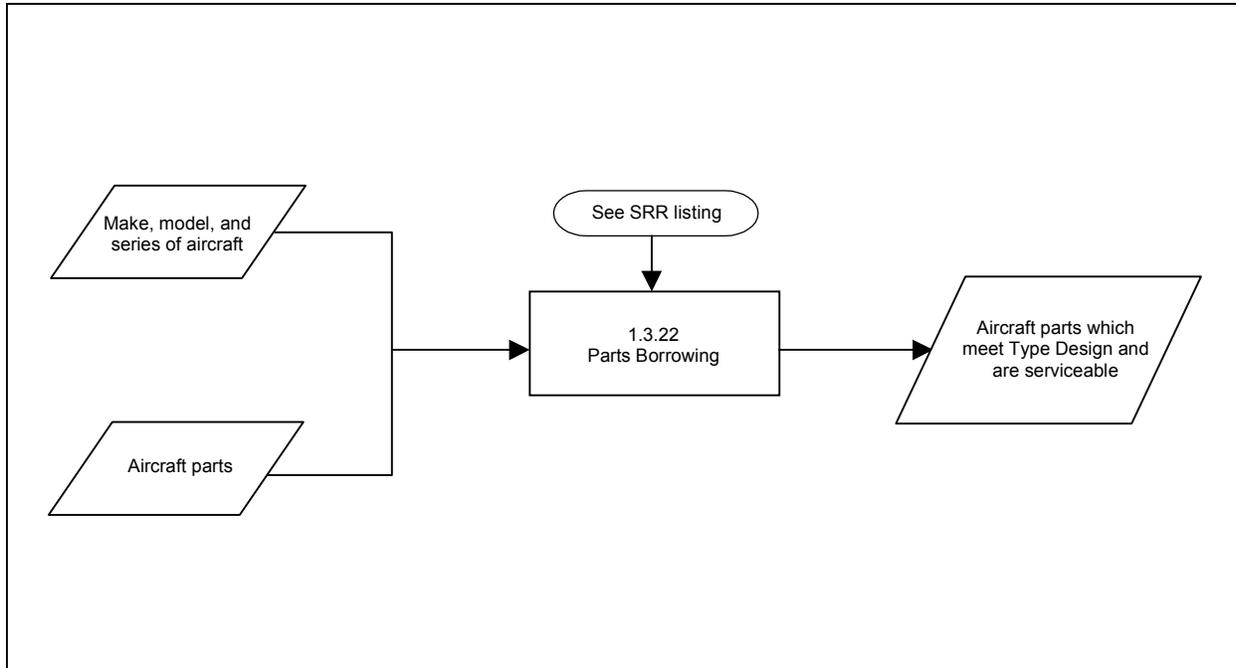


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 1.3.22 Parts Borrowing

**Purpose of this Element** (Air Carrier's responsibility): To ensure the Air Carrier borrows parts from other Air Carriers in accordance with its policies and procedures as specified in Operation Specifications D083.

**Objective** (FAA responsibility):

To determine if the air carrier's Parts Borrowing process includes safety attributes.

**Inputs:**

- Make, Model, and Series of Aircraft
- Aircraft Parts

**Outputs:**

- Aircraft parts which meet Type Design and are serviceable

**Performance Measures:**

- The Air Carrier meets the requirements of the Operations Specifications for Parts Borrowing.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

There are no applicable SRRs.

## **Other CFRs and/or FAA Guidance:**

- 14 CFR 121.363 (a) Responsibility for airworthiness
- 14 CFR 121.367 (c) Maintenance, preventive maintenance, and alterations programs
- HBAW 96-05C “Air Carrier Operations Specifications Authorization to Make Arrangements with Other Organizations to Perform Substantial Maintenance”
- Operations Specifications Paragraph D083
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit)

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

There are no applicable SRRs.

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.22 Parts Borrowing

### 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 Parts Borrowing process.

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

1. Identify the person who is responsible for the quality of the Parts Borrowing 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 Parts Borrowing process with the person.

*To meet this objective, the inspector will answer the following questions:*

1. Is there a clearly identifiable person who is answerable for the quality of the Parts Borrowing 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 Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Parts Borrowing 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 Parts Borrowing 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 Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.22 Parts Borrowing

### 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 Parts Borrowing 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 Parts Borrowing 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 Parts Borrowing process with the person.

*To meet this objective, the inspector will answer the following questions:*

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Parts Borrowing 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 Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Parts Borrowing 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 Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Parts Borrowing process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.22 Parts Borrowing

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the Parts Borrowing process.

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

1. Review the documented instructions and information related to the Parts Borrowing 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 Parts Borrowing process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Parts Borrowing process to gain an understanding of the procedures.

*To meet this objective, the inspector will answer the following questions:*

1. Do written procedures exist to achieve the desired result of the Parts Borrowing process:

*1.1 Do written procedures describe detailed instructions and information for parts borrowing?*

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

*1.2 Do written procedures require the Air Carrier to use parts that meet the Type Design and are serviceable?*

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

2. Do the procedures identify: who, what, where, when and how?

- YES    **If no, explain:**  
 NO

3. Are the procedures in compliance with the CFR(s)? (e.g., 14 CFR 119.5(l) , 121.153 (a) (2), 43.13(c))

- YES    **If no, explain:**  
 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)?

- YES    **If no, explain:**  
 NO

5. Does the air carrier have the resources to support the written procedures for the Parts Borrowing process?

- YES    **If no, explain:**  
 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).

- YES    **If no, explain:**  
 NO  
 N/A, **No alternate procedures exist for this element**

7. Are the procedures published in different manuals relating to the Parts Borrowing process consistent?

- YES    **If no, explain:**  
 NO

8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Parts Borrowing process?

- YES    **If no, explain:**  
 NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.22 Parts Borrowing

### SECTION 4 – CONTROL ATTRIBUTE

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

*To meet this objective, the inspector will answer the following questions:*

1. Are the following checks and restraints built into the Parts Borrowing process:

*1.1 Does the Air Carrier have Operations Specifications authorizing parts borrowing?*

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

*1.2 Does the Air Carrier require that borrowed parts be installed and removed within the limitations of Operations Specifications Paragraph D083?*

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

2. Do the checks and restraints ensure the desired result is achieved for the Parts Borrowing 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 Parts Borrowing process?

- YES    **If no, explain:**  
 NO

4. Does the air carrier have the resources to support the checks and restraints for the Parts Borrowing process?

- YES    **If no, explain:**  
 NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.22 Parts Borrowing

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses its Parts Borrowing 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 Parts Borrowing process.
2. Discuss the Parts Borrowing process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Parts Borrowing process to gain an understanding of the process measures.

*To meet this objective, the inspector will answer the following questions:*

1. <Deleted>

2. Does the air carrier's Parts Borrowing process include the following process measurements?

2.1 *The Air Carrier audits the parts borrowing program to ensure that it complies with the provision of the Operations Specifications Paragraph D083.*

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

2.2 *The Air Carrier ensures that parts borrowed and installed in the aircraft are properly certificated and airworthy.*

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 Parts Borrowing process?

YES    **If no, explain:**  
 NO

8. Does the air carrier have the resources to support the process measurement for the Parts Borrowing process?

YES    **If no, explain:**  
 NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.22 Parts Borrowing

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the Parts Borrowing 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 Parts Borrowing process.
2. Discuss the Parts Borrowing process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Parts Borrowing process to gain an understanding of the interfaces.

*To meet this objective, the inspector will answer the following questions:*

1. Are the following interfaces identified for the Parts Borrowing process:

1.1 Aircraft Airworthiness Requirements (Element 1.1.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Appropriate Operational Equipment (Element 1.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Airworthiness Release or Log Book Entry (Element 1.2.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Maintenance Log/Recording Requirements (Element 1.2.3)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 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:
1.6 Inspection Program (Element 1.3.2)	<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 Outsource Organization (Element 1.3.7)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.9 Parts/Material Control/SUP (Element 1.3.10)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.22 Parts Borrowing

### SECTION 6 – INTERFACES ATTRIBUTE

1.10 Continuous Analysis and Surveillance (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 GMM/Equivalent (Element 1.3.14)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 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:
1.13 RII Training Requirements (Element 4.2.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14 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:
1.15 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:
1.16 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:
1.17 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:
1.18 Manual Distribution (Element 2.1.3)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.19 Manual Distribution (Element 2.1.3)	<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 Parts Borrowing process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain: