

Element Performance Inspection (EPI) Data Collection Tool 1.2.1 Airworthiness Release / Logbook Entry (AW)

ELEMENT SUMMARY INFORMATION

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

- To ensure the Certificate Holder's manual includes policy, procedures, instructions and information necessary for personnel to perform the duty of accomplishing an Airworthiness Release and/or a Logbook Entry.

Objective (FAA oversight responsibility):

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

Specific Instructions:

- Intentionally left blank.

Related EPI(s):

- 1.1.1 Aircraft Airworthiness (AW)
- 1.1.2 Appropriate Operational Equipment (OP)
- 1.2.2 Major Repairs and Alterations Records (AW)
- 1.2.3 Maintenance Log / Recording Requirements (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.4 Required Inspection Items (RII) (AW)
- 1.3.5 MEL / CDL / Deferred Maintenance (AW)
- 5.1.1 Line Stations (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)

121.135(b)(2)
121.135(b)(3)
121.367(c)
121.369(c)
121.375
121.380(a)(1)
121.380(c)(1)
121.380(c)(2)
121.380(c)(3)
121.709(a)
121.709(a)(1)
121.709(a)(2)
121.709(b)
121.709(b)(1)
121.709(b)(2)
121.709(b)(3)
121.709(c)
121.709(d)
D091(c)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8300.10, Volume 2, Chapter 63

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 Airworthiness Release / Logbook Entry.	
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 Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Airworthiness Release / Logbook Entry 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	<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>Did the Certificate Holder and its maintenance providers prepare an airworthiness release or logbook entry in accordance with its policies and procedures?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the aircraft cockpit that prior to operating an aircraft after maintenance is performed on the aircraft the certificate holder prepares or causes to be prepared an airworthiness release in accordance with certificate holder design. <i>Sources:</i> 121.709(a)(1) • Check at the aircraft cockpit that prior to operating an aircraft after preventive maintenance is performed on the aircraft the certificate holder prepares or causes to be prepared an airworthiness release in accordance with certificate holder design. <i>Sources:</i> 121.709(a)(1) • Check at the aircraft cockpit that prior to operating an aircraft after alterations is performed on the aircraft the certificate holder, prepares or causes to be prepared an airworthiness release in accordance with certificate holder design. <i>Sources:</i> 121.709(a)(1) • Check at the aircraft cockpit that prior to operating an aircraft after maintenance is performed on the aircraft. The person with whom the certificate holder arranges for the performance of the maintenance prepares or causes to be prepared an airworthiness release in accordance with certificate holder design. <i>Sources:</i> 121.709(a)(1) • </div> <div style="width: 15%; vertical-align: top;"> <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain </div> </div>

Check at the aircraft cockpit that prior to operating an aircraft after preventive maintenance is performed on the aircraft. The person, with whom the certificate holder arranges for the performance of the preventive maintenance, prepares or causes to be prepared an airworthiness release in accordance with certificate holder design.

Sources: 121.709(a)(1)

- Check at the aircraft cockpit that prior to operating an alterations are performed on the aircraft. The person, with whom the certificate holder arranges for the performance of the alterations, prepares or causes to be prepared an airworthiness release in accordance with certificate holder design.

Sources: 121.709(a)(1)

- Check at the aircraft cockpit that prior to operating an aircraft after maintenance is performed on the aircraft. The certificate holder prepares or causes to be prepared an appropriate entry in the aircraft log in accordance with certificate holder design.

Sources: 121.709(a)(2)

- Check at the aircraft cockpit that prior to operating an aircraft after preventive maintenance is performed on the aircraft the certificate holder prepares or causes to be prepared an appropriate entry in the aircraft log in accordance with certificate holder design.

Sources: 121.709(a)(2)

- Check at the aircraft cockpit that prior to operating an aircraft after alterations is performed on the aircraft the certificate holder, prepares or causes to be prepared an appropriate entry in the aircraft log in accordance with certificate holder design.

Sources: 121.709(a)(2)

- Check at the aircraft cockpit that prior to operating an aircraft after maintenance is performed on the aircraft. The person with whom the certificate holder arranges for the performance of the maintenance prepares or causes to be prepared an appropriate entry in the aircraft log in accordance with certificate holder design.

Sources: 121.709(a)(2)

- Check at the aircraft cockpit that prior to operating an aircraft after preventive maintenance is performed on the aircraft. The person, with whom the certificate holder arranges for the performance of the preventive maintenance, prepares or causes to be prepared an appropriate entry in the aircraft log in accordance with certificate holder design.

Sources: 121.709(a)(2)

- Check at the aircraft cockpit that prior to operating an aircraft after alterations are performed on the aircraft. The person, with whom the certificate holder arranges for the performance of the alterations, prepares or causes to be prepared an appropriate entry in the aircraft log in accordance with certificate holder design.

Sources: 121.709(a)(2)

- Check at the air carrier specified location that the procedures set forth in the manual for airworthiness release are followed in accordance with certificate holder design.

Sources: 121.709(b)(1)

- Check at the outsource provider that the procedures set forth in the manual for airworthiness release are followed in accordance with certificate holder design.
Sources: 121.709(b)(1)
- Check at the air carrier specified location that the procedures set forth in the manual for log entry are followed in accordance with certificate holder design.
Sources: 121.709(b)(1)
- Check at the outsource provider that the procedures set forth in the manual for log entry are followed in accordance with certificate holder design.
Sources: 121.709(b)(2)(i)
- Check at the air carrier specified location that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that the work was performed in accordance with the requirements of the certificate holder's manual in accordance with the certificate holder design.
Sources: 121.709(b)(2)(i)
- Check at the outsource provider that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that the work was performed in accordance with the requirements of the certificate holder's manual in accordance with the certificate holder design.
Sources: 121.709(b)(2)(i)
- Check at the air carrier specified location that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that all items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed in accordance with the certificate holder design.
Sources: 121.709(b)(2)(ii)
- Check at the outsource provider that that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that all items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed in accordance with the certificate holder design.
Sources: 121.709(b)(2)(ii)
- Check at the air carrier specified location that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that no known condition exists that would make the airplane unairworthy in accordance with the certificate holder design.
Sources: 121.709(b)(2)(iii)
- Check at the outsource provider that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that no known condition exists that would make the airplane unairworthy in accordance with the certificate holder design.
Sources: 121.709(b)(2)(iv)
- Check at the air carrier specified location that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that so far as the work performed is concerned, the aircraft

<p>is in condition for safe operation in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(2)(iv)</p> <ul style="list-style-type: none"> • Check at the outsource provider that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that so far as the work performed is concerned, the aircraft is in condition for safe operation in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(2)(iv) 	
<p>1.2 Did the Certificate Holder maintain a record of the airworthiness release or logbook entry in accordance with its policies and procedures?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the records repository that all the records necessary to show that all requirements for the issuance of an airworthiness release under § 121.709 have been met were retained for a period of two years in accordance with the certificate holder design. <i>Sources:</i> 121.380(a)(1) 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.3 Was the airworthiness release or logbook entry signed by a certificated person in accordance with the Certificate Holder's policies and procedures?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the air carrier specified location that the airworthiness release was signed by an authorized certificated mechanic or repairman except that a certificated repairman may sign the release only for the work for which he is employed and certificated in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(3) • Check at the air carrier specified location that the log entry was signed by an authorized certificated mechanic or repairman except that a certificated repairman may sign the release only for the work for which he is employed and certificated in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(3) • Check at the outsource provider that notwithstanding paragraph (b)(3) of this section, after maintenance, preventive maintenance, or alterations performed by a repair station certificated under the provisions of Subpart C of Part 145, the airworthiness release required by paragraph (a) of this section may be signed by a person authorized by that repair station in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(3) • Check at the air carrier specified location that each person employed by the organizations, listed in Table 1 who prepares an airworthiness release in accordance with 14 CFR section 121.709, is properly authorized to make such an airworthiness release in accordance with the certificate holder design. <i>Sources:</i> D091(c) • Check at the air carrier specified location that each person employed 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>by the organizations, listed in Table 1 who prepares an airworthiness release in accordance with 14 CFR section 121.709, is properly trained to make such an airworthiness release in accordance with the certificate holder design. <i>Sources:</i> D091(c)</p> <ul style="list-style-type: none"> • Check at the air carrier specified location that each person employed by the organizations, listed in Table 1 who prepares an airworthiness release in accordance with 14 CFR section 121.709, is properly qualified to make such an airworthiness release in accordance with the certificate holder design. <i>Sources:</i> D091(c) • Check at the air carrier specified location that procedures for determining the qualifications of persons to perform airworthiness releases were followed in accordance with the certificate holder design. <i>Sources:</i> 8300.10, Volume 2, Chapter 63, Section 2, Paragraph 5, Subparagraph F, (13)(g). • Check at the air carrier specified location that procedures for determining the authorization of persons to perform airworthiness releases were followed in accordance with the certificate holder design. <i>Sources:</i> 8300.10, Volume 2, Chapter 63, Section 2, Paragraph 5, Subparagraph F, (13)(g). 	
<p>1.4 Was the airworthiness release or logbook entry provided to the flight crew in accordance with the Certificate Holder's policies and procedures?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the air carrier specified location that when an airworthiness release form is prepared the certificate holder must give a copy to the pilot in command and must keep a record thereof for at least two months in accordance with the certificate holder design. <i>Sources:</i> 121.709(c) 	<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 Airworthiness Release / Logbook Entry process followed?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the air carrier specified location that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that all items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(2)(ii) • Check at the outsource provider that that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that all items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(2)(ii) • Check at the air carrier specified location that the airworthiness release or log entry required by paragraph (a) of this section includes a 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>certification that no known condition exists that would make the airplane unairworthy in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(2)(iii)</p> <ul style="list-style-type: none"> • Check at the outsource provider that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that no known condition exists that would make the airplane unairworthy in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(2)(iv) • Check at the air carrier specified location that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that so far as the work performed is concerned, the aircraft is in condition for safe operation in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(2)(iv) • Check at the outsource provider that the airworthiness release or log entry required by paragraph (a) of this section includes a certification that so far as the work performed is concerned, the aircraft is in condition for safe operation in accordance with the certificate holder design. <i>Sources:</i> 121.709(b)(2)(iv) 	
<p>3 Were the Airworthiness Release / Logbook Entry process controls followed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>4 Did the records for the Airworthiness Release / Logbook Entry process comply with the instructions provided in the Certificate Holder's manual?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the records repository that all the records necessary to show that all requirements for the issuance of an airworthiness release under § 121.709 have been met were retained for a period of two years in accordance with the certificate holder design. <i>Sources:</i> 121.380(a)(1) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>5 Were the process measurements for the Airworthiness Release / Logbook Entry process effective in identifying problems or potential problems and providing corrective action for them?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>6 Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related with this element?</p>	<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 Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry process.
 - 2 Identify the person who has overall authority for the Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry process documented in the Certificate Holder's manual.
 - 4 Review the appropriate organizational chart.
 - 5 Discuss the Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry process:

2.1 Is there a clearly identified person who is responsible for the quality of the Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Does the person with responsibility for the Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry process 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 Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry 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 Airworthiness Release / Logbook Entry 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.