

**Element Performance Inspection (EPI) Data Collection Tool
1.3.10 Parts / Material Control / SUP (AW)**

ELEMENT SUMMARY INFORMATION

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

- To ensure that aircraft components, parts and materials meet or exceed their original type design or properly altered condition.

Objective (FAA oversight responsibility):

- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Parts / Material Control / SUP process.
- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Parts / Material Control / Suspected Unapproved Parts (SUP) process.

Specific Instructions:

- To accomplish this EPI the inspector shall ensure the Certificate Holder has and maintains a supply of spare parts required for the scope and complexity for the work being done at the inspection location. The inspector shall ensure the Certificate Holder adheres to its policies and procedures for incoming and receiving parts inspection, proper storage of parts, traceability of parts and the unapproved parts program.

Related EPI(s):

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.105
 - 121.123
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.367
 - 121.369(b)

45.14

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
 - 121.375
 - 21.303(a)

- FAA Policy/Guidance:
 - FAA Order 8300.10, Volume 2, Chapter 221
 - AC 20–62D Eligibility, Quality, and Identification of Aeronautical Replacement Parts
 - AC21–29B Detecting and Reporting Suspected Unapproved Parts
 - AC 21–38 Disposition of Unsalvageable Aircraft Parts and Materials

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 Parts / Material Control / SUP.	
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 Parts / Material Control / SUP 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 Parts / Material Control / SUP process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Parts / Material Control / SUP process with the personnel (other than management) who perform the duties and responsibilities required by the Parts / Material Control / SUP 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 prevent unapproved parts from being installed on its aircraft?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(5); 121.369(b)(6); 121.135(b)(16) 2. Check at the air carrier operated maintenance facility the items of maintenance, which must be inspected (required inspections), including the replacement of aircraft parts and materials, were accomplished in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(5); 121.369(b)(6); 121.135(b)(16) 3. Check at the air carrier operated maintenance facility that the replacement parts and materials (maintenance and preventive maintenance) have been preserved in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.135(b)(16); 121.369(b)(5); 121.135(a)(1); 121.135(b)(17); 121.375 4. Check at the aircraft that all aircraft parts and materials, which are being installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(5); 121.369(b)(6); 121.135(b)(16) 5. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness identification requirements, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.135(b)(16); 121.135(b)(17); 21.303(a) </div> <div style="width: 15%; border-left: 1px solid black; padding-left: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain </div> </div>

<p>6. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness equipment requirements, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.135(b)(16); 121.135(b)(17)</p> <p>7. Check at the air carrier operated maintenance facility that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(5); 121.135(a)(1); 121.135(b)(16); 121.135(b)(17)</p> <p>8. Check at the air carrier specified location that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(5); 121.135(a)(1); 121.135(b)(16); 121.135(b)(17)</p> <p>9. Check at the air carrier operated maintenance facility that it has identified persons, with whom it has arranged for the replacement of aircraft parts and materials (maintenance and preventive maintenance), including a general description of that work, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(a); 121.135(b)(16)</p>	
<p>1.2 Did the Certificate Holder have the acquisition, retention, and traceability documents for parts and materials?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier operated maintenance facility that the responsible personnel are rejecting or accepting aircraft parts and materials in accordance with the Certificate Holder's standards and limitation manual instructions. <i>Sources:</i> 121.369(b)(5); 121.369(b)(6); 121.135(b)(16); 121.135(b)(17); 121.375</p> <p>2. Check at the air carrier operated maintenance facility that the time limitations for applicable aircraft parts and materials are tracked in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.135(b)(17); 121.369(b)(5); 121.135(b)(16)</p> <p>3. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each airframe, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)</p> <p>4. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each airframe, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)</p> <p>5. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each engine, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5);</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

<p>121.135(b)(16); 121.135(b)(17)</p> <p>6. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each engine, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)</p> <p>7. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each propeller, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)</p> <p>8. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each propeller, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)</p> <p>9. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each appliance, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)</p> <p>10. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each appliance, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)</p> <p>11. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness equipment requirements, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.135(b)(16); 121.135(b)(17)</p> <p>12. Check at the air carrier specified location that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(5); 121.135(a)(1); 121.135(b)(16); 121.135(b)(17)</p>	
<p>1.3 Were incoming/receiving inspections done in accordance with the Certificate Holder's policies and procedures?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier operated maintenance facility that the responsible personnel are rejecting or accepting aircraft parts and materials in accordance with the Certificate Holder's standards and limitation manual instructions. <i>Sources:</i> 121.369(b)(5); 121.369(b)(6); 121.135(b)(16); 121.135(b)(17); 121.375</p> <p>2.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

<p>Check at the air carrier operated maintenance facility that responsible personnel are accomplishing required inspections on aircraft parts and materials, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(6); 121.135(b)(16); 121.135(b)(17); 121.375</p> <p>3. Check at the air carrier operated maintenance facility that responsible personnel accomplished required inspections on aircraft parts and materials, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(6); 121.135(b)(16); 121.135(b)(17); 121.375</p> <p>4. Check at the air carrier specified location that electrostatic devices (ESD) are received, in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions. <i>Sources:</i> Safety MIL-PRF-55585G, 121.369(a) 121.369(b)(5) 121.135(b)(16) 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b).</p> <p>5. Check at the air carrier specified location that the parts and material are received in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> Safety 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 121.369(a) 121.369(b)(5) 121.369(b)(6) 121.135(b)(16) 121.135(b)(17)</p> <p>6. Check at the air carrier specified location that the parts and material are inspected in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> Safety 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 121.369(a) 121.369(b)(5) 121.369(b)(6) 121.135(b)(16) 121.135(b)(17)</p>	
<p>1.4 Were personnel working in the Parts / Material Control / SUP process trained and qualified?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier operated maintenance facility that its personnel are performing their duties and responsibilities, in accordance with the Certificate Holder's manual instructions and information. <i>Sources:</i> 121.135(a)(1); 121.369(a); 121.375</p> <p>2. Check at the air carrier specified location for training records that document personnel handling aircraft parts and materials have received proper training, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.375; 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)</p> <p>3. Check at the air carrier specified location, that the training course syllabus includes instruction for handling aircraft parts and materials for its personnel, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.375; 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)</p> <p>4. Check at the air carrier specified location, that the training course, as it's being taught, includes instruction for handling aircraft parts and materials for its personnel, in accordance with the Certificate Holder's manual</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>instructions. <i>Sources:</i> 121.375; 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)</p>	
<p>1.5 Did the Certificate Holder properly dispose of unserviceable and unsalvageable parts and materials? <i>Related Performance JTI's:</i> 1. Check at the air carrier operated maintenance facility that the responsible personnel are rejecting or accepting aircraft parts and materials in accordance with the Certificate Holder's standards and limitation manual instructions. <i>Sources:</i> 121.369(b)(5); 121.369(b)(6); 121.135(b)(16); 121.135(b)(17); 121.375</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Were parts and materials properly protected and identified as to serviceability? <i>Related Performance JTI's:</i> 1. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(5); 121.369(b)(6); 121.135(b)(16) 2. Check at the air carrier operated maintenance facility that the replacement parts and materials (maintenance and preventive maintenance) have been preserved in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.135(b)(16); 121.369(b)(5); 121.135(a)(1); 121.135(b)(17); 121.375 3. Check at the air carrier specified location that electrostatic devices (ESD) are stored, in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions. <i>Sources:</i> Safety MIL-PRF-55585G, 121.369(a) 121.369(b)(5) 121.135(b)(16) 8300.10, Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 4. Check at the air carrier specified location that the parts and material are received in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> Safety 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 121.369(a) 121.369(b)(5) 121.369(b)(6) 121.135(b)(16) 121.135(b)(17) 5. Check at the air carrier specified location that the parts and material are inspected in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> Safety 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 121.369(a) 121.369(b)(5) 121.369(b)(6) 121.135(b)(16) 121.135(b)(17) 6. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness equipment requirements, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.135(b)(16); 121.135(b)(17) 7.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>Check at the air carrier operated maintenance facility that preservation procedures for aircraft parts and materials are done in accordance with its maintenance program. <i>Sources:</i> 121.369(b)(5); 121.135(a)(1); 121.135(b)(16); 121.135(b)(17)</p> <p>8. Check at the air carrier operated maintenance facility that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(b)(5); 121.135(a)(1); 121.135(b)(16); 121.135(b)(17)</p>	
<p>1.7 Does the Certificate Holder maintain a supply of spare parts required for the scope and complexity of the operation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8 Does the Certificate Holder follow its Suspected Unapproved Parts policies and procedures to remove unapproved parts that have entered into its system?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.9 Were the Certificate Holder's facilities for storing parts, components, and materials adequate?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.10 Were parts and materials with shelf life limits properly identified and controlled?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the air carrier specified locations that shelf life limited items are received in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions. <i>Sources:</i> Safety 8300.10, Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(c–f). (Shelf–Life) 2. Check at the air carrier specified locations that shelf life limited items are stored in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions. <i>Sources:</i> Safety 8300.10, Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(c–f), 121.369(a) 121.369(b)(5) 121.135(b)(16) 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 3. Check at the air carrier specified locations that shelf life limited items are monitored, in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions. <i>Sources:</i> Safety 8300.10, Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(c–f), 121.369(a) 121.369(b)(5) 121.135(b)(16) 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11 Did the Certificate Holder properly segregate serviceable and unserviceable parts and materials?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>2 Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Parts / Material Control / SUP process followed?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, are in an airworthy condition, in accordance with the Certificate Holder's manual 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

