

PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA

NOMOR : KP 278 TAHUN 2015

TENTANG

PETUNJUK TEKNIS
PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 183 - 04
(*STAFF INSTRUCTION CASR 183 - 04*) TENTANG
ADMINISTRASI (EVALUASI) UNTUK PERWAKILAN PENGUJI TEKNISI
PERAWATAN PESAWAT UDARA YANG DITUNJUK
(*ADMINISTRATION (EVALUATION) DESIGNATED AIRCRAFT MAINTENANCE
ENGINEER EXAMINER REPRESENTATIVES (DAMEER)*)

DENGAN RAHMAT TUHAN YANG MAHA ESA

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

- Menimbang : bahwa untuk melaksanakan ketentuan Sub Bagian 183.29 *Designated Aircraft Maintenance Engineer Examiner Representatives* dalam Keputusan Menteri Perhubungan Nomor KM 39 Tahun 2001 tentang Penerima Pendelegasian Wewenang Direktur Jenderal, perlu menetapkan Peraturan Direktur Jenderal Perhubungan Udara tentang Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 183 - 04 (*Staff Instruction CASR 183 - 04*) Tentang Administrasi (Evaluasi) Untuk Perwakilan Penguji Teknisi Perawatan Pesawat Udara Yang Ditunjuk (*Administration (Evaluation) Designated Aircraft Maintenance Engineer Examiner Representatives (DAMEER)*);
- 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 5);
3. Peraturan Presiden Nomor 24 Tahun 2010 tentang Kedudukan, Tugas, dan Fungsi Kementerian Negara serta Susunan Organisasi, Tugas dan Fungsi Eselon I Kementerian Negara, sebagaimana telah diubah terakhir dengan Peraturan Presiden Nomor 135 Tahun 2014;
4. Peraturan Menteri Perhubungan Nomor KM 25 Tahun 2009 tentang Pendelegasian Kewenangan Menteri Perhubungan Kepada Direktur Jenderal Perhubungan Udara di Bidang Penerbangan;
5. Keputusan Menteri Perhubungan Nomor KM 39 Tahun 2001 tentang Penerima Pendelegasian Wewenang Direktur Jenderal;
6. Peraturan Menteri Perhubungan Nomor KM 60 Tahun 2010 tentang Organisasi dan Tata Kerja Kementerian Perhubungan, sebagaimana telah diubah terakhir dengan Peraturan Menteri Perhubungan Nomor 68 Tahun 2013;

MEMUTUSKAN:

Menetapkan : PERATURAN DIREKTUR JENDERAL PERHUBUNGAN UDARA TENTANG PETUNJUK TEKNIS PERATURAN KESELAMATAN PENERBANGAN SIPIL BAGIAN 183 – 04 (*STAFF INSTRUCTION CASR 183 – 04*) TENTANG ADMINISTRASI (EVALUASI) UNTUK PERWAKILAN PENGUJI TEKNISI PERAWATAN PESAWAT UDARA YANG DITUNJUK (*ADMINISTRATION (EVALUATION) DESIGNATED AIRCRAFT MAINTENANCE ENGINEER EXAMINER REPRESENTATIVES (DAMEER)*).

Pasal 1

Memberlakukan Petunjuk Teknis Peraturan Keselamatan Penerbangan Sipil Bagian 183 – 04 (*Staff Instruction CASR 183 – 04*) Tentang Administrasi (Evaluasi) Untuk Perwakilan Penguji Teknisi Perawatan Pesawat Udara Yang Ditunjuk (*Administration (Evaluation) Designated Aircraft Maintenance Engineer Examiner Representatives (DAMEER)*) sebagaimana tercantum dalam Lampiran yang merupakan bagian tak terpisahkan dari Peraturan ini.

Pasal 2

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

Pasal 3

Peraturan ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan di : JAKARTA
pada tanggal : 9 APRIL 2015

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

ttd.

SUPRASETYO

Salinan sesuai dengan aslinya
KEPALA BAGIAN HUKUM DAN HUMAS,



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

STAFF INSTRUCTION

SI 183- 04

**Administration (Evaluation) Designated
Aircraft Maintenance Engineer Examiner
Representatives (DAMEER)**

Amendment :
Date :

**REPUBLIC OF INDONESIA - MINISTRY OF TRANSPORTATIONS
DIRECTORATE GENERAL OF CIVIL AVIATION
JAKARTA - INDONESIA**

AMENDMENT RECORD LIST

Amendment No.	Issue Date	Inserted By	Insertion Date
Original	February 2015		

SUMMARY OF AMENDMENTS

Amend- ment No.	Source/s	Subject/s	Approved
Original			

FOREWORD

- 1. PURPOSE** : This Staff Instruction prescribes responsibilities, policies, and procedures to be used by the Directorate of Airworthiness and Aircraft Operation for the Administration (Evaluation) Designated Aircraft Maintenance Engineer Examiner Representatives (DAMEER). This Staff Instruction may be made available to the public so that they may better understand the authority and responsibility of the DGCA.
- 2. REFERENCES** : This Staff Instruction should be used in accordance to the applicable regulations.
- 3. CANCELLATION** : -
- 4. AMENDMENT** : Amendment of this Staff Instruction will be approved by the Director General of Civil Aviation.

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

ttd.

SUPRASETYO

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

I. General Description

This section provides guidance for the administration of designated examiners who are qualified and authorized by the Directorate General of Civil Aviation (DGCA) and recommended by the practical examination organizations to certify the practical portion of the aircraft maintenance engineer.

II. DAMEER Authorization and Responsibilities

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

1. Certification Privileges:

Designated examiners are authorized to do the following:

- a. Assess applications and conduct only oral and practical test a license and type rating authorized by DGCA;
- b. The designated examiner shall sign on the DAAO Form 65-18 for each qualified applicants and deliver or send by mail to the DGCA within 10 days;
- c. If the test is failed, the designated examiners may conduct a re-examination for them by filling the DAAO Form 65-18.

2. Limitations:

Designated examiners must observe the following limitations:

- a. A designated examiner may not conduct any test that unless it is authorized by the DGCA;
- b. A designated examiner may not conduct a test for a license or rating that the designated examiner does not hold;
- c. A designated examiner may not conduct any test unless he/she has received a letter of approval from the DGCA;
- d. A designated examiner may not conduct oral and practical tests at any base or facility without prior approval for the operator's use from the DGCA.

3. Professional Conduct:

Each designated examiner must represent the DGCA a good and creditable manner. All designated examiners must conduct themselves in a professional, prompt and courteous manner. Designated examiners must continuously exhibit a positive attitude toward safety and are required to promote the DGCA's role in aviation safety.

4. Designated Examiner Responsibilities:

Designated examiners are responsible for the following:

- a. Maintaining personal currency and proficiency as a person;
- b. Remaining current with aviation regulation, aviation bulletin, flight safety bulletin, airworthiness directive and maintenance related matters;

- c. Submit complete and accurate DAAO Form 65-18 (including records) to the DGCA within 10 working days of administering a test.
5. Organization responsibility
- The organization employer of designated to conduct the oral and practical test for license or rating is responsible for the following:
- a. The organizations that wish to apply for the applicant shall follow the DAAO Form 183-04;
 - b. The designated organizations shall conduct the oral and practical test in compliance with the Aircraft Maintenance Engineer License and Ratings for engineer, and under supervision of the DGCA;
 - c. The organization providing the practical element of the oral and practical test should provide trainees a schedule or plan indicating the list of tasks to be performed under instruction or supervision;
 - d. The designated organizations shall compile a summary report for all applicants who fail the test every 6 months. The report should be submitted to the DGCA;
 - e. The managements or superior of the organizations may not interfere or influence to the judgment of the examiners and may not order the examiners to produce a false record.
6. Designations Issued.
- The following examiner designations are issued:
- a. Basic Certificate.
Conducts aircraft maintenance engineer for basic certificate in respective categories oral and practical tests as well as General, when required
 - b. Airframe and Powerplant.
Conducts aircraft maintenance engineer for airframe and powerplant ratings oral and practical tests as well as General, when required.
 - c. Avionics.
Conducts aircraft maintenance engineer for Avionic ratings oral and practical tests as well as General, when required.

