

## Element Performance Inspection (EPI) Data Collection Tool

### 4.4.1 Recency of Experience (AW)

#### ***ELEMENT SUMMARY INFORMATION***

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

- To ensure certificated maintenance technicians meet Recency of Experience requirements.

**Objective** (FAA oversight responsibility):

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

**Specific Instructions:**

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**Related EPI(s):**

- 1.3.14 General Maintenance Manual / Equivalent (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 4.4.2 Display of Certificate (AW)
- 4.4.3 Privileges Airframe and Powerplant (AW)
- 4.4.4 Privileges and Limitations for Repairmen (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)
  - 121.383(a)(3)

65.83

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:  
Intentionally left blank
- FAA Policy/Guidance:  
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<b>EPI SECTION 1 – PERFORMANCE OBSERVABLES</b>	
<b>Objective:</b> (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Recency of Experience.	
<b>Tasks</b>	
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 Recency of Experience 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 Recency of Experience process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Recency of Experience process with the personnel (other than management) who perform the duties and responsibilities required by the process.
<b>Questions</b>	
To meet this objective, the inspector must answer the following questions:	
1	Were the following Performance Measures met:
1.1	<p>Does the person exercising the privileges of his or her certificate for the Certificate Holder meet the Recency of Experience requirements?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check at the certificate holder's air carrier operated maintenance facility, or outsource provider and at the records repository, that airman are qualified for the operation they are being used for.</li> </ul> <p><i>Sources:</i> 121.135(a)(1); 121.383(a)(3)</p>
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2	Were the Certificate Holder's policies, procedures, instructions and information contained in its manual for the Recency of Experience process followed?
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3	Were the Recency of Experience process controls followed?
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Recency of Experience 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 Recency of Experience process effective in identifying problems or potential problems and providing corrective action for them?
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b><i>EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu</i></b>
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 Recency of Experience 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 Recency of Experience process.

2 Identify the person who has overall authority for the Recency of Experience 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 and 2.2 below, and provide the name/title.

3 Review the duties and responsibilities for the person(s) who manage the Recency of Experience process documented in the Certificate Holder's manual.

4 Review the appropriate organizational chart.

5 Discuss the Recency of Experience 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 Recency of Experience process:

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

<b><i>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES –Drop Down Menu</i></b>
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.