

**Safety Attribute Inspection (SAI) Data Collection Tool**  
**1.3.4 Required Inspection Items (RII) (AW)**

**ELEMENT SUMMARY INFORMATION**

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

- To ensure all items of maintenance that must be inspected (RII), are inspected, by an authorized person who determined that the work was satisfactorily completed.

**Objective** (FAA oversight):

- To determine if the certificate holder's Required Inspection Items (RII) 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 Required Inspection Items (RII) process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Required Inspection Items (RII) process.

**Specific Instructions:**

- Intentionally left blank.

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.365(a)
  - 121.365(b)
  - 121.365(c)
  - 121.367
  - 121.369(a)
  - 121.369(b)
  - 121.369(b)(2)
  - 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)
  - D.084(e)

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

- Related CFRs:  
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- FAA Policy/Guidance:  
FAA Order 8900.1, Vol 3 Ch 43  
AC 120-16D

### 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

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|    | To meet this objective, the inspector must accomplish the following tasks:  |
| 1. | Review the information listed in the Supplemental Information section of this data collection tool.   |
| 2. | Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Required Inspection Items (RII) process.  |
| 3. | Review the certificate holder's Required Inspection Items (RII) 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

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|       | To meet this objective, the inspector must answer the following questions:  |  |
| 1.    | Does the certificate holder's Required Inspection Items (RII) process meet the specific regulatory and FAA policy requirements:   |  |
| 1.1.  | Does the certificate holder's system contain a chart or description of their organization that is adequate to perform required inspection items?<br>SRRs: 121.365(a); 121.369(a)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.2.  | Does the certificate holder's chart or description of their organization show that:<br>SRRs: 121.365(c); 121.369(a)   |  |
| 1.2.1 | They have organized the performance of required inspection functions so as to separate them from the performance of other maintenance, preventative maintenance and alteration functions?<br>SRRs: 121.365(c)<br><i>Related Design JTIs:</i><br>1. Check that the certificate holder's manual includes instructions and information necessary to each person performing required inspections to organize the performance of those functions so as to separate the required inspection functions from other maintenance, preventive maintenance and alteration functions.<br><i>Sources:</i> 121.135(a)(1); 121.365(c)<br><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 7.1.2(AW) | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.2.2 | The separation of required inspection functions and other maintenance, preventative maintenance and alteration functions is below the level of administrative control at which overall responsibility is exercised?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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|       | <p>SRRs: 121.365(c)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holders manual who performs required inspections includes a general policy that separation of required inspection functions and other maintenance, preventive maintenance, and alteration functions is below the level of administrative control at which overall responsibility for the required inspection functions and other maintenance, preventive maintenance, and alteration functions are exercised.</li> </ol> <p><i>Sources:</i> 121.135(b)(1); 121.365(c)</p> <p><i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> <ol style="list-style-type: none"> <li>2. Check that the certificate holder's manual includes instructions and information necessary to each person performing required inspections to organize the performance of those functions so as to separate the required inspection functions from other maintenance, preventive maintenance and alteration functions.</li> </ol> <p><i>Sources:</i> 121.135(a)(1); 121.365(c)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 7.1.2(AW)</p>   |  |
| 1.3.  | <p>Does the certificate holder's system provide that each person with whom it arranges for the performance of any required inspections must have an organization adequate to perform that work?</p> <p>SRRs: 121.365(b)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holder's manual, who performs any inspections required by it's manual in accordance with 121.369(b)(2) or (3) contains a general policy that it must have an organization adequate to perform required inspections</li> </ol> <p><i>Sources:</i> 121.135(b)(1); 121.365(b)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.3(AW); 1.3.8(AW); 7.1.2(AW)</p> <ol style="list-style-type: none"> <li>2. Check that the certificate holder's manual contains a general policy that each person with whom it arranges to perform required inspections must have an organization adequate to perform that work</li> </ol> <p><i>Sources:</i> 121.135(b)(1); 121.365(b)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.3(AW); 1.3.8(AW); 7.1.2(AW)</p> <ol style="list-style-type: none"> <li>3. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations ensures that each person with whom it arranges to perform required inspections has an organization adequate to perform that work</li> </ol> <p><i>Sources:</i> 121.135(b)(19); 121.365(b)</p> <p><i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.4.  | <p>Does the certificate holder's system provide that each person with whom it arranges for the performance of any required inspections must:</p> <p>SRRs: 121.365(c)</p>  |  |
| 1.4.1 | <p>Organize the performance of required inspection functions so as to separate them from the performance of other maintenance, preventative maintenance and alteration functions?</p> <p>SRRs: 121.365(c)</p> <p><i>Related Design JTIs:</i></p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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|       | <p>1. Check that the certificate holder's manual includes instructions and information necessary to each person performing required inspections to organize the performance of those functions so as to separate the required inspection functions from other maintenance, preventive maintenance and alteration functions.</p> <p><i>Sources:</i> 121.135(a)(1); 121.365(c)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 7.1.2(AW)</p>  |  |
| 1.4.2 | <p>Separate required inspection functions from other maintenance, preventative maintenance and alteration functions below the level of administrative control at which overall responsibility is exercised?</p> <p>SRRs: 121.365(c)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's instructions include procedures to ensure that each person with whom it arranges to perform RII, maintains separation of those functions within the organization.</p> <p><i>Sources:</i> AC 120-16C par. 6(b)</p> <p><i>Interfaces:</i> 1.3.7(AW); 1.3.14(AW); 2.1.1(AW); 7.1.2(AW)</p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.5.  | <p>Does the certificate holder's system provide that each person performing required inspection functions for it must follow its manual in the performance of maintenance, preventive maintenance or alterations?</p> <p>SRRs: 121.369(b)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.6.  | <p>Does the certificate holder's inspection program and the program covering other maintenance, preventative maintenance, and alterations include a designation of the items of maintenance and alterations that must be inspected (RII)?</p> <p>SRRs: 121.369(b)(2); 121.367</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions covering procedures, standards, responsibilities, and authority of inspection personnel that ensures that each aircraft returned to service is airworthy and has been properly maintained for operation under FAR part 121.</p> <p><i>Sources:</i> 121.135(b)(19); 121.367(c)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> <p>2. Check that the certificate holder's inspection program and the program</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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|       | <p>covering other maintenance, preventive maintenance and alterations includes a designation items of maintenance and alteration that must be inspected (required inspections), including at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used</p> <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 7.1.2(AW)</p> <p>3. Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> |  |
| 1.7.  | <p>Does the certificate holder's designation of items of maintenance and alterations that must be inspected (RII) include at least those items of maintenance that:</p> <p>SRRs: 121.369(b)(2)</p>  |  |
| 1.7.1 | <p>Could result in a failure, malfunction or defect endangering the safe operation of the aircraft, if not properly performed?</p> <p>SRRs: 121.369(b)(2)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b)(2)</p> <p><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.7.2 | <p>Could result in a failure, malfunction or defect endangering the safe operation of the aircraft, if improper parts or materials are used?</p> <p>SRRs: 121.369(b)(2)</p> <p><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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|       | <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b)(2)<br/> <i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p>  |  |
| 1.8.  | <p>Does the certificate holder's inspection program and the program covering other maintenance, preventive maintenance, and alterations include:<br/> SRRs: 121.369(b); 121.367<br/> <i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holder's inspection program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the designation items of maintenance and alteration that must be inspected (required inspections) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof<br/> <i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b)(2)<br/> <i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</li> </ol>   |  |
| 1.8.1 | <p>The method of performing required inspections?<br/> SRRs: 121.369(b)(3)<br/> <i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes the method of performing required inspections<br/> <i>Sources:</i> 121.367; 121.369(b)(3)<br/> <i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</li> <li>2. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations include instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the method of performing required inspections when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof<br/> <i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(3)<br/> <i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</li> </ol> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.8.2 | <p>A designation by occupational title of personnel authorized to perform each required inspection?<br/> SRRs: 121.369(b)(3)<br/> <i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes a designation by occupational title of personnel authorized to perform each required inspection.<br/> <i>Sources:</i> 121.367; 121.369(b); 121.369(b)(3)<br/> <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 7.1.2(AW)</li> <li>2. Check that the certificate inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to</li> </ol>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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|       | <p>perform the duty and responsibility to follow the designation by occupational title of personnel authorized to perform each required inspection when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(3)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</p> <p>3. Check that the certificated holders manual contains a general policy to make available for inspection by the Administrator upon request, a current listing of persons, identified by name, occupational title, and the inspections that they are authorized to perform, who have been trained, qualified, and authorized to conduct required inspections</p> <p><i>Sources:</i> 121.135(b)(1); 121.371(d)<br/><i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 7.1.2(AW)</p>  |  |
| 1.8.3 | <p>Procedures for the reinspection of work performed pursuant to previous required inspection findings ("buy-back procedures")?</p> <p><i>SRRs:</i> 121.369(b)(4)<br/><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes procedures for the reinspection of work performed pursuant to previous required inspection findings (buy-back procedures) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(4)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</p> <p>2. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures for the reinspection of work performed pursuant to previous required inspection findings (buy-back procedures) when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(4)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.8.4 | <p>Procedures, standards, and limits necessary for required inspections?</p> <p><i>SRRs:</i> 121.369(b)(5)<br/><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes procedures, standards, and limits necessary for accomplishment of required inspections and acceptance or rejection of items required to be inspected when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |



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|       | <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(5)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</p> <p>2. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures, standards, and limits necessary for accomplishment of required inspections and acceptance or rejection of items required to be inspected when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(5)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</p>   |  |
| 1.8.5 | <p>Procedures, standards, and limits necessary for acceptance or rejection of the items required to be inspected?<br/>SRRs: 121.369(b)(5)<br/><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures, standards, and limits necessary for accomplishment of required inspections and acceptance or rejection of items required to be inspected when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(5)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.8.6 | <p>Procedures to ensure that all required inspections are performed?<br/>SRRs: 121.369(b)(6)<br/><i>Related Design JTIs:</i></p> <p>1. Check that the certificate holder's manual that contains the inspection program covering other maintenance, preventive maintenance and alterations includes procedures to ensure that all required inspections are performed.</p> <p><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(6)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 7.1.2(AW)</p> <p>2. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures to ensure that all required inspections are performed when performing maintenance, preventive maintenance, and alterations of that certificate holder's airplanes, including airframes, aircraft engines, propellers, appliances, emergency equipment, and parts thereof</p> <p><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(6)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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| 1.8.7 | <p>Instructions to prevent any person who performs any item of work from performing any required inspection of that work?</p> <p>SRRs: 121.369(b)(7)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions to prevent any person who performs any item of work from performing any required inspection of that work.<br/><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(7)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</li> <li>2. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the instructions to prevent any person who performs any item of work from performing any required inspection of that work.<br/><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(7)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW)</li> </ol>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.8.8 | <p>Instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit, or a person with the proper overall responsibility for management of RII and maintenance functions?</p> <p>SRRs: 121.369(b)(8)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holder's manual inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit or a person at that level of administrative control that has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance, and alterations functions<br/><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(8)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 7.1.2(AW)</li> <li>2. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the instructions and procedures to prevent any decision of an inspector, regarding any required inspection from being countermanded by persons other than supervisory personnel of the inspection unit or a person at that level of administrative control that has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance, and alterations functions<br/><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(8)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</li> </ol> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.8.9 | <p>Procedures to ensure that required inspections that are not completed as a result of shift changes or similar work interruptions are properly completed</p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

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|       | <p>before the aircraft is released to service?<br/>SRRs: 121.369(b)(9)<br/><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes procedures to ensure that required inspections, other maintenance, preventive maintenance, and alterations that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service<br/><i>Sources:</i> 121.367; 121.369(b); 121.369(b)(9)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</li> <li>2. Check that the certificate holder's inspection program and the program covering other maintenance, preventive maintenance and alterations includes instructions and information necessary to allow personnel concerned to perform the duty and responsibility to follow the procedures that ensure that required inspections, other maintenance, preventive maintenance, and alterations that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service<br/><i>Sources:</i> 121.135(a)(1); 121.367; 121.369(b); 121.369(b)(9)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.2(AW); 7.1.2(AW)</li> </ol> |  |
| 1.9.  | <p>Does the certificate holder's Required Inspection Items (RII) process comply with the guidance contained in FAA Order 8900.1?<br/><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holders instructions include procedures specifying how it will develop, control, and review RII to ensure the continued airworthiness of its aircraft.<br/><i>Sources:</i> FAA Order 8900.1, Vol 3, Ch 43, Para 3-3870.<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</li> </ol>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.10. | <p>Does the certificate holder's Required Inspection Items (RII) process comply with the guidance contained in AC120-16D?</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 2.    | <p>Does the certificate holder's manual contain general policies for the Required Inspection Items (RII) process that comply with the specific regulatory requirements?<br/>SRRs: 121.135(b)(1); 121.365(b); 121.365(c); 121.369(b); 121.367; D.084(e)<br/><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the certificate holder's manual, who performs any inspections required by it's manual in accordance with 121.369(b)(2) or (3) contains a general policy that it must have an organization adequate to perform required inspections<br/><i>Sources:</i> 121.135(b)(1); 121.365(b)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.3(AW); 1.3.8(AW); 7.1.2(AW)</li> <li>2. Check that the certificate holder's manual contains a general policy that each person with whom it arranges to perform required inspections must have an organization adequate to perform that work<br/><i>Sources:</i> 121.135(b)(1); 121.365(b)<br/><i>Interfaces:</i> 1.1.1(AW); 1.3.3(AW); 1.3.8(AW); 7.1.2(AW)</li> <li>3. Check that the certificate holders manual who performs required</li> </ol>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

|    |   |  |
|----|---|--|
|    | <p>inspections includes a general policy that separation of required inspection functions and other maintenance, preventive maintenance, and alteration functions is below the level of administrative control at which overall responsibility for the required inspection functions and other maintenance, preventive maintenance, and alteration functions are exercised.</p> <p><i>Sources:</i> 121.135(b)(1); 121.365(c)<br/> <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> <p>4. Check that the certificate holder's manual contains a general 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)<br/> <i>Interfaces:</i> 1.1.1(AW); 1.3.14(AW); 2.1.1(AW); 4.2.2(AW); 7.1.2(AW)</p> <p>5. Check that the certificate holders manual includes instructions and information necessary for personnel concerned to not allow any person to perform 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(a)(1); 121.371(b)<br/> <i>Interfaces:</i> 1.1.1(AW); 1.3.2(AW); 7.1.2(AW)</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>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4. | <p>Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the Required Inspection Items (RII) process?</p> <p>SRRs: 121.135(b)(2)</p>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 5. | <p>Does the certificate holder's manual contain instructions and information for personnel to meet the requirements of the Required Inspection Items (RII) process?</p> <p>SRRs: 121.135(a)(1)</p>  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| <b>SAI Section 1 - Procedures Attribute<br/>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, 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 Required Inspection Items (RII) process:   |  |
| 1.1. | Is there a control or controls in place to ensure the certificate holder prepares a current designation of the items of maintenance and alterations that must be inspected (RII)?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.2. | Is there a control or controls in place to ensure that RII inspections are performed by trained, qualified and authorized individuals?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.3. | Is there a control or controls in place to ensure that individuals who perform required inspection are on the current list of persons who have been trained, qualified and authorized to conduct required inspections?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.4. | Is there a control or controls in place to ensure that required inspection functions are performed by persons other than those who perform the items of maintenance or alteration?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.5. | Is there a control or controls in place to ensure that each person who prepares an airworthiness release or log book entry ensures all items that are required to be inspected are inspected by an authorized person who determines that the work is satisfactorily completed? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.6. | Is there a control or controls in place to ensure RII functions are separated from other maintenance, preventive maintenance or alterations functions?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.7. | Is there a control or controls in place to ensure that Required Inspection Items are identified on work documents?   | <input type="checkbox"/> Yes<br><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 Required Inspection Items (RII) process?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| <b>SAI Section 2 - Controls Attribute<br/>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 Required Inspection Items (RII) process include the following process measurements:  |  |
| 1.1. | Is there a process measurement or process measurements that would identify if the certificate holder failed to prepare a current designation of the items of maintenance and alterations that must be inspected (RII)?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.2. | Is there a process measurement or process measurements that would identify if the certificate holder failed to ensure RII functions were performed by appropriately certificated, properly trained, qualified, and authorized individuals?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.3. | Is there a process measurement or process measurements that would identify if the certificate holder failed to use the individuals listed as trained, qualified and authorized to conduct required inspections, to perform required inspections?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.4. | Is there a process measurement or process measurements that would identify if the certificate holder failed to ensure the required inspection functions were performed by persons other than those who performed those items of maintenance or alteration?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.5. | Is there a process measurement or process measurements that would identify if the certificate holder failed to ensure the person who prepared the airworthiness release or log book entry ensured all items that were required to be inspected were inspected by an authorized person who determined that the work was satisfactorily completed? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.6. | Is there a process measurement or process measurements that would identify if  | <input type="checkbox"/> Yes   |



|      |   |  |
|------|---|--|
|      | the certificate holder failed to ensure that required inspections were separated from other maintenance actions?  | <input type="checkbox"/> No, Explain                                 |
| 1.7. | Is there a process measurement or process measurements that would identify if the certificate holder failed to ensure required inspection items were identified on work documents?                | <input type="checkbox"/> Yes<br><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 contained in its manual were not followed? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 3.   | Does the certificate holder document its process measurement results?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 4.   | Does the certificate holder use its process measurement results to improve its programs?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 5.   | Does the organization that conducts the process measurements have direct access to the person with responsibility for the Required Inspection Items (RII) process?                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| <b>SAI Section 3 - Process Measurement Attribute<br/>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 Required Inspection Items (RII) process that have been identified along with the individual questions in the 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:<br>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<br><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 Required Inspection Items (RII) process?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

| <b>SAI Section 4 - Interfaces Attribute<br/>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 Required Inspection Items (RII) process.     |
| 2. | Identify the person who has overall authority for the Required Inspection Items (RII) 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 Required Inspection Items (RII) process?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br>Name/Title: |
| 2. | Does the certificate holder clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the Required Inspection Items (RII) process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br>Name/Title: |
| 3. | Does the certificate holder's manual include the duties & responsibilities of those who manage work required by the Required Inspection Item (RII) process?<br>SRRs: 121.135(b)(2)   | <input type="checkbox"/> Yes<br><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 Required Inspection Item (RII) process?<br>SRRs: 121.135(a)(1)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 5. | Does the certificate holder clearly and completely document the responsibility for this position?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 6. | Does the certificate holder clearly and completely document the authority for this position?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 7. | Does the certificate holder clearly and completely document their qualification standards for the person having responsibility for the Required Inspection Item (RII) process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 8. | Does the certificate holder clearly and completely document their qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Required Inspection Item (RII) process? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |
| 9. | Does the certificate holder clearly and completely document the procedures for delegation of authority for the Required Inspection Item (RII) process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain                |



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