

Element Performance Inspection (EPI) Data Collection Tool

4.4.4 Privileges and Limitations for Repairmen (AW)

ELEMENT SUMMARY INFORMATION

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

- To ensure that certificated repairmen perform their assigned duties and responsibilities within the privileges and limitations of their certificate.

Objective (FAA oversight):

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

Specific Instructions:

- To accomplish this EPI, the inspector shall verify the certificate holder follows its policies and procedures for certificated repairmen. The inspector will also verify the repairman is performing work for which he/she is certificated and authorized.

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)
 - 121.371(a)
 - 121.378(a)
 - 121.383(a)(1)
 - 121.383(a)(3)
 - 121.709(b)(3)
 - 65.103(a)
 - 65.103(b)
 - D.084(e)

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank

- FAA Policy/Guidance:
Intentionally Left Blank

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 information listed in the Supplemental Information section of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information for the Privileges and Limitations for Repairmen process.
3.	Review the last accomplished safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the certificate holder's Privileges and Limitations for Repairmen process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Privileges and Limitations for Repairmen process with the personnel (other than management) who perform the duties and responsibilities required by the process.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1.	Was the repairman employed and certificated for the maintenance, preventive maintenance, or alterations he/she performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Were aircraft airworthiness releases that were issued by authorized repairmen restricted to work for which the repairmen were employed and certificated? <i>Related Performance JTIs:</i> 1. Check at the air carrier specified location the personnel records of each certificated airman performing an airworthiness release is qualified for the operation in accordance with the certificate holder's design <i>Sources:</i> 121.135(a)(1); 121.383(a)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.	Were RII inspections that were accomplished by authorized repairmen restricted to work for which the repairmen were employed and certificated? <i>Related Performance JTIs:</i> 1. Check at the air carrier specified location that a required inspection item was performed by a certificated airman in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.378(a) 2. Check at the air carrier specified location the personnel records of each certificated airman performing a required inspection is qualified for the operation in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.383(a)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.	Were the repairman's entries in the aircraft log restricted to work for which the	<input type="checkbox"/> Yes

	repairman was employed and certificated?	<input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	<p>Did the certificated repairman understand the current instructions of the certificate holder and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check at the air carrier operated maintenance facility by interview of the repairman; determine that he understands the instructions of the certificate holder and the manufacturer's instructions for continued airworthiness in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 65.103(b) 2. Check at the aircraft by interview of the repairman, determine that he understands the instructions of the certificate holder and the manufacturer's instructions for continued airworthiness in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 65.103(b) 3. Check at the contract maintenance facility by interview of the repairman, determine that he understands the instructions of the certificate holder and the manufacturer's instructions for continued airworthiness in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 65.103(b) 4. Check at the Maintenance Operational Control (MOC) that when maintenance is coordinated by the control center, determine that any repairmen used understands the instructions of the certificate holder and the manufacturer's instructions for continued airworthiness in accordance with the certificate holder's design. <i>Sources:</i> 121.121(a)(1); 65.103(b) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	<p>Was the maintenance, preventive maintenance, or alteration that was supervised by a certificated repairman appropriate to the job for which he/she was employed and certificated?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check at the training center that the person who is directly in charge of maintenance is a certificated airman in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.378(a) 2. Check at the air carrier specified location that the person who is directly in charge of maintenance is a certificated airman in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.378(a) 3. Check at MOC that the person who is directly in charge of maintenance is a certificated airman in accordance with the certificate holder's design. <i>Sources:</i> 121.135(a)(1); 121.378(a) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.7.	Did the certificated repairman who supervised work functions understand the current instructions of the certificate holder and the manufacturer's instructions for continued airworthiness relating to the specific operations concerned?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8.	If the certificate holder operated an aircraft under a special flight permit, was the evaluation and inspection accomplished by an appropriately certificated repairman?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.	Were the certificate holder's policies, procedures, instructions, and information for the Privileges and Limitations for Repairmen process, followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Privileges and Limitations for Repairmen process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen 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

EPI Section 1 - Performance Observables Drop-Down Menu	
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 Privileges and Limitations for Repairmen process.
2.	Identify the person who has overall authority for the Privileges and Limitations for Repairmen process.
3.	Review the duties and responsibilities for those who manage the Privileges and Limitations for Repairmen process.
4.	Review the appropriate organizational chart.
5.	Discuss the Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Privileges and Limitations for Repairmen 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 Privileges and	<input type="checkbox"/> Yes

	Limitations for Repairmen process meet the qualification standards?	<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 Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen 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 Privileges and Limitations for Repairmen process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

EPI Section 2 - Management Responsibility & Authority Observables Drop-Down Menu	
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.