- instructions.
Sources: 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)
2. Check at the air carrier operated maintenance facility the items of maintenance, which must be inspected (required inspections), including the replacement of aircraft parts and materials, were accomplished in accordance with the Certificate Holder's manual instructions.
Sources: 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)
 3. Check at the air carrier operated maintenance facility that the responsible personnel are rejecting or accepting aircraft parts and materials in accordance with the Certificate Holder's standards and limitation manual instructions.
Sources: 121.369(b)(5); 121.369(b)(6); 121.135(b)(16); 121.135(b)(17); 121.375
 4. Check at the air carrier operated maintenance facility that responsible personnel are accomplishing required inspections on aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.
Sources: 121.369(b)(6); 121.135(b)(16); 121.135(b)(17); 121.375
 5. Check at the air carrier operated maintenance facility that responsible personnel accomplished required inspections on aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.
Sources: 121.369(b)(6); 121.135(b)(16); 121.135(b)(17); 121.375
 6. Check at the air carrier operated maintenance facility that owner or operator produced parts, used to maintain his own product, and are produced in accordance with the Certificate Holder's manual instructions.
Sources: 121.369(b)(2); 121.135(b)(16); 21.303(a)
 7. Check at the air carrier operated maintenance facility that owner or operator produced parts, used to alter his own product, and are produced in accordance with the Certificate Holder's manual instructions.
Sources: 121.135(b)(16); 21.303(a)
 8. Check at the air carrier operated maintenance facility that its personnel are performing their duties and responsibilities, in accordance with the Certificate Holder's manual instructions and information.
Sources: 121.135(a)(1); 121.369(a); 121.375
 9. Check at the air carrier operated maintenance facility that the replacement parts and materials (maintenance and preventive maintenance) have been preserved in accordance with the Certificate Holder's manual instructions.
Sources: 121.135(b)(16); 121.369(b)(5); 121.135(a)(1); 121.135(b)(17); 121.375
 10. Check at the air carrier operated maintenance facility that the time limitations for applicable aircraft parts and materials are tracked in accordance with the Certificate Holder's manual instructions.
Sources: 121.135(b)(17); 121.369(b)(5); 121.135(b)(16)
 11. Check at the air carrier operated maintenance facility that the individuals who are primarily responsible for airworthiness of its aircraft (including airframes, aircraft engines, propellers, appliances,

- emergency equipment, and parts thereof) have been identified in accordance with the Certificate Holder's manual instructions.
Sources: 121.369(a)
12. Check at the aircraft that all aircraft parts and materials, which are being installed, are in an airworthy condition, in accordance with the Certificate Holder's manual instructions.
Sources: 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)
13. Check at the air carrier operated maintenance facility that the individuals who are primarily responsible for the performance of the maintenance of its aircraft (including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof) have been identified in accordance with the Certificate Holder's manual instructions.
Sources:
14. Check at the air carrier operated maintenance facility that the individuals who are primarily responsible for the performance of the preventive maintenance of its aircraft (including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof) have been identified in accordance with the Certificate Holder's manual instructions.
Sources:
15. Check at the air carrier specified location for training records that document personnel handling aircraft parts and materials have received proper training, in accordance with the Certificate Holder's manual instructions.
Sources: 121.375; 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)
16. Check at the air carrier specified location, that the training course syllabus includes instruction for handling aircraft parts and materials for its personnel, in accordance with the Certificate Holder's manual instructions.
Sources: 121.375; 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)
17. Check at the air carrier specified location, that the training course, as it's being taught, includes instruction for handling aircraft parts and materials for its personnel, in accordance with the Certificate Holder's manual instructions.
Sources: 121.375; 121.369(a); 121.369(b)(5); 121.369(b)(6); 121.135(b)(16)
18. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each airframe, in accordance with the Certificate Holder's manual instructions.
Sources: 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)
19. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each airframe, in accordance with the Certificate Holder's manual instructions.
Sources: 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5);

