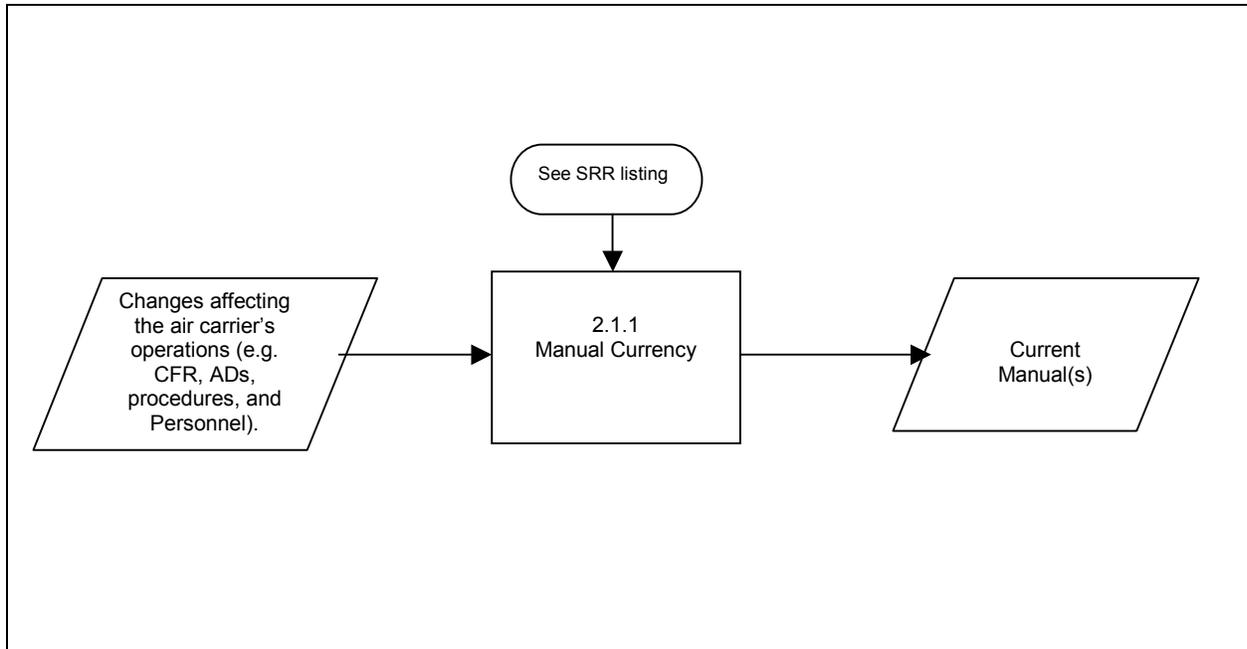


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 2.1.1 Manual Currency

**Purpose of this Element** (Air Carrier's responsibility):  
To maintain current Manuals.

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

**Inputs:**

- Changes affecting the air carrier's operations (e.g., CFRs, ADs, procedures, and personnel).

**Outputs:**

- Current Manual(s).

**Performance Measures:**

- All copies of the manual(s) are identical to the current status of the control document(s).

# Safety Attribute Inspection (SAI) Job Aid

## SRR:

- 121.133 (a) Manual requirements: Preparation
- 121.137 (b) Manual requirements: Distribution and Availability
- 121.141 (a) Airplane Flight Manual

## Other CFRs and/or FAA Guidance:

- 8400.10, Volume 2, Chapter 2, Section 1, Paragraph 73B, *Certification, Preapplication, Attachments, Manuals*
- 8400.10, Volume 2, Chapter 4 Section 5, Paragraph 319, *Maintenance and Minimum Equipment List for U.S. Registered Aircraft, General*
- 8400.10, Volume 3, Chapter 15, Section 1, Paragraph 2083, *Review of Manuals*
- 8400.10, Volume 3, Chapter 15, Section 1, Paragraph 2085, *Format and Style of Manuals*
- 8400.10, Volume 3, Chapter 15, Section 2, Paragraph 2101, *Approval and Acceptance of Manuals*
- 8400.10, Volume 3, Chapter 15, Section 2, Paragraph 2113, *Approval and Acceptance of Manuals and Checklists, Emergency Revisions.*
- 8400.10, Volume 3, Chapter 15, Section 6, Paragraph 2227, *Approval and Acceptance of Flight Attendant Manuals and Checklists, General.*
- 8400.10, Volume 6, Chapter 2, Section 6, Paragraph 205, *Procedures for Reviewing Operations Manuals*
- 8400.10, Volume 6, Chapter 2, Section 19, Paragraph 473B, *Stations Facilities Inspections, Manuals*
- Preamble:
  - 60 FR 65832 *Conversion from 14 CFR 135 to 14 CFR 121 Requirements.*

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.133 (a)	To require the air carrier to maintain current manuals for use by its personnel.	<b>Certification:</b> Operations and Maintenance <b>Surveillance:</b> Operations and Maintenance
121.137 (b)	To require all personnel who are issued a manual to keep it current, and available when on duty.	<b>Certification:</b> Operations and Maintenance <b>Surveillance:</b> Operations and Maintenance
121.141 (a)	To require an air carrier to keep a current airplane flight manual (AFM) for each type of airplane it operates.	<b>Certification:</b> Operations and Maintenance <b>Surveillance:</b> Operations and Maintenance

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.1 Manual Currency

### 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 Manual Currency process.

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

1. Identify the person who is responsible for the quality of the Manual Currency 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 Manual Currency 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 Manual Currency 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 Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the person understand the controls associated with the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the person understand the interfaces associated with the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Does the person understand the process measurements associated with the Manual Currency 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 Manual Currency 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 Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.1 Manual Currency

### 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 Manual Currency 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 Manual Currency 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 Manual Currency 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 Manual Currency 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 Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the person understand the controls associated with the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the person understand the interfaces associated with the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Does the person understand the process measurements associated with the Manual Currency 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 Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
10. Does the individual know who has the responsibility for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
11. Are the procedures for delegation of authority clearly documented for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.1 Manual Currency

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the Manual Currency process.

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

1. Review the documented instructions and information related to the Manual Currency 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 Manual Currency process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Manual Currency 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 Manual Currency process:

1.1 Does a method exist to identify the revision status of each manual? [SRR 121.133 (a) and 121.137 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.2 Does a method (e.g., bulletins) exist to identify emergency temporary revisions? [SRR 121.133 (a) and 121.137 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.3 Does a method (e.g., bulletins) exist to track emergency/temporary revisions? [SRR 121.133 (a) and 121.137 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.4 Does a method exist to systematically incorporate emergency/temporary revisions into manuals? [SRR 121.133 (a) and 121.137 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.5 Does the carrier issue a master list of effective pages (LEP) on an annual basis? [SRR 121.133 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.6 Do procedures exist for pen and ink changes? [SRR 121.133 (a) and 121.137 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.7 Do procedures exist which prohibit the use of manual excerpts?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.8 Does the carrier have a method of coordinating FAA approval? [SRR 121.133 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.9 Do procedures exist for revising manuals? [SRR 121.133 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.10 Does the carrier have a method for proposing revisions? [SRR 121.133 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.11 Does the carrier have a method of coordinating drafts of manuals prior to making a formal submission? [SRR 121.133 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

# Safety Attribute Inspection (SAI) Job Aid

2.1.1 Manual Currency		
<b>SECTION 3 – PROCEDURES ATTRIBUTE</b>		
1.12 Does a method exist for revising manuals published in electronic or microfilm formats? [SRR 121.133 (a)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
1.13 Is revision status of electronic/microfilm manuals available to users? [SRR 121.133 (a) and 121.137 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
1.14 Does the revision control document contain a brief explanation of changes?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
1.15 Does the air carrier have a procedure to establish a standard for when a revision requires training?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
4. Do the procedures conform to other written guidance (such as , Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook ins, Directives, and Manufacturer’s Recommendations)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
5. Does the air carrier have the resources to support the written procedures for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
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).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element	<b>If no, explain:</b>
7. Are the procedures published in different manuals relating to the Manual currency process consistent?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.1 Manual Currency

### SECTION 4 – CONTROL ATTRIBUTE

**Objective:** To determine if checks and restraints are designed into the Manual Currency 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 Manual Currency process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Manual Currency process with appropriate personnel to gain an understanding of the controls.
4. Observe the Manual Currency 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 Manual Currency process:

<i>1.1 Are revisions that require FAA approval approved prior to being issued?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.2 Is there a list of effective pages (LEP)?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.3 Do approved revisions have the signature of the FAA inspector?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.4 Do emergency/temporary revisions have expiration dates?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.5 Is the date of revision included on each page? [SRR 121.135(a)]</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.6 Does each revised page identify the manual to which it belongs?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.7 Is the time limit specified for emergency/temporary revisions?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.8 Does the manual holder annually review the content of the manual against the master list of effective pages (MLEP) (e.g., crewmembers during annual training)?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.9 Are pen and ink changes only used to correct omissions and typographical errors?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
<i>1.10 Is there a list of individuals who have the authority to revise a part(s) of a manual?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.1 Manual Currency

### SECTION 4 – CONTROL ATTRIBUTE

1.11 <i>Are only manuals issued by the air carrier authorized for use? [121.135 (b)]</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
1.12 <i>Are electronic manuals read-only?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
1.13 <i>Does the revision process for electronic/microfilm manuals require the return of outdated materials to the Publications Department?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
1.14 <i>Is there a maintained master list of electronic/microfilm manuals located where those materials are used?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
1.15 <i>Does the air carrier have a standard for determining when a revision requires training?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
1.16 <i>Is there a record of necessary training with authorized signatures?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
2. Do the checks and restraints ensure the desired result is achieved for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
4. Does the air carrier have the resources to support the checks and restraints for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.1 Manual Currency

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses the Manual Currency 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 Manual Currency process.
2. Discuss the Manual Currency process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Manual Currency 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 Manual Currency process include the following process measurements?

2.1 <i>The air carrier randomly audits manuals to determine their revision status and creates a report of discrepancies.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
2.2 <i>The air carrier analyzes the discrepancy report to determine underlying causes, and those causes are reported to the person responsible for that manual.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
2.3 <i>The air carrier audits work environments to determine if outdated electronic/microfilm manuals have been retained.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
2.4 <i>The air carrier verifies that training was completed and effective.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
3. Does the air carrier document their process measurement methods and results?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
4. Are the air carrier's process measurement methods effective?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
5. Does the air carrier use their process measurement results to improve their programs?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
6. Are the process measurement results accessible to the FAA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>
8. Does the air carrier have the resources to support the process measurement for the Manual Currency process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If no, explain:</b>

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.1 Manual Currency

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the Manual Currency 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 Manual Currency process.
2. Discuss the Manual Currency process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Manual Currency 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 Manual Currency process:

1.1 Aircraft Configuration Control (System 1.0)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.2 Manuals (System 2.0)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.3 Flight Operations (System 3.0)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.4 Personnel Training and Qualifications (System 4.0)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.5 Route Structures (System 5.0)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.6 Airman and Crewmember Flight, Rest, and Duty Time (System 6.0)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
1.7 Technical Administration (System 7.0)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, 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 Manual Currency process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain: