

Element Performance Inspection (EPI) Data Collection Tool

1.1.3 Special Flight Permits (AW)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To provide policy, procedures, instructions and/or information in the manual which allows personnel concerned with the Special Flight Permit process, to perform their duties and responsibilities to a high degree of safety.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Special Flight Permits process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Special Flight Permits process.

Specific Instructions:

- Intentionally left blank.

Related EPI(s):

- 1.1.1 Aircraft Airworthiness (AW)
- 1.1.2 Appropriate Operational Equipment (AW)
- 1.2.1 Airworthiness Release / Logbook Entry (AW)
- 1.2.3 Maintenance Log / Recording Requirements (AW)
- 1.3.1 Maintenance Program (AW)
- 1.3.10 Parts / Material Control / SUP (AW)
- 1.3.11 Continuous Analysis and Surveillance (CAS) (AW)
- 1.3.14 General Maintenance Manual / Equivalent (AW)
- 1.3.2 Inspection Program (AW)
- 1.3.4 Required Inspection Items (RII) (AW)
- 1.3.7 Outsource Organization (AW)
- 2.1.1 Manual Currency (AW)
- 2.1.2 Content Consistency Across Manuals (AW)
- 2.1.3 Distribution (Manuals) (AW)
- 2.1.4 Availability (Manuals) (AW)
- 4.2.1 Maintenance Training Program (AW)
- 4.2.2 RII Training Requirements (AW)
- 7.1.1 Director of Maintenance (AW)
- 7.1.2 Chief Inspector (AW)

- 7.1.6 Maintenance Control (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 119.43(b)
 - 119.43(b)(1)
 - 119.43(b)(2)
 - 119.43(c)
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(16)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 21.197(a)
 - 21.197(b)
 - 21.197(c)
 - 21.199(a)
 - 21.199(b)
 - 91.611(a)
 - 91.611(a)(2)
 - 91.611(a)(3)
 - 91.611(a)(3)(i)
 - 91.611(a)(3)(ii)
 - 91.611(a)(3)(iii)
 - 91.611(a)(3)(iv)
 - 91.611(a)(4)
 - 91.611(a)(5)
 - D084
 - D084(a)
 - D084(b)
 - D084(c)
 - D084(d)
 - D084(e)
 - D084(f)
 - D084(g)
 - D084(h)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
 - 21.197(a)
 - 21.197(a)(1)
 - 21.197(a)(2)
 - 21.197(a)(4)
 - 21.197(b)
 - 21.199(a)

- 21.199(a)(1)
- 21.199(a)(2)
- 21.199(a)(3)
- 21.199(a)(4)
- 21.199(a)(5)
- 21.199(a)(6)

- FAA Policy/Guidance:
FAA Order 8300.10, Volume 2, Chapter 89

EPI SECTION 1 – PERFORMANCE OBSERVABLES	
Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Special Flight Permits.	
Tasks	
To meet this objective, the inspector must accomplish the following tasks:	
1	Review the information listed in the Supplemental Information section of this data collection tool.
2	Review the policies, procedures, instructions and information for the Special Flight Permits process contained in the Certificate Holder's manual.
3	Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
4	Observe the Special Flight Permits process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Special Flight Permits process with the personnel (other than management) who perform the duties and responsibilities required by the process.
Questions	
To meet this objective, the inspector must answer the following questions:	
1	Were the following Performance Measures met:
1.1	Did the Certificate Holder comply with the Special Flight Permit provisions of the operations specifications D084? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.2	Were the Certificate Holder's personnel trained in accordance with its Special Flight Permits policies and procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3	Did the Certificate Holder audit the Special Flight Permits process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4	Did records show that the ferry flight was conducted in accordance with the special conditions and limitations shown in the operations specifications paragraph D084(f)? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5	Did records show that pertinent excerpts of the operation specification or appropriate sections of the Certificate Holder's manual (restating the permit) were carried on board the aircraft during the ferry flight? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6	Did aircraft records show that the aircraft was inspected and certified in a safe condition for flight by an appropriately rated mechanic prior to the ferry flight? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check, at the records repository, that an aircraft operated under a Special Flight Permit with Continuing Authorization was inspected or evaluated before operating it in accordance with the Certificate Holder's design. Sources: D084(c); 121.135(a)(1) • Check, at the records repository, that an aircraft operated under a Special Flight Permit with Continuing Authorization was certified by a 	

<p>certificated mechanic or repairman that the aircraft was in a safe condition for the flight in accordance with the Certificate Holder's design. Sources: D084(c); 121.135(a)(1)</p>	
<p>1.7 Did records show that the aircraft was in compliance with all applicable Airworthiness Directives in order to conduct the Ferry Flight?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check, at the records repository, that a Special Flight Permit was requested to operate any airplane that did not meet the requirements of an Airworthiness Directive to a place where repairs or modifications could be made in accordance with the Certificate Holder's design. Sources: 121.135(a)(1); 39.23 • Check, at the records repository, that an aircraft operated under a Special Flight Permit with Continuing Authorization to which an AD applies was operated, in accordance with the requirements of that AD in accordance with the Certificate Holders design. Sources: D084(g); 121.135(a)(1) 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.8 Did records show the flight crewmembers were trained on the operating procedures for a one-engine inoperative ferry flight as contained in the Certificate Holder's manual?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>
<p>1.9 Did records show or outline the limitations and performance information in the Airplane Flight Manual for a ferry flight with one engine inoperative?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check, at the technical publications library, that any four engine aircraft, authorized for ferry flight with one engine inoperative, has been test flown and found satisfactory for safe flight in accordance with the requirements of FAR 91.611(b) or (c) in accordance with the Certificate Holder's design. Sources: 91.611(a)(1); 121.135(b)(24) • Check, at the technical publications library, that any 3 engine turbine powered aircraft, authorized for ferry flight with one engine inoperative, has been test flown and found satisfactory for safe flight in accordance with the requirements of FAR 91.611(b) or (c) in accordance with the Certificate Holder's design. Sources: 91.611(a)(1); 121.135(b)(24) 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>
<p>1.10 Did aircraft records show that the operative engines were inspected prior to a ferry flight with one engine inoperative?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>
<p>1.11 Did the Certificate Holder conduct the ferry flight with the minimum necessary aircraft weight and necessary reserve fuel load?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check, at the records repository, that the operating weight of an aircraft operated under a Special Flight Permit with Continuing Authorization, 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>was the minimum necessary for the flight with the necessary reserve fuel load in accordance with the Certificate Holder's design <i>Sources: D084(e); 121.135(a)(1)</i></p>	
<p>1.12 Did the Certificate Holder conduct the ferry flight with only flight crewmembers and essential persons on board when the aircraft flight characteristics may have been appreciably changed or its operation in flight substantially affected?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>2 Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Special Flight Permits process followed?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check, at the records repository, that application for a ferry permit was made in a form and manner acceptable to the administrator in accordance with the Certificate Holder's design. <i>Sources: 121.135(a)(1); 121.628(b)(1); 121.628(b)(3); 121.628(c); 21.197(a)(1); 21.197(a)(2); 21.197(a)(4); 21.197(b); 21.199(a)</i> • Check, at the records repository, that application for a ferry permit included a statement indicating the purpose of the flight in accordance with the Certificate Holder's design. <i>Sources: 121.135(a)(1); 21.199(a); 21.199(a)(1)</i> • Check, at the records repository, that application for a ferry permit included a statement indicating the proposed itinerary in accordance with the Certificate Holder's design. <i>Sources: 121.135(a)(1); 21.199(a); 21.199(a)(2)</i> • Check, at the records repository, that application for a ferry permit included a statement indicating the crew required to operate the aircraft and its equipment, e.g., pilot, co-pilot, navigator, etc. in accordance with the Certificate Holder's design. <i>Sources: 121.135(a)(1); 21.199(a); 21.199(a)(3)</i> • Check, at the records repository, that application for a ferry permit included a statement indicating the ways, if any, in which the aircraft does not comply with the applicable airworthiness requirements in accordance with the Certificate Holder's design. <i>Sources: 121.135(a)(1); 21.199(a); 21.199(a)(4)</i> • Check, at the records repository, that application for a ferry permit included a statement indicating any restriction the applicant considers necessary for safe operation of the aircraft in accordance with the Certificate Holder's design. <i>Sources: 121.135(a)(1); 21.199(a); 21.199(a)(5)</i> • Check, at the records repository that any aircraft operated under a Special Flight Permit with Continuing Authorization was listed on the aircraft listing, in accordance with the Certificate Holder's design. <i>Sources: 21.197(c)(1); D084(a); 121.135(b)(24)</i> • Check, at the dispatch center, that no aircraft involved in an accident or incident was operated before it was released by the NTSB and the FAA accident coordinator in accordance with the Certificate Holder's design <i>Sources: D084(h); 121.135(a)(1)</i> 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

3	Were the Special Flight Permits process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Special Flight Permits process comply with the instructions provided in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5	Were the process measurements for the Special Flight Permits process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu</i>
1. Personnel.
2. Tools and Equipment.
3. Technical Data.
4. Procedures, policies or instructions or information.
5. Materials.
6. Facilities.
7. Controls.
8. Process Measures.
9. Interfaces.
10. Desired Outcome.
11. Other.

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Special Flight Permits is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

1 Identify the person who has overall responsibility for the Special Flight Permits process.

2 Identify the person who has overall authority for the Special Flight Permits process.

NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6 below. Answer questions 2.1 & 2.2 below, and provide the name/title.

3 Review the duties and responsibilities for the person(s) who manage the Special Flight Permits process documented in the Certificate Holder's manual.

4 Review the appropriate organizational chart.

5 Discuss the Special Flight Permits process with the management personnel identified in Tasks 1 and 2.

6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Special Flight Permits process:

2.1 Is there a clearly identified person who is responsible for the quality of the Special Flight Permits process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Special Flight Permits process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the Special Flight Permits process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the person with authority know that he/she has authority for the Special Flight Permits process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Does the person with responsibility for the Special Flight Permits process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.6 Does the person with authority to establish and modify the Special Flight Permits meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Special Flight Permits process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Special Flight Permits process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Special Flight Permits process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Special Flight Permits process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<i>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu</i>
1. Assignment of responsibility.
2. Assignment of authority.
3. Does not understand procedures, policies or instructions and information.
4. Does not understand controls.
5. Does not understand process measurements.
6. Does not understand interfaces.
7. Span of control.
8. Position vacant.
9. Other.