- 121.135(b)(16); 121.135(b)(17)
20. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each engine, in accordance with the Certificate Holder's manual instructions.
Sources: 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)
 21. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each engine, in accordance with the Certificate Holder's manual instructions.
Sources: 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)
 22. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each propeller, in accordance with the Certificate Holder's manual instructions.
Sources: 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)
 23. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness identification requirements, in accordance with the Certificate Holder's manual instructions.
Sources: 121.135(b)(16); 121.135(b)(17); 21.303(a)
 24. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each propeller, in accordance with the Certificate Holder's manual instructions.
Sources: 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)
 25. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include traceability for each appliance, in accordance with the Certificate Holder's manual instructions.
Sources: 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)
 26. Check at the air carrier operated maintenance facility that the records for life-limited parts are maintained to include current status for each appliance, in accordance with the Certificate Holder's manual instructions.
Sources: 121.380(a)(2)(iii); 121.369(b); 121.369(a); 121.369(b)(5); 121.135(b)(16); 121.135(b)(17)
 27. Check at the air carrier specified location that electrostatic devices (ESD) are received, in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions.
Sources: Safety MIL-PRF-55585G, 121.369(a) 121.369(b)(5) 121.135(b)(16) 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, - D(1)(a-b).
 28. Check at the air carrier specified location that electrostatic devices (ESD) are stored, in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions.
Sources: Safety MIL-PRF-55585G, 121.369(a) 121.369(b)(5)

- 121.135(b)(16) 8300.10, Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b).
29. Check at the air carrier specified locations that shelf life limited items are received in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions.
Sources: Safety 8300.10, Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(c–f). (Shelf–Life)
30. Check at the air carrier specified locations that shelf life limited items are stored in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions.
Sources: Safety 8300.10, Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(c–f), 121.369(a) 121.369(b)(5) 121.135(b)(16) 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b).
31. Check at the air carrier specified locations that shelf life limited items are monitored, in accordance with the manufacturer's recommendations and the Certificate Holder's manual instructions.
Sources: Safety 8300.10, Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(c–f), 121.369(a) 121.369(b)(5) 121.135(b)(16) 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b).
32. Check at the air carrier specified location that the parts and material are received in accordance with the Certificate Holder's manual instructions.
Sources: Safety 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 121.369(a) 121.369(b)(5) 121.369(b)(6) 121.135(b)(16) 121.135(b)(17)
33. Check at the air carrier specified location that the parts and material are inspected in accordance with the Certificate Holder's manual instructions.
Sources: Safety 8300.10 (Revision 14), Volume 2, Chapter 221, Section 2, Paragraph 5, – D(1)(a–b). 121.369(a) 121.369(b)(5) 121.369(b)(6) 121.135(b)(16) 121.135(b)(17)
34. Check at the air carrier operated maintenance facility that all aircraft parts and materials, that are subject to be installed, meet the applicable airworthiness equipment requirements, in accordance with the Certificate Holder's manual instructions.
Sources: 121.135(b)(16); 121.135(b)(17)
35. Check at the air carrier operated maintenance facility that preservation procedures for aircraft parts and materials are done in accordance with its maintenance program.
Sources: 121.369(b)(5); 121.135(a)(1); 121.135(b)(16); 121.135(b)(17)
36. Check at the air carrier operated maintenance facility that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.
Sources: 121.369(b)(5); 121.135(a)(1); 121.135(b)(16); 121.135(b)(17)
37. Check at the air carrier specified location that the airworthiness status has been verified for the replacement of aircraft parts and materials, in accordance with the Certificate Holder's manual instructions.

	<p><i>Sources:</i> 121.369(b)(5); 121.135(a)(1); 121.135(b)(16); 121.135(b)(17)</p> <p>38. Check at the air carrier operated maintenance facility that it has identified persons, with whom it has arranged for the preservation of aircraft parts and materials (maintenance and preventive maintenance), including a general description of that work, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(a); 121.135(b)(16)</p> <p>39. Check at the air carrier operated maintenance facility that it has identified persons, with whom it has arranged for the replacement of aircraft parts and materials (maintenance and preventive maintenance), including a general description of that work, in accordance with the Certificate Holder's manual instructions. <i>Sources:</i> 121.369(a); 121.135(b)(16)</p>	
3	Were the Parts / Material Control / SUP process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Parts / Material Control / SUP 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 Parts / Material Control / SUP 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

EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu
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 Parts / Material Control / SUP 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 that has overall responsibility for the Parts / Material Control / SUP process.
2	Identify the person that has overall authority for the Parts / Material Control / SUP 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. 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 Parts / Material Control / SUP process documented in the Certificate Holder's manual.
4	Review the appropriate organizational chart.
5	Discuss the Parts / Material Control / SUP process with the management personnel identified in Tasks 1 and 2.
6	Evaluate the qualifications and work experience of the management personnel identified in Task 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 Parts / Material Control / SUP process:
2.1	Is there a clearly identified person who is responsible for the quality of the Parts / Material Control / SUP process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input 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 Parts / Material Control / SUP process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.3	Does the responsible person know that he/she has responsibility for the Parts / Material Control / SUP 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 Parts / Material Control / SUP process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5	Does the person with responsibility for the Parts / Material Control / SUP 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 Parts / Material Control / SUP 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 Parts / Material Control / SUP 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 Parts / Material Control / SUP 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 Parts / Material Control / SUP 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 Parts / Material Control / SUP process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu
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.