



**RELIABILITY PROGRAMME
APPROVAL**

Reference: CL: O-AWS014

Revision: Revision 0

The purpose of the Reliability Programme Manual (RPM) Evaluation Checklist is to assist Inspectors with a view to ensuring that RPM submitted to the SLCAA for approval by applicants are standardized and include all items that are required by SLCAR Part 26 chapter 5.12 and also other additional SLCAA required items. This checklist must be used by Inspector(s) and attached to the document after review and approval.

In all cases the checklist should clearly show either compliance (yes) & location of the compliance in the notes section or not applicable (no) & the reason in the notes section.

The RPM should contain the information as applicable, specified in the SLCAR Part 26 chapter 5.12. The information may be presented in any subject order so long as all applicable subjects are covered. Where an organisation uses a different format, for example, to allow the RPM to serve for more than one regulatory requirement approval, then the RPM should contain a cross reference Annex using this list as an index with an explanation as to where in the exposition the subject matter can be found

Aircraft Type:	Serial No.:	Reg. Marks.:
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Name of Air Operator/CAMO:

Physical Address (Location)

Reliability Program Manual No. Issue/Revision and date

Inspector (s):

Assessment Code: YES = Requirements met NO* = Requirements not met N/C = Not Checked N/A = Not Applicable

S/N	Audit / Inspected Area	REFEREN CE REGULAT IONS	INSPECTOR'S OBSERVATION			
	Audit Questions		COMPLIANCE VERIFIED (TICK YES OR NO)			REMAR KS
	ITEM		YES	NO	Compliance location in RPM or Reason for non-compliance	
	Approval Page	SLCAR Part 26 IS 5.4				
	Contents list					
	List of effective pages					
	Revision status of the document					
1	Does the Reliability Programme contain the following programme requirements:					
	(a) Programme application?					
	(b) Organizational structure?					
	(c) Data collection system?					
	(d) Methods of data analysis and application to maintenance control?					
	(e) Procedures for establishing and revising performance Standards?					
	(f) Definition of significant terms?					
	(g) Programme displays and status of corrective action programmes?					

	(h) Procedures for programme revision?					
	(i) Procedures for maintenance control changes?					
EVALUATE THE PROGRAMME APPLICATION PROCEDURES.						
2	When the applicant submits a formal programme, does the programme document-					
	(a) Define the components, systems, or complete aircraft controlled by the programme?					
	(b) Have a list of all components controlled by the programme included as an Appendix to the programme document or included by reference (e.g., time limits, manuals, or computer report)?					
	(c) Identify individual systems and/or components by Air Transport Association (ATA) Specification 100?					
EVALUATE ORGANIZATIONAL STRUCTURE						
3	Is the structure adequately described and does it address committee membership, if appropriate, and meeting frequency?					
4	Does the reliability programme include an organizational chart that shows the following:					
	(a) The relationships among organizational elements responsible for administering the programme?					
	(b) The two organizational elements responsible for approving changes to maintenance controls and specifying the duties and responsibilities for initiating maintenance programme revisions					
	<i>Note: One of the two organizations must have inspection or quality control responsibility or have overall programme</i>					
EVALUATE THE ORGANIZATIONAL RESPONSIBILITIES.						
5	Does the reliability programme document address the following:					
	(a) The method of exchanging information among organizational elements?(This may be displayed in a diagram)					
	(b) Activities and responsibilities of each organizational element and/or reliability control committee for enforcing policy and ensuring corrective action?					
6	Is SLCAA delegated to each organizational element to enforce policy?					
EVALUATE THE DATA COLLECTION SYSTEM.						
7	Does the reliability document fully describe the data collection system for the aircraft, component, and/or systems to be controlled?					
8	Does it address the following:					

	(a) Flow of information?					
	(b) Identification of sources of information?					
	(c) Steps of data development from source to analysis?					
	(d) Organizational responsibilities for each step of data development?					
9	Does the document include samples of data to be collected, such as -					
	(a) Power plant disassembly and inspection reports?					
	(b) Component condition reports?					
	(c) Mechanical delay and cancellation reports?					
	(d) Flight record reports?					
	(e) Premature removal reports?					
	(f) In-flight shutdowns?					
	(g) Confirmed failure reports?					
	(h) Internal leakage reports?					
	(i) Engine shutdown reports?					
10	Does the reliability document include a graphic portrayal of programme operations with a closed loop showing source data, data collection, and analysis?					
EVALUATE THE METHODS OF DATA ANALYSIS AND APPLICATION TO MAINTENANCE CONTROLS.						
11	Does the data analysis system include the following:					
	(a) One or more of the types of action appropriate to the trend or level of reliability experienced, including -					
	(i) Actuarial or engineering studies employed to determine a need for maintenance programme changes?					
	(ii) Maintenance programme changes involving inspection frequency and content, functional checks, overhaul procedures, and time limits?					
	(iii) Aircraft, aircraft system, or component modification or repair?					
	(iv) Changes in operating procedures and techniques?					
	(b) The effects on maintenance controls such as overhaul time, inspection and check periods, and overhaul and/or inspection procedures?					
	(c) Procedures for evaluating critical failures as they occur?					
EVALUATE THE PROCEDURES PERFORMANCE STANDARDS FOR ESTABLISHING AND REVISING						

12	Does each programme include one of the following for each aircraft system and/or component controlled by the programme:					
	(a) Initial performance standards defining the area of acceptable reliability?					
	(b) Methods, data, and a schedule to establish the performance standard?					
13	Is the performance standard responsive and sensitive to the level of reliability experienced and is stable without being fixed? (The standard should not be so high that abnormal variations would not cause an alert or so low that it is constantly exceeded in spite of the best known corrective action measures)					
14	Do the procedures specify the organizational elements responsible for monitoring and revising the performance standard, as well as when and how to revise the standard?					
15	Does each programme clearly define all significant terms used in the programme?					
16	Do Definitions reflect their intended use in the programme? (They may vary from programme to programme)					
17	Are acronyms and abbreviations unique to the programme defined?					
EVALUATE PROGRAMME DISPLAYS AND STATUS OF CORRECTIVE ACTION PROGRAMMES AND REPORTING.						
18	Does the programme describe reports, charts, and graphs used to document operating experience?					
19	Are responsibilities for these reports established and the reporting elements clearly identified and described?					
20	Are the programme displays containing the essential information for each aircraft, aircraft system, and component controlled by the programme addressed?					
21	Is each system and component identified by the appropriate ATA Specification 100 system code number?					
22	Does the programme include displays showing:					
	(a) Performance trends?					
	(b) The current month's performance?					
	(c) A minimum of 12 months' experience?					
	(d) Reliability performance standards ("alert" values)?					

23	Does the programme include the status of corrective action programmes?					
24	Does this include all corrective action programmes implemented since the last reporting period?					
EVALUATE THE INTERVAL ADJUSTMENTS AND PROCESS AND/OR TASK CHANGES SYSTEM.						
25	Does a review of the change system confirm that -					
	(a) There are special procedures for escalating systems or components whose current performance exceeds control limits?					
	(b) The programme does not allow for the maintenance interval adjustment of any Certification Maintenance Requirements					
	<i>Note: The operator shall not use his reliability programme as a basis for adjusting the repeat interval for its corrosion prevention and control programme; however, the operator may use the reliability programme for recording data for later submission to the SLCAA to help substantiate repeat interval changes.</i>					
	(c) Provisions are included for notifying the SLCAA when changes are made?					
EVALUATE THE PROCEDURES FOR PROGRAMME REVISIONS.						
26	Does the reliability document accomplish the following:					
	(a) Identify and isolate areas which require SLCAA approval for programme revision, including the following:					
	(i) Reliability measurement?					
	(ii) Changes involving performance standards, including instructions relating to the development of these standards?					
	(iii) Data collection system?					
	(iv) Data analysis methods and application to maintenance programme?					
	(v) Any procedural or organizational change concerning Programme administration?					
	(b) If the operator proposes that the SLCAA approve all revisions, does the document contain procedures for adequately administering and implementing changes required by these actions? <i>(It is not necessary to isolate those areas requiring SLCAA approval)?</i>					
(c) Identify the organizational element responsible for approving amendments to the programme?						

	(d) Provide a periodic review to determine that the established performance standard is still realistic?					
	(e) Provide procedures for distributing approved revisions?					
	(f) Reference the operator's manual and provide the overhaul and inspection periods, work content, and other maintenance programme activities controlled by the programme?					
EVALUATE THE PROCEDURES FOR MAINTENANCE CONTROL CHANGES.						
27	Does the reliability programme document address the following:					
	(a) Procedures for maintenance control changes to the reliability programme?					
	(b) The organizational elements responsible for preparing substantiation reports to justify maintenance control changes? <i>Note: At least two separate organizational elements are required, one of which exercises inspection or quality control responsibility for the operator;</i>					
	(c) Processes used to specify maintenance control changes? (e.g., sampling, functional checks, bench checks, decision tree analysis, and unscheduled removal)					
	(d) Procedures covering all maintenance programme activities controlled by the programme?					
	(e) Procedures for amending OpSpecs, as required?					
	(f) Procedures to ensure maintenance interval adjustments are not interfering with ongoing corrective actions?					
	(g) Critical failures and procedures for taking corrective action?					
	(h) Procedures for notifying the SLCAA, when increased time limit adjustments or other programme adjustments are addressed?					
28	Inspectors Remarks					
	Recommendations The Reliability Programme Manual has been evaluated in accordance with the SLCAR Part 26 currently in force and the checklist above. I DO / NOT / RECOMMEND the Reliability Program to be APPROVED.					

	Signature and Date
29	<i>Airworthiness Manager - Remarks and Recommendation</i>
	Remarks:
	I hereby Approval / do not Approve the Reliability Programme Manual
	Signature..... Airworthiness Manager