

Element Performance Inspection (EPI) Data Collection Tool 7.1.1 Director of Maintenance (AW)

ELEMENT SUMMARY INFORMATION

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

- To ensure the Certificate Holder's manual contains the qualifications, duties, responsibilities and the authority necessary so that the individual serving as the Director of Maintenance (or equivalent) may discharge those duties in a manner that ensures the highest degree of safety in the Certificate Holder's operations.

Objective (FAA oversight responsibility):

- To determine if an individual is serving in the capacity of the Director of Maintenance or equivalent full time that meets the Certificate Holder's qualifications for the position and performs those duties, responsibilities and exercises the authority in a manner that ensures the highest degree of safety in the Certificate Holder's operations.

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 119.39(b)(3)
 - 119.65(a)(4)
 - 119.65(b)
 - 119.65(c)
 - 119.65(d)(1)
 - 119.65(d)(2)
 - 119.65(d)(2)(i)
 - 119.65(d)(2)(ii)
 - 119.65(d)(2)(iii)
 - 119.65(d)(2)(iv)
 - 119.65(d)(2)(v)
 - 119.65(d)(3)
 - 119.65(e)(1)
 - 119.65(e)(2)
 - 119.65(e)(3)
 - 119.67(c)
 - 119.67(c)(1)
 - 119.67(c)(2)
 - 119.67(c)(3)

119.67(c)(4)(i)
119.67(c)(4)(ii)
121.135(a)(1)
121.135(b)(1)
121.135(b)(3)
A006 Management Personnel

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
- FAA Policy/Guidance:

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 Director of Maintenance.	
Tasks	
To meet this objective, the inspector must accomplish the following tasks (at the inspection locations where applicable):	
1	Review the information listed in the Supplemental Information Section of this data collection tool.
2	Review the policies, qualifications, duties, responsibilities and the authority granted to the Director of Maintenance (or equivalent) contained in the Certificate Holder's manual.
3	Interview the individual serving as the Director of Maintenance (or equivalent).
Questions	
To meet this objective, the inspector must answer the following questions:	
1. Were the following Performance Measures met:	
1.1	Is the Director of Maintenance (or equivalent) position currently occupied by the individual identified in Operations Specifications paragraph A006? SRRs: 119.65(a)(4); 119.65(c) <i>Related performance JTIs:</i> • Check at the certificate holders specified location that they have a full time DOM (or equivalent position) who is listed as the DOM in paragraph A006 of the operations specifications, is still in the position. <i>Sources:</i> 119.65(a)(4); 119.65(c)
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2	Does the Director of Maintenance (or equivalent) meet the qualifications as stated in the Certificate Holder's manual? SRRs: 119.67(c)(1) <i>Related performance JTIs:</i> • Check at the FAA location that the person listed as the DOM in paragraph A006 of the operations specifications, holds a mechanics certificate with airframe and powerplant ratings that is valid. (A certificate check via SPAS, ISIS and EIS system) <i>Sources:</i> 119.67(c)(1)
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3	Does the Director of Maintenance (or equivalent) satisfactorily fulfill the duties of the position, serving full time, without being burdened with additional job assignments? SRRs: 119.65(e)(1) <i>Related performance JTIs:</i> • Check at the certificate holders specified location that the DOM is accomplishing his/her duties, responsibilities, and authority in accordance with the certificate holder's manual general policies, instructions and information. <i>Sources:</i> 119.65(e)(1)
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2	Were the Certificate Holder's policies, contained in it's manual for the Director of Maintenance (or equivalent) followed?
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3	Were the Director of Maintenance (or equivalent) controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Director of Maintenance (or equivalent) comply with the instructions provided in the Certificate Holder's manual?	<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 Director of Maintenance 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 performs the duties and responsibilities of the Director of Maintenance (or equivalent) position for the Certificate Holder.

2 Identify the person who exercises the authority of the Director of Maintenance (or equivalent) position for the Certificate Holder.

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 of the person(s), documented in the Certificate Holder's manual.

4 Evaluate the qualifications and work experience of the person(s) above (or resume, if appropriate).

5 Review the appropriate organizational chart.

6 Discuss the Director of Maintenance (or equivalent) position with the person(s) serving in that capacity.

Questions

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

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Director of Maintenance (or equivalent) position:

2.1 Does the Certificate Holder have a clearly identifiable person performing the duties and responsibilities of the Director of Maintenance (or equivalent) position full time?

Yes
 No, Explain
Name/Title:

2.2 Does the Certificate Holder have a clearly identifiable person exercising the authority of the Director of Maintenance (or equivalent) position full time?

Yes
 No, Explain
Name/Title:

2.3 Does the individual serving as the Certificate Holder's full time Director of Maintenance (or equivalent) acknowledge the duties and responsibilities of this position?

Yes
 No, Explain
 Not Applicable

2.4 Does the individual serving as the Certificate Holder's full time Director of Maintenance (or equivalent) acknowledge his/her duty to exercise the authority of this position?

Yes
 No, Explain
 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.