

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

### 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(b)(1)  
121.135(b)(2)  
121.135(b)(3)  
121.137(b)  
121.141(a)

**Related CFRs & FAA Policy/Guidance:**

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

| <b>EPI Section 1 - Performance Observables</b>  |  |
|---|--|
| <b>Objective:</b> 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. |  |
| <b>Tasks</b>  |  |
|   | 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 associated 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) that perform the duties and responsibilities required by the process.                                       |

| <b>Questions</b> |  |  |
|------------------|--|--|
|                  | 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"> <li>1. Check at the technical publication library that the Certificate Holder has current operations manuals for flight, ground operations and management personnel as required by the regulations.<br/><i>Sources:</i> 121.133(a)</li> <li>2. Check at the technical publication library that the general operations manual has the instructions and information necessary to maintain the currency of its flight, ground operations and management operations manuals in accordance with Certificate Holder design.<br/><i>Sources:</i> 121.133(a)</li> <li>3. Check at the dispatch center that the dispatchers have kept their operations manuals current in accordance with Certificate Holder design.<br/><i>Sources:</i> 121.137(b)</li> <li>4. Check at the aircraft cockpit that the pilots have kept their operations manuals current in accordance with Certificate Holder design.<br/><i>Sources:</i> 121.137(b)</li> <li>5. Check at the aircraft cabin that the flight attendants have kept their operations manuals current in accordance with Certificate Holder design.<br/><i>Sources:</i> 121.137(b)</li> <li>6. Check at the Air Carrier offices that management personnel have kept their operations manuals current in accordance with Certificate Holder design.</li> </ol> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

|    |  |  |
|----|--|--|
|    | <p><i>Sources:</i> 121.137(b)</p> <p>7. Check at the air carrier specified location that ground personnel have kept their operations manuals current in accordance with Certificate Holder design.</p> <p><i>Sources:</i> 121.137(b)</p> <p>8. Check at the technical publication library that the Certificate Holder's general operations manual has instructions and information specifying how each person who is issued a manual will keep it current in accordance with Certificate Holder design..</p> <p><i>Sources:</i> 121.137(b)</p> <p>9. Check at the technical publication library that the Certificate Holder has a current approved airplane flight manual for each type of airplane that it operates as required by the regulations.</p> <p><i>Sources:</i> 121.141(a)</p> |  |
| 2. | <p>Were the certificate holder's policies, procedures, instructions, and information, for the Manual Currency process, followed?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the technical publication library that the Certificate Holder's manuals are in a form that is easy to revise as required by the regulations.</p> <p><i>Sources:</i> 121.135(a)(2)</p> <p>2. Check at the certificate holding district office that the Certificate Holder's manuals have the date of last revision on each page concerned as required by the regulations.</p> <p><i>Sources:</i> 121.135(a)(3)</p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3. | Were the Manual Currency process controls followed?  | <input type="checkbox"/> Yes<br><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<br><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<br><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<br><input type="checkbox"/> No, Explain |

| <b>EPI Section 1 - Performance Observables<br/>Drop-Down Menu</b> |  |
|---|--|
| 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 the 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<br><input type="checkbox"/> No, Explain<br>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<br><input type="checkbox"/> No, Explain<br>Name/Title:                        |
| 3. | Does the responsible person know that he/she has responsibility for the Manual Currency process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><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<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> No Change |
| 5. | Does the person with responsibility for the Manual Currency process meet the qualification standards?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><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<br><input type="checkbox"/> No, Explain<br><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<br><input type="checkbox"/> No, Explain<br><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<br><input type="checkbox"/> No, Explain<br><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<br><input type="checkbox"/> No, Explain<br><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<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> No Change |

| <b>EPI Section 2 - Management Responsibility &amp; Authority Observables<br/>Drop-Down Menu</b> |   |
|---|---|
| 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.  |