

**Safety Attribute Inspection (SAI) Data Collection Tool
1.3.8 Control of Calibrated Tools and Test Equipment (AW)**

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To provide an inspection program and a program covering other maintenance, preventive maintenance and alterations that includes procedures, standards, and limits necessary for the periodic inspection and calibration of precision tools, measuring devices and test equipment.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder's Control of Calibrated Tools and Test Equipment program meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Control of Calibrated Tools and Test Equipment program incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Control of Calibrated Tools and Test Equipment program.

Specific Instructions:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.367
 - 121.369(b)(5)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
 - 121.135(b)(16)
 - 43.13(a)

- FAA Policy/Guidance:
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SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

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

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Control of Calibrated Tools and Test Equipment program.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Control of Calibrated Tools and Test Equipment program.

Questions

To meet this objective, the inspector must answer the following questions:

- 1 Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for a Control of Calibrated Tools and Test Equipment program:
 - 1.1 Does the Certificate Holder's manual contain general policies for the Control of Calibrated Tools and Test Equipment program that comply with the specific regulatory requirements?
SRRs: 121.135(b)(1); 121.369(b)(5)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI?
SRRs: 121.135(b)(3)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Control of Calibrated Tools and Test Equipment program?
SRRs: 121.135(b)(2)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Control of Calibrated Tools and Test Equipment program?
SRRs: 121.135(a)(1)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 1.5 Do the Certificate Holder's inspection program and the program covering other maintenance, preventive maintenance and alterations contain procedures necessary for:
SRRs: 121.369(b)(5); 121.367

<p>1.5.1 The periodic inspection of precision tools? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain procedures necessary for periodic inspection of precision tools. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 1.3.1-aw; 5.1.1-aw; 2.1.1-aw; 1.3.2-aw; 1.3.7-aw; 4.2.1-aw; 2.1.2-aw; 1.3.14-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.2 The periodic inspection of measuring devices? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain procedures necessary for periodic inspection of measuring devices. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.1-aw; 1.3.2-aw; 1.3.14-aw; 2.1.2-aw; 2.1.1-aw; 4.2.1-aw; 2.1.2-op; 5.1.1-aw; 1.3.7-aw; 2.1.1-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.3 The periodic inspection of test equipment? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain procedures necessary for periodic inspection of test equipment. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 2.1.2-aw; 2.1.1-aw; 4.2.1-aw; 1.3.7-aw; 1.3.14-aw; 5.1.1-aw; 2.1.1-op; 2.1.2-op; 1.3.2-aw; 1.3.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.4 The periodic calibration of precision tools? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain procedures necessary for calibration of precision tools. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.7-aw; 1.3.1-aw; 5.1.1-aw; 2.1.1-op; 2.1.2-op; 4.2.1-aw; 1.3.2-aw; 1.3.14-aw; 2.1.2-aw; 2.1.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.5 The periodic calibration of measuring devices? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain procedures necessary for calibration of measuring devices. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.1-aw; 1.3.2-aw; 1.3.14-aw; 5.1.1-aw; 2.1.1-op; 2.1.2-op; 4.2.1-aw; 1.3.7-aw; 2.1.2-aw; 2.1.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.5.6 The periodic calibration of test equipment? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain procedures necessary for calibration of test equipment. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 4.2.1-aw; 1.3.14-aw; 2.1.2-aw; 2.1.1-aw; 1.3.1-aw; 1.3.2-aw; 2.1.1-op; 1.3.7-aw; 2.1.2-op; 5.1.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Does the Certificate Holder's manual contain procedures that include: SRRs: 121.369(b)(5)</p>	
<p>1.6.1 A means to identify and control each inspected precision tool, measuring device, and piece of test equipment used for establishing the basis of product acceptance or for making a finding of airworthiness (approval for return to service)? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.2 A means to identify and control each calibrated precision tool, measuring device, and piece of test equipment used for establishing the basis of product acceptance or for making a finding of airworthiness (approval for return to service)? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.3 The specific periodic inspection and calibration intervals for each precision tool, measuring device, and piece of test equipment? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.4 A method of informing each user of a precision tool, measuring device, and piece of test equipment of its current inspection or calibration status? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.5 Definitions used in the Control of Calibrated Tools and Test Equipment program (i.e., standard, working standard, primary standard, etc.)? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.6 The inspection and calibration of precision tools, measuring devcies, and test equipment not owned by the Certificate Holder? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.7 A method of recalling or removing from service any precision tool, measuring device, or piece of test equipment (including any primary or secondary standard) that has exceeded its inspection and calibration interval; has broken inspection and calibration seals; is suspected to be malfunctioning; or is determined to be unreliable? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.8 A method of determining that the standards of another country have been approved by the Administrator when foreign-manufactured precision tools, measuring devices, and test equipment are to be used? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.9 Documenting and evaluating the adequacy of each equivalent precision tool, measuring device, and each piece of test equipment? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.6.10 The storage, handling, and transporting of precision tools, measuring devices and test equipment? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.11 A method of documenting (i.e., test reports, inspection/calibration reports, or certificates) the inspections or calibrations performed on precision tools, measuring devices and test equipment? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.12 A description of minimum information that must be identified within the document (i.e., test reports, inspection/calibration reports, or certificates) that will allow the Certificate Holder and user to determine if the precision tool, measuring device, or piece of test equipment to be used is appropriate for forming the basis of product acceptance or for making a finding of airworthiness (approval for return to service)? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.13 Environmental controls and conditions? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.14 The calibration methods, conditions, reporting requirements, and the identification of precision tools, measuring devices and test equipment that have received limited calibrations? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.15 Traceability directly or indirectly to the National Institute of Standards and Technology (NIST) or the manufacturer's standards? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7 Do the Certificate Holder's inspection program and the program covering other maintenance, preventive maintenance, and alterations contain standards necessary for: SRRs: 121.369(b)(5); 121.367	
1.7.1 The periodic inspection of precision tools? SRRs: 121.369(b)(5) <i>Related Design JTI's:</i> 1. The Certificate Holder's manual must contain standards necessary for periodic inspection of precision tools. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.1-aw; 1.3.2-aw; 1.3.14-aw; 5.1.1-aw; 2.1.1-aw; 2.1.2-aw; 4.2.1-aw; 2.1.2-op; 2.1.1-op; 1.3.7-aw	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.2 The periodic inspection of measuring devices? SRRs: 121.369(b)(5) <i>Related Design JTI's:</i> 1. The Certificate Holder's manual must contain standards necessary for periodic inspection of measuring devices. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 2.1.2-aw; 2.1.1-aw; 1.3.7-aw; 4.2.1-aw; 2.1.2-op; 1.3.14-aw; 5.1.1-aw; 2.1.1-op; 1.3.1-aw; 1.3.2-aw	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.7.3 The periodic inspection of test equipment? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain standards necessary for periodic inspection of test equipment. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 5.1.1-aw; 2.1.1-op; 2.1.2-op; 4.2.1-aw; 1.3.7-aw; 1.3.2-aw; 1.3.1-aw; 2.1.2-aw; 1.3.14-aw; 2.1.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.7.4 The periodic calibration of precision tools? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain standards necessary for calibration of precision tools. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.1-aw; 5.1.1-aw; 1.3.2-aw; 1.3.14-aw; 2.1.1-op; 2.1.2-op; 4.2.1-aw; 1.3.7-aw; 2.1.2-aw; 2.1.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.7.5 The periodic calibration of measuring devices? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain standards necessary for calibration of measuring devises. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 4.2.1-aw; 1.3.14-aw; 2.1.2-aw; 2.1.1-aw; 1.3.7-aw; 5.1.1-aw; 1.3.2-aw; 1.3.1-aw; 2.1.1-op; 2.1.2-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.7.6 The periodic calibration of test equipment? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain standards necessary for calibration of test equipment. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.7-aw; 2.1.2-aw; 2.1.1-aw; 1.3.2-aw; 5.1.1-aw; 1.3.1-aw; 2.1.1-op; 2.1.2-op; 1.3.14-aw; 4.2.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8 Do the Certificate Holder's inspection program and the program covering other maintenance, preventive maintenance, and alterations contain limits necessary for: SRRs: 121.369(b)(5); 121.367</p>	
<p>1.8.1 The periodic inspection of precision tools? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain limits necessary for periodic inspection of precision tools <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 2.1.1-aw; 2.1.2-aw; 4.2.1-aw; 1.3.7-aw; 1.3.14-aw; 2.1.1-op; 2.1.2-op; 1.3.1-aw; 1.3.2-aw;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

5.1.1-aw	
<p>1.8.2 The periodic inspection of measuring devices? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain limits necessary for periodic inspection of measuring devices. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 2.1.2-op; 5.1.1-aw; 1.3.7-aw; 2.1.1-op; 1.3.2-aw; 1.3.1-aw; 1.3.14-aw; 2.1.2-aw; 2.1.1-aw; 4.2.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8.3 The periodic inspection of test equipment? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain limits necessary for periodic inspection of test equipment. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.1-aw; 5.1.1-aw; 1.3.14-aw; 2.1.1-op; 4.2.1-aw; 2.1.2-op; 1.3.2-aw; 2.1.1-aw; 2.1.2-aw; 1.3.7-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8.4 The periodic calibration of precision tools? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain limits necessary for calibration of precision tools. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 4.2.1-aw; 1.3.14-aw; 2.1.1-aw; 2.1.2-aw; 1.3.1-aw; 1.3.2-aw; 5.1.1-aw; 2.1.1-op; 1.3.7-aw; 2.1.2-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8.5 The periodic calibration of measuring devices? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain limits necessary for calibration of measuring devices. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.7-aw; 2.1.2-aw; 2.1.1-aw; 1.3.2-aw; 5.1.1-aw; 1.3.1-aw; 2.1.1-op; 1.3.14-aw; 2.1.2-op; 4.2.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.8.6 The periodic calibration of test equipment? SRRs: 121.369(b)(5)</p> <p><i>Related Design JTI's:</i></p> <p>1. The Certificate Holder's manual must contain limits necessary for calibration of test equipment. <i>Sources:</i> 121.369(b)(5) <i>Interfaces:</i> 1.3.2-aw; 5.1.1-aw; 1.3.1-aw; 1.3.7-aw; 2.1.2-op; 2.1.1-op; 4.2.1-aw; 1.3.14-aw; 2.1.2-aw; 2.1.1-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.9 Does the Certificate Holder's Control of Calibrated Tools and Test Equipment program comply with the related requirements of 14 CFR Section 43.13 and 14 CFR Section 121.135? Related CFRs: 121.135(b)(16); 43.13(a)</p> <p><i>Related Design JTI's:</i></p> <ol style="list-style-type: none"> 1. The Certificate Holder's manual has instructions and procedures assuring that each person who performs maintenance on aircraft shall use tools, equipment and test apparatus necessary to assure completion of the work in accordance with accepted industry practices. <i>Sources:</i> 43.13(a); 121.135(b)(16) <i>Interfaces:</i> 2.1.2-op; 5.1.1-aw; 2.1.1-op; 1.3.7-aw; 1.3.2-aw; 1.3.1-aw; 2.1.1-aw; 2.1.2-aw; 1.3.14-aw; 4.2.1-aw 2. The Certificate Holder's manual has instructions and procedures assuring that each person performing maintenance on an appliance shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices. <i>Sources:</i> 43.13(a); 121.135(b)(16) <i>Interfaces:</i> 1.3.1-aw; 1.3.2-aw; 5.1.1-aw; 2.1.2-op; 1.3.7-aw; 2.1.1-op; 4.2.1-aw; 2.1.2-aw; 2.1.1-aw; 1.3.14-aw 3. The Certificate Holder's manual has instructions and procedures assuring that each person performing alterations on an appliance shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices. <i>Sources:</i> 43.13(a) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 1.3.7-aw; 5.1.1-aw; 1.3.2-aw; 1.3.14-aw; 1.3.1-aw; 2.1.1-aw; 2.1.2-aw; 4.2.1-aw 4. The Certificate Holder's manual has instructions assuring that each person performing preventive maintenance on an appliance shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices. <i>Sources:</i> 43.13(a); 121.135(b)(16) <i>Interfaces:</i> 1.3.7-aw; 2.1.1-aw; 2.1.2-aw; 1.3.2-aw; 1.3.1-aw; 1.3.14-aw; 2.1.1-op; 5.1.1-aw; 4.2.1-aw; 2.1.2-op 5. The Certificate Holder's manual has instructions and procedures assuring that each person who performs alterations on aircraft shall use tools, equipment and test apparatus necessary to assure completion of the work in accordance with accepted industry practices. <i>Sources:</i> 43.13(a) <i>Interfaces:</i> 1.3.1-aw; 5.1.1-aw; 2.1.2-op; 1.3.14-aw; 2.1.1-op; 4.2.1-aw; 1.3.2-aw; 2.1.2-aw; 2.1.1-aw; 1.3.7-aw 6. The Certificate Holder's manual has instructions and procedures assuring that each person performing preventive maintenance on aircraft shall use tools, equipment and test apparatus necessary to assure completion of the work in accordance with accepted industry 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> <p><input type="checkbox"/> Not Applicable</p>
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practices.

Sources: 43.13(a); 121.135(b)(16)

Interfaces: 4.2.1-aw; 2.1.1-aw; 1.3.14-aw; 2.1.2-aw; 1.3.1-aw; 5.1.1-aw; 1.3.2-aw; 1.3.7-aw; 2.1.1-op; 2.1.2-op

7. The Certificate Holder's manual has instructions and procedures assuring that each person performing maintenance on an engine shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices.
Sources: 43.13(a); 121.135(b)(16)
Interfaces: 1.3.7-aw; 2.1.2-aw; 2.1.1-aw; 1.3.1-aw; 5.1.1-aw; 1.3.2-aw; 2.1.2-op; 2.1.1-op; 1.3.14-aw; 4.2.1-aw
8. The Certificate Holder's manual has instructions and procedures assuring that each person performing alterations on an engine shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices.
Sources: 43.13(a)
Interfaces: 1.3.2-aw; 1.3.7-aw; 5.1.1-aw; 1.3.1-aw; 2.1.2-op; 2.1.1-op; 4.2.1-aw; 1.3.14-aw; 2.1.2-aw; 2.1.1-aw
9. The Certificate Holder's manual has instructions and procedures assuring that each person performing preventive maintenance on an engine shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices.
Sources: 43.13(a); 121.135(b)(16)
Interfaces: 1.3.2-aw; 1.3.1-aw; 1.3.14-aw; 5.1.1-aw; 2.1.1-aw; 2.1.2-aw; 4.2.1-aw; 1.3.7-aw; 2.1.1-op; 2.1.2-op
10. The Certificate Holder's manual has instructions and procedures assuring that each person performing maintenance on an propeller shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices.
Sources: 43.13(a); 121.135(b)(16)
Interfaces: 2.1.1-aw; 2.1.2-aw; 1.3.7-aw; 4.2.1-aw; 1.3.14-aw; 2.1.1-op; 2.1.2-op; 5.1.1-aw; 1.3.1-aw; 1.3.2-aw
11. The Certificate Holder's manual has instructions and procedures assuring that each person performing alterations on an propeller shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices.
Sources: 43.13(a)
Interfaces: 1.3.14-aw; 2.1.2-op; 5.1.1-aw; 2.1.1-op; 1.3.2-aw; 1.3.1-aw; 2.1.2-aw; 2.1.1-aw; 4.2.1-aw; 1.3.7-aw
12. The Certificate Holder's manual has instructions and procedures assuring that each person performing preventive maintenance on an propeller shall use the tools, equipment, and test apparatus necessary to assure completion of the work in accordance with accepted industry practices.
Sources: 43.13(a); 121.135(b)(16)

<i>Interfaces:</i> 1.3.7-aw; 2.1.1-aw; 2.1.2-aw; 1.3.1-aw; 1.3.2-aw; 2.1.1-op; 2.1.2-op; 5.1.1-aw; 1.3.14-aw; 4.2.1-aw	
1.10 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu
1. No procedures, policy, instructions or information specified.
2. Procedures or instructions and information do not identify (who, what, when, where, how).
3. Procedures, policy or instructions and information do not comply with CFR.
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6. Procedures, policy or instructions and information unclear or incomplete.
7. Documentation quality (e.g., unreadable or illegible).
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).
11. Other.

