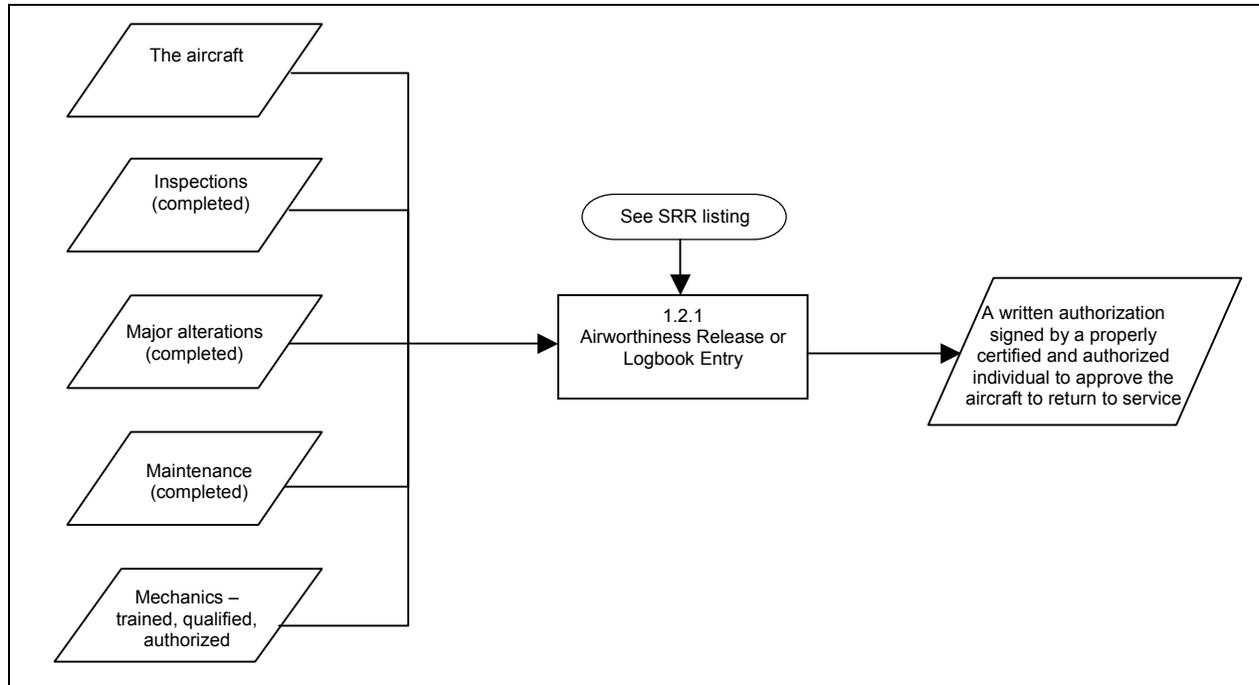


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 1.2.1 Airworthiness Release or Logbook Entry

Purpose of this Element (Air Carrier’s responsibility): To ensure the Airworthiness Release and/or Logbook Entry is prepared in accordance with the Air Carrier’s policies, procedures, and controls.

Objective (FAA responsibility): To determine if the Air Carrier follows its Airworthiness Release or Logbook Entry policies, procedures and controls.

Inputs:

- The aircraft
- Inspections (completed)
- Major Alterations (completed)
- Maintenance (completed)
- Mechanics – Trained, Qualified, Authorized

Output:

- A written authorization signed by a properly certificated and authorized individual to approve the aircraft to return to service.

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Performance Measures:

- The Air Carrier and its maintenance providers prepare an airworthiness release or logbook entry after maintenance has been performed on the aircraft.
- Each airworthiness release or logbook entry that is prepared and signed by the Air Carrier or its maintenance providers is furnished to the flight crew.
- The Air Carrier maintains a record of the airworthiness release or logbook entry and the records that support its issuance for at least two months.
- Each airworthiness release or logbook entry must be signed by a certificated person who is also qualified and authorized by the Air Carrier.
- The Air Carrier issues Airworthiness Releases to aircraft that are airworthy and in a condition for safe operation.

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SRR:

- 121.367 (c) Maintenance, Preventative Maintenance, and Alterations Programs
- 121.375 Maintenance and Preventative Maintenance Training Programs
- 121.380 (a)(1) Maintenance Recording Requirements
- 121.709(a-c) Airworthiness Release or Log Book Entry

Other CFRs and/or FAA Guidance:

- FAA Order 8300.10, vol. 2, chap. 63, --Evaluate Company Manual/Revision.
- HBAW 96-05C --Air Carrier Operations Specifications Authorization To Make Arrangements With Other Organizations, Contd.
- HBAW 98-02-- Evaluation of 14 CFR Parts 121/135 Air Carriers' Maintenance Record keeping System.
- FSAW 97-14 -- Additional Maintenance Requirements for Operational Approval of Operators Requesting RVSM Approval.
- Airworthiness maintenance programs for operators subject to the provisions of CFR Parts 121, 127, or 135.
- Refer to appropriate Advisory Circulars

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SRR SPECIFIC INFORMATION

SRR	Intent	
121.367 (c)	To ensure each aircraft released to service is airworthiness and has been properly maintained for operation under Part 121.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.375	To provide training for personnel prior to issuing their authorization for Airworthiness Release.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.380 (a)(1)	To ensure the Air Carrier shall keep records to show all requirements of an airworthiness release have been met.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.709 (a)	To ensure the Air Carrier or any person who performs maintenance for it must prepare an airworthiness release or log book entry.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.709 (b)	To ensure the airworthiness release or log entry must be prepared in accordance with The Manual including: <ul style="list-style-type: none"> • Certification of the work performed • Require Inspection Items have been inspected by authorized and certificated persons • Aircraft is airworthy and in condition for safe operation • Airworthiness release or logbook entry must be signed by a person authorized and certificated to perform that function 	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.709 (c)	To ensure a copy of the airworthiness release or logbook entry must be given to the pilot in command and retained by the Air Carrier for at least two months.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>

