

Element Performance Inspection (EPI) Data Collection Tool

5.1.4 Altimeter Setting Sources (AW)

ELEMENT SUMMARY INFORMATION

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

- For the certificate holder to comply with the requirements of the Altimeter Setting Source process and to perform their duties and responsibilities to a high degree of safety.

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 Altimeter Setting Sources process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Altimeter Setting Sources process.

Specific Instructions:

- To accomplish this EPI, the inspector will verify the station employees are trained and certified to maintain and operate the required equipment. While conducting a station inspection , the inspector will verify that training records are available and altimeters have been maintained in accordance with 14 CFR Part 43 Appendix E.

Related EPIs:

- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 5.1.1 Line Stations (AW)
- 5.1.2 Weather Reporting / SAWRS (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 121.101(a)
 - 121.101(b)(1)
 - 121.101(b)(2)
 - 121.119(a)
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8900.1, Vol 4, Ch 14, Sec 4

- FAA Policy/Guidance:
FAA Order 8900.1, Vol 6, Ch 11, Sec 18
AC 91-14

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 the information listed in the Supplemental Information section of this DCT.
2.	Review the policies, procedures, instructions, and information for the Altimeter Setting Sources process.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the Altimeter Setting Sources process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Altimeter Setting Sources 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.	Were the two aircraft-type sensitive altimeters mounted in a suitable box or rack?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Was the established height above mean sea level + 1 foot marked on the instruments or posted immediately adjacent to them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Was the facility maintained at a reasonably consistent temperature and free from drafts?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Was the facility properly vented?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Were the altimeters recertified within the last 24 calendar months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Were the certificate holder's policies, procedures, instructions, and information, for the Altimeter Setting Sources process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Altimeter Setting Sources process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Altimeter Setting Sources 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 Altimeter Setting Sources 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	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	element?	
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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 Altimeter Setting Sources process.
2.	Identify the person who has overall authority for the Altimeter Setting Sources process.
3.	Review the duties and responsibilities for the person(s) who manage the Altimeter Setting Sources process.
4.	Review the appropriate organizational chart.
5.	Discuss the Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources 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 Altimeter Setting Sources 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.