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

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

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

- | | |
|--|--|
| 2 Are the following Controls built into the Control of Calibrated Tools and Test Equipment program: | |
| 2.1 Is there a control in place to ensure that users of precision tools, measuring devices, or test equipment are able to determine the current inspection or calibration status prior to their use? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 2.2 Is there a control in place to ensure that the Certificate Holder adequately monitors the Control of Calibrated Tools and Test Equipment program? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 2.3 Is there a control in place to ensure that the Certificate Holder's inspection and calibration standards for the Control of Calibrated Tools and Test Equipment program are proper and current? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 2.4 Is there a control in place to ensure that the Certificate Holder's manual for the Control of Calibrated Tools and Test Equipment program is current? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 2.5 Is there a control in place to ensure that personnel who perform inspections and calibrations of precision tools, measuring devices, and test equipment are properly trained? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 2.6 Is there a control in place to ensure that the Certificate Holder's frequency of inspections and calibration for precision tools, measuring devices, and test equipment is adequate? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 2.7 Is there a control in place to ensure that the records (i.e., test reports, inspection/calibration reports, or certificates) provide sufficient information to verify that the measurement standards used for inspections or calibrations of precision tools, measuring devices, and test equipment are traceable (directly or indirectly) to the National Institute of Standards and Technology (NIST) or the manufacturer's standards? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 2.8 Is there a control in place to ensure that the precision tools, measuring devices, and test equipment used for forming the basis of product acceptance or for making an airworthiness determination are within the | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |

inspection or calibration intervals?	
2.9 Is there a control in place to ensure that the calibration records of precision tools, measuring devices, and test equipment that have received limited calibrations and are used for forming the basis of product acceptance or for making an airworthiness determination are identified as limited calibrations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Is there a control in place to ensure that the users are able to determine prior to their use, that limited calibrations are performed on precision tools, measuring devices, or test equipment used for forming the basis of product acceptance or for making an airworthiness determination?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.11 Is there a control in place to ensure that the in service precision tools, measuring devices, and test equipment are within the inspection and calibration intervals specified in the Certificate Holder's Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Not Applicable
2.12 Is there a control in place to ensure that the standards of another country are approved by the Administrator for foreign-manufactured precision tools, measuring devices, and test equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.13 Is there a control in place to ensure that foreign-manufactured precision tools, measuring devices, and test equipment used for forming the basis of product acceptance or for making an airworthiness determination are in accordance with the Certificate Holder's design?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.14 Is there a control in place to ensure that the in service precision tools, measuring devices, and test equipment are within the inspection and calibration specifications in accordance with the Certificate Holder's Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.15 Is there a control in place to ensure that the environmental conditions and controls procedures are followed during the inspection and calibration of precision tools, measuring devices, and test equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.16 Is there a control in place to ensure that precision tools, measuring devices, and test equipment that are recalled or removed from service, are recalled or removed in accordance with the Certificate Holder's Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.17 Is there a control in place to ensure that equivalent precision tools, measuring devices, and test equipment used for when forming the basis of product acceptance or for making an airworthiness determination are in accordance with the Certificate Holder's design?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.18 Is there a control in place to ensure that the calibration records for equivalent precision tools, measuring devices, and test equipment reveal the same calibration standards and specifications that are used for forming the basis of product acceptance or for making an airworthiness determination as recommended by the equipment manufacturer of the aeronautical product?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.19 Is there a control in place to ensure that personally owned precision tools, measuring devices, and test equipment are used in accordance with the Certificate Holder's design?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.20 Is there a control in place to ensure that personally owned precision tools, measuring devices, and test equipment are under the Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<input type="checkbox"/> Not Applicable
2.21 Is there a control in place to ensure that the storage, handling and transporting of precision tools, measuring devices, and test equipment is performed in accordance with the Certificate Holder's program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.22 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu
1. No controls specified.
2. Documentation for the controls do not identify (who, what, when, where, how).
3. Controls incomplete.
4. Controls could be circumvented.
5. Controls could be unenforceable.
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

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

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

- 3 Does the Certificate Holder's Control of Calibrated Tools and Test Equipment program include the following process measurements:

3.1 Process measurements that would reveal if users of precision tools, measuring devices, or test equipment were not able to determine the current inspection or calibration status prior to their use?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal if the Certificate Holder failed to adequately monitor the Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal if the Certificate Holder's inspection and calibration standards for the Calibrated Tools and Test Equipment program were not proper and current?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process measurements that would reveal if the Certificate Holder's manual for the Calibrated Tools and Test Equipment program was not current?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal if personnel who performed inspections and calibrations of precision tools, measuring devices, and test equipment were not properly trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.6 Process measurements that would reveal if the Certificate Holder's frequency of inspections and calibration of precision tools, measuring devices, and test equipment is not adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.7 Process measurements that would reveal if the records (i.e., test reports, inspection/calibration reports, or certificates) failed to provide sufficient	<input type="checkbox"/> Yes

