

**Element Performance Inspection (EPI) Data Collection Tool
5.1.4 Altimeter Setting Sources (AW)**

ELEMENT SUMMARY INFORMATION

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

- For the Certificate Holder to comply with the requirements of the Altimeter Setting Source process and 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 Altimeter Setting Sources process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Altimeter Setting Sources process.

Specific Instructions:

- To accomplish this EPI, the inspector will verify the station employees are trained and certified to maintain and operate the required equipment. While conducting a station inspection, the inspector will verify that training records are available and altimeters have been maintained in accordance with 14 CFR Part 43 Appendix E.

Related EPI(s):

- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 5.1.1 Line Stations (AW)
- 5.1.2 Weather Reporting / SAWRS (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.101(a)
 - 121.101(b)(1)
 - 121.101(b)(2)
 - 121.119(a)
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
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- FAA Policy/Guidance:
FAA Order 8300.10, Volume 2, Chapter 239
FAA Order 8300.10, Volume 3, Chapter 145
Advisory Circular 91.14

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 Altimeter Setting Sources.	
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 Altimeter Setting Sources 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 Altimeter Setting Sources process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Altimeter Setting Sources 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	Did the Certificate Holder use only weather reports from U.S. National Weather Service sources, sources approved by the U.S. National Weather Service or sources approved by the administrator? <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 Altimeter Setting Sources process followed? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3	Were the Altimeter Setting Sources process controls followed? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources process.

2 Identify the person who has overall authority for the Altimeter Setting Sources 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 Altimeter Setting Sources process documented in the Certificate Holder's manual.

4 Review the appropriate organizational chart.

5 Discuss the Altimeter Setting Sources 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 Altimeter Setting Sources process:

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