## FACILITY MANAGER

The Facility Manager is accountable for the complete and overall operation of his/ her facility under Kings Avionics, Inc. Responsibilities include, but are not limited to the following:

* Maintaining all equipment in a serviceable and working condition, and ensuring that the repair station facilities are maintained in a clean and orderly manner.
* Ensuring that the responsible technician properly executes all necessary work records.
* Ensuring the proper handling of all parts and appliances in the repair process, and after completion.
* Initiating requisitions for stock and materials required in repair station operations.
* Coordinate with QA Manager to maintain compliance of Kings Avionics, Inc. Quality program for his/ her facility in the direct absence of the QA Manager.
* Coordinate with FAA Coordinator to maintain compliance of all requirements set forth by Kings Avionics, Inc. under the Repair Station Manual for his/ her facility in the direct absence of the FAA Coordinator.
* Coordinate with Chief Inspector to maintain compliance of all requirements set forth by Kings Avionics Repair Station Manual in his/ her facility in the direct absence of the Chief Inspector.

The Facility Manager may delegate all duties to any qualified assistant, as he/she deems necessary; however, such delegation does not relieve the Facility Manager of the overall responsibility.

A Service or Installation Inspector will assume the duties of the Facility manager in his/her absence.

**\*These responsibilities will extend to all operating facilities under Kings Avionics, Inc.**