



JOB DESCRIPTION

POSITION TITLE: Quality Manager / China
DIVISION: Bell MRO
DATE: August 2022
LOCATION: Zhenjiang, Jiangsu Province

POSITION SUMMARY:

The **Quality Manager** ensures that the company complies with applicable norms and regulations in the field of quality, environmental health and safety, security and aviation safety including continuous monitoring of the compliance with mentioned norms and regulations and communication with regulatory authorities.

ORGANIZATIONAL RELATIONSHIPS:

The **Quality Manager** reports to the General Manager MRO Singapore of Bell Helicopter.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Establishing the quality and safety management system for Bell and leading the department to carry out requirements according to Bell management and operating procedures.
- Responsible for the communication of the daily work to the Civil Aviation Administration including the application for maintenance capability daily report.
- Leading the department to conduct quality supervision, safety supervision and internal audit of all daily maintenance management and work of the company.
- Proposing quality and safety requirements for improvement to ensure that the actual work meets the requirements of management and CAAC regulations.
- Supervise all personnel assigned to the inspection departments and ensure that all inspections are properly performed and that the proper inspection records and forms used by the repair station are properly executed
- Directing planning and laying out detailed inspections standards methods and procedures used by the repair station in complying with all applicable CAA and manufactures recommendations
- Ensure that all repair station personnel are properly trained for the specific functions being performed.
- Responsible for maintaining training records of all Repair Station personnel and providing reminders when recurrent training is required.
- Provide technical expertise to those working within the site to ensure compliance, drive continuous improvement in the EHS Management System and reduce the potential for injury and illness



- Maintain currency with all in-country applicable standards and regulations to advise management as to changes impacting Bell operations.

QUALIFICATION:

- A relevant degree or diploma in a relevant discipline
- Possess valid CAAC Maintenance License, at least one type of aircraft maintenance trained, or type rated.
- Maintenance management personnel training course trained, Civil aviation quality management and Safety management course trained
- At least 3 years of quality and safety management experience in quality management in Pt 145 MRO
- High level proficiency in working with Microsoft software and excellent skill in written & oral English, CET-6 at least. Aviation English level III at least.
- No bad personnel credit record in CAAC system.
- Experience on Bell platforms preferred.