



Memorandum

Ref : YA-CAMO-38 /2019

Dated : December 11, 2019

From : CA Manager

To : Mr. Nabin Giri
Tr. Technician

Sub : **Duties and Responsibilities**

You will assist In-charge Technical Services and In-charge Maintenance Planning with overall control of CA Manager. Your additional duties and responsibilities is attached herewith.

A handwritten signature in black ink, appearing to read "H.P. Kafle".

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H.P. Kafle
CA Manager



CC: Engineering Director
QA Director, Yeti Airlines
I/C Technical Services
Personnel and Administration Department

Duties and Responsibilities

1. To monitor defects and rectification of defects, modification and repairs and inspection carried out on Line and Base maintenance, Aircraft technical log and record them in appropriate Engine, Propeller, Landing Gear and Airframe Log Books as applicable.
2. To ensure all job orders issued from CAMO are timely carried out and maintain records accordingly.
3. To record AD/SB related to airframe and Engine.
4. To forecast the components/materials on monthly/quarterly basis and ensure the availability of components/materials in stock.
5. To Transcribe from Aircraft Technical Log and other maintenance document entries made by Certifying Staff into Airframe, Engine and Propeller Log Book after receiving authorization from QA.
6. Assist In-charge, Technical Services to prepare Reliability Report, AMP, CAME, MEL.
7. Other duties as assigned by In-charge Technical Services.

Huff 11/12/2019

