

Element Performance Inspection (EPI) Data Collection Tool 1.3.17 Weight and Balance Program (AW)

ELEMENT SUMMARY INFORMATION

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

- To provide policy, methods, procedures, instructions and/or information in the manual which allows personnel concerned with the Weight and Balance Program to perform their duties and responsibilities to a high degree of safety.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Weight and Balance Program.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Weight and Balance Program.

Specific Instructions:

- Intentionally left blank.

Related EPI(s):

- 1.2.1 Airworthiness Release / Logbook Entry (AW)
- 1.3.1 Maintenance Program (AW)
- 1.3.14 General Maintenance Manual / Equivalent (AW)
- 1.3.2 Inspection Program (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.8 Control of Calibrated Tools and Test Equipment (AW)
- 1.3.9 Engineering / Major Repairs and Alterations (AW)
- 4.2.1 Maintenance Training Program (AW)
- 5.1.1 Line Stations (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 119.43(b)
 - 119.43(b)(1)

119.43(b)(2)
119.43(c)
119.49(a)(9)
119.49(b)(9)
121.135(a)(1)
121.135(b)(1)
121.135(b)(2)
121.135(b)(20)
121.135(b)(3)
121.153(b)
E096 Weight and Balance Control Procedures
E096(d)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:

- FAA Policy/Guidance:
FAA Order 8300.10, Volume 2, Chapter 73
FAA Order 8300.10, Volume 2, Chapter 74
AC-120-27C

EPI SECTION 1 – PERFORMANCE OBSERVABLES	
Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Weight and Balance Program.	
Tasks	
To meet this objective, the inspector must accomplish the following tasks:	
1	Review information listed in the Supplemental Information section of this data collection tool.
2	Review the policies, procedures, instructions and information for the Weight and Balance Program contained in the Certificate Holder's manual.
3	Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
4	Observe the Weight and Balance Program to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Weight and Balance Program with the personnel (other than management) who perform the duties and responsibilities required by the program.
Questions	
To meet this objective, the inspector must answer the following questions:	
1	Were the following Performance Measures met:
1.1	Did the Certificate Holder weigh its aircraft in accordance with its policies and procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2	Did the Certificate Holder weigh its aircraft using calibrated equipment that was traceable to a national standard? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the air carrier specified location that scales used to weigh aircraft are calibrated and traceable to a national standard in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13C AC 120–27C Paragraph 7 f • Check at the air carrier specified location that scales used to weigh aircraft are zeroed, and used in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13C AC 120–27C Paragraph 7 f • Check at the air carrier operated maintenance facility that scales used to weigh aircraft are zeroed, and used in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13C AC 120–27C Paragraph 7 f • Check at the contract maintenance facility that scales used to weigh aircraft are zeroed, and used in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13C AC 120–27C Paragraph 7 f • Check at the air carrier specified location that scales were periodically calibrated either by the manufacturer or in accordance with the civil 	

<p>authority for weights and measures having jurisdiction over the area in which the scales are used in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13C AC 120–27C Paragraph 7 f</p> <ul style="list-style-type: none"> • Check at the air carrier specified location by reviewing records that the testing frequency of scales has not been exceeded and should not be longer than 1 year unless the operator can should evidence that justifies a longer period between calibrations in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13C AC 120–27C Paragraph 7 f 	
<p>1.3 Did the Certificate Holder maintain complete and continuous weight and balance calculation records, which included the effects of repairs and alterations?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.4 Did the Certificate Holder have aircraft specific weight and balance information available for use by flight crews and dispatch?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the dispatch center that the dispatchers are using the approved weight and balance control system based on average, assumed, or estimated weight to comply with applicable airworthiness requirements and operating limitations in accordance with the certificate holder's design. <i>Sources:</i> 121.153(b) • Check at the dispatch center that the approved weight and balance control system was used based on average, assumed, or estimated weight to comply with applicable airworthiness requirements and operating limitations in accordance with the certificate holder's design. <i>Sources:</i> 121.153(b) • Check at the aircraft cockpit that aircraft do not exceed the authorized weight and balance limitations during all ground and flight operations in accordance with the certificate holder's design. <i>Sources:</i> 8300.10 Volume 2, Chapter 74, Section 1 Paragraph5B • Check at the dispatch center that the weight and balance program was amended to accommodate any leased aircraft that are intended to be maintained in accordance with the lessor's program in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 73, Section 1, Paragraph 7(8) 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.5 Did the Certificate Holder amend its Weight and Balance Program to accommodate leased aircraft?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the dispatch center that the weight and balance program was amended to accommodate any leased aircraft that are intended to be maintained in accordance with the lessor's program in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 73, Section 1, Paragraph 7(8) • 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>

<p>Check at the records repository that any leased aircraft under a short term lease arrangement have current weight and balance data in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 73, Section 2, Paragraph 5(A)4</p> <ul style="list-style-type: none"> • Check at the records repository that the weight and balance program was amended to accommodate any leased aircraft that are intended to be maintained in accordance with the lessor's program in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 73, Section 1, Paragraph 7(8) • Check at the FAA location that the weight and balance program was amended to accommodate any leased aircraft that are intended to be maintained in accordance with the lessor's program in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 73, Section 1, Paragraph 7(8) 	
<p>1.6 Did the contractor comply with the Certificate Holder's Weight and Balance Program?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the air carrier specified location that if a contractor is utilized to weigh items, the contractor complies with Certificate Holder's approved weight and balance control program, including calibration of scales in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 15 • Check at the contract maintenance facility that if a contractor is utilized to weigh items, the contractor complies with Certificate Holder's approved weight and balance control program, including calibration of scales in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 15 • Check at the air carrier specified location that if a contractor was utilized to weigh items, their records reflect compliance with the Certificate Holder's approved weight and balance control program, including calibration of scales in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 15 • Check at the contact maintenance facility that if a contractor was utilized to weigh items, their records reflect compliance with the Certificate Holder's approved weight and balance control program, including calibration of scales in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 15 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>
<p>1.7 Did the Certificate Holder maintain a current equipment list for each of its aircraft?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the air carrier specified location that all required items of installed equipment is check to be on the aircraft prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f • 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>Check at the air carrier specified location by observing an aircraft being weighed that all required items of installed equipment are checked for being on the aircraft prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f</p> <ul style="list-style-type: none"> • Check at the air carrier operated maintenance facility that all required items of installed equipment is check to be on the aircraft prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f • Check at the air carrier operated maintenance facility by observing an aircraft being weighed that all required items of installed equipment are checked for being on the aircraft prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f • Check at the outsource provider that all required items of installed equipment is check to be on the aircraft prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f • Check at the outsource provider by observing an aircraft being weighed that all required items of installed equipment are checked for being on the aircraft prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f • Check at the records repository that a detail list of the items comprising an aircraft's empty weight and operating weight can be provided for each aircraft in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 6 c • Check at the records repository that the weight and balance records for an aircraft reflect all alterations and changes to the weight and balance in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 15 	
<p>1.8 Did the Certificate Holder follow its pre-weighing instructions and requirements?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the air carrier specified location that aircraft fluids are properly accounted for prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f • Check at the air carrier specified location by observing an aircraft being weighed that aircraft fluids are being properly accounted for prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f • Check at the air carrier operated maintenance facility that aircraft fluids are properly accounted for prior to weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 f • Check at the air carrier operated maintenance facility by observing an aircraft being weighed that aircraft fluids are being properly accounted 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

for prior to weighing in accordance with the certificate holder's design.

