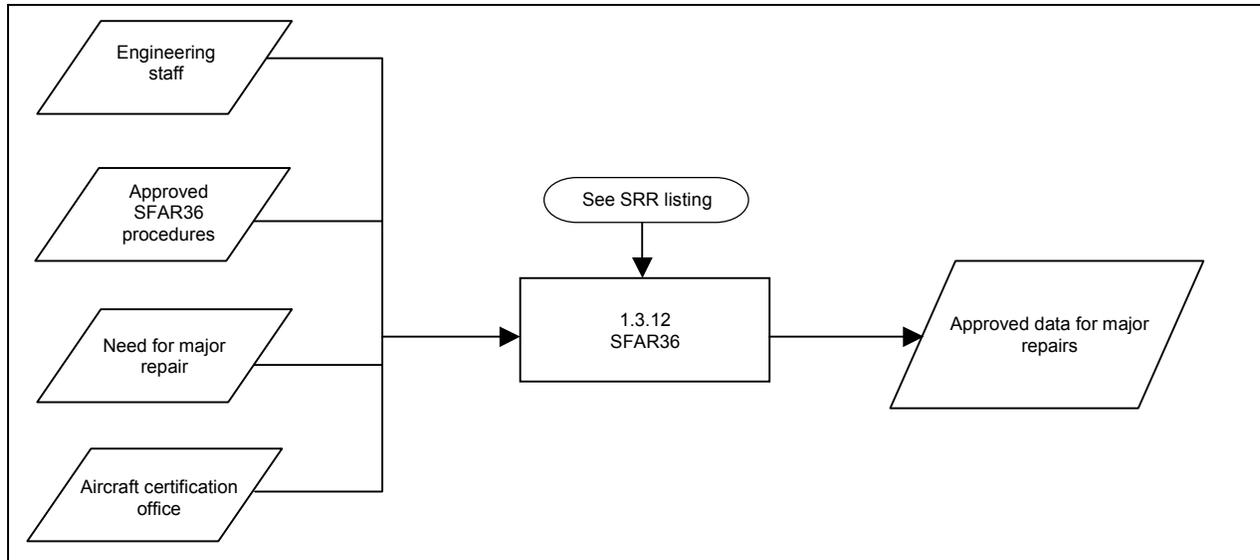


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ELEMENT SUMMARY INFORMATION

Element: 1.3.12 SFAR36

Purpose of this Element (Air Carrier's responsibility): To ensure the Air Carrier properly exercises the privileges of SFAR 36.

Objective (FAA responsibility): To determine if the air carrier's SFAR36 process includes safety attributes.

Inputs:

- Engineering Staff
- Approved SFAR36 Procedures Manual
- Need for Major Repair
- Aircraft Certification Office

Outputs:

- Approved data for Major repairs.

Performance Measures:

- The air carrier develops major repair data within the scope and limitations of their approval (SFAR36).
- The air carrier complies with the provisions of their SFAR36 Procedures Manual.
- The Air Carrier provides the FAA a complete and accurate quarterly SFAR 36 Activity Report.

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RR:

No specific regulatory requirements exist. An Air Carrier gets authority to develop data for major repairs from SFAR 36.

Other CFRs and/or FAA Guidance:

- FAA Order 8300.10, Volume 2, Chapter 71 “Evaluate FAR Part 121 Operator’s Maintenance Records”
- CFR 39.3--No person may operate a product to which an Airworthiness directive applies except I/A/W the requirements of that AD.
- Refer to appropriate Advisory Circulars

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SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the SFAR36 process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the SFAR36 process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the SFAR36 process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide the name: If no, explain:
2. Does the person understand the procedures associated with the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the person understand the controls associated with the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the person understand the interfaces associated with the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Does the person understand the process measurements associated with the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
7a. Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
9. Does the person acknowledge that he/she has responsibility for the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
10. Does the person know who has authority to establish and modify the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the SFAR36 process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the SFAR36 process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person’s qualifications and work experience (or resume’, if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the SFAR36 process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier’s policies for the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, provide the name: If no, explain:
2. Does the person understand the procedures associated with the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the person understand the controls associated with the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the person understand the interfaces associated with the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Does the person understand the process measurements associated with the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
6. Is the authority of this position clearly documented in the air carrier’s Manual(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
7a. Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
9. Does the person acknowledge that he/she has authority for the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
10. Does the individual know who has the responsibility for the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
11. Are the procedures for delegation of authority clearly documented for the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the SFAR36 process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the SFAR36 process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the SFAR36 process with appropriate personnel to gain an understanding of the procedures.
4. Observe the SFAR36 process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the SFAR36 process:

