

**Safety Attribute Inspection (SAI) Data Collection Tool
1.3.14 General Maintenance Manual / Equivalent (AW)**

ELEMENT SUMMARY INFORMATION

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

- To provide policy, procedures, instructions and information that allow for the preparation of the General Maintenance Manual / Equivalent.

Objective (FAA oversight):

- To determine if the certificate holder's preparation of the General Maintenance Manual / Equivalent process meets all applicable requirements of Title 14 of the Code of the Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's preparation of the General Maintenance Manual / Equivalent process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's preparation of the General Maintenance Manual / Equivalent process.

Specific Instructions:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 119.43(b)
 - 119.43(b)(1)
 - 119.43(b)(2)
 - 119.65(e)(1)
 - 119.65(e)(2)
 - 119.65(e)(3)
 - 121.133(a)
 - 121.133(b)
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(11)
 - 121.135(b)(17)
 - 121.135(b)(18)
 - 121.135(b)(19)
 - 121.135(b)(2)
 - 121.135(b)(20)
 - 121.135(b)(26)
 - 121.135(b)(3)
 - 121.137(a)(1)
 - 121.365(a)
 - 121.365(b)
 - 121.369(a)
 - 121.369(b)(1)
 - 121.369(b)(2)

- SRRs:
 - 121.369(b)(3)
 - 121.369(b)(4)
 - 121.369(b)(5)
 - 121.369(b)(6)
 - 121.369(b)(7)
 - 121.369(b)(8)
 - 121.369(b)(9)
 - 121.371(c)
 - 121.701(b)
 - 121.709(b)(1)
 - A.006

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
 - Intentionally left blank
- FAA Policy/Guidance:
 - FAA Order 8900.1, Volume 3, Chapter 32, Section 11
 - FAA Order 8900.1, Volume 3, Chapter 42, Section 1
 - FAA Order 8900.1, Volume 3, Chapter 32, Section 4
 - FAA Order 8900.1, Volume 3, Chapter 32, Section 11, Paragraph 03-3379
 - AC 120-42A

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 prepares the maintenance information and instructions contained in the General Maintenance Manual / Equivalent.
3.	Review the certificate holder's General Maintenance Manual / Equivalent 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 General Maintenance Manual / Equivalent process meet the specific regulatory and FAA policy requirements:	
1.1.	Does the certificate holder's General Maintenance Manual / Equivalent process contain the required references to, or excerpts from, its operations specifications? SRRs: 119.43(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.2.	If the certificate holder's General Maintenance Manual / Equivalent includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications? SRRs: 119.43(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.	Does the certificate holder's General Maintenance Manual / Equivalent process require compliance with its operations specifications? SRRs: 119.43(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Does the certificate holder's General Maintenance Manual / Equivalent process contain the duties of the Director of Maintenance, the Chief Inspector, or their equivalents? SRRs: 119.65(e)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Does the certificate holder's General Maintenance Manual / Equivalent process contain the responsibilities of the Director of Maintenance, the Chief Inspector, or their equivalents? SRRs: 119.65(e)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.6.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain the authority of the Director of Maintenance, the Chief Inspector, or their equivalents?</p> <p>SRRs: 119.65(e)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain the name and business address for the Director of Safety, Director of Maintenance, the Chief Inspector, or their equivalents?</p> <p>SRRs: 119.65(e)(2); A.006</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain instructions and procedures appropriate for the maintenance, preventive maintenance, and servicing being performed?</p> <p>SRRs: 121.135(b)(17)</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 procedures to ensure that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations in its maintenance program. <i>Sources:</i> 121.135(b)(16); 121.367(b) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.1.2(AW); 4.2.1(AW); 4.4.1(AW); 4.4.3(AW); 4.4.4(AW) 2. Check that the Certificate Holder's manual contains instructions and procedures which set forth a suitable system that provides for preservation and retrieval of information in a manner acceptable to the Administrator and that provides; A description (or reference to data acceptable to the Administrator) of the work performed. <i>Sources:</i> 121.135(b)(16); 121.369(c)(1) <i>Interfaces:</i> 1.2.3(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP) 3. Check that the Certificate Holder's manual contains instructions and procedures which set forth a suitable system that provides for preservation and retrieval of information in a manner acceptable to the Administrator and that provides; The name or other positive identification of the individual approving the work. <i>Sources:</i> 121.135(b)(16); 121.369(c)(3) <i>Interfaces:</i> 1.2.3(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP) 4. Check that the Certificate Holder's manual contains instructions and procedures regarding the performance of maintenance, preventive maintenance, and alterations as provided in its continuous airworthiness maintenance program and its maintenance manual. <i>Sources:</i> 121.135(b)(16); 121.379(a) <i>Interfaces:</i> 1.2.3(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP) 5. Check that the Certificate Holder's manual contains instructions and procedures regarding the arrangements with other persons to perform, maintenance, preventive maintenance, and alterations as provided in its continuous airworthiness maintenance program and its maintenance manual. <i>Sources:</i> 121.135(b)(16); 121.379(a) <i>Interfaces:</i> 1.2.3(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP) 6. Check that the Certificate Holder's manual contains instructions and procedures regarding the performance of maintenance, preventive maintenance, and alterations for another Certificate Holder as provided in the continuous airworthiness maintenance program and maintenance 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>manual of the other Certificate Holder. <i>Sources:</i> 121.135(b)(16); 121.379(a) <i>Interfaces:</i> 1.2.3(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>7. Check that the Certificate Holder's manual contains instructions and procedures that except for major repairs or major alterations, it may approve any aircraft, airframe, aircraft engine, propeller, or appliance for return to service after maintenance, preventive maintenance, or alterations that are performed under FAR 121.379 (a). <i>Sources:</i> 121.135(b)(16); 121.379(b) <i>Interfaces:</i> 1.2.1(AW); 1.2.2(AW); 1.2.3(AW); 1.3.1(AW); 1.3.9(AW); 1.3.12(AW); 1.3.13(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>8. Check that the Certificate Holder's manual contains instructions and procedures that are appropriate to maintenance personnel regarding other information or instructions relating to safety. <i>Sources:</i> 121.135(b)(26) <i>Interfaces:</i> 7.2.1(OP)</p>	
1.9.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain time limitations, or the standards for determining time limitations, for overhauls, inspections, and checks of airframes, engines, propellers, appliances, and emergency equipment? SRRs: 121.135(b)(17)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain procedures for refueling aircraft, elimination of fuel contamination, and protection from fire, including electrostatic protection? SRRs: 121.135(b)(18)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.11.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain airworthiness inspections, including the instructions covering procedures, standards, responsibilities, and authority of inspection personnel? SRRs: 121.135(b)(19) <i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual contains information that is appropriate to maintenance personnel regarding : Airworthiness inspections, including instructions covering procedures, standards, responsibilities, and authority of inspection personnel. <i>Sources:</i> 121.135(b)(19) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 7.1.2(AW)</p> <p>2. Check that the Certificate Holder's manual has instructions and procedures to ensure that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations in its inspection program. <i>Sources:</i> 121.135(b)(19); 121.367(b) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.1.2(AW); 4.2.1(AW); 4.4.1(AW); 4.4.3(AW); 4.4.4(AW)</p> <p>3. Check that the Certificate Holder's manual has a instructions and procedures to ensure that no person will be used to perform required inspections unless the person performing the inspection is appropriately certificated, properly trained, qualified, and authorized to do so.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Sources:</i> 121.135(b)(19); 121.371(a) <i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 4.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> <p>4. Check that the Certificate Holder's manual contains instructions and procedures to prevent any person from performing a required inspection unless, at that time, the person performing that inspection is under the supervision and control of an inspection unit. <i>Sources:</i> 121.135(b)(19); 121.371(b) <i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 4.1.1(AW); 7.1.2(AW)</p> <p>5. Check that the Certificate Holder's manual contains instructions and procedures that no person may perform a required inspection if he performed the item of work required to be inspected. <i>Sources:</i> 121.135(b)(19); 121.371(c) <i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 4.1.1(AW); 7.1.2(AW)</p> <p>6. Check that the Certificate Holder's manual contains instructions and procedures to ensure Certificate Holder shall maintain, or shall determine that each person with whom it arranges to perform its required inspections maintains, a current listing of persons who have been trained, qualified, and authorized to conduct required inspections. The persons must be identified by name, occupational title, and the inspections that they are authorized to perform. <i>Sources:</i> 121.135(b)(19); 121.371(d) <i>Interfaces:</i> 1.3.2(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 4.1.1(AW); 4.2.2(AW)</p> <p>7. Check that the Certificate Holder's manual contains instructions and procedures that ensures the Certificate Holder (or person with whom it arranges to perform its required inspections) shall give written information to each person so authorized describing the extent of his responsibilities authorities, and inspectional limitations. <i>Sources:</i> 121.135(b)(19); 121.371(d) <i>Interfaces:</i> 1.3.2(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 4.1.1(AW)</p>	
1.12.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain methods and procedures for maintaining the aircraft weight and center of gravity within approved limits? SRRs: 121.135(b)(20)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain a chart or description of its maintenance organization? SRRs: 121.365(a); 121.365(b); 121.369(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process contain a list of persons with whom it has arranged for the performance of its required inspections, other maintenance, preventive maintenance, or alterations, including a description of that work? SRRs: 121.365(a); 121.365(b); 121.369(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.15.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process include the methods of performing routine and non-routine maintenance (other than required inspections), preventive maintenance, and alterations? SRRs: 121.369(b)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16.	<p>Does the certificate holder's General Maintenance Manual / Equivalent process include a designation of items that must be inspected (required inspections?)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	SRRs: 121.369(b)(2)	
1.17.	Does the certificate holder's General Maintenance Manual / Equivalent process include the method of performing required inspections? SRRs: 121.369(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.18.	Does the certificate holder's General Maintenance Manual / Equivalent process contain a designation by occupational title of personnel authorized to perform each required inspection? SRRs: 121.369(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.19.	Does the certificate holder's General Maintenance Manual / Equivalent include procedures for the re-inspection of work performed pursuant to previous required inspection findings ("buy-back procedures")? SRRs: 121.369(b)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.20.	Does the certificate holder's General Maintenance Manual / Equivalent contain procedures, standards, and limits necessary to allow for the acceptance or rejection of items that must be inspected? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.21.	Does the certificate holder's General Maintenance Manual / Equivalent contain procedures, standards, and limits necessary for the periodic inspection and calibration of precision tools, measuring devices, and test equipment? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.22.	Does the certificate holder's General Maintenance Manual / Equivalent contain procedures to ensure that all required inspections are accomplished? SRRs: 121.369(b)(6)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.23.	Does the certificate holder's General Maintenance Manual / Equivalent provide instructions to those persons who perform work that must be inspected (required inspection), that they may not perform the required inspection of that work? SRRs: 121.369(b)(7); 121.371(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.24.	Does the certificate holder's General Maintenance Manual / Equivalent contain instructions and procedures for countermanding a decision of a person performing a required inspection? SRRs: 121.369(b)(8)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.25.	Does the certificate holder's General Maintenance Manual / Equivalent contain procedures to ensure that required inspections, other maintenance, preventive maintenance, and alterations that are not completed as a result of a shift change or work interruptions are properly accomplished before the aircraft is returned to service? SRRs: 121.369(b)(9)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.26.	Does the certificate holder's General Maintenance Manual / Equivalent include "approved" procedures for keeping adequate copies of the aircraft maintenance log in its aircraft and readily accessible to each flight crewmember? SRRs: 121.701(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.27.	Does the certificate holder's General Maintenance Manual / Equivalent contain procedures for the preparation of an airworthiness release? SRRs: 121.709(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.28.	Does the certificate holder's General Maintenance Manual / Equivalent contain procedures for making entries in its aircraft maintenance logs? SRRs: 121.709(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.29.	<p>Does the certificate holder's General Maintenance Manual / Equivalent comply with the guidance contained in FAA Order 8900.1?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual contains instructions to include a description introducing its philosophy and goals in its manual. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382, C,1 <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP) 2. Check that the Certificate Holder's manual contains a procedure to ensure that if it is in more than one volume, the manual describes the division of contents between the volumes. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382, C,1 <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP) 3. Check that the Certificate Holder's manual contains procedures to ensure that any significant terms, acronyms or abbreviations unique to the manual are (must) be defined. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382, C,3 <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP) 4. Check that the Certificate Holder's manual contains instructions to include any general information on how the operator conducts its business. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785,7C1) <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP) 5. Check that the Certificate Holder's manual contains instructions and requirements for any specific type of aircraft that is part of the scheduled maintenance program. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785,7C1) <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP) 6. Check that the Certificate Holder's manual contains procedures for administering: Items that require a test flight Test flight requirements Procedures for performing test flights <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3379 A2 FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F16 <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP) 7. Check that the Certificate Holder's manual contains instructions regarding ferry flight limitations. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F17 <i>Interfaces:</i> 1.1.1(AW); 1.1.3(AW); 1.3.1(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW) 8. Check that the Certificate Holder's manual contains procedures for conducting ferry flights. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F17 <i>Interfaces:</i> 1.1.1(AW); 1.1.3(AW); 1.3.1(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW) 9. Check that the Certificate Holder's manual contains procedures to ensure that its page control system shows the number of pages and includes the latest revision date (LEP). <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3379 E <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.4(AW); 2.1.4(OP) 10. Check that the Certificate Holder's manual contains procedures to ensure that the names of all management personnel authorized to sign 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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	<p>applicable operations specifications and act on behalf of the operator/applicant are listed.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 D1 <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.1.13(OP); 7.1.1(AW); 7.1.2(AW)</p>	
11.	<p>Check that the Certificate Holder's manual has procedures to address organizational matters in the policies and procedures section.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3379 A1 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP)</p>	
12.	<p>Check that the Certificate Holder's manual has procedures to ensure that the application of pertinent technical documents is contained in the policy and procedures section of the manual.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3379 C <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP)</p>	
13.	<p>Check that the Certificate Holder's manual contains policy and guidance concerning the interrelationship between the operator's personnel and the personnel of organizations who provide contract services at line stations.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3212 B8 <i>Interfaces:</i> 1.3.7(AW); 1.3.16(AW); 2.1.2(AW); 2.1.2(OP); 2.1.4(AW); 2.1.4(OP); 4.2.1(AW); 4.2.6(OP); 5.1.1(AW)</p>	
14.	<p>Check that the Certificate Holder's manual contains policies for administering: Inspection requirements Maintenance requirements Test flight requirements Other subjects as applicable</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3379 A2 <i>Interfaces:</i> 1.1.3(AW); 1.3.1(AW); 1.3.2(AW); 7.1.6(AW)</p>	
15.	<p>Check that the Certificate Holder's manual contains policies for the use of the Minimum Equipment List and Configuration Deviation List, if applicable.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 E3 <i>Interfaces:</i> 1.1.1(AW); 1.1.2(AW); 1.1.2(OP); 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 3.2.3(OP)</p>	
16.	<p>Check that the Certificate Holder's manual system has instructions that ensure that the manual contains required organizational charts that must include: Lines of authority Maintenance organization and support structures</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 D2 <i>Interfaces:</i> 3.1.13(OP); 7.1.1(AW); 7.1.2(AW); 7.1.3(AW); 7.1.3(OP); 7.1.4(OP); 7.1.5(OP); 7.1.6(AW)</p>	
17.	<p>Check that the Certificate Holder's manual contains procedures to include an outline of the duties and responsibilities of line station supervisory personnel as they apply to aircraft servicing in the manual.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 4, Para 3-3212 B1 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP)</p>	
18.	<p>Check that the Certificate Holder's manual contains instructions to ensure that when an operator contracts for, or purchases, line station support the manual details the procedures to be used by the personnel providing the support as they apply to aircraft servicing.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 4, Para 3-3212 B1 <i>Interfaces:</i> 1.3.7(AW); 2.1.2(AW); 2.1.2(OP)</p>	
19.	<p>Check that the Certificate Holder's manual contains procedures to be</p>	

	<p>used by personnel in case of emergency situations during line station operations. They must contain the specific duties and actions of appropriate personnel.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 4, Para 3-3212 B7 <i>Interfaces:</i> 1.3.7(AW); 1.3.16(AW); 3.1.12(OP); 5.1.5(OP); 7.2.1(OP)</p>	
20.	<p>Check that the Certificate Holder's manual contains procedures to ensure line station emergency procedures are easily accessible in appropriate manual(s).</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 4, Para 3-3212 B7 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.4(AW); 2.1.4(OP); 3.1.12(OP); 5.1.1(AW); 7.2.1(OP)</p>	
21.	<p>Check that the Certificate Holder's manual contains procedures to ensure the total continuous airworthiness maintenance program is detailed in the operator's manual system. The manual(s) must contain specific maintenance and inspection tasks, including methods, standards, and techniques for accomplishing these tasks.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-784 B1 <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP)</p>	
22.	<p>Check that the Certificate Holder's manual contains procedures for when the publications of a contractor are adopted in part or in total by the operator as methods, techniques, and standards. The operator's manual must describe the applicability and authority of the affected publication.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 42, Sec 1, Para 3-3843 C <i>Interfaces:</i> 1.3.1(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP)</p>	
23.	<p>Check that the Certificate Holder's manual contains procedures for the use of work forms, job cards, and/or other methods to accomplish the scheduled maintenance program.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-784 C <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP)</p>	
24.	<p>Check that the Certificate Holder's manual has procedures for the reporting and correction of mechanical irregularities, which include a list of required maintenance-related forms and the requirements for preparation.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F13k <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP)</p>	
25.	<p>Check that the Certificate Holder's manual has procedures for the reporting and correction of mechanical irregularities, which include the distribution of required reports and forms.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F13(l) <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP)</p>	
26.	<p>Check that the Certificate Holder's manual has procedures for the reporting and correction of mechanical irregularities, which include that proper parts and materials are used, including: Receiving inspection Shelf time Preservation of parts Parts identification system Disposition of failed parts</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F13(l) <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.10(AW); 2.1.2(AW); 2.1.2(OP)</p>	
27.	<p>Check that the Certificate Holder's manual has procedures to ensure the specifics of the operator's continuing analysis and surveillance program are contained in the manual, including: Audit system Mechanical performance</p>	

	<p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F15 <i>Interfaces:</i> 1.3.11(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>28. Check that the Certificate Holder's manual has procedures to ensure that when conducting unscheduled maintenance, and there is no technical information available, the operator must develop or acquire the data needed to perform the maintenance. This maintenance data must be evaluated as major or minor, according to the operator's procedures.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 D3c <i>Interfaces:</i> 1.3.1(AW); 1.3.9(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>29. Check that the Certificate Holder's manual system has procedures for the reporting and correction of mechanical irregularities, which must determine the qualifications of persons who perform airworthiness releases.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 63, Sec 11, Para 3-3382 F13(g) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 2.1.2(AW); 2.1.2(OP); 4.4.3(AW); 4.4.4(AW)</p> <p>30. Check that the Certificate Holder's manual system has procedures for the reporting and correction of mechanical irregularities, which must determine the authorization of persons who perform airworthiness releases.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 63, Sec 11, Para 3-3382 F13(g) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 2.1.2(AW); 2.1.2(OP); 4.4.3(AW); 4.4.4(AW)</p> <p>31. Check that the Certificate Holder's manual system has procedures for the reporting and correction of mechanical irregularities, which must address the definition of when an airworthiness release is required.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 63, Sec 11, Para 3-3382 F13(h) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 2.1.2(AW); 2.1.2(OP); 4.4.3(AW); 4.4.4(AW)</p> <p>32. Check that the Certificate Holder's manual system has procedures for the reporting and correction of mechanical irregularities, which must address the form and manner in which an airworthiness release will be documented.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 63, Sec 11, Para 3-3382 F13(i) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 2.1.2(AW); 2.1.2(OP); 4.4.3(AW); 4.4.4(AW)</p> <p>33. Check that the Certificate Holder's manual has procedures for the reporting and correction of mechanical irregularities, which must include the use of the Minimum Equipment List.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 63, Sec 11, Para 3-3382 F13(c) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.3.5(AW); 3.2.3(OP)</p> <p>34. Check that the Certificate Holder's manual has procedures for the reporting and correction of mechanical irregularities, which must include the use of the Minimum Equipment List placards.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 63, Sec 11, Para 3-3382 F13(d) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.3.5(AW); 3.2.3(OP)</p> <p>35. Check that the Certificate Holder's manual has procedures for the reporting and correction of mechanical irregularities, which must address deferred maintenance.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 63, Sec 11, Para 3-3382 F13(e)</p>	
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	<p><i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 1.3.5(AW); 3.2.3(OP)</p> <p>36. Check that the Certificate Holder's manual has procedures to ensure that there are provisions for accountability and for meeting the recording requirements of FAR 121.380. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 C1 <i>Interfaces:</i> 1.2.1(AW); 1.2.3(AW)</p> <p>37. Check that the Certificate Holder's manual has procedures regarding unscheduled maintenance and the record used to document occurrences and the resulting corrective actions between scheduled inspections. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D3a <i>Interfaces:</i> 1.2.1(AW); 1.2.3(AW)</p> <p>38. Check that the Certificate Holder's manual has procedures regarding unscheduled maintenance and inspection discrepancy forms (non-routine coupons), to document unscheduled maintenance tasks in conjunction with scheduled maintenance. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D3a <i>Interfaces:</i> 1.2.1(AW); 1.2.3(AW)</p> <p>39. Check that the Certificate Holder's manual has instructions and requirements for a specific type of aircraft to accomplish scheduled checks (lettered, phased, numbered, etc.), including the job cards for accomplishing these checks. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 C1 <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW)</p> <p>40. Check that the Certificate Holder's manual has instructions and requirements for a specific type of aircraft and may include the job cards for accomplishing recurring non-routine maintenance, i.e., engine change cards, propeller change cards, etc. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 C1 FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3379 B <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW)</p> <p>41. Check that the Certificate Holder's manual has procedures for the following: Engine change Propeller change Cylinder change <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW)</p> <p>42. Check that the Certificate Holder's manual contains instructions and standards to accomplish unscheduled maintenance tasks, including unscheduled maintenance which is provided in the operator's technical manuals, consisting of the aircraft structural repair manual and manufacturer's maintenance manuals for aircraft, engine, propeller, and appliances. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D3b <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW)</p> <p>43. Check that the Certificate Holder's manual contains procedures for the repair/overhaul of engines, propellers, and appliances, including shop operations, which would encompass scheduled and unscheduled tasks remote from the maintenance performed on the aircraft as a unit. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D4 <i>Interfaces:</i> 1.3.1(AW); 1.3.10(AW); 1.3.15(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>44. Check that the Certificate Holder's manual contains instructions for structural inspection/airframe overhaul.</p>	
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	<p><i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D5 <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>45. Check that the Certificate Holder's manual contains procedures for aircraft that are identified in a particular structural inspection document, to ensure these additional age-related structural inspections are incorporated into its scheduled inspection program.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D6 <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>46. Check that the Certificate Holder's manual contains instructions for special maintenance/safety considerations including quality control procedures for the inspection of low intensity ignition sources which can consist of the following: Arc tracking of aircraft wiring and/or fluorescent light ballasts. Arcing light sockets and/or battery ground cables.</p> <p><i>Sources:</i> Safety (FAA Order 8900.1; Vol 6; Ch 2; Sec 28; Para 6-785 E1b) <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW)</p> <p>47. Check that the Certificate Holder's manual contains procedures for special maintenance/safety considerations including addressing the periodic inspection of aircraft wiring and the removal of contaminants, especially in inaccessible areas.</p> <p><i>Sources:</i> Safety (FAA Order 8900.1; Vol 6; Ch 2; Sec 28; Para 6-785 E1b) <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW)</p> <p>48. Check that the Certificate Holder's manual contains procedures for special maintenance/safety considerations including conditions associated with Kapton insulation breakdown.</p> <p><i>Sources:</i> Safety (FAA Order 8900.1; Vol 6; Ch 2; Sec 28; Para 6-785 E1c) <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW)</p> <p>49. Check that the Certificate Holder's manual has procedures which include engine and propeller overspeed</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW)</p> <p>50. Check that the Certificate Holder's manual has procedures which include: High oil consumption Oil leaks</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW)</p> <p>51. Check that the Certificate Holder's manual has procedures which include: Engine and propeller troubleshooting.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW)</p> <p>52. Check that the Certificate Holder's manual has procedures for additional maintenance requirements for Category II or Category III operations, if applicable.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F20 <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.19(AW); 2.1.2(AW);</p>	
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	<p>2.1.2(OP); 3.1.10(OP); 7.1.6(AW)</p> <p>53. Check that the Certificate Holder's manual has procedures to ensure that required aircraft and engine utilization reports are submitted to the CHDO. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F18 <i>Interfaces:</i> 1.3.1(AW); 1.3.11(AW); 1.3.15(AW)</p> <p>54. Check that the Certificate Holder's manual contains instructions for scheduled maintenance tasks performed at prescribed intervals. Replacement of life-limited items Replacement of components for periodic overhaul or repair Special inspections such as x-rays Checks of tests for on-condition items Lubrication <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D2a <i>Interfaces:</i> 1.2.3(AW); 1.3.1(AW); 1.3.6(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>55. Check that the Certificate Holder's manual contains instructions and a standard for accomplishing each scheduled maintenance task to ensure that the work is done in accordance with established procedures and is properly recorded. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D2b <i>Interfaces:</i> 1.2.3(AW); 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>56. Check that the Certificate Holder's manual contains instructions for special maintenance/safety considerations including: Inspection of emergency and floatation equipment in accordance with FAR Section 121.309(b)(1), with the frequency of inspection being the interval defined in the air carrier's operation specification controlled maintenance program. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 E2 <i>Interfaces:</i> 1.2.3(AW); 1.3.1(AW); 1.3.2(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>57. Check that the Certificate Holder's manual contains instructions and procedures to designate those items that need to be inspected, and must develop methods for performing the required inspections. The operator should consider the following when determining what tasks to designate as RII items: Installation, rigging, and adjustments of flight controls and surfaces Installation and repair of major structural components Installation of an aircraft engine, propeller or rotor, and the overhaul Calibration of certain components, such as engines, propellers, transmissions, and gearboxes, or navigational equipment, the failure of which would affect the safe operation of the aircraft. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D7 <i>Interfaces:</i> 1.3.4(AW); 1.3.8(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>58. Check that the Certificate Holder's manual contains instructions and procedures to evaluate the work program and identify RII items in a suitable manner. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D7b <i>Interfaces:</i> 1.3.1(AW); 1.3.4(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>59. Check that the Certificate Holder's manual contains instructions and procedures to ensure those RII items are accomplished regardless of an awkward time or inconvenient location. <i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D7 <i>Interfaces:</i> 1.3.4(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>60. Check that the Certificate Holder's manual contains procedures for routine inspections and tests performed on the aircraft at prescribed intervals.</p>	
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	<p><i>Sources:</i> FAA Order 8900.1, Vol 6, Ch 2, Sec 28, Para 6-785 D <i>Interfaces:</i> 1.3.2(AW); 2.1.2(AW); 2.1.2(OP)</p>	
61.	<p>Check that the Certificate Holder's manual has procedures to ensure compliance with aircraft weight and balance limitations and are to include: Pre-weighing and weighing requirements Necessary equipment Standards Forms and documents</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 E <i>Interfaces:</i> 1.1.1(AW); 1.3.17(AW); 2.1.2(AW); 2.1.2(OP)</p>	
62.	<p>Check that the Certificate Holder's manual contains detailed safety procedures and guidance on servicing and maintaining aircraft during line station operations.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 4, Para 3-3212 B1 <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP); 5.1.1(AW); 7.2.1(OP)</p>	
63.	<p>Check that the Certificate Holder's manual has procedures to ensure that training programs include a training program description, maintenance training requirements, and information about the frequency of training.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F11 <i>Interfaces:</i> 4.2.1(AW); 4.2.2(AW); 4.2.6(OP); 4.2.8(OP); 7.2.1(OP)</p>	
64.	<p>Check that the Certificate Holder's manual contains detailed procedures and guidance on hot and cold weather operations, including the inspection of ramps for accumulations of frost, ice, snow, or standing water.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 04, Para 3-3212 B4 <i>Interfaces:</i> 4.2.1(AW); 7.2.1(OP)</p>	
65.	<p>Check that the Certificate Holder's manual has contains detailed procedures and guidance on hot and cold weather operations, including restrictions and cautions on aircraft movements.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 04, Para 3-3212 B4 <i>Interfaces:</i> 4.2.1(AW); 7.2.1(OP)</p>	
66.	<p>Check that the Certificate Holder's manual has procedures addressing seasonal operations.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 4.2.1(AW); 7.2.1(OP)</p>	
67.	<p>Check that the Certificate Holder's manual has procedures to remove ice and snow from aircraft.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 4.2.1(AW); 7.2.1(OP)</p>	
68.	<p>Check that the Certificate Holder's manual contains detailed procedures and guidance on hot and cold weather operations, including the restrictions and cautions for the protection of passengers and ramp personnel.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 04, Para 3-3212 B4 <i>Interfaces:</i> 4.2.1(AW); 7.2.1(OP)</p>	
69.	<p>Check that the Certificate Holder's manual has procedures regarding the assignment of responsibility for ensuring that aircraft is clear of frost, ice, and snow accumulation.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 4, Para 3-3212 B5 <i>Interfaces:</i> 1.3.18(AW); 3.1.7(OP); 4.2.1(AW); 7.2.1(OP)</p>	
70.	<p>Check that the Certificate Holder's manual has procedures to ensure</p>	

	<p>that the conditions that require aircraft ground deicing are identified. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 04, Para 3-3212 B5 <i>Interfaces:</i> 1.3.18(AW); 3.1.7(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>71. Check that the Certificate Holder's manual has procedures and guidance for the movement of aircraft in the ramp area is carefully coordinated between the operator's GOM and GMM (or appropriate user manuals). <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 04, Para 3-3212 B6 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>72. Check that the Certificate Holder's manual has procedures regarding use of ramp signals. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>73. Check that the Certificate Holder's manual has procedures for the following: Run-up/taxi personnel authorizations Aircraft ground run-up Taxiing aircraft <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>74. Check that the Certificate Holder's manual has procedures to ensure that illustrations of standard hand signals and their meanings should be provided. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 04, Para 3-3212 B6 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>75. Check that the Certificate Holder's manual has procedures regarding towing. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>76. Check that the Certificate Holder's manual has procedures regarding parking aircraft in high winds. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>77. Check that the Certificate Holder's manual has procedures regarding Short-term storage Long-term storage <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>78. Check that the Certificate Holder's manual has procedures regarding jacking, lifting, and hoisting. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>79. Check that the Certificate Holder's manual has procedures regarding the use of landing gear down locks and external gust locks. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 7.2.1(OP)</p> <p>80. Check that the Certificate Holder's manual has procedures regarding aircraft cleaning, including materials used for cleaning and flame-proofing materials after dry cleaning. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19</p>	
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	<p><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 4.2.1(AW); 7.2.1(OP)</p> <p>81. Check that the Certificate Holder's manual has procedures regarding oxygen and nitrogen servicing and storage. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 F19 <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 4.2.1(AW); 7.2.1(OP)</p> <p>82. Check that the Certificate Holder's manual has procedures to ensure that the manual is available to maintenance and ground personnel. <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 C2 <i>Interfaces:</i> 2.1.3(AW); 2.1.3(OP)</p> <p>83. Check that the Certificate Holder's manual has procedures to ensure that a copy is furnished to the FAA Certificate Holding District Office (CHDO). <i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 32, Sec 11, Para 3-3382 C2 <i>Interfaces:</i> 2.1.3(AW); 2.1.3(OP)</p>	
1.30.	<p>Does the certificate holder's General Maintenance Manual / Equivalent comply with the guidance contained in Advisory Circular 120-42A?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual contains instructions and procedures regarding the standards, guidance, and direction necessary to support ETOPS operations. <i>Sources:</i> AC 120-42A, appendix 4, Paragraph 1 <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP); 5.1.8(AW); 5.1.8(OP) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.	<p>Does the certificate holder's manual contain general policies that comply with the SRRs?</p> <p>SRRs: 119.65(e)(3); 121.133(a); 121.135(a)(1); 121.135(b)(1); 121.135(b)(2); 121.135(b)(3); 121.135(b)(11); 121.135(b)(17); 121.135(b)(18); 121.135(b)(19); 121.137(a)(1); 121.369(a); 121.369(b)(1); 121.369(b)(2); 121.369(b)(4); 121.369(b)(5); 121.369(b)(6); 121.369(b)(7); 121.369(b)(8); 121.369(b)(9); 121.701(b); 121.369(b)(3); 119.43(b); 121.133(b); 121.135(b)(26)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual contains a policy to ensure the Certificate Holder prepares and keeps current a manual for the use and guidance of ground operations, and management personnel in conducting its operations. <i>Sources:</i> 121.133(a); 121.135(b)(1) <i>Interfaces:</i> 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP) 2. Check that the Certificate Holder's manual contains a policy that it will prepare that part of the manual containing maintenance information and instructions, in whole or in part, in printed form or other form acceptable to the Administrator. <i>Sources:</i> 121.133(b); 121.135(b)(1) <i>Interfaces:</i> 1.3.1(AW); 2.1.2(AW); 2.1.2(OP) 3. Check that the Certificate Holder's manual contains a policy that it will (shall) insert pertinent excerpts of its operations specifications, or references thereto, in its manual and will (shall) clearly identify each such excerpt as a part of its operations specifications. <i>Sources:</i> 119.43(b)(1); 121.135(b)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>2.1.4(OP)</p> <p>4. Check that the Certificate Holder's manual contains a policy that states that compliance with operations specifications requirements is mandatory. <i>Sources:</i> 119.43(b)(2); 121.135(b)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP)</p> <p>5. Check that the Certificate Holder's manual has a policy that the duties, responsibilities, and authority of the Director of Maintenance and the Chief Inspector will (must) be included in the general policy provisions of the manual. <i>Sources:</i> 119.65(e)(1); 121.135(b)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP); 7.1.1(AW); 7.1.2(AW)</p> <p>6. Check that the Certificate Holder's manual contains a policy to list in it's manual the names and business addresses of the individuals assigned to: Director of Maintenance Chief Inspector <i>Sources:</i> 119.65(e)(2); 121.135(b)(1) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 2.1.3(AW); 2.1.3(OP); 2.1.4(AW); 2.1.4(OP); 7.1.1(AW); 7.1.2(AW)</p> <p>7. Check that the Certificate Holder's manual contains a policy that it shall include in its manual a chart or description of the Certificate Holder's organization, and a list of persons with whom it has arranged for the performance of any of its required inspections, other maintenance, preventive maintenance, or alterations, including a general description of that work. <i>Sources:</i> 121.135(b)(1); 121.369(a) <i>Interfaces:</i> 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 1.3.7(AW); 1.3.12(AW); 1.3.13(AW); 2.1.2(AW); 2.1.2(OP); 7.1.6(AW)</p> <p>8. Check that the Certificate Holder's manual has a policy that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations in its maintenance program <i>Sources:</i> 121.135(b)(1); 121.367(b) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.1.2(AW); 4.2.1(AW); 4.4.1(AW); 4.4.3(AW); 4.4.4(AW)</p> <p>9. Check that the Certificate Holder's manual contains a policy regarding the programs required by Section. 121.367 that must be followed in performing maintenance, preventive maintenance, and alterations of their airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof, and must include the method of performing routine and non-routine maintenance (other than required inspections), preventive maintenance, and alterations. <i>Sources:</i> 121.135(b)(1); 121.369(b)(1) <i>Interfaces:</i> 1.3.1(AW); 1.3.4(AW); 1.3.8(AW); 1.3.9(AW); 1.3.12(AW); 1.3.13(AW); 2.1.2(AW); 2.1.2(OP); 4.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> <p>10. Check that the Certificate Holder's manual contains a policy that it must set forth a suitable system that provides for preservation and retrieval of information in a manner acceptable to the Administrator and that provides; A description (or reference to data acceptable to the Administrator) of the work performed. <i>Sources:</i> 121.135(b)(1); 121.369(c)(1) <i>Interfaces:</i> 1.2.3(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP)</p>	
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	<p>11. Check that the Certificate Holder's manual contains a policy to ensure that each person who takes action in the case of a reported or observed failure or malfunction of an airframe, engine, propeller, or appliance that is critical to the safety of flight shall make, or have made, a record of that action in the airplane's maintenance log. <i>Sources:</i> 121.135(b)(1); 121.701(a) <i>Interfaces:</i> 1.2.1(AW); 1.2.3(AW); 2.1.2(AW); 2.1.2(OP); 7.2.1(OP)</p> <p>12. Check that the Certificate Holder's manual contains a policy that adequate copies of the airplane maintenance record in the airplane and in a place readily accessible to each flight crewmember. <i>Sources:</i> 121.135(b)(1); 121.701(b) <i>Interfaces:</i> 1.2.1(AW); 1.2.3(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>13. Check that the Certificate Holder's manual contains a policy that the airworthiness release or log entry required by FAR 121.709 (a) must include a certification that: The work was performed in accordance with the requirements of the Certificate Holder's manual. All items required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed. No known condition exists that would make the airplane unairworthy. So far as the work performed is concerned, the aircraft is in condition for safe operation. <i>Sources:</i> 121.135(b)(1); 121.709(b)(2)(i); 121.709(b)(2)(ii); 121.709(b)(2)(iii); 121.709(b)(2)(iv) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 2.1.2(AW); 2.1.2(OP)</p> <p>14. Check that the Certificate Holder's manual contains a policy that the airworthiness release or log entry, required by FAR 121.709 (a), must be signed by an authorized certificated mechanic or repairman, except that a certificated repairman may sign the release or entry only for the work for which he is employed and certificated. <i>Sources:</i> 121.135(b)(1); 121.709(b)(3) <i>Interfaces:</i> 1.1.1(AW); 1.2.1(AW); 2.1.2(AW); 2.1.2(OP); 4.4.3(AW); 4.4.4(AW)</p> <p>15. Check that the Certificate Holder's manual has a policy that competent personnel and adequate facilities and equipment are provided for the proper performance of maintenance, preventive maintenance, and alterations in its inspection program. <i>Sources:</i> 121.135(b)(1); 121.367(b) <i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.1.2(AW); 4.2.1(AW); 4.4.1(AW); 4.4.3(AW); 4.4.4(AW)</p> <p>16. Check that the Certificate Holder's manual has a policy that there is a list of persons with whom it has arranged for the performance of any of its required inspections, other maintenance, preventive maintenance, or alterations, including a general description of that work. <i>Sources:</i> 121.135(b)(1); 121.369(a) <i>Interfaces:</i> 1.2.2(AW); 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 1.3.5(AW); 1.3.7(AW); 1.3.9(AW)</p> <p>17. Check that the Certificate Holder's manual has a policy that no person will be used to perform required inspections unless the person performing the inspection is appropriately certificated, properly trained, qualified, and authorized to do so. <i>Sources:</i> 121.135(b)(1); 121.371(a) <i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 4.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> <p>18. Check that the Certificate Holder's manual contains a policy to prevent</p>	
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	<p>any person from performing a required inspection unless, at that time, the person performing that inspection is under the supervision and control of an inspection unit.</p> <p><i>Sources:</i> 121.135(b)(1); 121.371(b)</p> <p><i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 4.1.1(AW); 7.1.2(AW)</p> <p>19. Check that the Certificate Holder's manual contains a policy that no person may perform a required inspection if he performed the item of work required to be inspected.</p> <p><i>Sources:</i> 121.135(b)(1); 121.371(c)</p> <p><i>Interfaces:</i> 1.3.2(AW); 1.3.4(AW); 4.1.1(AW); 7.1.2(AW)</p> <p>20. Check that the Certificate Holder's manual contains a policy to ensure Certificate Holder shall maintain, or shall determine that each person with whom it arranges to perform its required inspections maintains, a current listing of persons who have been trained, qualified, and authorized to conduct required inspections. The persons must be identified by name, occupational title, and the inspections that they are authorized to perform.</p> <p><i>Sources:</i> 121.135(b)(1); 121.371(d)</p> <p><i>Interfaces:</i> 1.3.2(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 4.1.1(AW); 4.2.2(AW)</p> <p>21. Check that the Certificate Holder's manual contains a policy that ensures the Certificate Holder (or person with whom it arranges to perform its required inspections) shall give written information to each person so authorized describing the extent of his responsibilities authorities, and inspectional limitations.</p> <p><i>Sources:</i> 121.135(b)(1); 121.371(d)</p> <p><i>Interfaces:</i> 1.3.2(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 4.1.1(AW)</p> <p>22. Check that the Certificate Holder's manual contains a policy that each person performing maintenance or preventive maintenance shall be relieved from duty for a period of at least 24 consecutive hours during any seven consecutive days, or the equivalent thereof within any one calendar month.</p> <p><i>Sources:</i> 121.135(b)(1); 121.377</p> <p><i>Interfaces:</i> 2.1.2(AW); 2.1.2(OP); 4.4.3(AW); 4.4.4(AW); 6.2.1(AW)</p> <p>23. Check that the Certificate Holder's manual has a policy to regularly and promptly send a summary report on each interruption to a flight, unscheduled change of aircraft en route, or unscheduled stop or diversion, caused by known or suspected mechanical difficulties or malfunctions that are not required to be reported under FAR 121.703.</p> <p><i>Sources:</i> 121.135(b)(1); 121.705(a)</p> <p><i>Interfaces:</i> 1.2.4(AW); 2.1.2(AW); 2.1.2(OP)</p>	
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)?</p> <p>SRRs: 121.135(b)(3)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the Certificate Holder's manual contains information that is appropriate to maintenance personnel regarding references to the appropriate Federal Aviation Regulations.</p> <p><i>Sources:</i> 121.135(b)(3)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

	<i>Interfaces: 2.1.2(AW); 2.1.2(OP)</i>	
4.	<p>Does the certificate holder's manual contain the duties and responsibilities for personnel who will prepare the maintenance information and instructions contained in the General Maintenance Manual / Equivalent?</p> <p>SRRs: 121.135(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual contains information that is appropriate to maintenance personnel regarding the duties and responsibilities of appropriate members of the ground organization, and management personnel. <p>Sources: 121.135(b)(2)</p> <p><i>Interfaces: 7.1.1(AW); 7.1.2(AW); 7.1.6(AW); 7.2.1(OP)</i></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 prepare the General Maintenance Manual / Equivalent?</p> <p>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 preparation of the General Maintenance Manual / Equivalent process:	
1.1.	Is there a control or controls in place to ensure the certificate holder's manual includes current references to, or excerpts from, its operation specifications for the continuous airworthiness maintenance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a control or controls in place to ensure the certificate holder's manual lists the current duties, responsibilities, and authority of its required personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a control or controls in place to ensure the certificate holder's manual contains (or references), a current list of persons with whom it has arranged for the performance of required inspections, other maintenance, preventive maintenance, or alterations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a control or controls in place to ensure the certificate holder's manual defines significant terms and acronyms in a manner that allows personnel to perform their duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a control or controls in place to ensure the certificate holder's manual includes test flight and ferry flight requirements or appropriate references?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Is there a control or controls in place to ensure that, during a shift change, the status of work in progress is adequately relayed to the oncoming shift in accordance with the certificate holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the preparation of the General Maintenance Manual / Equivalent 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 to assess its processes, to identify and to 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:	
	Does the certificate holder's General Maintenance Manual / Equivalent process include the following process measurements:	
1.1	Is there a process measurement or process measurements that would identify if the certificate holder did not keep current references to, or excerpts, from its operations specifications, for the continuous airworthiness maintenance program, in its manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a process measurement or process measurements that would identify if the certificate holder did not keep current its required personnel duties, responsibilities, and authority listed in its manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a process measurement or process measurements that would identify if the certificate holder did not keep current a list of persons with whom it has arranged for the performance of required inspections, other maintenance, preventive maintenance, or alterations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a process measurement or process measurements that would identify if the certificate holder did not keep current significant terms and acronyms in a manner that allowed personnel to perform their duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a process measurement or process measurements that would identify if the certificate holder did not keep current the procedures for initiating the	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	requirement for test or ferry flight?	
1.6.	Is there a process measurement or process measurements that would identify if the procedures contained in the certificate holder's manual for shift change were effective in relaying aircraft status to the oncoming shift?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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 methods and 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 preparation of the General Maintenance Manual / Equivalent 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 preparation of the General Maintenance Manual / Equivalent 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 job 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 questions in 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 General Maintenance Manual/ Equivalent 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 preparation of the General Maintenance Manual / Equivalent process.
2.	Identify the person who has overall authority for the preparation of the General Maintenance Manual / Equivalent 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 General Maintenance Manual / Equivalent?	<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 General Maintenance Manual/Equivalent?	<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 preparation of the General Maintenance Manual / Equivalent 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 preparation of the General Maintenance Manual / Equivalent 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 General Maintenance Manual / Equivalent?	<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 preparation of the General Maintenance Manual / Equivalent 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 preparation of the General Maintenance Manual / Equivalent process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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SAI Section 5 - Management Responsibility & Authority Attributes Drop-Down Menu	
1.	Not documented.
2.	Documentation unclear.
3.	Documentation incomplete.
4.	Other.