Sources: AC 120–27C Paragraph 7 f

- Check at the outsource provider that aircraft fluids are properly accounted for prior to weighing in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the outsource provider by observing an aircraft being weighed that aircraft fluids are being properly accounted for prior to weighing in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the air carrier specified location that aircraft are being cleaned prior to weighing in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the air carrier specified location by observing an aircraft being weighed that the aircraft is being cleaned prior to weighing in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the air carrier operated maintenance facility that aircraft are being cleaned prior to weighing in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the air carrier operated maintenance facility by observing an aircraft being weighed that the aircraft is being cleaned prior to weighing in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the outsource provider that aircraft are being cleaned prior to weighing in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the outsource provider by observing an aircraft being weighed that the aircraft is being cleaned prior to weighing in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the air carrier specified location by observing an aircraft being weighed that the weighing takes place in an enclosed building in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the air carrier operated maintenance facility by observing an aircraft being weighed that the weighing is taking place in an enclosed building in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the outsource provider by observing an aircraft being weighed that the weighing is taking place in an enclosed building in accordance with the certificate holder's design.
Sources: AC 120–27C Paragraph 7 f
- Check at the air carrier operated maintenance facility that a designated person follows pre-weighing instructions and requirements in accordance with the certificate holder's design.
Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)
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Check at the contract maintenance facility that a designated person follows pre-weighing instructions and requirements in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the air carrier specified location that a designated person follows pre-weighing instructions and requirements in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the records repository that a current equipment list is maintained for each aircraft in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the air carrier operated maintenance facility that when weighing an aircraft the airplane weight, residual fluids, scale tare weights and type and serial number for each scale used is recorded in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the air carrier operated maintenance facility that when weighing an aircraft the airplane weight, residual fluids, scale tare weights and type and serial number for each scale used is recorded in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the contract maintenance facility that when weighing an aircraft the airplane weight, residual fluids, scale tare weights and type and serial number for each scale used is recorded in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the contract maintenance facility that when weighing an aircraft the airplane weight, residual fluids, scale tare weights and type and serial number for each scale used is recorded in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the air carrier specified location that when weighing an aircraft the airplane weight, residual fluids, scale tare weights and type and serial number for each scale used is recorded in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the air carrier specified location that when weighing an aircraft the airplane weight, residual fluids, scale tare weights and type and serial number for each scale used is recorded in accordance with the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

- Check at the aircraft that the designated person ensures that aircraft are configured in accordance with approved data and the certificate holder's design.

Sources: 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(8)

<p>1.9 Were personnel properly trained for the Certificate Holder's current Weight and Balance Program?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the training center after completing a review of the weight and balance records and recording the personnel that completed and signed for the weighing of the aircraft. Check that those personnel have been trained in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(6) • Check at the training center that records can be provided of those personnel who have completed training in weigh and balance and specifically, weighing an aircraft to establish weight and balance and CG of an aircraft in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 2, Paragraph 5B(7) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.10 Did the Certificate Holder's operations specifications, paragraph E096, properly reference its current Weight and Balance Program?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the FAA Location that the operations specifications, E096 paragraph d contains or makes reference to the current weight and balance program in accordance with the certificate holder's design. <i>Sources:</i> 119.49(a)(9); 119.49(b)(9); E096 Weight and Balance Control Procedures • Check at the FAA Location that the operations specifications, (E096 paragraph d) contains or makes reference to the current weight and balance program and identifies the aircraft concerned in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 17 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11 Did the Certificate Holder weigh and reweigh their aircraft at intervals specified in their approved Weight and Balance Program?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the records repository that aircraft are being periodically re-weighed and having its data reevaluated in accordance with the certificate holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 5B • Check at the records repository that aircraft were weighed at the intervals that were approved by the PMI in accordance with the Certificate Holder's design. <i>Sources:</i> 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13A(2) • Check at the records repository that reestablishment of fleet weights was conducted on a 3-year basis unless changes in aircraft configuration make it necessary to reweigh and/or recalculate CG sooner in accordance with the certificate holder's design. <i>Sources:</i> AC 120–27C Paragraph 7 b (3) • Check at the records repository that if using individual weights in computing the maximum certificated weight that if any periods between re-weighing exceed 36 months it is substantiated, and does not exceed 48 months in accordance with the certificate holder's design. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>Sources: AC 120–27C Paragraph 7 d</p>	
<p>1.12 Did the Certificate Holder properly rotate all aircraft when using periodic fleet weights to weigh their aircraft?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the records repository that aircraft operating under fleet weights meet established operating weight and CG position limits as authorized by OPSSPECS in accordance with the certificate holder's design. Sources: 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13B(1) • Check at the records repository that when determining fleet weights, the aircraft used in the fleet were the ones with the highest time since last being weighed in accordance with the certificate holder's design. Sources: AC 120–27C Paragraph 7 b (2) • Check at the records repository when periodically weighing aircraft using fleet weights the aircraft used are rotated so all aircraft in the fleet will be weighed periodically in accordance with the certificate holder's design. Sources: AC 120–27C Paragraph 7 e 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> <p><input type="checkbox"/> Not Applicable</p>
<p>1.13 When aircraft were added to the the fleet, did the Certificate Holder have an initial empty weight and CG established in accordance with their procedures?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the records repository that new aircraft have an initial empty weight and CG established in accordance with the certificate holder's design. Sources: AC120–27C Paragraph 7 c • Check at the records repository that aircraft transferred from one operator to another have an initial empty weight and CG established in accordance with the certificate holder's design. Sources: AC120–27C Paragraph 7 c • Check at the records repository that aircraft transferred, purchased or leased from an operator without an approved weight and balance program as an initial empty weight and CG established in accordance with the certificate holder's design. Sources: AC120–27C Paragraph 7 c • Check at the records repository that empty fleet weight was determined by averaging aircraft weights in accordance with the certificate holder's design Sources: 8300.10, Volume 2, Chapter 74, Section 1, Paragraph 13B(2) • Check at the records repository that after establishing the average empty weight and CG position, the eligible aircraft in that fleet had the necessary data computed in accordance with the certificate holder's design. Sources: AC 120–27C Paragraph 7 b (2) 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p> <p><input type="checkbox"/> Not Applicable</p>

<p>1.14 Did the Certificate Holder monitor/recalculate changes to the aircraft empty weight and CG?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> • Check at the air carrier specified location that changes to the aircraft individual or fleet empty weight and CG is monitored its data recalculated, if necessary, in accordance with the certificate holder's design. <i>Sources:</i> 8300.10 Volume 2, Chapter 74, Section 1 Paragraph5B • Check at the records repository that any aircraft that had an cumulative change to its the operating weight that exceeded plus or minus one-half of 1 percent of the maximum landing weight or the cumulative change in the CG position exceeded one-half of 1 percent of the mean aerodynamic chord (MAC), had the aircraft weight reestablished by computation or re-weighing in accordance with the certificate holder's design. <i>Sources:</i> AC120-27C Paragraph 7 c • Check at the air carrier specified location that any aircraft that has a planed cumulative change (e.g. Engineering Order, STC) to its the operating weight that exceeds plus or minus one-half of 1 percent of the maximum landing weight or the cumulative change in the CG position exceeding one-half of 1 percent of the mean aerodynamic chord (MAC), the plan includes reestablishing the aircraft weight by computation or re-weighing in accordance with the certificate holder's design. <i>Sources:</i> AC 120-27C ; Paragraph 7 a • Check at the records repository when periodically weighing aircraft using fleet weights the aircraft used are rotated so all aircraft in the fleet will be weighed periodically in accordance with the certificate holder's design. <i>Sources:</i> AC 120-27C Paragraph 7 e 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>2 Were the Certificate Holder's policies, procedures, instructions and information contained in its manual for the Weight and Balance Program followed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>3 Were the Weight and Balance Program controls followed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>4 Did the records for the Weight and Balance Program comply with the instructions provided in the Certificate Holder's manual?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>5 Were the process measurements for the Weight and Balance Program effective in identifying problems or potential problems and providing corrective action for them?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>6 Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu</i>
1. Personnel.
2. Tools and Equipment.
3. Technical Data.
4. Procedures, policies or instructions or information.
5. Materials.
6. Facilities.
7. Controls.
8. Process Measures.
9. Interfaces.
10. Desired Outcome.
11. Other.

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Weight and Balance Program is qualified, knowledgeable, and recognizes that responsibility and/or authority. (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 Weight and Balance Program.
- 2 Identify the person who has overall authority for the Weight and Balance Program.

NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6 below. Answer questions 2.1 & 2.2 below, and provide the name/title.

- 3 Review the duties and responsibilities for the person(s) who manage the Weight and Balance Program documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.
- 5 Discuss the Weight and Balance Program with the management personnel identified in Tasks 1 and 2.
- 6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

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

2. Are the following aspects of the Management Responsibility and Authority Attribute addressed for the Weight and Balance Program:

2.1 Is there a clearly identified person who is responsible for the quality of the Weight and Balance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Weight and Balance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the Weight and Balance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the person with authority know that he/she has authority for the Weight and Balance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Does the person with responsibility for the Weight and Balance Program meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.6 Does the person with authority to establish and modify the Weight and Balance Program meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements and interfaces associated with the Weight and Balance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements and interfaces associated with the Weight and Balance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Weight and Balance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Weight and Balance Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<i>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu</i>
1. Assignment of responsibility.
2. Assignment of authority.
3. Does not understand procedures, policies or instructions and information.
4. Does not understand controls.
5. Does not understand process measurements.
6. Does not understand interfaces.
7. Span of control.
8. Position vacant.
9. Other.