

**Element Performance Inspection (EPI) Data Collection Tool
7.1.2 Chief Inspector (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 Chief Inspector (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 full time in the capacity of the Chief Inspector (or equivalent) 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.

Specific Instructions:

- Intentionally left blank

Related EPIs:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 119.39(b)(3)
 - 119.65(a)(5)
 - 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(d)(1)
119.67(d)(2)
119.67(d)(3)
121.135(a)(1)
121.135(b)(1)
121.135(b)(3)
A.006Management Personnel

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
Intentionally left blank

| EPI SECTION 1 – PERFORMANCE OBSERVABLES | |
|---|--|
| Objective: (FAA oversight responsibility): To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Outsource Organization. | |
| 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 Chief Inspector (or equivalent) contained in the Certificate Holder's manual. |
| 3 | Interview the individual serving as the Chief Inspector (or equivalent). |
| Questions | |
| To meet this objective, the inspector must answer the following questions: | |
| 1. Were the following Performance Measures met: | |
| 1.1 | <p>Is the Chief Inspector (or equivalent) position currently occupied by the individual identified in Operations Specifications paragraph A006? SRRs: 119.65(a)(5)</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the certificate holders specified location that they have a full time CI (or equivalent position) who is listed in paragraph A006 of the operations specifications, is still in the position. <i>Sources:</i> 119.65(a)(5)</p> |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/> |
| 1.2 | <p>Does the Chief Inspector (or equivalent) meet the qualifications as stated in the Certificate Holder's manual? SRRs: 119.67(c)</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the FAA location that the person listed as the CI 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)</p> |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.3 | <p>Does the Chief Inspector (or equivalent) satisfactorily fulfill the duties of the position, serving full time, without being burdened with additional job assignments? SRRs: 119.65(e)(1)</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the certificate holders specified location that the CI 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)</p> |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 2 | Were the Certificate Holder's policies, contained in it's manual for the Chief Inspector (or equivalent) followed? |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 3 | Were the Chief Inspector (or equivalent) controls followed? |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| | | |
|---|---|--|
| 4 | Did the records for the Chief Inspector (or equivalent) comply with the instructions provided in the Certificate Holder's manual? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
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| EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu |
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| 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 | |
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| Objective: To determine if the person identified by the certificate holder as having responsibility and/or authority for the Outsource Organization process 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 Chief Inspector (or equivalent) position for the Certificate Holder. |
| 2 | Identify the person who exercises the authority of the Chief Inspector (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 Chief Inspector (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 by the Chief Inspector (or equivalent) position: |
| 2.1 | Does the Certificate Holder have a clearly identifiable person performing the duties and responsibilities of the Chief Inspector (or equivalent) position full time? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/> |
| 2.2 | Does the Certificate Holder have a clearly identifiable person exercising the authority of the Chief Inspector (or equivalent) position full time? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/> |
| 2.3 | Does the individual serving as the Certificate Holder's full time Chief Inspector (or equivalent) acknowledge the duties and responsibilities of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2.4 | Does the individual serving as the Certificate Holder's full time Chief Inspector (or equivalent) acknowledge his/her duty to exercise the authority of this position? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |

| EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu |
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| 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. |