was not published;
- q) Editing and aligning the translation of legal products;
- r) Editing and aligning translation recorded audio / audiovisual;
- s) Plan activities oral translation;
- t) Gathering and determine the supporting reference for conducting an oral translation;
- u) To coordinate with agencies / stakeholders in preparation for an international meeting and / or assisting a guest visit that requires oral translation;
- v) the introduction of location and technical facilities before conducting oral translation;
- w) Determine and assess the type, level and feasibility of translating orally program on a priority basis;
- x) Consider / determine a program / activities can be implemented alone or by a team of interpreters;
- y) Translating orally official talks over the telephone;
- z) Translating orally unofficial talks over the phone;
- aa) Translating orally with consecutive technical official talks in the activities accompanying the guest;
- bb) Translating orally with consecutive techniques unofficial talks in guest accompanying activities;
- cc) Translating orally with consecutive technical talks in an interview with the mass media (print / electronic);
- dd) Translating orally with consecutive technical official talks or negotiations in the country at a meeting of the bilateral / regional / multilateral;
- ee) Translating orally with consecutive technical official talks or negotiations abroad at a meeting of the bilateral / regional / multilateral;
- ff) Translating orally with consecutive techniques informal talks in the country on the occasion of the meeting bilateral / regional / multilateral;

- gg) Translating orally with consecutive techniques informal discussions abroad on the occasion of the meeting bilateral / regional / multilateral; 34. Translating verbally with speech or presentation techniques consecutively in the country at the meeting / work meetings / seminars / workshops nationally / internationally;
  - hh) Translating orally with consecutive techniques speech or presentation abroad at a meeting / working meetings / seminars / workshops;
  - ii) Translate orally with simultaneous conversation or negotiation techniques in the country at a regional conference / multilateral;
  - jj) Translating orally with simultaneous technical talks or negotiations abroad at a regional conference / multilateral;
  - kk) Translating orally with simultaneous engineering course persiand gan in domestic courts;
  - ll) Translating orally with simultaneous engineering course persiand gan in foreign courts;
  - mm) Translating the text orally (sight translation);
  - nn) Translating orally with simultaneous recording technique of audio / audiovisual;
  - oo) Establish translation techniques to be used.
- 3) Penerjemah Madya:
- a) Plan written translation activities;
  - b) Collect, select, and specify bahanbahan to be translated in writing;
  - c) Collect and determine the supporting reference material to be translated in writing;
  - d) Consider / determine a material / documents can be translated itself or by a written translation team;
  - e) Establish / appointed executor / writing team of translators;
  - f) Translating letter / speeches / statements, or the material for the press in writing;
  - g) Translating scientific publications;
  - h) Translating the book was published and published / presented in book form;
  - i) Translating the book into a book which was not published;
  - j) Translating legal product;
  - k) Translating the text;
  - l) Translating recorded audio / audiovisual;
  - m) Editing and aligning the translation of the letter / speeches / statements or material to the press;
  - n) Editing and aligning the translation of scientific publications;
  - o) Editing and aligning the translation of books published and published / presented in book form;
  - p) Editing and aligning translated articles / monograph / papers / sections of books published and published / presented;



- q) Editing and aligning the translation of the book into a book which was not published;
- r) Editing and aligning the translation of legal products;
- s) Editing and aligning text translation;
- t) Editing and aligning translation recorded audio / audiovisual;
- u) Rereading translation of letters, speeches, reports, and material for the press;
- v) Rereading translation of scientific publications;
- w) Reread the translation of books published and published / presented in book form;
- x) Read the re-translation of the article / monograph / papers / sections of books published and published / presented;
- y) Reread the translation of the book into a book which was not published;
- z) Rereading translation legal product;
- aa) Reread the text translation;
- bb) Reread the translation audio recording / audiovisual;
- cc) Plan activities oral translation;
- dd) Gather and define the supporting reference for conducting an oral translation;
- ee) To coordinate with agencies / stakeholders in preparation for an international meeting and / or assisting a guest visit that requires oral translation;
- ff) Perform the introduction of location and technical facilities before conducting oral translation;
- gg) Determine and assess the type, level and feasibility of translating orally program on a priority basis;
- hh) Consider / determine a program / activities can be implemented alone or by a team of interpreters;
- ii) Translating orally official talks over the telephone;
- jj) Translating orally unofficial talks over the phone;
- kk) Translating orally with consecutive technical official talks in the activities accompanying the guest;
- ll) Translating orally with consecutive techniques unofficial talks in guest accompanying activities;
- mm) Translating orally with consecutive technical talks in an interview with the mass media (print / electronic);
- nn) Translating orally with consecutive technical official talks or negotiations in the country at a meeting of the bilateral / regional / multilateral;
- oo) Translating orally with consecutive technical official talks or negotiations abroad at a meeting of the bilateral / regional / multilateral;
- pp) Translating orally with consecutive techniques informal talks in the country on the occasion of the meeting bilateral / regional / multilateral;

