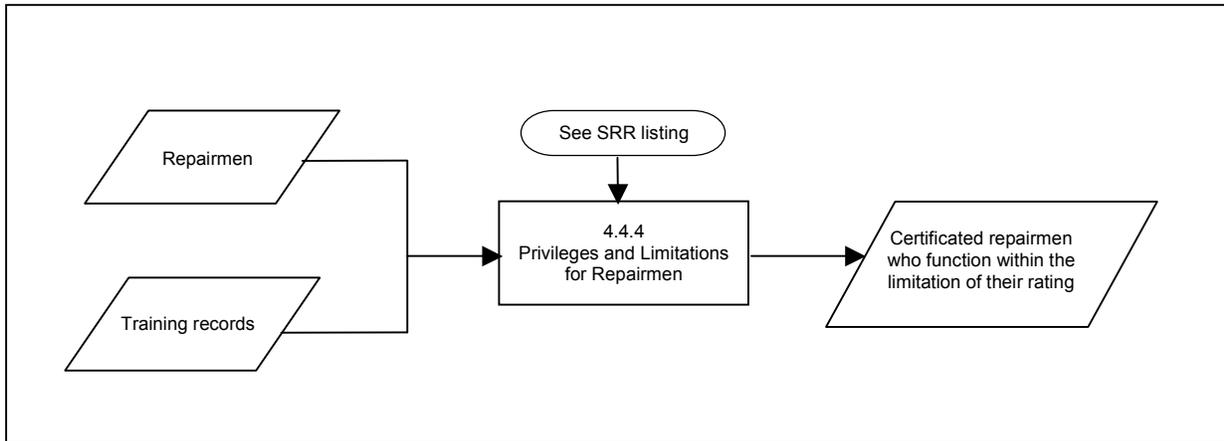


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 4.4.4 Privileges and Limitations for Repairmen

Purpose of this Element (Air Carrier's responsibility): To ensure that certificated repairmen function within the limitations of their rating.

Objective (FAA responsibility): To determine if the air carrier's Privileges and Limitations for Repairmen process includes safety attributes.

Inputs:

- Repairmen
- Training Records

Outputs:

- Certificated repairmen who function within the limitation of their rating

Performance Measures:

- The Air Carrier creates and maintains a list of all repairmen including their limitations.
- The Air Carrier uses certificated repairmen to supervise maintenance, preventative maintenance, and alterations of the aircraft and aircraft components within the limitations of their rating.

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SRR:

- 65.103(b) Repairman certificate: Privileges and limitations.

Other CFRs and/or FAA Guidance:

- FAA Order 8300.10, Vol. 2, Chap. 24 “Certificate Repairmen/Added Privileges”
- FAA Order 8300.10, Vol. 3, Chap. 17 “Monitor Certificated Airframe and/or Powerplant Mechanic, Repairman, Parachute Rigger, and Inspection Authorization Holder”

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SRR SPECIFIC INFORMATION

| SRR | Intent | Inspectors |
|-------------------|--|---|
| 65.103 (b) | To prohibit a certificated repairman from performing or supervising duties under the repairman certificate unless she/he understands the current instructions of the Manual and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned. | <i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i> |

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4.4.4 Privileges and Limitations for Repairmen

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 Privileges and Limitations for Repairmen process.

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

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

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4.4.4 Privileges and Limitations for Repairmen

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

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4.4.4 Privileges and Limitations for Repairmen

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Privileges and Limitations for Repairmen process.

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

1. Review the documented instructions and information related to the Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen process:

| | |
|---|---|
| <i>1.1 Do written procedures exist which require the Air Carrier to use the list of repairmen including their privileges and limitations? [SRR 65.103(b)]</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
|---|---|

| | |
|--|---|
| <i>1.2 Do written procedures require repairmen to surrender/amend their certificate when changing duties/responsibilities? [SRR 65.103(b)]</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
|--|---|

| | |
|---|---|
| <i>1.3 Do written procedures limit the responsibilities and authority of repairmen? [SRR 65.103(b)]</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
|---|---|

| | |
|--|--|
| 2. Do the procedures identify: who, what, where, when and how? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |
|--|--|

| | |
|--|--|
| 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 Privileges and Limitations for Repairmen 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 |
|--|---|

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4.4.4 Privileges and Limitations for Repairmen

SECTION 3 – PROCEDURES ATTRIBUTE

| | |
|---|--|
| 7. Are the procedures published in different manuals relating to the Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen process? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |

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4.4.4 Privileges and Limitations for Repairmen

SECTION 4 – CONTROL ATTRIBUTE

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

1.1 Does the Air Carrier have and maintain a list of repairmen that specifies their privileges and limitations? [SRR 65.103(b)]

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

2. Do the checks and restraints ensure the desired result is achieved for the Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen process?

YES **If no, explain:**
 NO

4. Does the air carrier have the resources to support the checks and restraints for the Privileges and Limitations for Repairmen process?

YES **If no, explain:**
 NO

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4.4.4 Privileges and Limitations for Repairmen

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

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

2.1 Does the Air Carrier audit the maintenance, preventative maintenance, and alterations of aircraft and aircraft components to ensure that repairmen function within the limitations of their certificates.

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 Privileges and Limitations for Repairmen process?

YES **If no, explain:**
 NO

8. Does the air carrier have the resources to support the process measurement for the Privileges and Limitations for Repairmen process?

YES **If no, explain:**
 NO

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4.4.4 Privileges and Limitations for Repairmen

SECTION 6 – INTERFACES ATTRIBUTE

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

| | |
|--|---|
| <i>1.1 Airworthiness Release or Log Book Entry (Element 1.2.1)</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <i>1.2 Maintenance Log/Recording Requirements (Element 1.2.3)</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <i>1.3 Maintenance Program (Element 1.3.1)</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <i>1.4 Inspection Program (Element 1.3.2)</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <i>1.5 RII (Element 1.3.4)</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <i>1.6 Outsource Organization (Element 1.3.7)</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <i>1.7 CAS (Element 1.3.11)</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <i>1.8 Other Programs Approved by Operations Specifications</i> | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |

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4.4.4 Privileges and Limitations for Repairmen

SECTION 6 – INTERFACES ATTRIBUTE

| | |
|---|---|
| 1.9 RII Personnel (Element 4.1.1) | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| 1.10 Maintenance Certificate Requirements (Element 4.1.2) | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| 1.11 Recency of Experience (Element 4.4.1) | <input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| 1.12 Display of Certificate (Element 4.4.2) | <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 |
| 1.17 Supplemental Ops Manual Requirements (Element 2.1.5) | <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 Privileges and Limitations for Repairmen process and other processes treated consistently in the Manual(s)? | <input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO |