

## **Element Performance Inspection (EPI)**

### **1.3.14 General Maintenance Manual / Equivalent (AW)**

**Purpose of this Element (Air Carrier's responsibility):**

To ensure the Air Carrier follows its policies, procedures, and controls for maintaining a complete and comprehensive General Maintenance Manual system.

**Objective (FAA responsibility):**

To determine if the Air Carrier follows its policies, procedures, and controls for the General Maintenance Manual system.

**Specific Instructions for this EPI:**

To accomplish this EPI, the inspector shall verify that the Air Carrier's Manual contains adequate information to instruct/provide guidance to maintenance personnel regarding how the carrier conducts its maintenance activities. The inspector shall verify that the carrier has established an accepted revision system and that appropriate sections of its manual are available to appropriate personnel.

Related EPIs:

- 2.1.1 Manual Currency (AW / OP)
- 2.1.2 Content Consistency Across Manuals (AW / OP)
- 2.1.3 Distribution (Manuals) (AW / OP)
- 2.1.4 Availability (Manuals) (AW / OP)
- 2.1.5 Supplemental Operations Manual Requirements (AW / OP)

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*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this EPI.
2. Review the associated SAI, with emphasis on the Controls Attribute section.
3. Review the General Maintenance Manual system.

*To meet this objective, the inspector will answer the following questions:*

1. Were the following performance measures met:

<i>1.1 References to the Operations Specifications (OpSpecs), or copies of the OpSpecs pages, which relate to the Continuous Airworthiness Maintenance Program were current.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
<i>1.2 The manual system contained a current organizational chart.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
<i>1.3 The manual system contained a current list of vendors, their products, and services.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
<i>1.4 The manual system contained a current list of Outsource Organizations and their functions.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.5 The manual system contained a current list of manuals that comprise the Continuous Airworthiness Maintenance Program.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
<i>1.6 The manual system contained a current reference to the approved program for Hazardous Materials / Dangerous Goods</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.7 The manual system contained a current reference to the approved Drug and Alcohol Testing Program.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
2. <Deleted>		
3. <Deleted>		
4. Were the procedures followed for the development and revision of the General Maintenance Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Were the General Maintenance Manual controls followed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
6. Did records comply with the Air Carrier's General Maintenance Manual policies and procedures?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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**SUPPLEMENTAL INFORMATION**

**SRRs:**

- 14 CFR 119.43 (b), “Certificate holder's duty to maintain operations specifications”.
- 14 CFR 119.65 (e), “Management personnel required for operations conducted under part 121 of this chapter.”
- 14 CFR 121.135 (a, b), “Contents.” (Manual).
- 14 CFR 121.139 (a), “Requirement for manual aboard aircraft: Supplemental operations.”
- 14 CFR 121.369 (a, b), “Manual requirements.”
- 14 CFR 121.379 (a, b), “Authority to perform and approve maintenance, preventive maintenance, and alterations.”
- 14 CFR 121.701 (b), “Maintenance log: Aircraft.”
- 14 CFR 121.709 (a-d), “Airworthiness release or aircraft log entry.”

**Other CFRs and FAA Guidance:**

- FAA Order 8300.10, Vol. 3, Chap. 36, Sect. 1, 7-c, “Monitor Continuous Maintenance Airworthiness Program/Revision.”
- FAA Order 8400.10, Vol. 3, Chap. 15, Sect. 3, “Manuals, Procedures, and Checklists.”
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit).