

**Element Performance Inspection (EPI) Data Collection Tool**  
**6.2.1 Maintenance Duty Time Limitations (AW)**

**ELEMENT SUMMARY INFORMATION**

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

- To ensure the certificate holder provides policies, instructions, and information that maintenance personnel do not exceed duty time limitations.

**Objective** (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Maintenance Duty Time Limitations process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Maintenance Duty Time Limitations process.

**Specific Instructions:**

- Intentionally left blank

**Related EPIs:**

- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 5.1.1 Line Stations (AW)

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirements (SRRs):**

- SRRs:  
121.135(a)(1)  
121.135(b)(1)  
121.135(b)(2)  
121.135(b)(3)  
121.377

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

- Related CFRs:  
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- FAA Policy/Guidance:  
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### EPI Section 1 - Performance Observables

**Objective:** The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.

#### 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 policies, procedures, instructions, and information for the Maintenance Duty Time Limitations process.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the Maintenance Duty Time Limitations process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Maintenance Duty Time Limitations process with the personnel (other than management) that perform the duties and responsibilities required by the process.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Were the following performance measures met:	
1.1.	<p>Does the certificate holder relieve the mechanics from duty in accordance with their Maintenance Duty Time Limitations ?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the record repository to ensure the certificate holder is adhering to their duty/rest time program.</p> <p><i>Sources:</i> 121.377</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	<p>Does the certificate holder maintain and utilize work schedules to track maintenance personnel duty time in accordance with its Maintenance Duty Time Limitation policies and procedures?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the record repository to ensure the certificate holder is adhering to their duty/rest time program.</p> <p><i>Sources:</i> 121.377</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	<p>Were the certificate holder's policies, procedures, instructions, and information for the Maintenance Duty Time Limitations process followed?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the technical publications library to confirm the presence of a manual for the use and guidance of flight, ground operations, and management personnel in conducting its operations.</p> <p><i>Sources:</i> 121.133(a)</p> <p>2. Check at the technical publications library to confirm that the manual</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety.</p> <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(26)</p> <p>3. Check at the technical publications library to confirm that the manual does not contain information contrary to any applicable Federal regulation, or in the case of a flag or supplemental operation, any applicable foreign regulation, or the certificate holder's operations specifications or operating certificate.</p> <p><i>Sources:</i> 121.135(a)(4)</p>	
3.	Were the Maintenance Duty Time Limitations process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Maintenance Duty Time Limitations process comply with the instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Maintenance Duty Time Limitations process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>EPI Section 1 - Performance Observables Drop-Down Menu</b>	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.

### EPI Section 2 - Management Responsibility & Authority Observables

**Objective:** The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major program changes (as defined by the Principal Inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3-6, below. Answer questions 1 and 2, below, and provide the name/title.
1.	Identify the person who has overall responsibility for the Maintenance Duty Time Limitations process.
2.	Identify the person who has overall authority for the Maintenance Duty Time Limitations process.
3.	Review the duties and responsibilities for the person(s) who manage the Maintenance Duty Time Limitations process.
4.	Review the appropriate organizational chart.
5.	Discuss the Maintenance Duty Time Limitations process with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Maintenance Duty Time Limitations process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the Maintenance Duty Time Limitations process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

<b>EPI Section 2 - Management Responsibility &amp; Authority Observables Drop-Down Menu</b>	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.