

**Element Performance Inspection (EPI) Data Collection Tool
1.3.3 Maintenance Facility / Main Maintenance Base (AW)**

ELEMENT SUMMARY INFORMATION

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

- To ensure that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance and alterations.

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 Maintenance Facility / Main Maintenance Base process.
- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Maintenance Facility / Main Maintenance Base process.

Specific Instructions:

- To accomplish this EPI, the inspector will review the Certificate Holder's Maintenance Facility / Main Maintenance Base policies and procedures. The inspector will discuss Maintenance Facility / Main Maintenance Base policies and procedures with appropriate personnel. The inspector will observe, inspect and assess the Maintenance Facility / Main Maintenance Base resources.

The inspector will review previous Certificate Management Office/Unit (CMO/CMU) maintenance facilities and main base inspection reports to identify recurring and repeat discrepancies at the inspection location. Additionally the inspector will develop a list of discrepancies identified during the maintenance facilities inspection. This list of discrepancies will be referenced in this EPI and will be maintained at the CMO/CMU until superceded.

The Principal Inspector (PI) may give instructions for the completion of this EPI by a specific date, or the PI may request that the activities take place at specific areas of the main base.

Facilities such as specialized shops, painting, and avionics maintenance should be environmentally controlled.

Related EPIs:

- 1.3.1 Maintenance Program (AW)
- 1.3.2 Inspection Program (AW)
- 1.3.7 Outsource Organization (AW)

- 1.3.8 Control of Calibrated Tools and Test Equipment (AW)
- 1.3.10 Parts / Material Control / SUP (AW)
- 1.3.11 Continuous Analysis and Surveillance (CAS) (AW)
- 2.1.3 Distribution (Manuals) (AW)
- 2.1.4 Availability (Manuals) (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

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

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
 - Intentionally left blank
- FAA Policy/Guidance:
 - Intentionally Left Blank

EPI SECTION 1 – PERFORMANCE OBSERVABLES	
Objective: (FAA oversight responsibility): To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Outsource Organization.	
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 Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Maintenance Facility / Main Maintenance Base 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: 70%;"> <p>Were competent personnel and adequate facilities and equipment provided for the proper performance of maintenance, preventive maintenance, and alterations?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the air carrier specified location that the air carrier's system records show that competent personnel that perform proper maintenance have been provided for the program that covers other maintenance in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.135(a)(1); 121.367(b) 2. Check at the air carrier specified location that the air carrier's system records show that competent personnel that perform proper preventive maintenance have been provided for the program that covers other maintenance in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.135(a)(1); 121.367(b) 3. Check at the air carrier specified location that the air carrier's system records show that competent personnel that perform proper alterations have been provided for the program that covers other maintenance in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.135(a)(1); 121.367(b) 4. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of maintenance in accordance with the Certificate Holder's program that covers other maintenance in </div> <div style="width: 25%; border-left: 1px solid black; padding-left: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain </div> </div>

- accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
5. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of preventive maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 6. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of alterations in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 7. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 8. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of preventive maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 9. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of alterations in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 10. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper performance of preventive maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 11. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper performance of maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 12. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper performance of alterations in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.

- Sources:* 121.135(a)(1); 121.367(b)
13. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 14. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of preventive maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 15. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of alterations in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 16. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 17. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of preventive maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 18. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of alterations in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 19. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper performance of maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
 20. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper performance of preventive maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)

21. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper performance of alterations in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
22. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
23. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of preventive maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
24. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper performance of alterations in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
25. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
26. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of preventive maintenance in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
27. Check at the air carrier specified location that the air carrier's system records show that equipment have been provided for the proper performance of alterations in accordance with the Certificate Holder's program that covers other maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
28. Check at the Certificate Holder specified location that the air carrier's system records show that personnel that have been provided for the inspection program for the proper performance of maintenance are competent in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
29. Check at the Certificate Holder specified location that the air carrier's system records show that personnel that have been

- provided for the inspection program for the proper performance of preventive maintenance are competent in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
30. Check at the Certificate Holder specified location that the air carrier's system records show that personnel that have been provided for the inspection program for the proper performance of alterations are competent in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
31. Check at the Certificate Holder specified location that the air carrier's system records show that adequate facility have been provided for the inspection program for the proper performance of maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
32. Check at the Certificate Holder specified location that the air carrier's system records show that adequate facility have been provided for the inspection program for the proper performance of preventive maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
33. Check at the Certificate Holder specified location that the air carrier's system records show that adequate facility have been provided for the inspection program for the proper performance of alterations in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
34. Check at the Certificate Holder specified location that the air carrier's system records show that equipment have been provided for the inspection program for the proper performance of maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
35. Check at the Certificate Holder specified location that the air carrier's system records show that equipment have been provided for the inspection program for the proper performance of preventive maintenance in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
36. Check at the Certificate Holder specified location that the air carrier's system records show that equipment have been provided for the inspection program for the proper performance of alterations in accordance with the Certificate Holder's manual design.
Sources: 121.135(a)(1); 121.367(b)
37. Check at the air carrier operated maintenance facility to observe that special housing recommended by the manufacture's maintenance manual is available for use in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131,

- Section (1)(7)(c)
38. Check at the air carrier operated maintenance facility to observe that special environmental conditions recommended by the manufacture's maintenance manual are available for use in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section (1)(7)(c)
 39. Check at the air carrier operated maintenance facility to observe that maintenance personnel comply with special environmental conditions recommended by the manufacture's maintenance manual during performance of maintenance in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section (1)(7)(c)
 40. Check at the air carrier operated maintenance facility to observe that the lighting is adequate in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(h)
 41. Check at the air carrier operated maintenance facility to observe that the ventilation is adequate in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(h)
 42. Check at the air carrier operated maintenance facility to observe that the general housekeeping is adequate in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(h)
 43. Check at the air carrier specified location to observe that support shop's (avionics, sheet metal, engine, etc.) lighting is adequate in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(5)(j)
 44. Check at the air carrier specified location to observe that support shop's (avionics, sheet metal, engine, etc.) ventilation is adequate in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(5)(j)
 45. Check at the air carrier specified location to observe that support shop's (avionics, sheet metal, engine, etc.) general housekeeping is adequate in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(5)(j)
 46. Check at the air carrier operated maintenance facility to observe that the hanger facilities are adequate for the work being performed in accordance with the Certificate Holder's manual design.
Sources: Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(a)

<p>1.2 Was the Certificate Holder able to show that competent personnel and adequate facilities and equipment were available at such points along its route as are necessary for proper maintenance and preventive maintenance of airplanes and auxiliary equipment used in domestic or flag operations?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> 1. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper maintenance of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1) 2. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1) 3. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper preventive maintenance of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1) 4. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper preventive maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1) 5. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper servicing of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1) 6. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper servicing of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1) 7. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper maintenance of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1) 8. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1) 9. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper preventive maintenance of airplanes in accordance with 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> <p><input type="checkbox"/> Not Applicable</p>
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<p>the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p> <p>10. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper preventive maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p> <p>11. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper servicing of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p> <p>12. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper servicing of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p> <p>13. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper maintenance of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1); 121.367(b)</p> <p>14. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p> <p>15. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper preventive maintenance of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1); 121.367(b)</p> <p>16. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper preventive maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p>	
<p>1.3 Was the Certificate Holder able to show that competent personnel and adequate facilities and equipment were available for proper maintenance and preventive maintenance of aircraft and auxiliary equipment used in supplemental operations?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>

- for the proper maintenance of airplanes in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
2. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 3. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper preventive maintenance of airplanes in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 4. Check at the air carrier specified location that the air carrier's system records show that competent personnel have been provided for the proper preventive maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 5. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper servicing of airplanes in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 6. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper servicing of auxiliary equipment in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 7. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper maintenance of airplanes in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 8. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 9. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper preventive maintenance of airplanes in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 10. Check at the air carrier specified location that the air carrier's system records show that adequate facilities have been provided for the proper preventive maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design.
Sources: 121.105; 121.123; 121.135(a)(1)
 11. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts,

	<p>supplies, materials) have been provided for the proper servicing of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p> <p>12. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper servicing of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p> <p>13. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper maintenance of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1); 121.367(b)</p> <p>14. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p> <p>15. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper preventive maintenance of airplanes in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1); 121.367(b)</p> <p>16. Check at the air carrier specified location that the air carrier's system records show that equipment (including spare parts, supplies, materials) have been provided for the proper preventive maintenance of auxiliary equipment in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.105; 121.123; 121.135(a)(1)</p>	
2	<p>Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Maintenance Facility / Main Maintenance Base process followed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
3	<p>Were the Maintenance Facility / Main Maintenance Base process controls followed?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
4	<p>Did the records for the Maintenance Facility / Main Maintenance Base process comply with the instructions provided in the Certificate Holder's manual?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the corporate HQ that the records indicate the establishment of the location of the main maintenance base was accomplished in accordance with the Certificate Holder's manual design. <i>Sources:</i> 121.135(b)(1); 119.47(a)</p> <p>2. Check at the FAA location to verify that the records indicate the establishment of the location of the main maintenance</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

	<p>base has been accomplished in accordance with the Certificate Holder 's manual design. <i>Sources:</i> 121.135(b)(1); 119.47(a)</p> <p>3. Check at the air carrier specified location that records indicate the special equipment recommended by the manufacture's maintenance manual is available for use in accordance with the Certificate Holder's manual design. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section (1)(7)(c)</p> <p>4. Check at the air carrier specified location that the air carrier's system records show that the staffing for the complexity of the work being performed is in accordance with the Certificate Holder's manual design. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(6)(b)</p> <p>5. Check at the air carrier specified location that the air carrier's system records show that the support shop's (avionics, sheet metal, engine, etc.) staffing reflects the complexity of the work that was performed, in accordance with the Certificate Holder's manual design. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(5)(b)</p> <p>6. Check at the air carrier operated maintenance facility that records show the ground support equipment is serviceable in accordance with the Certificate Holder's manual design. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(7)</p> <p>7. Check at the air carrier operated maintenance facility that records show that the hanger ground support equipment is appropriate for the work being performed in accordance with the Certificate Holder's manual design. <i>Sources:</i> Order 8300.10 {Change 14}, Volume 3, Chapter 131, Section 2, Paragraph (5)(E)(7)</p>	
5	<p>Were the process measurements for the Maintenance Facility / Main Maintenance Base process effective in identifying problems or potential problems and providing corrective action for them?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	<p>Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?</p>	<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 as having responsibility and/or authority for the Outsource Organization process 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 Maintenance Facility / Main Maintenance Base process.
2	Identify the person who has overall authority for the Maintenance Facility / Main Maintenance Base 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, and provide the name/title.	
3	Review the duties and responsibilities for the person(s) who manage the Maintenance Facility / Main Maintenance Base process documented in the Certificate Holder's manual.
4	Review the appropriate organizational chart.
5	Discuss the Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base process:
2.1	Is there a clearly identified person who is responsible for the quality of the Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5	Does the person with responsibility for the Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base 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 Maintenance Facility / Main Maintenance Base 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.