information to verify that the measurement standards used for inspections or calibrations of precision tools, measuring devices, and test equipment were traceable (directly or indirectly) to the National Institute of Standards and Technology (NIST) or the manufacturer's standards?	<input type="checkbox"/> No, Explain
3.8 Process measurements that would reveal if the precision tools, measuring devices, and test equipment used for forming the basis of product acceptance or for making an airworthiness determination were not within the inspection or calibration intervals?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.9 Process measurements that would reveal if the calibration records of precision tools, measuring devices, and test equipment that have received limited calibrations and are used for forming the basis of product acceptance or for making an airworthiness determination were not identified as limited calibrations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.10 Process measurements that would reveal if the users were unable to determine prior to their use, that limited calibrations were performed on precision tools, measuring devices, or test equipment used for forming the basis of product acceptance or for making an airworthiness determination?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.11 Process measurements that would reveal if the in service precision tools, measuring devices, and test equipment were not within the inspection and calibration intervals specified in the Certificate Holder's Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.12 Process measurements that would reveal if the standards of another country were not approved by the Administrator for foreign-manufactured precision tools, measuring devices, and test equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.13 Process measurements that would reveal if foreign-manufactured precision tools, measuring devices, and test equipment used for forming the basis of product acceptance or for making an airworthiness determination were not in accordance with the Certificate Holder's design?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.14 Process measurements that would reveal if the in service precision tools, measuring devices, and test equipment were within the inspection and calibration specifications in accordance with the Certificate Holder's Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.15 Process measurements that would reveal if the environmental conditions and controls procedures were not followed during the inspection and calibration of precision tools, measuring devices, and test equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.16 Process measurements that would reveal if the precision tools, measuring devices, and test equipment that were recalled or removed from service were not recalled or removed in accordance with the Certificate Holder's Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.17 Process measurements that would reveal if equivalent precision tools, measuring devices, and test equipment used when forming the basis of product acceptance or for making an airworthiness	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

determination were not in accordance with the Certificate Holder's design?	
3.18 Process measurements that would reveal if the calibration records for equivalent precision tools, measuring devices, and test equipment did not reveal the same calibration standards and specifications that are used for forming the basis of product acceptance or for making an airworthiness determination as recommended by the equipment manufacturer of the aeronautical product?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.19 Process measurement that would reveal if personally owned precision tools, measuring devices, and test equipment were not utilized in accordance with the Certificate Holder's design?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.20 Process measurements that would reveal if personally owned precision tools, measuring devices, and test equipment were not under the Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
3.21 Process measurements that would reveal if the storage, handling and transporting of precision tools, measuring devices, and test equipment was not performed in accordance with the Certificate Holder's program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.22 Does the Certificate Holder document its process measurements methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.23 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu
1. No process measurements specified.
2. Documentation for the process measurements does not identify (who, what, when, where, how).
3. Inability to identify negative findings.
4. No provisions for implementing corrective actions.
5. Ineffective follow-up to determine effectiveness of corrective actions.
6. Resources requirements (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

Tasks

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

- 1 Review the interfaces associated with the Control of Calibrated Tools and Test Equipment program that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED..

4. Does the Certificate Holder's manual:

- | | |
|---|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Control of Calibrated Tools and Test Equipment program? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 List any additional interfaces identified during the accomplishment of this SAI. | |

SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

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

- 1 Identify the person who has overall responsibility for the Control of Calibrated Tools and Test Equipment program.
- 2 Identify the person who has overall authority for the Control of Calibrated Tools and Test Equipment program.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

Questions

To meet this objective, the inspector must answer the following questions:

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Control of Calibrated Tools and Test Equipment program:
 - 5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Control of Calibrated Tools and Test Equipment program?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
 - 5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Control of Calibrated Tools and Test Equipment program?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
 - 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the Control of Calibrated Tools and Test Equipment program?
SRRs: 121.135(b)(2)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Control of Calibrated Tools and Test Equipment program?
SRRs: 121.135(a)(1)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Control of Calibrated Tools and Test Equipment program?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Control of Calibrated Tools and Test Equipment program?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain

5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Control of Calibrated Tools and Test Equipment program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.