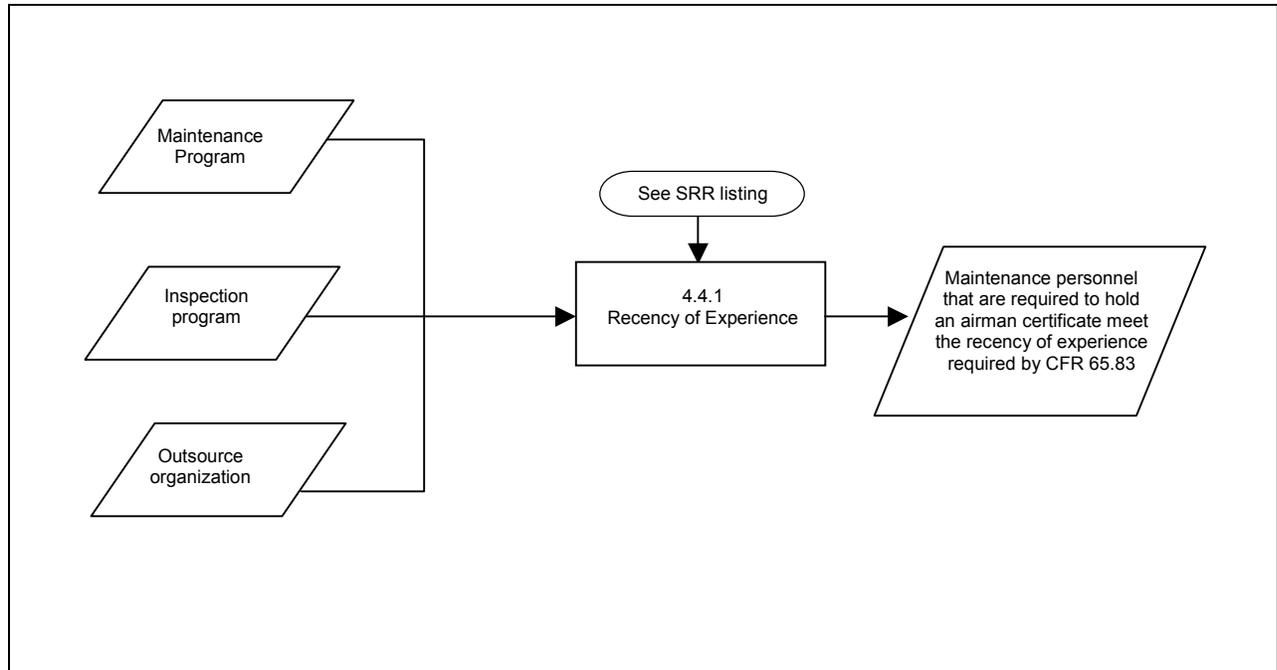


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 4.4.1 Recency of Experience

**Purpose of this Element** (Air Carrier's responsibility):

To ensure certificated maintenance technicians meet recency of experience requirements.

**Objective** (FAA responsibility):

To determine if the air carrier's Recency of Experience process includes safety attributes.

**Inputs:**

- Maintenance Program
- Inspection Program
- Outsource Organization

**Outputs:**

- Maintenance personnel that are required to hold an airman certificate meet the recency of experience required by CFR 65.83

**Performance Measures:**

- The Air Carrier monitors the recency of experience for certificated personnel (including maintenance providers).

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 65.83 Recent experience requirements.

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

(None)

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

<b>SRR</b>	<b>Intent</b>	<b>Inspectors</b>
65.83	To ensure maintenance personnel that are required to hold an airman's certificate have been actively engaged in maintenance practices requiring that certificate.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>

# Safety Attribute Inspection (SAI) Job Aid

## 4.4.1 Recency of Experience

### **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 Recency of Experience process.

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

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

# Safety Attribute Inspection (SAI) Job Aid

## 4.4.1 Recency of Experience

### **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 Recency of Experience 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 Recency of Experience 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 Recency of Experience 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 Recency of Experience process?	<input type="checkbox"/> YES <b>If yes, provide the name:</b>
	<input type="checkbox"/> NO <b>If no, explain:</b>
2. Does the person understand the procedures associated with the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
3. Does the person understand the controls associated with the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
10. Does the person know who has the responsibility for the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.4.1 Recency of Experience

### **SECTION 3 – PROCEDURES ATTRIBUTE**

**Objective:** To determine if the air carrier has documented procedures for accomplishing the Recency of Experience process.

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

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

<i>1.1 Do written procedures verify the recentness of certified maintenance personnel's experience(including maintenance providers)? [SRR 65.83]</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.2 Do written procedures establish standards for the recentness of experience(including maintenance providers)? [SRR 65.83]</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES <b>If no, explain:</b> <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 <b>If no, explain:</b> <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b> <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 <b>If no, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A, <b>No alternate procedures exist for this element</b>
7. Are the procedures published in different manuals relating to the Recency of Experience process consistent?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.4.1 Recency of Experience

### SECTION 4 – CONTROL ATTRIBUTE

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

<i>1.1 Does the Air Carrier use only certified personnel who meet the recency of experience requirement (including maintenance providers)? [SRR 65.83]</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.2 Does the Air Carrier have a standard for the recency of experience (including maintenance providers)? [SRR 65.83]</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the checks and restraints ensure the desired result is achieved for the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b> <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 Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.4.1 Recency of Experience

### **SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE**

**Objective:** To determine if the air carrier measures and assesses its process for the Recency of Experience 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 Recency of Experience process.
2. Discuss the Recency of Experience process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Recency of Experience 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 Recency of Experience process include the following process measurements?

<i>2.1 The Air Carrier audits the recentness of experience for certified personnel (including maintenance providers)?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
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3. Does the air carrier document their process measurement methods and results?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
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4. Are the air carrier's process measurement methods effective?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
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5. Does the air carrier use their process measurement results to improve their programs?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
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6. Are the process measurement results accessible to the FAA?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
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7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
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8. Does the air carrier have the resources to support the process measurement for the Recency of Experience process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
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# Safety Attribute Inspection (SAI) Job Aid

## 4.4.1 Recency of Experience

### SECTION 6 – INTERFACES ATTRIBUTE

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

1.1 Airworthiness Release (Element 1.2.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
1.2 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
1.3 Inspection Program (Element 1.3.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
1.4 RII (Element 1.3.4)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
1.5 Outsource Organization (Element 1.3.7)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
1.6 CAS (Element 1.3.11)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
1.7 GMM (Element 1.3.14)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
1.8 Maintenance Certificate Requirements (Element 4.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>

# Safety Attribute Inspection (SAI) Job Aid

## 4.4.1 Recency of Experience

### SECTION 6 – INTERFACES ATTRIBUTE

1.9 Line Stations (Element 5.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.10 Director of Maintenance (Element 7.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 Chief Inspector (Element 7.1.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Director of Safety (Element 7.1.3)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 (Manual) Currency (Element 2.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.15 (Manual) Distribution (Element 2.1.3)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.16 (Manual) Availability (Element 2.1.4)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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    If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Recency of Experience process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO