

**Element Performance Inspection (EPI) Data Collection Tool  
3.1.8 Carriage of Cargo (OP)**

**ELEMENT SUMMARY INFORMATION**

**Purpose of This Element** (Certificate Holder's responsibility):

- To ensure that cargo handling and carrying operations are conducted safely.

**Objective** (FAA oversight responsibility):

- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and /or authority for the Carriage of Cargo process.
- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Carriage of Cargo process.

**Specific Instructions:**

- To accomplish this EPI, the inspector should familiarize themselves with the Certificate Holder's cargo procedures, including dangerous goods policies.

**Related EPI(s):**

- 3.2.1 Dispatch / Flight Release (OP)
- 3.2.2 Flight / Load Manifest / Weight and Balance Control (OP)
- 4.2.6 Training of Station Personnel (OP)
- 5.1.5 Station Facilities (OP)

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirement(s) (SRRs):**

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

121.198(b)(4)  
121.198(c)  
121.198(d)  
121.198(e)  
121.198(f)  
121.198(g)  
121.285(a)  
121.285(b)  
121.285(b)(8)  
121.285(c)  
121.285(c)(1)  
121.285(c)(2)  
121.285(c)(3)  
121.285(c)(4)  
121.285(c)(5)  
121.285(d)  
121.287  
121.309(c)  
121.583(a)  
121.583(a)(1)  
121.583(a)(2)  
121.583(a)(3)  
121.583(a)(4)(i)  
121.583(a)(4)(ii)  
121.583(a)(4)(iii)  
121.583(a)(4)(iv)  
121.583(a)(4)(v)  
121.583(a)(4)(vi)  
121.583(a)(4)(vii)  
121.583(a)(4)(viii)  
121.583(a)(5)  
121.583(a)(6)  
121.583(a)(7)  
121.583(a)(8)  
121.583(b)  
121.583(b)(1)  
121.583(b)(2)  
121.583(b)(3)  
121.583(c)  
121.583(c)(1)  
121.583(c)(2)  
121.583(c)(3)  
121.583(c)(4)  
121.583(c)(5)  
121.583(d)  
121.583(e)

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:
  - 121.135(b)(16)
  - 121.135(b)(20)
  - 121.285(a)
  - 121.285(b)(2)
  - 121.285(b)(4)
  - 121.285(b)(5)
  - 121.309(a)
  - 121.309(c)(2)
  
- FAA Policy/Guidance:
  - FSAW 97-21

<b>EPI SECTION 1 – PERFORMANCE OBSERVABLES</b>	
<b>Objective:</b> (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Carriage of Cargo.	
<b>Tasks</b>	
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 policies, procedures, instructions and information for the Carriage of Cargo process contained in the Certificate Holder's manual.
3	Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
4	Observe the Carriage of Cargo process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Carriage of Cargo process with the personnel (other than management) who perform the duties and responsibilities required by the process.
<b>Questions</b>	
To meet this objective, the inspector must answer the following questions:	
1. Were the following Performance Measures met:	
1.1	<p>Did the Certificate Holder comply with the provisions of 14 CFR Part 121.285(b),(c), or (d) if cargo was carried anywhere in the passenger compartment of an airplane?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> <li>Check at the aircraft cabin to ensure that bins approved for cargo use are conspicuously marked with the maximum weight approved for that bin. <i>Sources:</i> 121.285(b)(2)</li> <li>Check at the aircraft cabin that any visible cargo bin attachments are properly attached to the seat track or floor structure of the airplane in accordance with the certificate holders' instructions. <i>Sources:</i> 121.285(b)(4)</li> <li>Check at the aircraft that no bin, used for the carriage of cargo within the passenger compartment, is installed that would restrict access to any required emergency exit, or of the aisle in the passenger compartment in accordance with the certificate holders' instructions. <i>Sources:</i> 121.285(b)(5)</li> <li>Check at the aircraft cabin that no bin, used for the carriage of cargo within the passenger compartment, is installed in a position that obscures any passenger's view of the "seat belt" sign, "no smoking" sign, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided in accordance with the certificate holders' instructions. <i>Sources:</i> 121.285(b)(8)</li> <li>Check at the aircraft cabin that any cargo carried aft of a bulkhead or divider in any passenger compartment is</li> </ol>
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p>properly secured by a safety belt or other tiedown having enough strength to eliminate the possibility of shifting under all normally anticipated flight and ground conditions in accordance with the certificate holders' instructions...  <i>Sources: 121.285(c)(1)</i></p> <p>6. Check at the aircraft cabin that any cargo carried, aft of a bulkhead or divider, in any passenger compartment is restrained in accordance with the certificate holder's approved procedures and is covered in a manner to avoid possible injury to passengers and passenger compartment occupants in accordance with the certificate holders instructions.  <i>Sources: 121.285(c)(2)</i></p> <p>7. Check at the aircraft cabin to ensure that cargo carried in the passenger compartment, aft of a bulkhead or divider, is not loaded in such a way as to restrict access to any required emergency exit, or of the aisle in the passenger compartment in accordance with the certificate holders' instructions.  <i>Sources: 121.285(c)(4)</i></p> <p>8. Check at the aircraft cabin that cargo loaded in the passenger compartment, aft of a bulkhead or divider, does not obscure any passenger's view of the "seat belt" sign, "no smoking" sign, or required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided in accordance with the certificate holders' instructions.  <i>Sources: 121.285(c)(5)</i></p>	
<p>1.2 If cargo was carried anywhere in the passenger compartment, was it carried in an approved cargo bin?  <i>Related Performance JTI's:</i></p> <p>1. Check at the aircraft cabin to ensure that bins approved for cargo use are conspicuously marked with the maximum weight approved for that bin.  <i>Sources: 121.285(b)(2)</i></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain  <input type="checkbox"/> Not Applicable</p>
<p>1.3 If cargo was carried anywhere in the passenger compartment, was it carried in a bin that did not restrict access to or use of any required emergency exit, or the aisle in the passenger compartment?  <i>Related Performance JTI's:</i></p> <p>1. Check at the aircraft cabin to ensure that cargo carried in the passenger compartment, aft of a bulkhead or divider, is not loaded in such a way as to restrict access to any required emergency exit, or of the aisle in the passenger compartment in accordance with the certificate holders' instructions.  <i>Sources: 121.285(c)(4)</i></p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain  <input type="checkbox"/> Not Applicable</p>

<p>1.4 If cargo was carried anywhere in the passenger compartment, were suitable safeguards provided within the cargo bin to prevent the cargo from shifting under emergency landing conditions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.5 If cargo was carried in the passenger compartment, was the bin positioned so that it did not obscure any passenger's view of the "seat belt" sign, "no smoking" sign, or any required exit sign, unless an auxiliary sign or other approved means of notification was provided?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check at the aircraft cabin that cargo loaded in the passenger compartment, aft of a bulkhead or divider, does not obscure any passenger's view of the "seat belt" sign, "no smoking" sign, or required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided in accordance with the certificate holders' instructions. <i>Sources: 121.285(c)(5)</i></li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6 If cargo was carried aft of a bulkhead/divider in the passenger compartment, was the cargo restrained by a safety belt or other tie-down having enough strength to eliminate the possibility of shifting under normally anticipated flight and ground conditions?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check at the aircraft cabin that any cargo carried aft of a bulkhead or divider in any passenger compartment is properly secured by a safety belt or other tiedown having enough strength to eliminate the possibility of shifting under all normally anticipated flight and ground conditions in accordance with the certificate holders' instructions... <i>Sources: 121.285(c)(1)</i></li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.7 If cargo was carried aft of a bulkhead/divider in the passenger compartment, was the cargo packaged or covered to avoid possible injury to passengers and passenger compartment occupants?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check at the aircraft cabin that any cargo carried, aft of a bulkhead or divider, in any passenger compartment is restrained in accordance with the certificate holder's approved procedures and is covered in a manner to avoid possible injury to passengers and passenger compartment occupants in accordance with the certificate holders instructions. <i>Sources: 121.285(c)(2)</i></li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.8 If cargo was carried anywhere in the passenger compartment, was the cargo restricted to load limitations that do not exceed the limitation for the seats or the floor structure?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.9 If cargo was carried anywhere in the passenger compartment, was it positioned to not restrict access to or use of any required emergency or regular exit, or the aisle?</p> <p><i>Related Performance JTI's:</i></p> <ol style="list-style-type: none"> <li>1. Check at the aircraft that no bin, used for the carriage of cargo within the passenger compartment, is installed that</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>would restrict access to any required emergency exit, or of the aisle in the passenger compartment in accordance with the certificate holders' instructions. <i>Sources: 121.285(b)(5)</i></p>	
<p>1.10 If cargo was carried in the passenger compartment, was its location such that it did not obscure any passenger's view of the "seat belt" sign, "no smoking" sign, or required exit sign, unless an auxiliary sign and/or other approved means for proper notification of the passenger was provided? <i>Related Performance JTI's:</i> 1. Check at the aircraft cabin that no bin, used for the carriage of cargo within the passenger compartment, is installed in a position that obscures any passenger's view of the "seat belt" sign, "no smoking" sign, or any required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided in accordance with the certificate holders' instructions. <i>Sources: 121.285(b)(8)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.11 Were crewmembers trained to secure cargo, if appropriate, in a passenger seat?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.12 Were crewmembers trained to identify proper packaging of cargo, to avoid possible injury to passengers, if cargo was carried in the cabin?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.13 Did the Certificate Holder operate its aircraft with the emergency equipment listed in 14 CFR Sections 121.309(a) and 121.310? <i>Related Performance JTI's:</i> 1. Check at the aircraft that at least one approved hand fire extinguisher conveniently located for use in each Class E cargo compartment that is accessible to crewmembers during flight in accordance with the certificate holders' instructions. <i>Sources: 121.309(c)(2); 25.851(a)(5)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.14 Does the Certificate Holder carry only persons authorized in accordance with 14 CFR Section 121.583 on its aircraft?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.15 Did the Certificate Holder require that all persons it carries have an unobstructed access to the pilot compartment or a regular/emergency exit from their seat per 14 CFR Part 121.583(a)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.16 Did the Certificate Holder require that the pilot in command of its aircraft have a means of notifying each person when smoking was prohibited and when safety belts must be fastened per 14 CFR Part 121.583(a)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.17 Did the Certificate Holder require that each airplane have an approved seat for each person and that the seat was located so that the occupant was not in a position to interfere with flight crewmembers performing their duties per 14 CFR Part 121.583(a)?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.18 Did the Certificate Holder ensure that people carried by it were orally briefed before takeoff concerning smoking, seat belt use, location and operation of emergency exits, and use of oxygen and emergency oxygen</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

equipment per 14 CFR Part 121.583(a)?	
1.19 Did the Certificate Holder conducting extended overwater operations brief people it was carrying on the location and operation of life preservers, including a demonstration of the method of donning and inflating a life preserver per 14 CFR Part 121.583(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.20 Was cargo accepted in accordance with the Certificate Holder's procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.21 Was cargo loaded and secured in accordance with the Certificate Holder's procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.22 Was cargo unloaded in accordance with the Certificate Holder's procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.23 Was COMAT carried in accordance with the Certificate Holder's cargo handling procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2. Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Carriage of Cargo process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3. Were the Carriage of Cargo process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4. Did the records for the Carriage of Cargo process comply with the instructions provided in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5. Were the process measurements for the Carriage of Cargo 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:** To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Carriage of Cargo is qualified, knowledgeable, and recognizes that responsibility and/or authority. (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 Carriage of Cargo process.

2 Identify the person who has overall authority for the Carriage of Cargo process.

NOTE: If no personnel or major program changes (as defined by the Principal Inspector) 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. Answer questions 2.1 & 2.2, and provide the name/title.

3 Review the duties and responsibilities for the person(s) who manage the Carriage of Cargo process documented in the Certificate Holder's manual.

4 Review the appropriate organizational chart.

5 Discuss the Carriage of Cargo 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:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Carriage of Cargo process:

2.1 Is there a clearly identified person who is responsible for the quality of the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the person with authority know that he/she has authority for the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Does the person with responsibility for the Carriage of Cargo process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.6 Does the person with authority to establish and modify the Carriage of Cargo process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<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.