1.1 Do written procedures provide detailed instructions and information for developing approved data for major repairs? [SFAR 36.3 (b)]

- YES **If no or N/A, explain:**
 NO
 N/A

1.2 Do written procedures meet or exceed the standards in AC 140-8?

- YES **If no or N/A, explain:**
 NO
 N/A

1.3 Do written procedures meet or exceed the standards in paragraph 6 of SFAR 36? [SFAR 36.6 (a-c)]

- YES **If no or N/A, explain:**
 NO
 N/A

2. Do the procedures identify: who, what, where, when and how?

- YES **If no, explain:**
 NO

3. Are the procedures in compliance with the CFR(s)?

- YES **If no, explain:**
 NO

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer’s Recommendations)?

- YES **If no, explain:**
 NO

5. Does the air carrier have the resources to support the written procedures for the SFAR36 process?

- YES **If no, explain:**
 NO

6. If alternate procedures exist for use during irregular conditions do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).

- YES **If no, explain:**
 NO
 N/A, **No alternate procedures exist for this element**

7. Are the procedures published in different manuals relating to the SFAR36 process consistent?

- YES **If no, explain:**
 NO

8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the SFAR36 process?

- YES **If no, explain:**
 NO

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SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the SFAR36 process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the SFAR36 process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the SFAR36 process with appropriate personnel to gain an understanding of the controls.
4. Observe the SFAR36 process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the SFAR36 process:

1.1 Does the Air Carrier have and maintain a SFAR 36 Engineering Procedures Manual approved by Region Certification Office? [SFAR 36.6 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Does the Air Carrier provide quarterly activity reports of all major repairs, accomplished in accordance with SFAR 36 to the Certificate Holding District Office? [SFAR 36.6 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Does the Air Carrier's SFAR 36 activity report include type of repair with a brief description, model, part number, manufacturer's serial number? (A report of zero activity is also required.) [SFAR 36.3 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the checks and restraints ensure the desired result is achieved for the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the air carrier have the resources to support the checks and restraints for the SFAR36 process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

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SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the SFAR36 process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the SFAR36 process.
2. Discuss the SFAR36 process with appropriate personnel to gain an understanding of the process measures.
3. Observe the SFAR36 process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's SFAR36 process include the following process measurements?

2.1 The Air Carrier audits data generated for the SFAR 36 Authorization to ensure that it has been developed in accordance with the Approved SFAR 36 Engineering Procedures Manual?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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2.2 The Air Carrier audits quarterly SFAR 36 activity reports to ensure accuracy and completeness?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
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3. Does the air carrier document their process measurement methods and results?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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4. Are the air carrier's process measurement methods effective?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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5. Does the air carrier use their process measurement results to improve their programs?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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6. Are the process measurement results accessible to the FAA?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the SFAR36 process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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8. Does the air carrier have the resources to support the process measurement of its SFAR36 process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
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SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the SFAR36 process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the SFAR36 process.
2. Discuss the SFAR36 process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the SFAR36 process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the SFAR36 process:

1.1 Major Repairs and Alterations (Element 1.2.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Maintenance Log/Recording Requirements (Element 1.2.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Inspection Program (Element 1.3.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Outsource Organization (Element 1.3.7)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Engineering/Major Repairs and Alterations (Element 1.3.9)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Air Carrier's Records Department	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Air Carrier's Quality Control Department	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9 Aircraft Certification Office	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

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SECTION 6 – INTERFACES ATTRIBUTE		
<i>1.10 (Manual) Currency (Element 2.1.1)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.11 Content Consistency Across Manuals (Element 2.1.2)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.12 (Manual) Distribution (Element 2.1.3)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.13 (Manual) Availability (Element 2.1.4)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. List any additional interfaces identified:		
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Are the interfaces between the SFAR36 process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain: