

## Safety Attribute Inspection (SAI) Data Collection Tool

### 1.3.22 Parts Borrowing (AW)

#### ELEMENT SUMMARY INFORMATION

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

- To provide policy, procedures, instructions, and/or information in the manual, which allows personnel concerned with the Parts Borrowing process to perform their duties and responsibilities to a high degree of safety.

**Objective** (FAA oversight):

- To determine if the certificate holder's Parts Borrowing 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 Parts Borrowing process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Parts Borrowing process.

**Specific Instructions:**

- Intentionally left blank

#### SUPPLEMENTAL INFORMATION

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 119.43(b)
  - 119.43(b)(1)
  - 119.43(b)(2)
  - 119.43(c)
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(17)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - D.083
  - D.083(a)
  - D.083(b)
  - D.083(c)
  - D.083(d)
  - D.083(e)
  - D.083(f)

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

- Related CFRs:
  - Intentionally left blank
- FAA Policy/Guidance:
  - FAA Order 8900.1, Volume 3, Chapter 39
  - 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 accomplish the Parts Borrowing process.
3.	Review the certificate holder's Parts Borrowing 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 Parts Borrowing process meet the specific regulatory and FAA policy requirements:	
1.1.	Does the certificate holder's Parts Borrowing process include instructions and information necessary for personnel to perform the duty and responsibility of borrowing parts (overhauled) from another operator, when time-in-service of the available part exceeds the certificate holder's approved overhaul time limit?  SRRs: 121.135(a)(1); D.083	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Does the certificate holder's instructions and information ensure that, when borrowing parts (overhauled) from another operator, and the time-in-service of that part exceeds the certificate holder's approved overhaul time limit, those parts meet the following conditions: SRRs: 121.135(b)(17); D.083	
1.2.1	The borrowed part is obtained from a 14 CFR part 121 or 135 certificate holder maintaining its aircraft under an approved air carrier maintenance program?  SRRs: D.083(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.2	The certificate holder has procedures in its manual to ensure the part is properly maintained? SRRs: D.083(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.3	The borrowed part does not exceed the other operator's approved overhaul time limits? SRRs: D.083(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.2.4	The borrowed part does not exceed its approved life limit? SRRs: D.083(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.5	In relation to the lender's currently authorized time before overhaul, the borrowed part has a minimum of 200 hours time-in-service remaining, or 100 landings or cycles remaining if the controlling parameter is landings or cycles?  SRRs: D.083(e)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.6	The borrowed part may be used for a period not-to-exceed 100 hours time-in-service, or 50 landings or cycles if the controlling parameter is landings or cycles? SRRs: D.083(f)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	<p>Does the certificate holder's Parts Borrowing process comply with the guidance contained in FAA Order 8900.1?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system ensures that the operator's manual includes procedures that restrict the overhaul time limits to those authorized by the operations specifications.  <i>Sources:</i> FAA Order 8900.1, Volume 3, Chapter 39, Paragraph 3-3760A <i>Interfaces:</i> 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 7.1.6(AW)</li> <li>2. Check that the Certificate Holder's manual system ensures that the operators manual includes procedures that restrict a remaining minimum time to overhaul to that authorized by the operations specifications.  <i>Sources:</i> FAA Order 8900.1, Volume 3, Chapter 39, Paragraph 3-3760A <i>Interfaces:</i> 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 7.1.6(AW)</li> <li>3. Check that the Certificate Holder's manual system contains information that indicates how the operator can borrow a part from another operator when the time in service of the available part exceeds the operator's approved overhaul time limit, however cannot exceed the lenders approved time limits.  <i>Sources:</i> FAA Order 8900.1, Volume 3, Chapter 39, Paragraph 3-3760A <i>Interfaces:</i> 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 7.1.6(AW)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	<p>Does the certificate holder's Parts Borrowing process comply with the guidance contained in Advisory Circular 120-42A?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's manual system contains a parts control program that contains instructions to ensure that proper parts and configuration are maintained for borrowed parts used on aircraft qualified under the Extended Range Operations with Two Engine Airplanes (ETOPS) program.  <i>Sources:</i> AC 120-42A, Appendix 4, Paragraph 10, 1st Sentence <i>Interfaces:</i> 1.2.1(AW); 1.2.3(AW); 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 7.1.6(AW)</li> <li>2. Check that the Certificate Holder's manual system has instructions for</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>the use of borrowed parts (overhauled) from another operator when the time-in-service of the available part exceeds the certificate holder's approved overhaul time limits, as authorized by operations specifications, providing the following condition is met: the borrowed part may be used for a period not-to-exceed 100 hours time-in-service, or 50 landings or cycles if the controlling parameter is landings or cycles.</p> <p><i>Sources:</i> AC 120-42A, Appendix 4, Paragraph 10, 2nd Sentence  <i>Interfaces:</i> 1.2.1(AW); 1.3.1(AW); 1.3.2(AW); 1.3.4(AW); 1.3.7(AW); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 7.1.6(AW)</p>	
1.5.	<p>Does the certificate holder s manual contain the required references to, or excerpts from, the operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 119.43(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	<p>If the certificate holder s manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications?</p> <p>SRRs: 119.43(b)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.7.	<p>Does the certificate holder s manual require compliance with operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 119.43(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	<p>Does the certificate holder s manual contain a method for keeping all persons engaged in its operations informed of the provisions of the operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)?</p> <p>SRRs: 119.43(c)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	<p>Does the certificate holder's manual contain general policies for the Parts Borrowing process that comply with the SRRs?</p> <p>SRRs: 121.135(b)(1); D.083</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)?</p> <p>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 Parts Borrowing process?</p> <p>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 Parts Borrowing process?</p> <p>SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 1 - Procedures Attribute Drop-Down Menu</b>	
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 or 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 Parts Borrowing process:	
1.1.	Is there a control or controls in place to ensure the certificate holder does not use a borrowed part from an unqualified source?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a control or controls in place to ensure that the certificate holder does not use a borrowed part on an aircraft qualified for the Extended Range Operations with Two Engine Airplanes (ETOPS) program that is not qualified for ETOPS?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a control or controls in place to ensure that the certificate holder did not use a borrowed part that was not incorporated into the certificate holder's maintenance program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a control or controls in place to ensure that the certificate holder complies with the Parts Borrowing provisions of the operations specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a control or controls in place to ensure that the certificate holder ensures that parts borrowed and installed on the aircraft are properly certificated and airworthy?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Is there a control or controls in place to ensure that the certificate holder trains its personnel in accordance with the Parts Borrowing policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Is there a control or controls in place to ensure that the certificate holder conducts audits of the Parts Borrowing process to ensure applicable policies and procedures were followed?	<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 Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
----	---	--

<b>SAI Section 2 - Controls Attribute Drop-Down Menu</b>	
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 Parts Borrowing process include the following process measurements:	
1.1.	Is there a process measurement or process measurements that would identify if the certificate holder used a borrowed part from an unqualified source?	<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 used a borrowed part on an aircraft qualified for the Extended Range Operations with Two Engine Airplanes (ETOPS) program, that is not qualified for ETOPS?	<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 used a borrowed part that was not incorporated into the certificate holder's maintenance program?	<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 does not comply with the Parts Borrowing provisions of the operations specifications?	<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 ensure that parts borrowed and installed on the aircraft are properly certificated and airworthy?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.6.	Is there a process measurement or process measurements that would identify if the certificate holder failed to train its personnel in accordance with the Parts Borrowing policies and procedures?	<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 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 Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 3 - Process Measurement Attribute Drop-Down Menu</b>	
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 Parts Borrowing 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 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 Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 4 - Interfaces Attribute Drop-Down Menu</b>
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 Parts Borrowing process.
2.	Identify the person who has overall authority for the Parts Borrowing 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 Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Does the certificate holder s manual include the duties and responsibilities of those who manage the work required by the Parts Borrowing 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 Parts Borrowing 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 Parts Borrowing 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 Parts Borrowing 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 Parts Borrowing 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 Parts Borrowing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 5 - Management Responsibility &amp; Authority Attributes Drop-Down Menu</b>
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.