- qq) Translating orally with consecutive techniques informal discussions abroad on the occasion of the meeting bilateral / regional / multilateral;
- rr) Translating orally with consecutive speech or presentation techniques in the country at the meeting / work meetings / seminars / workshops nationally / internationally;
- ss) Translating orally with consecutive techniques speech or presentation abroad at a meeting / working meetings / seminars / workshops;
- tt) Translating orally with simultaneous conversation or negotiation techniques in the country at a regional conference / multilateral
- uu) Translating orally with simultaneous technical talks or negotiations abroad at a regional conference / multilateral;
- vv) Translating orally with simultaneous engineering course persiand gan in foreign courts;
- ww) Translating orally with simultaneous recording technique of audio / audiovisual;
- xx) Develop a system and / or method of translation;
- yy) Sets the translation techniques to be used;
- zz) Conducting evaluations for improving systems, methods, and techniques of translation;
- aaa) Develop guidance program interpreter;
- bbb) Making the study of systems / methods / techniques of translation.

#### 4) Penerjemah Utama:

- a) Plan written translation activities;
- b) Collect, select, and specify bahanbahan to be translated in writing;
- c) Collect and determine the supporting reference material to be translated in writing;
- d) Consider / determine a material / documents can be translated itself or by a written translation team;
- e) Establish / appointed executor / writing team of translators;
- f) Editing and aligning the translation of scientific publications;
- g) Editing and aligning the translation of books published and published / presented in book form;
- h) Editing and aligning the translation of legal products;
- i) Editing and aligning text translation;
- j) Rereading translation of letters, speeches, reports, and material for the press;
- k) Rereading translation of scientific publications;
- l) Reread the translation of books published and published / presented in book form;
- m) Rereading translated articles / monograph / papers / sections of books published and published / presented;

- n) Reread the translation of the book into a book which was not published;
- o) Rereading translation legal product;
- p) Reread the text translation;
- q) Rereading translation audio recording / audiovisual;
- r) Plan activities oral translation;
- s) Gather and define the supporting reference for conducting an oral translation;
- t) To coordinate with agencies / stakeholders in preparation for an international meeting and / or assisting a guest visit that requires oral translation;
- u) Perform the introduction of location and technical facilities before conducting oral translation;
- v) Determine and assess the type, level and feasibility of translating orally program on a priority basis;
- w) Consider / determine a program / activities can be implemented alone or by a team of interpreters;
- x) Develop a system and / or method of translation;
- y) To evaluate for improving systems, methods, and techniques of translation;
- z) Develop guidance program interpreter;
- aa) Making the study of systems / methods / techniques of translation.

## **J. Arsiparis**

### **1. Function.**

Public Servants who have the duty and authority to implement records management and development activities that include management of archival filing, filing instructions manufacture, processing archives, archive storage, archive conservation, archival services, archival publications, assessment and development of archives, coaching and supervision of archives.

Refer to Minister Degree Pendayagunaan Aparatur Negara Nomor: 09/KEP/M.PAN/2002.

### **2. Level of Arsiparis.**

- a Assistant Arsiparis.
- b Expert Arsiparis.

### **3. Entry Requirement**

- a Assistant Arsiparis
  - 1) Minimum Diploma II/Diploma III with subject on archivist;or
  - 2) Certified Diploma II / Diploma other fields appropriate qualifications prescribed for the post of archivist, having followed and passed the functional areas of education and training required to obtain a filing certificate;

- 3) Have qualification as government employee with class Pengatur Muda Tingkat I, golongan ruang II/b ;
  - 4) Each element of the implementation of the assessment job in the List of Job Performance Assessment (DP3) at least worth 'Good' in one (1) year.
- b Expert Arsiparis.
- 1) Minimum graduate with certified Strata 1 (S1) / Diploma IV on subject archivist ; or
  - 2) Certified Strata 1 (S1) / Diploma IV other disciplines in accordance with the qualifications prescribed for the post of archivists; after attending and graduating functionally archival education and training required to obtain a certificate;
  - 3) Have qualification as government employee with class Penata Muda, golongan ruang III/a;
  - 4) Each element of the implementation of the assessment work in the List of Job Performance Assessment (DP3) at least worth well in one (1) year.

#### **4. Duties and Responsibilities.**

- a. Details of the level of skilled archivists activities in accordance with the hierarchy, as follows:
- 1) Arsiparis Pelaksana:
    - a) Take note of the letter / text;
    - b) Selecting the letter / text;
    - c) Perform editing data base, merging the data archival and adjustment of the structure into the archival system applications;
    - d) Make an inventory of the archives in Indonesian language;
    - e) Storing and managing the archive;
    - f) Perform restoration / repair records (numbering archives, patching and connect, remove dust, mold and other dirt, do pressing archives, determining the formula of restoration materials, and dry the archives manually);
    - g) Conduct rewashing film archives, microfilm, and clichés / negative image;
    - h) Conducting recleaning video archives;
    - i) To rewinding archival sound recordings;
    - j) Perform maintenance (textual records, mikrofische, microfilm, film, video, negativ photo, voice recording / oral history);
    - k) To transfer media to microfilm archival paper, mikrofische, and CD;
    - l) To transfer media files to video movie or CD;
    - m) Provide conventional archive service;
    - n) Conducting archival publication pandang hearing through electronic media as collectors of materials;

- o) Collect exhibition of archival materials;
- 2) Arsiparis Pelaksana Lanjutan:
- a) Directing the letter / text;
  - b) Controlling the letter and monitor the follow-up letters;
  - c) Perform data entry into the computer;
  - d) To monitor the use of archival information system applications;
  - e) Develop a plan filing an active archive;
  - f) put together in a dossier active archive;
  - g) Make a list of active archive;
  - h) Make a list of inactive records;
  - i) Make a list of the contents of the file;
  - j) To perform the screening assessment inactive records that will be depreciated;
  - k) Creating an inventory of organizational archives Indonesian language;
  - l) Develop archive information pandang hearing identity (film, video, static images, sound recording);
  - m) Make a list of cartographic archives;
  - n) Selecting the archive to be restored (arsipkonvensional, film, video, sound recording / oral history and cartography);
  - o) Selecting the photo archive will dialihmediakan (cliche / negative picture to be printed, which will be reproduced positive / scanned);
  - p) To transfer media files Video to Video and CD / DVD;
  - q) To transfer media to a photo archive photo paper and CD;
  - r) To transfer audio archive media (sound recording / oral history) to tapes and CDs;
  - s) Perform the conversion of electronic archive storage media;
  - t) Perform over electronic archive format;
  - u) Perform scanning (scanning);
  - v) Providing service archives (film, video, sound recordings, cartographic and static images);
  - w) Provide media services over a conventional archives;
  - x) Conducting archival publication pandang heard through the electronic media as a stylist drawing;
  - y) Selecting material / exhibition of archival materials;
  - z) Provide guidance archivists relating to functional archivist;
- 3) Arsiparis Penyelia:
- a) To monitor the management of archives;
  - b) To control access system of electronic filing;
  - c) Perform reporting activities that produce official archives (audio, video and photo);
  - d) Make a list of archives;
  - e) Making inventory records Indonesian language;
  - f) Making an inventory of the archive Foreign language or regional language;
  - g) Creating an overview of the repertoire of archives;

