

**Safety Attribute Inspection (SAI) Data Collection Tool**  
**1.3.8 Control of Calibrated Tools and Test Equipment (AW)**

**ELEMENT SUMMARY INFORMATION**

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

- To provide an inspection program and a program covering other maintenance, preventive maintenance, and alterations that includes procedures, standards, and limits necessary for the periodic inspection and calibration of precision tools, measuring devices, and test equipment.

**Objective** (FAA oversight):

- To determine if the certificate holder's Control of Calibrated Tools and Test Equipment 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 Control of Calibrated Tools and Test Equipment process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Control of Calibrated Tools and Test Equipment 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)
  - 121.367
  - 121.369(b)(5)
  - 43.13(a)
  - 43.13(c)

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

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

### SAI Section 1 - Procedures Attribute

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

#### Tasks

|    |  |
|----|--|
|    | To meet this objective, the inspector must accomplish the following tasks:   |
| 1. | Review the information listed in the Supplemental Information section of this DCT.   |
| 2. | Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Control of Calibrated Tools and Test Equipment process.  |
| 3. | Review the certificate holder's Control of Calibrated Tools and Test Equipment 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 Control of Calibrated Tools and Test Equipment process meet the specific regulatory and FAA policy requirements:   |  |
| 1.1.  | Does the certificate holder's inspection program and the program covering other maintenance, preventive maintenance, and alterations contain procedures necessary for:<br>SRRs: 121.369(b)(5); 121.367 |  |
| 1.1.1 | The periodic inspection of precision tools?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.1.2 | The periodic inspection of measuring devices?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.1.3 | The periodic inspection of test equipment?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.1.4 | The periodic calibration of precision tools?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.1.5 | The periodic calibration of measuring devices?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.1.6 | The periodic calibration of test equipment?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.2.  | Does the certificate holder's manual contain procedures that include:  |  |

|        |  |   |
|--------|--|---|
|        | SRRs: 121.369(b)(5)  |   |
| 1.2.1  | A means to identify and control each inspected precision tool, measuring device, and piece of test equipment used for establishing the basis of product acceptance or for making a finding of airworthiness (approval for return to service)?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2.2  | A means to identify and control each calibrated precision tool, measuring device, and piece of test equipment used for establishing the basis of product acceptance or for making a finding of airworthiness (approval for return to service)?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2.3  | The specific periodic inspection and calibration intervals for each precision tool, measuring device, and piece of test equipment?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2.4  | A method of informing each user of a precision tool, measuring device, and piece of test equipment of its current inspection or calibration status?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2.5  | Definitions used in the Control of Calibrated Tools and Test Equipment process (i.e., standard, working standard, primary standard, etc.)?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2.6  | The inspection and calibration of precision tools, measuring devices, and test equipment not owned by the certificate holder?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.2.7  | A method of recalling or removing from service any precision tool, measuring device, or piece of test equipment (including any primary or secondary standard) that has exceeded its inspection and calibration interval; has broken inspection and calibration seals; is suspected to be malfunctioning; or is determined to be unreliable?<br>SRRs: 121.369(b)(5)                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2.8  | A method of determining that the standards of another country have been approved by the Administrator when foreign-manufactured precision tools, measuring devices, and test equipment are to be used?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.2.9  | Documenting and evaluating the adequacy of each equivalent precision tool, measuring device, and each piece of test equipment?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.2.10 | The storage, handling, and transporting of precision tools, measuring devices, and test equipment?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2.11 | A method of documenting (i.e., test reports, inspection/calibration reports, or certificates) the inspections or calibrations performed on precision tools, measuring devices, and test equipment?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.2.12 | A description of minimum information that must be identified within the document (i.e., test reports, inspection/calibration reports, or certificates) that will allow the certificate holder and user to determine if the precision tool, measuring device, or piece of test equipment to be used is appropriate for forming the basis of product acceptance or for making a finding of | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |

|        |   |   |
|--------|---|---|
|        | airworthiness (approval for return to service)?<br>SRRs: 121.369(b)(5)  |   |
| 1.2.13 | Environmental controls and conditions?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.2.14 | The calibration methods, conditions, reporting requirements, and the identification of precision tools, measuring devices, and test equipment that have received limited calibrations?<br>SRRs: 121.369(b)(5) | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.2.15 | Traceability directly or indirectly to the National Institute of Standards and Technology (NIST) or the manufacturer's standards?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.3.   | Does the certificate holder's inspection program and the program covering other maintenance, preventive maintenance, and alterations contain standards necessary for:<br>SRRs: 121.369(b)(5); 121.367         |   |
| 1.3.1  | The periodic inspection of precision tools?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.3.2  | The periodic inspection of measuring devices?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.3.3  | The periodic inspection of test equipment?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.3.4  | The periodic calibration of precision tools?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.3.5  | The periodic calibration of measuring devices?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.3.6  | The periodic calibration of test equipment?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.4.   | Does the certificate holder's inspection program and the program covering other maintenance, preventive maintenance, and alterations contain limits necessary for:<br>SRRs: 121.369(b)(5); 121.367            |   |
| 1.4.1  | The periodic inspection of precision tools?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.4.2  | The periodic inspection of measuring devices?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.4.3  | The periodic inspection of test equipment?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.4.4  | The periodic calibration of precision tools?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.4.5  | The periodic calibration of measuring devices?<br>SRRs: 121.369(b)(5)   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.4.6  | The periodic calibration of test equipment?<br>SRRs: 121.369(b)(5)  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |

|    |   |  |
|----|---|--|
| 2. | <p>Does the certificate holder's manual contain general policies for the Control of Calibrated Tools and Test Equipment process that comply with the SRRs?</p> <p>SRRs: 121.135(b)(1); 43.13(a); 43.13(c)</p>           | <input type="checkbox"/> Yes<br><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<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 Control of Calibrated Tools and Test Equipment 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 include instructions and information for personnel to meet the requirements of the Control of Calibrated Tools and Test Equipment 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 Control of Calibrated Tools and Test Equipment process:  |  |
| 1.1. | Is there a control or controls in place to ensure that users of precision tools, measuring devices, or test equipment are able to determine the current inspection or calibration status before their use?                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.2. | Is there a control or controls in place to ensure that the certificate holder adequately monitors the Control of Calibrated Tools and Test Equipment process?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.3. | Is there a control or controls in place to ensure that the certificate holder's inspection and calibration standards for the Control of Calibrated Tools and Test Equipment process are proper and current?                              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.4. | Is there a control or controls in place to ensure that the certificate holder's manual for the Control of Calibrated Tools and Test Equipment process is current?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.5. | Is there a control or controls in place to ensure that personnel who perform inspections and calibrations of precision tools, measuring devices, and test equipment are properly trained?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.6. | Is there a control or controls in place to ensure that the certificate holder's frequency of inspections and calibration for precision tools, measuring devices, and test equipment is adequate?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.7. | Is there a control or controls in place to ensure that the records (i.e., test reports, inspection/calibration reports, or certificates) provide sufficient information to verify that the measurement standards used for inspections or | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

|       |  |   |
|-------|--|---|
|       | calibrations of precision tools, measuring devices, and test equipment are traceable (directly or indirectly) to the National Institute of Standards and Technology (NIST) or the manufacturer's standards?  |   |
| 1.8.  | Is there a control or controls in place to ensure that the precision tools, measuring devices, and test equipment used for forming the basis of product acceptance or for making an airworthiness determination are within the inspection or calibration intervals?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.9.  | Is there a control or controls in place to ensure that the calibration records of precision tools, measuring devices, and test equipment that have received limited calibrations and are used for forming the basis of product acceptance or for making an airworthiness determination are identified as limited calibrations?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.10. | Is there a control or controls in place to ensure that the users are able to determine, before their use, that limited calibrations are performed on precision tools, measuring devices, or test equipment used for forming the basis of product acceptance or for making an airworthiness determination?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.11. | Is there a control or controls in place to ensure that the in-service precision tools, measuring devices, and test equipment are within the inspection and calibration intervals specified in the certificate holder's Control of Calibrated Tools and Test Equipment process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.12. | Is there a control or controls in place to ensure that the standards of another country are approved by the Administrator for foreign-manufactured precision tools, measuring devices, and test equipment?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.13. | Is there a control or controls in place to ensure that foreign-manufactured precision tools, measuring devices, and test equipment used for forming the basis of product acceptance or for making an airworthiness determination are in accordance with the certificate holder's design?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.14. | Is there a control or controls in place to ensure that the in-service precision tools, measuring devices, and test equipment are within the inspection and calibration specifications in accordance with the certificate holder's Control of Calibrated Tools and Test Equipment process?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.15. | Is there a control or controls in place to ensure that the environmental conditions and controls procedures are followed during the inspection and calibration of precision tools, measuring devices, and test equipment?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.16. | Is there a control or controls in place to ensure that precision tools, measuring devices, and test equipment that are recalled or removed from service, are recalled or removed in accordance with the certificate holder's Control of Calibrated Tools and Test Equipment process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.17. | Is there a control or controls in place to ensure that equivalent precision tools, measuring devices, and test equipment used when forming the basis of product acceptance or for making an airworthiness determination are in accordance with the certificate holder's design?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.18. | Is there a control or controls in place to ensure that the calibration records for equivalent precision tools, measuring devices, and test equipment reveal the same calibration standards and specifications that are used for forming the basis of product acceptance or for making an airworthiness determination as recommended by the equipment manufacturer of the aeronautical product? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.19. | Is there a control or controls in place to ensure that personally-owned precision tools, measuring devices, and test equipment are used in accordance with the certificate holder's design?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |



|       |  |   |
|-------|--|---|
| 1.20. | Is there a control or controls in place to ensure that personally-owned precision tools, measuring devices, and test equipment are under the Control of Calibrated Tools and Test Equipment process?                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21. | Is there a control or controls in place to ensure that the storage, handling, and transporting of precision tools, measuring devices, and test equipment is performed in accordance with the certificate holder's program? | <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 Control of Calibrated Tools and Test Equipment 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 Control of Calibrated Tools and Test Equipment process include the following process measurements:   |  |
| 1.1. | Is there a process measurement or process measurements that would reveal if users of precision tools, measuring devices, or test equipment were not able to determine the current inspection or calibration status before their use? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.2. | Is there a process measurement or process measurements that would reveal if the certificate holder failed to adequately monitor the Calibrated Tools and Test Equipment process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.3. | Is there a process measurement or process measurements that would reveal if the certificate holder's inspection and calibration standards for the Calibrated Tools and Test Equipment program were not proper and current?           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.4. | Is there a process measurement or process measurements that would reveal if the certificate holder's manual for the Calibrated Tools and Test Equipment program was not current?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |
| 1.5. | Is there a process measurement or process measurements that would reveal if personnel who performed inspections and calibrations of precision tools, measuring devices, and test equipment were not properly trained?                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain |

|       |  |   |
|-------|--|---|
| 1.6.  | Is there a process measurement or process measurements that would reveal if the certificate holder's frequency of inspections and calibration of precision tools, measuring devices, and test equipment is not adequate?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.7.  | Is there a process measurement or process measurements that would reveal if the records (i.e., test reports, inspection/calibration reports, or certificates) failed to provide sufficient information to verify that the measurement standards used for inspections or calibrations of precision tools, measuring devices, and test equipment were traceable (directly or indirectly) to the National Institute of Standards and Technology (NIST) or the manufacturer's standards? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.8.  | Is there a process measurement or process measurements that would reveal if the precision tools, measuring devices, and test equipment used for forming the basis of product acceptance or for making an airworthiness determination were not within the inspection or calibration intervals?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.9.  | Is there a process measurement or process measurements that would reveal if the calibration records of precision tools, measuring devices, and test equipment that have received limited calibrations and are used for forming the basis of product acceptance or for making an airworthiness determination were not identified as limited calibrations?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.10. | Is there a process measurement or process measurements that would reveal if the users were unable to determine, before their use, that limited calibrations were performed on precision tools, measuring devices, or test equipment used for forming the basis of product acceptance or for making an airworthiness determination?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.11. | Is there a process measurement or process measurements that would reveal if the in-service precision tools, measuring devices, and test equipment were not within the inspection and calibration intervals specified in the certificate holder's Control of Calibrated Tools and Test Equipment process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.12. | Is there a process measurement or process measurements that would reveal if the standards of another country were not approved by the Administrator for foreign-manufactured precision tools, measuring devices, and test equipment?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.13. | Is there a process measurement or process measurements that would reveal if foreign-manufactured precision tools, measuring devices, and test equipment used for forming the basis of product acceptance or for making an airworthiness determination were not in accordance with the certificate holder's design?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.14. | Is there a process measurement or process measurements that would reveal if the in-service precision tools, measuring devices, and test equipment were within the inspection and calibration specifications in accordance with the certificate holder's Control of Calibrated Tools and Test Equipment process?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.15. | Is there a process measurement or process measurements that would reveal if the environmental conditions and controls procedures were not followed during the inspection and calibration of precision tools, measuring devices, and test equipment?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.16. | Is there a process measurement or process measurements that would reveal if the precision tools, measuring devices, and test equipment that were recalled or removed from service were not recalled or removed in accordance with the certificate holder's Control of Calibrated Tools and Test Equipment process?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |
| 1.17. | Is there a process measurement or process measurements that would reveal if equivalent precision tools, measuring devices, and test equipment used when forming the basis of product acceptance or for making an airworthiness   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain  |

|       |   |   |
|-------|---|---|
|       | determination were not in accordance with the certificate holder's design?  |   |
| 1.18. | Is there a process measurement or process measurements that would reveal if the calibration records for equivalent precision tools, measuring devices, and test equipment did not reveal the same calibration standards and specifications that are used for forming the basis of product acceptance or for making an airworthiness determination as recommended by the equipment manufacturer of the aeronautical product? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.19. | Is there a process measurement or process measurements that would reveal if personally-owned precision tools, measuring devices, and test equipment were not used in accordance with the certificate holder's design?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.20. | Is there a process measurement or process measurements that would reveal if personally-owned precision tools, measuring devices, and test equipment were not under the Control of Calibrated Tools and Test Equipment process?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, Explain<br><input type="checkbox"/> Not Applicable |
| 1.21. | Is there a process measurement or process measurements that would reveal if the storage, handling, and transporting of precision tools, measuring devices, and test equipment was not performed in accordance with the certificate holder's program?  | <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 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 Control of Calibrated Tools and Test Equipment 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 Control of Calibrated Tools and Test Equipment 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<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 Control of Calibrated Tools and Test Equipment 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 Control of Calibrated Tools and Test Equipment process. |
| 2. | Identify the person who has overall authority for the Control of Calibrated Tools and Test Equipment program.      |
| 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 Control of Calibrated Tools and Test Equipment process?   | <input type="checkbox"/> Yes<br><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 Control of Calibrated Tools and Test Equipment process? | <input type="checkbox"/> Yes<br><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 Control of Calibrated Tools and Test Equipment 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 Control of Calibrated Tools and Test Equipment 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 its qualification standards for the person having responsibility for the Control of Calibrated Tools and Test Equipment process?                   | <input type="checkbox"/> Yes<br><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 Control of Calibrated Tools and Test Equipment 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 Control of Calibrated Tools and Test Equipment 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.                    |