

Element Performance Inspection (EPI) Data Collection Tool 2.1.1 Manual Currency (AW)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To ensure that the certificate holder's manual has policy, instruction, information, or procedures to keep current its manual. To ensure that those personnel furnished changes and additions to their manual or appropriate parts of the manual are kept up to date.

Objective (FAA oversight):

- To determine the effectiveness of the certificate holder s procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Manual Currency process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Manual Currency process.

Specific Instructions:

- Intentionally left blank

Related EPIs:

-

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
121.133(a)
121.135(a)(1)
121.135(a)(2)
121.135(a)(3)
121.135(b)(1)
121.135(b)(2)
121.135(b)(3)
121.137(b)

Related CFRs & FAA Policy/Guidance:

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

EPI Section 1 - Performance Observables

Objective: The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review information listed in the Supplemental Information section of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information for the Manual Currency process.
3.	Review the last accomplished safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the certificate holder's Manual Currency process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Manual Currency process with the personnel (other than management) who perform the duties and responsibilities required by the process.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1	<p>Were the manuals that were reviewed in current revision status?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check at the Certificate Holder's technical publications library that the Certificate Holder has a current general maintenance practices and procedures manual or equivalent (paper and or electronic format), for ground operations, service, maintenance, engineering and management personnel. <i>Sources:</i> 121.133(a) 2. Check at the CHDO that the Certificate Holder's general maintenance practices and procedures manual or equivalent (paper and or electronic format), has procedures specifying how it will maintain the currency of its general maintenance practices and procedures manual for ground operations, service, maintenance, engineering and management personnel. <i>Sources:</i> 121.133(a) 3. Check at the Certificate Holder's technical publication library that the Certificate Holder has current master manuals (paper and or electronic format) for maintaining, repairing or overhauling the aircraft, powerplants and components it currently operates. <i>Sources:</i> 121.133(a) 4. Check at the Certificate Holder's technical publications library that the Certificate Holder's manuals are in a form that is easy to revise. <i>Sources:</i> 121.135(a)(2) 5. Check at the CHDO that the Certificate Holder's assigned manuals in 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>paper format have the date of last revision on each page. Sources: 121.135(a)(3)</p> <p>6. Check at the Certificate Holder's offices that management personnel have kept their general maintenance and practices manual current in accordance with the Certificate Holder's procedures. Sources: 121.137(b)</p> <p>7. Check at each Certificate Holder's maintenance facility library that management personnel or their delegate(s) have kept the manuals for maintaining, repairing or overhauling the aircraft, powerplants and components assigned to that facility in a current state according to the Certificate Holder's procedures. Sources: 121.137(b)</p> <p>8. Check at each Certificate Holder's line operation facility that management personnel or their delegate(s) have kept the assigned Certificate Holder's manuals for ground operations and for maintaining or repairing the aircraft, powerplants and components it currently operates at that facility in a current state according to the Certificate Holder's procedures. Sources: 121.137(b)</p> <p>9. Check at the CHDO that the Certificate Holder's general maintenance and procedures manual or its equivalent, has procedures specifying how it will maintain the currency of its manuals for maintaining, repairing or overhauling the aircraft, powerplants and components it currently operates. Sources: 121.135(a)(1)</p>	
2.	<p>Were the certificate holder's policies, procedures, instructions, and information for the Manual Currency process followed? <i>Related Performance JTIs:</i></p> <p>1. Check at the Certificate Holder's technical publications library that the Certificate Holder's manuals are in a form that is easy to revise. Sources: 121.135(a)(2)</p> <p>2. Check at the CHDO that the Certificate Holder's assigned manuals in paper format have the date of last revision on each page. Sources: 121.135(a)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Manual Currency process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Manual Currency process comply with the instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Manual Currency process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI Section 1 - Performance Observables Drop-Down Menu	
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: The questions in this section 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:
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) 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 1 and 2, below, and provide the name/title.
1.	Identify the person who has overall responsibility for the Manual Currency process.
2.	Identify the person who has overall authority for the Manual Currency process.
3.	Review the duties and responsibilities for those who manage the Manual Currency process.
4.	Review the appropriate organizational chart.
5.	Discuss the Manual Currency process 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:	
1.	Is there a clearly identified person who is responsible for the quality of the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
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 Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Manual Currency process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the Manual Currency process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

		<input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the Manual Currency process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

EPI Section 2 - Management Responsibility & Authority Observables Drop-Down Menu	
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.