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Associate Manager - Engineering Quality Auditor

Location: Gurugram | May 12, 2026

Position Title: Auditor

Job Code TBD Grade: TBD

Function: Engineering Location: Gurugram

Reports to: Post Holder – Quality/ Quality Manager Role Level: TBD

A. Job Purpose

Responsible for conducting audits and assessments to evaluate the effectiveness of processes, compliance with aviation regulations, and adherence to quality standards across various departments within Air India, External MROs & Vendors to identify areas for improvement, ensuring compliance, and promoting a culture of quality and safety.

B. Key Accountabilities

Functional Activities

- Develop and execute comprehensive audit plans for various operational areas, including but not limited to safety, security, maintenance, finance, and quality management.
- Collaborate with stakeholders to ensure audits align with organizational goals and regulatory requirements.
- Identify and assess potential risks and control weaknesses within operational processes.

- Develop risk-based audit programs to address identified areas of concern.
- Conduct audits of operational processes to evaluate compliance with internal policies, industry regulations, and best practices.
- Assess the effectiveness of internal controls and recommend improvements where necessary.
- Ensure that operational activities adhere to aviation regulations, safety standards, and other relevant requirements.
- Stay updated on changes in regulations and communicate their implications to relevant stakeholders.
- Maintain detailed and accurate audit documentation.
- Prepare comprehensive audit reports outlining findings, recommendations, and corrective action plans.
- Present audit results to senior management and other stakeholders.
- Collaborate with departments to implement corrective actions resulting from audit findings.
- Promote a culture of continuous improvement by identifying opportunities for process enhancements.
- Evaluate the effectiveness of internal quality management systems.
- Monitor adherence to established standards and procedures.
- Collaborate with various departments to ensure a coordinated and cooperative approach to audit activities.
- Provide guidance and support to departments in addressing audit recommendations.
- Provide training to staff on audit processes, compliance requirements, and best practices.
- Foster awareness of the importance of internal controls and compliance within the organization.

Any other additional responsibility could be assigned to the role holder from time to time as a standalone project or regular work. The same would be suitably represented in the Primary responsibilities and agreed between the incumbent, reporting officer and HR.

C. Skills/Qualities Required

Strong understanding of regulatory requirements

Extensive compliance knowledge

Strong quantitative skills

Interpersonal Skills

Attention to details & process

Quality Management & Auditing

Strong Leadership Skills

Planning & coordination skills

D. Key Performance Indicators

Audit Performance

•Audit Cycle Time

•Audit Coverage

•Quality of Audit Reports

•Quality of Audit Findings and Recommendations

- Number of Regulatory Audits with No Major Findings

Regulatory Compliance

- Regulatory Compliance
- Risk Identification and Mitigation
- Follow-up and Implementation

Capacity Building and Training

- Training and Awareness
- Audit Team Collaboration, Knowledge Sharing, and Grooming of Team Members

Operational Efficiency

- Continuous Improvement Initiatives
- Audit Budget Adherence

E. Key Interfaces

Internal Interfaces

Internal Audit Team

- Collaboration with fellow auditors to share insights and coordinate audit activities.
- Participating in team meetings to discuss audit plans and findings.

Department Heads and Managers

- Communicating with department heads to understand their processes and procedures.
- Providing feedback on audit findings and working together on implementing corrective actions.

External Interfaces

Regulatory Authorities

- Interacting with regulatory bodies to stay informed about changes in aviation regulations.
- Coordinating regulatory audits and addressing findings identified by regulatory authorities.

F. Educational and Experience Requirements

Minimum Education requirements

- An aircraft maintenance technician qualification

Experience

Minimum

- 2 years' relevant work experience in an aviation industry of which minimum 1 year must be in quality department.

Desired

- 5 years' experience in application of aviation safety.
- Strong understanding of regulatory requirements of aircraft maintenance and management.

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