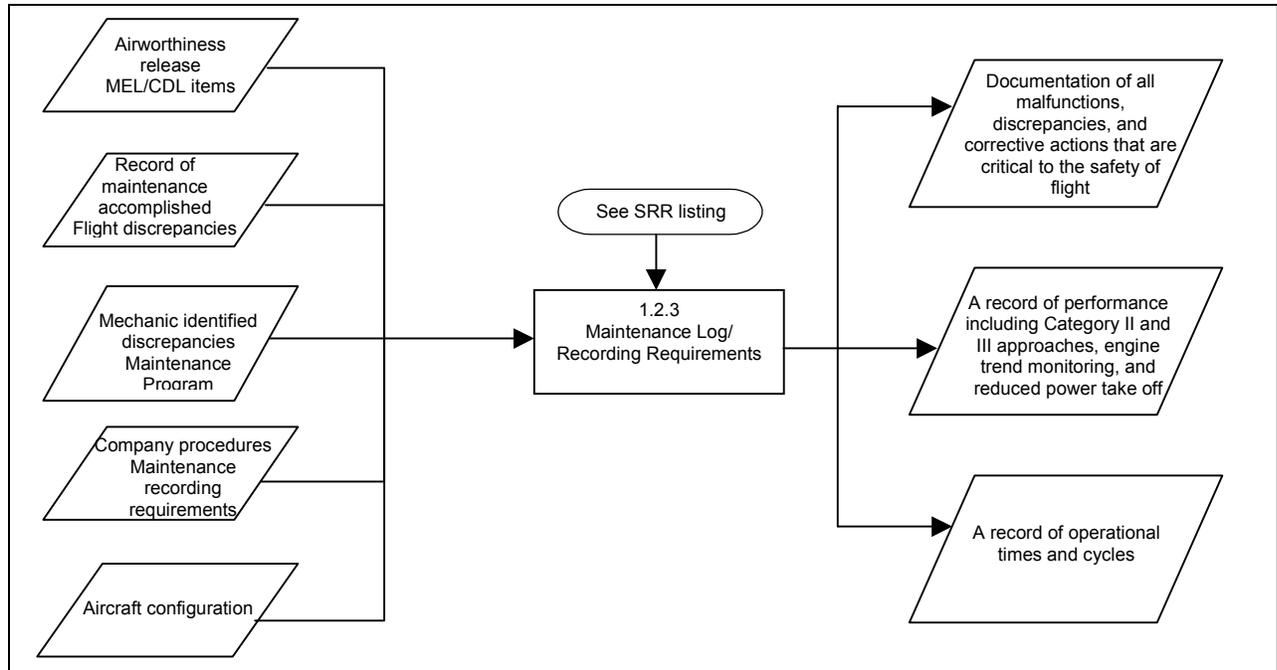


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 1.2.3 Maintenance Log/Recording Requirements

Purpose of this Element (Air Carrier's responsibility): To ensure the Air Carrier provides a record of any observed failure or malfunction and to show corrective action is accomplished prior to flight.

Objective (FAA responsibility): To determine if the Air Carrier follows its Maintenance Log/Recording policies, procedures, and controls.

Inputs:

- Airworthiness Release
- MEL/CDL Items
- Record of Maintenance Accomplished
- Flight Discrepancies
- Mechanic Identified Discrepancies
- Maintenance Program
- Company Procedures
- Maintenance Recording Requirements
- Aircraft Configuration

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Outputs:

- Documentation of all malfunctions, discrepancies and corrective actions that are critical to the safety of flight
- A record of performance including Category II and III approaches, engine trend monitoring, and reduced power take off
- A record of operational times and cycles

Performance Measures:

- Each mechanical irregularity is reported upon its discovery.
- Aircraft logbooks are available for use by maintenance and flight crew personnel.
- Logbook entries are made in accordance with the Manual.

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SRR:

- 121.375 Maintenance and Preventive Maintenance Training Programs
- 121.563 Reporting Mechanical Irregularities
- 121.701 Maintenance Log: Aircraft
- 121.709(a)(b) Airworthiness Release or Aircraft Log Entry
- 121.380 (b-d) Maintenance Recording Requirements

Other CFRs and/or FAA Guidance:

- FAA Order 8300.10 Vol.2, Chap.24 “Certificate Repairman/Added Privileges”
- FAA Order 8300.10 Vol.2, Chap.63 “Evaluate CFR Part 121/135.411(a)(2) Company”
- FAA Order 8300.10 Vol.3, Chap.3 “Conduct Ramp Inspection of Operator’s Aircraft”
- FAA Order 8300.10 Vol.3, Chap.130 “Review Operator’s Mechanical Interruption Summary Report”
- FAA Order 8400.10 Vol. 3, Chapt 6, Sec. 1, Pg. 3-5 94, Par. 1162 “Ground Operator Aircraft—Background”
- HBAW 98-02 “Evaluation of 14 CFR Parts 121/135 Air Carrier’s Maintenance Recordkeeping System”
- Legal Interpretation by John H. Cassady dated Nov.18, 1988, regarding definition of “each person”.

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SRR SPECIFIC INFORMATION

SRR	Intent	
121.375	To provide training for personnel that are authorized to make logbook entries.	<i>Certification: Airworthiness</i> <i>Surveillance: ASI</i>
121.563	To require the pilot in command (PIC) to ascertain the maintenance status of the aircraft prior to flight and to record all discrepancies discovered during the flight in the maintenance log.	<i>Certification: Airworthiness</i> <i>Surveillance: ASI</i>
121.701	To ensure each reported or observed failure or malfunction and corrective action that is critical to the safety of flight is recorded in the aircraft maintenance log.	<i>Certification: Airworthiness</i> <i>Surveillance: ASI</i>
121.709 (a)	To ensure the Air Carrier or any person who performs maintenance for it must prepare an airworthiness release of logbook 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 • Required Inspection Items have been inspected by authorized and certificated persons • Aircraft is airworthy and in condition for safe operation • Airworthiness release must be signed by a person authorized and certified to perform that function 	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.380 (b-d)	TBD	<i>Certification:</i> <i>Surveillance:</i>

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1.2.3 Maintenance Log/Recording Requirements

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 Maintenance Log/Recording Requirements process.

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

1. Identify the person who is responsible for the quality of the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
3. Does the person understand the controls associated with the Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain:
	<input type="checkbox"/> NO

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1.2.3 Maintenance Log/Recording Requirements

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 Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.2.3 Maintenance Log/Recording Requirements

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Maintenance Log/Recording Requirements process.

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

1. Review the documented instructions and information related to the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process:

1.1 Do the Air Carrier's written procedures provide detailed instruction for recording Maintenance Logbook Entries?[SRR 121.701(a), SRR 121.563]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Do the Air Carrier's written procedures provide detailed instructions for retaining Maintenance Logbook Entries?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Do the Air Carrier's written procedures require the establishment and implementation of standards for the training and qualification of maintenance personnel making logbook entries?[SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Do the Air Carrier's written procedures describe the method of recording mechanical irregularities in the aircraft log?[SRR 121.563]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Do the Air Carrier's written procedures require the Air Carrier to keep logbooks available and accessible to flight crew members?[SRR 121.701(b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Do the Air Carrier's written procedures describe how historical record entries are made available to flight crews?[SRR 121.701(b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Do the Air Carrier's written procedures specify the type of information to record in the aircraft logbooks and the format for recording the information in the logbooks?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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1.2.3 Maintenance Log/Recording Requirements

SECTION 3 – PROCEDURES ATTRIBUTE

3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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
5. Does the air carrier have the resources to support the written procedures for the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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1.2.3 Maintenance Log/Recording Requirements

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Maintenance Log/Recording Requirements process with appropriate personnel to gain an understanding of the controls.
4. Observe the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process:

1.1 Does the Air Carrier provide aircraft logbooks to flight and maintenance personnel for the recording of mechanical irregularities?[SRR 121.701]

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

1.2 Are aircraft log pages retained for specific periods identified in the Manual? [SRR 121.701 (b)]

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

1.3 Does the Air Carrier provide historical logbook entries to the flight crew? (15 days) [SRR 121.701(b)]

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

1.4 Does the Air Carrier have a standard for the training and the qualification of maintenance personnel making logbook entries? [SRR 121.375]

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

1.5 Is the Air Carrier logbook formatted in accordance with the Manual?

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

2. Do the checks and restraints ensure the desired result is achieved for the Maintenance Log/Recording Requirements process?

YES **If no, explain:**
 NO

3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Maintenance Log/Recording Requirements process?

YES **If no, explain:**
 NO

4. Does the air carrier have the resources to support the checks and restraints for the Maintenance Log/Recording Requirements process?

YES **If no, explain:**
 NO

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1.2.3 Maintenance Log/Recording Requirements

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process.
2. Discuss the Maintenance Log/Recording Requirements process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process include the following process measurements?

2.1 The Air Carrier conducts audits to ensure mechanical irregularities are recorded upon their discovery

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

2.2 The Air Carrier audits logbook entries to verify the entries are made in accordance with procedures established in the Manual.

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

2.3 The Air Carrier audits aircraft to ensure the availability of logbooks.

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 Maintenance Log/Recording Requirements process?

YES **If no, explain:**
 NO

8. Does the air carrier have the resources to support the process measurement for the Maintenance Log/Recording Requirements process?

YES **If no, explain:**
 NO

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1.2.3 Maintenance Log/Recording Requirements

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process.
2. Discuss the Maintenance Log/Recording Requirements process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Maintenance Log/Recording Requirements 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 Maintenance Log/Recording Requirements process:

<i>1.1 Aircraft Airworthiness Requirements (Element 1.1.1)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.2 Appropriate Operational Equipment (Element 1.1.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.3 Major Repairs and Alterations (Element 1.2.2)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.4 MIS Reports (Element 1.2.4)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.5 MRR (Element 1.2.5)</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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1.2.3 Maintenance Log/Recording Requirements		
SECTION 6 – INTERFACES ATTRIBUTE		
1.6 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 RII (Element 1.3.4)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.8 MEL/CDL/Main Maintenance Base (Element 1.3.5)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.9 AD Management (Element 1.3.6)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.10 CAS (Element 1.3.11)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.11 Reliability Program (Element 1.3.15)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 <Deleted>		
1.13 Maintenance Training Program (Element 4.2.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14 Line Station Servicing and Maintenance (Element 5.1.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.15 Director of Maintenance (Element 7.1.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.16 Chief Inspector (Element 7.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.18 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

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1.2.3 Maintenance Log/Recording Requirements

SECTION 6 – INTERFACES ATTRIBUTE

<p>1.19 (Manual) Distribution (Element 2.1.3)</p>	<p><input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>
<p>1.20 (Manual) Availability (Element 2.1.4)</p>	<p><input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>
<p>2. List any additional interfaces identified:</p>	
<p>3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>4. Are there controls to ensure that interfaces occur?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>5. Are the interfaces between the Maintenance Log/Recording Requirements process and other processes treated consistently in the Manual(s)?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>