III. Selection of Examiners:

- 1. Application:
Designated or Examiner candidates must submit a complete statement of professional qualifications as required by the DGCA.
- 2. Qualifications of Designated Examiners:
Designated examiner must have the following qualifications:
 - a. A minimum age of 25 years;
 - b. With at least 5 years of holding the Basic Certificate or License on airframe, powerplant or avionics maintenance;
 - c. Have been actively exercising the privileges of a valid aircraft maintenance engineer or learning activity for 3 years immediately prior to designation;
 - d. Show evidence of a high level of aeronautical knowledge in the subject areas required for Aircraft Maintenance Engineer;

- e. No violation of the Civil Aviation Safety Regulation or disciplinary action is found within 2 years;
- f. Have unquestionable integrity, a cooperative attitude, the ability to exercise sound judgment, and be a person engaged in the industry and community with a reputation for honesty, dependability;
- g. Have satisfactorily completed the Initial Technical Personnel Examiner Standardization Seminar.
- h. Have a good record of compliance with the DGCA regulation.

IV. Examiner Training and Evaluation.

The DGCA shall ensure that prospective examiners are trained for, and evaluated on, their duties and responsibilities prior to designation.

1. Candidate Training:
Examiner candidates must be trained in certification policies, procedures, and standards. The supervising inspector must ensure that the candidate is trained in the following areas:
 - a. The knowledge, abilities and skill requirements for the original issuance of the certificate and added rating, as applicable.
 - b. The procedures, methods and techniques associated with administering the required certification tests.
 - c. Examiner responsibilities, authority and limitations under the DGCA regulations.
 - d. The use of DGCA forms and job aids associated with the particular examiner function.
 - e. Administrative procedures and relationships with supervisory inspectors.
2. Representing the DGCA:
Inspector shall stress to prospective examiners that in performing the functions of an examiner, they are representatives of, and responsible to, the DGCA. Prospective examiners must understand that company policies or affiliations, economics and seniority with the operator are not relevant issues when determining the qualification of airman.
3. Observation of Testing:
After the examiner candidate has been trained, a qualified inspector must observe the examiner candidate conduct a complete certification test (oral, practical and aircraft portion as applicable to the operator's program).
4. Recurrent Training.
Each DME is encouraged to attend safety meetings, aviation license seminars, and other programs contributing to the techniques of aircraft maintenance. The DMEs shall schedule themselves for a Recurrent Technical Personnel Examiner Standardization Seminar and notify the supervising DGCA. Satisfactory completion of the Initial Technical Personnel Examiner Standardization Seminar is a prerequisite for enrollment in a Recurrent Technical Personnel Examiner Standardization Seminar. Attendance at a Recurrent Technical Personnel Examiner Standardization Seminar is mandatory.

V. Supervision and Administrative Control of Designated Examiners.

Head of Maintenance Personnel are responsible for the supervision of designated examiners. Inspectors should use the following guidance when evaluating this type of supervision.

Inspectors who supervise the activities of DAMEERs will always welcome the opportunity to discuss procedures and standards with DAMEERs upon request to resolve any questions.

Inspectors who supervise the activities of DAMEERs will observe each new DAMEER conducting oral and practical tests to determine that the DAMEER is familiar with current procedures and standards.

1. Working Relationships:

DGCA Airworthiness Inspectors should emphasize the designated examiner's general handling of applicants, maintenance of desired test standards and accurate completion and processing of certification paperwork. Supervising inspectors shall conduct regular designated examiner meetings for the purpose of maintaining effective working relationships. A close and continuing dialogue for the certification of problem area should be developed between the supervising inspector and designated examiners. Designated examiners should be encouraged to contact the supervising inspector to resolve the question or difficulties. Special meetings should be held where there is any change to DGCA person certification requirements, policies or procedures that affect the particular designated examiner or the program in general.

2. Self-audit:

The organizations employer of designated shall perform self-audit based on the guidance in the advisory circular, as revised. Properly increase the frequency of self-auditing depending upon the number of designated. Document the records of self-audit for inspection. The Airworthiness Inspectors shall monitor the self-audit operation from the organizations to enforce the quality of organization.

VI. Files keeping

DGCA shall maintain a file for each designated examiner, the documents of certificate holders shall be keep on DGCA PEL office, as follow:

1. DAAO Form 183-04.
2. Examination Paper test.
3. A copy of ID or Passport
4. A copy of basic certificate
5. A copy of license
6. A copy of certificate training
7. Photo ID

VII. **Renewal of Designated Examiner Designation**

Designated examiner must renew their designation every 12 calendar months. Airworthiness inspectors should use the following procedures when renewing a designated examiner.

1. Annual Observation of Check

Every 3 calendar months before the designation expiration date, those designated examiners must be observed and checked, conducting by the DGCA Airworthiness Inspectors. While changing the designation of a designated examiner, the new designation duration only lasts till the end of that year.

- a. Type of Check: Airworthiness Inspector should observe designated examiners conducting actual certification checks. Also, when possible, the DGCA Airworthiness Inspectors should observe the designated examiner conduct a certification check. When the preferred method is impractical, the inspectors may observe the designated examiner conduct a proficiency or competency check;
- b. Scheduling. The designated examiner is responsible for scheduling each required observation far enough in advances to assure that it can be accomplished before the designation is expired. Should the observation not be conducted within the eligibility period, the supervising inspector should ensure that the examiner's services are still required prior to renewing the examiner's designation. A designated examiner who is overdue for renewal may not conduct any checks until the observations have been conducted by the Airworthiness Inspectors and the renewal has been completed.

2. Renewal Files

A completed renewal file shall be presented by the DAMEER to the supervising DGCA 30 days prior to renewal. It is the responsibility of the DAMEER to complete the file for renewal, which shall include:

- a. A current DGCA Form 183-04, Applications and Statement of Qualification;
- b. A record of all oral and practical tests conducted since the issuance or last renewal of the DAMEER designation;
- c. Have been actively minimum exercising the privileges of a DAMEER for 3 Months;
- d. A certificate of training showing the DAMEER successfully completed a Recurrent Technical Personnel Examiner Standardization Seminar.

VIII. Termination of Designated Examiners Designation

An examiner designation can be cancelled at any time. The preferred termination of a designation is to allow the designation to expire without renewal.

1. Basis of Termination

The termination of a designated examiner designation may be based on any of the following:

- a. The designated examiner's services are no longer required;
- b. A change of designated examiner program policy;
- c. A change in designated examiner's employment, base of operations, or professional activities;
- d. Voluntary surrender the designation, by the designated examiner sending a written request for cancellation;
- e. Evidence of malpractice, fraudulent use of the designation or any actions by the designated examiner which discredit the DGCA;
- f. A request for cancellation of from the designated examiner's employer (when the employee's recommendation is required for designation);
- g. Unsatisfactory performance in any phase of the designated examiner's duties or responsibilities (including failure to accurately accomplish the paperwork or an unwillingness or inability to accept or carry out the supervising inspector's instructions.);
- h. Evidence indicating that requirements for the original designation were not met at the time of designation;
- i. The designated examiner fails to be present for the annual observation within the specified allowed time.

2. Cancellation for Administrative Reasons

DGCA Airworthiness Inspectors should cancel the designations for administrative reasons (ex. Examiner program change):

- a. If the designation is to be cancelled before expiration, the designated examiner may be allowed to complete previously scheduled tests. In that case, the DGCA Airworthiness Inspectors should hold an informal meeting with the designated examiner. Should the designated examiner object to the decision of designation termination, the inspector should report to the Director for further action;
- b. The DGCA Airworthiness Inspectors confirmed by letter the cancellation of the examiner's designation.

IX. Reports.

Surveillance of the designated examiners will be scheduled as part of the annual work program. Any deficiencies will be evaluated and the completed report routed through supervisor for filling in the examiner's file.

X. Form

DAAO 183.04 Applications and Statement of Qualification
DAAO 65-18 Oral and Practical Assessment Checklist.
DAAO 65.22 Certificate of Designation

DIREKTUR JENDERAL PERHUBUNGAN UDARA,

ttd.

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