

Element Performance Inspection (EPI) Data Collection Tool 1.2.4 MIS Reports (AW)

ELEMENT SUMMARY INFORMATION

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

- To provide policy, procedures, instructions and information in the manual which allows personnel who accomplish the MIS Reports 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 MIS Reports process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the MIS Reports 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)
- 1.3.3 Maintenance Facility / Main Maintenance Base (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)
 - 121.705
 - 121.705(a)

121.705(b)

121.705(c)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
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 MIS Reports.	
Tasks	
To meet this objective, the inspector must accomplish the following tasks:	
1	Review information listed in the Supplemental Information section of this data collection tool.
2	Review the policies, procedures, instructions and information for the MIS Reports 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 MIS Reports process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the MIS Reports 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	<p>Does the Certificate Holder report occurrences on the Mechanical Interruption Summary Reports as required by 14 CFR 121.705?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the FAA Location then at the Air Carrier Specified Location that the certificate reported interruptions to a flight, unscheduled change of aircraft en route, or unscheduled stops or diversions from a route, caused by known or suspected mechanical difficulties or malfunctions in accordance with the certificate holder's design. <i>Sources:</i> 121.705(a); 121.135(a)(1) • Check at the FAA Location then at the Air Carrier Specified Location that the certificate holder reported the number of engines removed prematurely because of malfunction, failure or defect, and that the report was listed by make and model and by the aircraft type in which it was installed, in accordance with the certificate holder's design. <i>Sources:</i> 121.705(b); 121.135(a)(1) • Check at the FAA Location then at the Air Carrier Specified Location that the certificate holder reported the number of propeller featherings in flight, listed by type of propeller and engine and aircraft on which it was installed, in accordance with the certificate holder's design. <i>Sources:</i> 121.705(c); 121.135(a)(1)
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2	<p>Was each Mechanical Interruption Summary distributed in accordance with the Certificate Holder's procedures?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the FAA Location that the certificate holder sent a Mechanical Interruption Summary Report to the Administrator in accordance with the certificate holder's design. <i>Sources:</i> 121.705; 121.135(a)(1)
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<ul style="list-style-type: none"> • Check at the Air Carrier Specified Location that the certificate holder distributed the Mechanical Interruption Summary Report, in accordance with the certificate holder's design. <i>Sources: 121.135(a)(1)</i> 	
2	Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the MIS Reports process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3	Were the MIS Reports process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the MIS Reports 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 MIS Reports 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 MIS Reports 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 MIS Reports process.
 - 2 Identify the person who has overall authority for the MIS Reports 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 MIS Reports process documented in the Certificate Holder’s manual.
 - 4 Review the appropriate organizational chart.
 - 5 Discuss the MIS Reports 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 MIS Reports process:

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