- h) To transliteration archives paleography / foreign letters;
  - i) Compile information heard unmarked viewing archives (film, video, static images, sound recording);
  - j) Creating an index of view heard archives (film, video, static images, sound recording);
  - k) Make a list of view heard unmarked archives (film, video, static images, sound recording);
  - l) Create a plan and map the location of the archive storage;
  - m) To conduct restoration / repair archive;
  - n) (drying by vacuum cleaning chamber);
  - o) Conduct an assessment of the results of the restoration and maintenance records / media control (quality control);
  - p) Check the integrity of the files used in the service;
  - q) Provide archival media services over new media;
  - r) Conducting thematic publication of archival material;
  - s) Develop archival exhibition catalog;
  - t) Making representation of information / caption;
  - u) Provide guidance on archival exhibitions;
  - v) Develop technical guidance archival material;
  - w) Providing consulting services preparation and approval of the archive management system;
- b. Details of the level of expert archivists activities in accordance with the hierarchy, as follows:
- 1) Arsiparis Pertama:
    - a) Make a list of files that will be depreciated;
    - b) Creating an inventory of organizational archives Indonesian language;
    - c) Creating an inventory of organizational archives foreign language or regional language;
    - d) Make an inventory of private archives;
    - e) Assess the list / list of archives;
    - f) Edit the coverage in the context of acquisitions;
    - g) Develop a plan of archival storage;
    - h) Monitoring and evaluation of the physical archives;
    - i) Assessing the archive has been restored;
    - j) To laminate map archives;
    - k) Assessing the archive will dialihmedia / over format;
    - l) Providing consulting services archival system applications;
    - m) Develop performance image (display of archival exhibitions);
    - n) archival supervision Implement dynamic / static;
  - 2) Arsiparis Muda:
    - a) Assessing the archive which will be depreciated;
    - b) Make a list of archives in addition to the Indonesian language;
    - c) Creating an inventory of organizational archives Indonesian language;
    - d) Make an inventory of organizational archives foreign language or regional language;

- e) Making an inventory of personal records;
  - f) Assess the results of transliteration archives;
  - g) Assessing the results of transcription of archives;
  - h) Creating an evaluation sound recording oral history interviews;
  - i) Making basic testing of audio-visual archives;
  - j) Assess the results reporting in the framework of acquisitions that generate archives;
  - k) Assessing the exhibition of archival information service guidelines;
  - l) Assess information service guidelines / archival material;
  - m) Conducting archival publications of view heard through the electronic media as a screenwriter;
  - n) Designing archival exhibitions;
  - o) Provide guidance and consultation of archives dynamic / static;
  - p) To review the concept / design JRA in the framework of the approval of each subject / field / groups that already have guidelines.
- 3) Arsiparis Madya;
- a) Make an inventory of organizational archives Indonesian language;
  - b) Creating an inventory of organizational archives foreign language or regional language;
  - c) Creating an inventory of private archives;
  - d) Providing consulting services introduction of source / recognition repertoire of archives;
  - e) Provide services archive search;
  - f) To provide advocacy services field of archives;
  - g) Develop an appreciation manuscript archives;
  - h) Conducting an appreciation of archives;
  - i) Conducting archival publications of view heard through the electronic media as a director / director and as an editor;
  - j) Carry out consultation of archives in order publications;
  - k) Creating an evaluation organization of exhibitions;
  - l) Assess the publication manuscript archival sources;
  - m) Develop guidance and consultation of archival material dynamic / static;
  - n) Develop guidance and evaluation of archival consultations;
  - o) Provide consultation preparation of records management system;
  - p) Provide preparation services Archive Retention Schedule (JRA) per subject / field / group;
  - q) To review the concept / design JRA in the framework of approval / consideration of each of the subjects / fields / groups that do not have the guidelines;
  - r) Conducting accreditation unit and archival institutions, archival education and training;
  - s) Perform HR certification archives;

## 4) Arsiparis Utama, yaitu:

- a) Assess inventory archives;
- b) the presentation of information archival treasures;
- c) testing service archival system;
- d) Perform testing service reliability and authenticity archives;
- e) Assess the tracking instructions archives / archival sources;
- f) the issuance of thematic material archival / manuscript archival sources;
- g) Assess the publication activity archival point of view heard through the electronic media;
- h) Assessing the results of supervision / surveillance archives;
- i) Develop or refine a and matter competency test / assessment parameters;
- j) Evaluating the implementation of the accreditation and certification;
- k) Record keeping.

## **K. Pengelola Administrasi and Pelaporan (Business Administration and Reporting)**

### **1. Functions.**

Carry out the object company stylists work effectively, efficiently, administration, and accountable in accordance with applicable regulations

### **2. Entry Requirement.**

- c Minimum high school education or equivalent; and
- d Minimal qualified as public servant Class II / b or equivalent

### **3. Competence and Qualifications**

- c Have qualification as administrasi perkantoran
- d Have ability to operate Microsoft Office

### **4. Duties and Responsibilities**

- a. Take note, sort and distribute incoming mail / outgoing mail
- b. Record, sorting and distributing mail out
- c. Prepare agenda
- d. Perform non-tax payments data recording product licensing
- e. Prepare a letter on leave and license personnel
- f. Conducting the process of administrating
- g. Perform administrative file archiving
- h. Preparing reports.



**APPENDIX 1. INSPECTOR'S CURRICULUM VITAE**

KEMENTERIAN PERHUBUNGAN  
 DIREKTORAT JENDERAL PERHUBUNGAN UDARA  
 DIREKTORAT KELAIKAN UDARA DAN PENGOPERASIAN PESAWAT UDARA  
 MINISTRY OF TRANSPORTATION  
 DIRECTORATE GENERAL OF CIVIL AVIATION  
 DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATIONS  
 DAFTAR RIWAYAT HIDUP SPESIALIS / INSPEKTUR  
 SPECIALIST / INSPECTOR CURRICULUM VITAE

1. Nama / <i>Name</i>	2. Status Perkawinan / <i>Marital Status</i>	3. Tanggal Lahir / <i>Date of Birth</i>
4. Kemampuan Berbahasa / <i>Language Ability</i> :		
Bahasa Ibu / <i>Mother tongue</i>	Bahasa Pengantar di Sekolah / <i>Language (s) used in Primary and Secondary School</i>	Kemampuan Berbahasa Asing / <i>Other Language (s) of which inspector has a working knowledge</i>
5. Catatan Pendidikan Formal / <i>School (Education) Record</i> :		
	Periode / <i>Period</i>	
Nama dan Tempat Sekolah / <i>Name/Town/Country of School (s)</i>	dari / <i>from</i>	sampai / <i>to</i>
		Ijazah (Ya/Tidak) / <i>Grade Completed and Certificate Acquired (Yes/No)</i>
6. Pendidikan di Perguruan Tinggi / <i>College (University) Record</i> :		
		Periode / <i>Period</i>
Nama dan Tempat Perguruan Tinggi / <i>Name and Place of College (University)</i>	Bidang Studi / <i>Subjects (s) Studied</i>	dari/ <i>from</i>
		sampai / <i>to</i>
		Ijazah (Ya/Tdk) / <i>Grade Completed</i>

				<i>and Certificate Acquired (Yes/No)</i>
7. Diklat Teknik dan/atau Spesialis / <i>Technical and/or Specialist Training Record :</i>				
<i>Nama dan Tempat Diklat / Name and Place of Training Institute</i>	<i>Bidang Studi / Subject (s) Studied</i>	<i>Tahun / Year</i>	<i>Lama / Duration</i>	<i>Sertifikat (Ya/Tdk) / Certificate Acquired (Yes/No)</i>

8. Diklat Manajemen (Lainnya) / <i>Management and/ or Other Training Record</i> :				
Nama dan Tempat Diklat / <i>Name and Place of Training Institute</i>	Bidang Studi / <i>Subject (s) Studied</i>	Tahun / <i>Year</i>	Lama Diklat / <i>Duration</i>	Sertifikat (Ya/Tdk) / <i>Certificate Acquired (Y/N)</i>

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9. Riwayat Pekerjaan / *Employment Record* :

		Periode / dari / <i>from</i>	Period sampai/ <i>to</i>	Tugas dan Tanggungjawab/ <i>Duties and Responsibilities</i>
Tempat Bekerja / <i>Employer</i> ( <i>Name of Firm / Organization</i> )	Jabatan / <i>Position</i>			

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10. Pengalaman Kerja / <i>Working Experience Record</i> :					
		Periode /	<i>Period</i>		
Subyek / <i>Subject</i>	Jabatan / <i>Position</i>	dari / <i>from</i>	sampai / <i>to</i>	Lama / <i>Duratio</i> <i>n</i> <i>(Week /</i> <i>Month)</i>	Tempat <i>/ Place</i>

DIRECTOR GENERAL OF CIVIL AVIATION

ttd.

SUPRASETYO

Salinan sesuai dengan aslinya  
KEPALA BAGIAN HUKUM DAN HUMAS,



**HEMI PAMURAHARJO**  
Pembina Tk. I (IV/b)  
NIP. 19660508 199003 1 001