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1.2.1 Airworthiness Release or Logbook Entry

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Airworthiness release or log book entry process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the Airworthiness Release or Logbook Entry process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Airworthiness Release or Logbook Entry process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If yes, provide the name:
	<input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
3. Does the person understand the controls associated with the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO

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1.2.1 Airworthiness Release or Logbook Entry

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Airworthiness release or logbook entry process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the Airworthiness Release or Logbook Entry process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person’s qualifications and work experience (or resume’, if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Airworthiness Release or Logbook Entry process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier’s policies for the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier’s Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.2.1 Airworthiness Release or Logbook Entry

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Airworthiness release or logbook entry process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Airworthiness Release or Logbook Entry process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Airworthiness Release or Logbook Entry process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Airworthiness Release or Logbook Entry process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Airworthiness Release or Logbook Entry process:

<i>1.1 Do the Air Carrier's written procedures provide detailed instructions for accomplishing the Airworthiness Release or logbook entry? [SRR 121.709(b)(1)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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<i>1.2 Do the Air Carrier's written procedures provide detailed instructions for retaining Airworthiness release or logbook entry records? [SRR 121.709(c)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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<i>1.3 Do the Air Carrier's written procedures identify a method for granting Airworthiness Release authority? (e.g., a letter of authorization) [SRR 121.709(b)(3)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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<i>1.4 Do the Air Carrier's written procedures establish and implement standards for training and qualifying personnel before they are granted Airworthiness Release authorization? [SRR 121.709(b)(3)] [SRR 121.375]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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1.2.1 Airworthiness Release or Logbook Entry

SECTION 3 – PROCEDURES ATTRIBUTE

5. Does the air carrier have the resources to support the written procedures for the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the Airworthiness Release or Logbook Entry process consistent?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.2.1 Airworthiness Release or Logbook Entry

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Airworthiness release or log book entry process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Airworthiness Release or Logbook Entry process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Airworthiness Release or Logbook Entry process with appropriate personnel to gain an understanding of the controls.
4. Observe the Airworthiness Release or Logbook Entry process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Airworthiness Release or Logbook Entry process:

<i>1.1 Does the Air Carrier maintain Airworthiness Release records for two months?[SRR 121.709(c)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.2 Does the Air Carrier maintain a list of personnel who have Airworthiness Release authority? Does the list specify their limitations?</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.3 Does the Air Carrier have and implement a standard for training and qualifying personnel for Airworthiness Release authority?[SRR 121.709(b)(3)][SRR 121.375]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.4 Does the Air Carrier have a written authorization form for granting Airworthiness Releases? [SRR 121.709(b)(3)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the checks and restraints ensure the desired result is achieved for the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the Airworthiness Release or Logbook Entry process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.2.1 Airworthiness Release or Logbook Entry

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Airworthiness release or log book entry process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Airworthiness Release or Logbook Entry process.
2. Discuss the Airworthiness Release or Logbook Entry process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Airworthiness Release or Logbook Entry process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Airworthiness Release or Logbook Entry process include the following process measurements?

2.1 *The Air Carrier audits the issuance of Airworthiness Releases to ensure that each aircraft is airworthy and in condition for safe operation?*

YES **If no or N/A, explain:**
 NO
 N/A

2.2 *The Air Carrier audits the list of personnel for Airworthiness Release for accuracy?*

YES **If no or N/A, explain:**
 NO
 N/A

2.3 *The Air Carrier audits the qualifications and training of individuals who have been granted Airworthiness Release authority?*

YES **If no or N/A, explain:**
 NO
 N/A

3. Does the air carrier document their process measurement methods and results?

YES **If no, explain:**
 NO

4. Are the air carrier's process measurement methods effective?

YES **If no, explain:**
 NO

5. Does the air carrier use their process measurement results to improve their programs?

YES **If no, explain:**
 NO

6. Are the process measurement results accessible to the FAA?

YES **If no, explain:**
 NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Airworthiness Release or Logbook Entry process?

YES **If no, explain:**
 NO

8. Does the air carrier have the resources to support the process measurement for the Airworthiness Release or Logbook Entry process?

YES **If no, explain:**
 NO

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1.2.1 Airworthiness Release or Logbook Entry

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Airworthiness release or log book entry process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the Airworthiness Release or Logbook Entry process.
2. Discuss the Airworthiness Release or Logbook Entry process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Airworthiness Release or Logbook Entry process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Airworthiness Release or Logbook Entry process:

1.1 Major Repairs and Alterations (Element 1.2.2)	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.2 Maintenance Log/Recording Requirements (Element 1.2.3)	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.3 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.4 Inspection Program (Element 1.3.2)	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.5 MEL/CDL/Deferred Maintenance (Element 1.3.5)	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.6 AD Management (Element 1.3.6)	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.7 Outsource Organization (Element 1.3.7)	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.8 Continuous Analysis and Surveillance (CAS) (Element 1.3.11)	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	

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1.2.1 Airworthiness Release or Logbook Entry		
SECTION 6 – INTERFACES ATTRIBUTE		
<i>1.9 GMM/Equivalent (Element 1.3.14)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.10 Other programs approved by Operations specifications</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.11 Manual Currency (Element 2.1.1)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.12 Content Consistency Across Manuals (Element 2.1.2)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.13 (Manual) Distribution (Element 2.1.3)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.14 Availability (Element 2.1.4)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. List any additional interfaces identified:		
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Are the interfaces between the Airworthiness Release or Logbook Entry process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain: