

Safety Attribute Inspection (SAI) Data Collection Tool
4.4.4 Privileges and Limitations for Repairmen (AW)

ELEMENT SUMMARY INFORMATION

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

- To ensure that certificated repairmen perform their assigned duties and responsibilities within the privileges and limitations of their certificate.

Objective (FAA oversight):

- To determine if the certificate holder's Privileges and Limitations for Repairmen process meets all applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's Privileges and Limitations for Repairmen process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Privileges and Limitations for Repairmen process.

Specific Instructions:

- Intentionally Left Blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.371(a)
 - 121.378(a)
 - 121.383(a)(1)
 - 121.383(a)(3)
 - 121.709(b)(3)
 - 65.103(a)
 - 65.103(b)
 - D.084(e)

Related CFRs & FAA Policy/Guidance:

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

SAI Section 1 - Procedures Attribute

Objective: Procedures, instructions, and information are documented methods for accomplishing a process. The certificate holder's policies should establish their compliance posture. Policies may be stand-alone statements, or they may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

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 duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Privileges and Limitations for Repairmen process. |
| 3. | Review the certificate holder's Privileges and Limitations of Repairmen process to ensure it contains the policies, procedures, instructions and information necessary for personnel to perform their duties and responsibilities with a high degree of safety. |

Questions

| | | |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| | To meet this objective, the inspector must answer the following questions: | |
| 1. | Does the certificate holder's Privileges and Limitations of Repairmen process meet the specific regulatory and FAA policy requirements: | |
| 1.1. | <p>Does the certificate holder permit a repairman to be directly in charge of only those maintenance, preventive maintenance, or alterations which are appropriate to the job for which he/she was employed and certificated?</p> <p>SRRs: 121.378(a); 121.383(a)(3); 65.103(a)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the certificate holder's manual has instructions and information addressing duties and responsibilities for each person who is directly in charge of maintenance and ensuring they hold an appropriate airman certificate. <i>Sources:</i> 121.135(a)(1); 121.378(a) <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.7(AW); 4.2.1(AW) 2. Check that the certificate holder manual system contains a policy to ensure that each repairman who is directly in charge of maintenance holds an appropriate airman certificate. <i>Sources:</i> 121.135(b)(1); 121.378(a) <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.7(AW); 4.2.1(AW) 3. Check that the certificate holder's manual has a general policy that the certificate holder may not use any person as an airman nor may any person serve as an airman unless that person is otherwise qualified for the operation for which he is to be used. <i>Sources:</i> 121.135(b)(1); 121.383(a)(3) | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| | <i>Interfaces: 1.3.7(AW); 1.3.14(AW); 4.4.2(AW)</i> | |
| 1.2. | <p>Does the certificate holder require an authorized repairman, performing required inspections, hold an airman certificate appropriate to the job for which he/she was employed and certificated?</p> <p>SRRs: 121.371(a); 121.378(a); 65.103(a)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the certificate holder's manual system has instructions and information on duties and responsibilities ensuring that each person performing required inspections holds an appropriate airman certificate. <p><i>Sources: 121.135(a)(1); 121.378(a)</i></p> <p><i>Interfaces: 1.1.1(AW); 1.2.3(AW); 1.3.1(AW); 1.3.2(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 4.1.1(AW); 4.1.2(AW); 4.2.2(AW); 7.1.2(AW)</i></p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.3. | <p>Does the certificate holder require a repairman who performs duties under the repairman certificate understand the current instructions of the certificate holder and the manufacturer's continued airworthiness instructions relating to the specific operations concerned?</p> <p>SRRs: 121.383(a)(3); 65.103(b)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the certificate holder's manual has a general policy that the certificate holder may not use any person as an airman nor may any person serve as an airman unless that person is otherwise qualified for the operation for which he is to be used. <p><i>Sources: 121.135(b)(1); 121.383(a)(3)</i></p> <p><i>Interfaces: 1.3.7(AW); 1.3.14(AW); 4.4.2(AW)</i></p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.4. | <p>Does the certificate holder require a repairman who supervises duties under the repairman certificate understand the current instructions of the certificate holder and the manufacturer's continued airworthiness instructions relating to the specific operations concerned?</p> <p>SRRs: 121.383(a)(3); 65.103(b)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the certificate holder manual system contains a policy to ensure that each repairman who is directly in charge of maintenance holds an appropriate airman certificate. <p><i>Sources: 121.135(b)(1); 121.378(a)</i></p> <p><i>Interfaces: 1.1.1(AW); 1.3.1(AW); 1.3.7(AW); 4.2.1(AW)</i></p> <ol style="list-style-type: none"> 2. Check that the certificate holder's manual has a general policy that the certificate holder may not use any person as an airman nor may any person serve as an airman unless that person is otherwise qualified for the operation for which he is to be used. <p><i>Sources: 121.135(b)(1); 121.383(a)(3)</i></p> <p><i>Interfaces: 1.3.7(AW); 1.3.14(AW); 4.4.2(AW)</i></p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.5. | <p>Does the certificate holder require an authorized repairman to prepare an airworthiness release or make an appropriate entry in the aircraft log only for that work for which he/she is employed and certificated?</p> <p>SRRs: 121.709(b)(3)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| | <p><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's manual system contains a policy that ensures an authorized repairman sign the airworthiness release or make an aircraft log entry. <i>Sources:</i> 121.135(b)(1); 121.709(b)(3) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.2.3(AW); 1.3.1(AW); 1.3.5(AW); 1.3.7(AW); 1.3.14(AW); 3.2.3(OP); 4.2.1(AW); 5.1.8(AW); 5.1.8(OP); 5.1.9(AW); 5.1.9(OP)</p> <p>2. Check that the certificate holder's manual system has instructions and information for the authorized certificated repairman to sign the airworthiness release or make an aircraft log entry. <i>Sources:</i> 121.135(a)(1); 121.709(b)(3) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.2.4(AW); 1.3.1(AW); 1.3.5(AW); 1.3.7(AW); 1.3.14(AW); 3.2.3(OP); 4.2.1(AW); 5.1.8(AW); 5.1.8(OP); 5.1.9(AW); 5.1.9(OP)</p> | |
| 2. | <p>Does the certificate holder's manual contain general policies for the Privileges and Limitations for Repairmen process that comply with the SRRs? SRRs: 121.135(b)(1); 121.383(a)(1); D.084(e)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 3. | <p>Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 121.135(b)(3)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 4. | <p>Does the certificate holder s manual contain the duties and responsibilities for personnel who will accomplish the Privileges and Limitations for Repairmen process? SRRs: 121.135(b)(2)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 5. | <p>Does the certificate holder s manual include instructions and information for personnel to meet the requirements of the Privileges and Limitations for Repairmen process? SRRs: 121.135(a)(1)</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| SAI Section 1 - Procedures Attribute Drop-Down Menu | |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | No procedures, policy, instructions or information specified. |
| 2. | Procedures or instructions and information do not identify (who, what, when, where, how). |
| 3. | Procedures, policy or instructions and information do not comply with CFR. |
| 4. | Procedures, policy or instructions and information do not comply with FAA policy and guidance. |
| 5. | Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.). |
| 6. | Procedures, policy or instructions and information unclear or incomplete. |
| 7. | Documentation quality (e.g., unreadable or illegible). |
| 8. | Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.). |
| 9. | Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic). |
| 10. | Resource requirements incomplete (personnel, facilities, equipment, technical data). |
| 11. | Other. |

SAI Section 2 - Controls Attribute

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the system to ensure that the most important policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

Questions

| | | |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| | To meet this objective, the inspector must answer the following questions: | |
| 1. | Are the following controls built into the Privileges and Limitations for Repairmen process: | |
| 1.1. | Is there a control or controls in place to ensure that repairmen are employed and certificated for the maintenance, preventive maintenance, or alterations they perform? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.2. | Is there a control or controls in place to ensure the aircraft airworthiness releases, that were issued by authorized repairmen, were restricted to work for which the repairmen were employed and certificated? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.3. | Is there a control or controls in place to ensure that RII inspections that are accomplished by authorized certificated repairmen are restricted to work for which the repairmen are employed and certificated? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.4. | Is there a control or controls in place to ensure repairmen entries in the aircraft log are restricted to work for which the repairmen are employed and certificated? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.5. | Is there a control or controls in place to ensure that certificated repairmen understand the current instructions of the certificate holder and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.6. | Is there a control or controls in place to ensure that maintenance, preventive maintenance, or alterations that are supervised by a certificated repairman are appropriate to the job for which he/she is employed and certificated? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.7. | Is there a control or controls in place to ensure that repairmen who supervise work functions understand the current instructions of the certificate holder and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.8. | Is there a control or controls in place to ensure when the certificate holder operates an aircraft under a special flight permit, the evaluation and inspection | <input type="checkbox"/> Yes |

| | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| | is accomplished by an appropriately certificated repairman? | <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2. | Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the Privileges and Limitations for Repairmen process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| SAI Section 2 - Controls Attribute Drop-Down Menu | |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1. | No controls specified. |
| 2. | Documentation for the controls do not identify (who, what, when, where, how). |
| 3. | Controls incomplete. |
| 4. | Controls could be circumvented. |
| 5. | Controls could be unenforceable. |
| 6. | Resource requirements incomplete (personnel, facilities, equipment, technical data). |
| 7. | Other. |

SAI Section 3 - Process Measurement Attribute

Objective: Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

| | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | To meet this objective, the inspector must accomplish the following tasks: |
| 1. | Review the process measurement questions below. |
| 2. | Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented. |

Questions

| | | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| | To meet this objective, the inspector must answer the following questions: | |
| 1. | Does the certificate holder's Privileges and Limitations for Repairmen process include the following process measurements: | |
| 1.1. | Is there a process measurement or process measurements that would identify if maintenance, preventive maintenance, or alterations were performed by other than repairmen employed and certificated for the work? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.2. | Is there a process measurement or process measurements that would identify if aircraft airworthiness releases were issued by other than authorized repairmen? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.3. | Is there a process measurement or process measurements that would identify if any RII inspections were accomplished by other than authorized repairmen? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.4. | Is there a process measurement or process measurements that would identify if repairman's entries in the aircraft log were for work other than that for which the repairman was employed and certificated? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.5. | Is there a process measurement or process measurements that would identify if a repairman lacks understanding of either the current instructions of the certificate holder or the manufacturer's instructions? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 1.6. | Is there a process measurement or process measurements that would identify if maintenance, preventive maintenance, or alterations that were supervised by a certificated repairman were not appropriate to the job for which he/she was employed and certificated? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |

| | | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1.7. | Is there a process measurement or process measurements that would identify if repairmen who supervised work functions failed to understand the current instructions of the certificate holder and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 1.8. | Is there a process measurement or process measurements that would identify if the certificate holder operated an aircraft under a special flight permit, without accomplishing the evaluation and inspection with an appropriately certificated repairman? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable |
| 2. | Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information were not followed? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 3. | Does the certificate holder document its process measurement results? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 4. | Does the certificate holder use its process measurement results to improve its programs? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 5. | Does the organization that conducts the process measurements have direct access to the person with responsibility for the Privileges and Limitations for Repairmen process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| SAI Section 3 - Process Measurement Attribute Drop-Down Menu | |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 1. | No process measurements specified. |
| 2. | Documentation for the process measurements does not identify (who, what, when, where, how). |
| 3. | Inability to identify negative findings. |
| 4. | No provisions for implementing corrective actions. |
| 5. | Ineffective follow-up to determine effectiveness of corrective actions. |
| 6. | Resources requirements (personnel, facilities, equipment, technical data). |
| 7. | Other. |

SAI Section 4 - Interfaces Attribute

Objective: Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different areas within the certificate holder's system must be consistent and complement each other. For the interfaces to be effectively managed, the certificate holder's system should identify and document the interfaces.

Tasks

| | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | To meet this objective, the inspector must accomplish the following tasks: | |
| 1. | Review the interfaces associated with the Privileges and Limitations for Repairmen process that have been identified along with the individual questions in section 1, Procedures, of this DCT. | |
| 2. | Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented. | |

Questions

| | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| | To meet this objective, the inspector must answer the following questions: Note: The design task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element. | |
| 1. | Does the certificate holder's system properly address the interfaces that are identified along with the individual questions in the section 1, Procedures, of this DCT? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 2. | Does the certificate holder document a method for assessing the impact of any changes to the associated interfaces within the Privileges and Limitations for Repairmen process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| SAI Section 4 - Interfaces Attribute Drop-Down Menu | |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 1. | No interfaces specified. |
| 2. | The following interfaces not identified within the Certificate Holder's manual system: |
| 3. | Interfaces listed are inaccurate. |
| 4. | Specific location of interfaces not identified within the manual system. |
| 5. | Other |

SAI Section 5 - Management Responsibility & Authority Attributes

Objective: The questions in this section of the DCT 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: |
| 1. | Identify the person who has overall responsibility for the Privileges and Limitations for Repairmen process. |
| 2. | Identify the person who has overall authority for the Privileges and Limitations for Repairmen process. |
| 3. | Review the duties and responsibilities of the person(s) documented in the certificate holder's manual. |
| 4. | Review the appropriate organizational chart. |

Questions

| | | |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| | To meet this objective, the inspector must answer the following questions: | |
| 1. | Does the certificate holder clearly identify who is responsible for the quality of the Privileges and Limitations for Repairmen process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: |
| 2. | Does the certificate holder clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the Privileges and Limitations for Repairmen process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: |
| 3. | Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the Privileges and Limitations for Repairmen process? SRRs: 121.135(b)(2) | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 4. | Does the certificate holder's manual include instructions and information for those who manage the work required by the Privileges and Limitations for Repairmen process? SRRs: 121.135(a)(1) | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 5. | Does the certificate holder clearly and completely document the responsibility for this position? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 6. | Does the certificate holder clearly and completely document the authority for this position? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 7. | Does the certificate holder clearly and completely document its qualification standards for the person having responsibility for the Privileges and Limitations for Repairmen process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
| 8. | Does the certificate holder clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Privileges and Limitations for Repairmen process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |

| | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 9. | Does the certificate holder clearly and completely document the procedures for delegation of authority for the Privileges and Limitations for Repairmen process? | <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

| SAI Section 5 - Management Responsibility & Authority Attributes Drop-Down Menu | |
|------------------------------------------------------------------------------------------------|---------------------------|
| 1. | Not documented. |
| 2. | Documentation unclear. |
| 3. | Documentation incomplete. |
| 4. | Other. |