MAINTENANCE RECORDS AUDITOR

Department: Inspection

Reports To: Maintenance Records Manager

Qualifications:

1. Minimum of two years previous clerical experience.
2. Proficient in Microsoft Office suite programs.
3. Proficient in CALM maintenance tracking program.

Authority: N/A

Responsibility:

1. Responsible to ensure that the Records Department Clerks are following procedures as outlined in the General Maintenance Manual along with the Maintenance Records Manual.
2. Perform daily audits on data entered by Maintenance Records Clerks. This includes Master log times, CALM, paperwork completion and Card-X files.
3. Perform audits on work packages, line maintenance, non-routines, deferred maintenance, AD's and service bulletins for accuracy of daily CALM runs.
4. Engine Change Audit:
    a. After each engine change is completed in the computer, an audit of all components and task updates is completed.
    b. The Aircraft Auditor performs this audit within five days from the completion of the computer update.
    c. The audit is retained until the engine is replaced.
    d. The same procedure will be followed for the Propeller and Gear Assemblies.
5. New Aircraft Audit:
    a. After an aircraft has been loaded into the computer tracking system, an audit of airframe, engine, and component tasks will take place to ensure compliance with *PenAir* maintenance program.
    b. The audit will be performed within 10 days from entry into the computer tracking system.
    c. The Aircraft Auditor performs this audit.
6. Random Aircraft Audits:
    a. The Aircraft Auditor will regularly perform random audits of aircraft or specific components and tasks for compliance with the *PenAir* CAMP and MRB.
    b. The Aircraft Auditor in conjunction with the Manager of Aircraft Records will be responsible for initiating corrective actions.
    c. Computer runs for each audit will be signed and dated by the Auditor upon completion and will remain on file in the Records Department for 120 days.
7. Submit in writing to the Maintenance Records Manager any finding that may be a discrepancy between aircraft records and *PenAir* parts receiving procedure.

8. Submit in writing to the Maintenance Records Manager any findings that may need to be corrected within the *PenAir* maintenance aircraft policies and procedures.
9. Fill in for records clerks when they are absent following the Maintenance Records Clerk job description.
10. Assist in the revision of the Maintenance Records Manual by submitting in writing revision suggestions for improvement as seen through auditing.
11. Responsible for training new Maintenance Records Clerks in accordance with the General Maintenance Manual and the Maintenance Records Manual as assigned by the Maintenance Manager.
12. Other duties as assigned by the Maintenance Records Manager.

Send your resume:

- Phone: (907) 771-2500
- Fax: (907) 771-2661
- Email: hr@penair.com

PenAir is and equal opportunity employer.