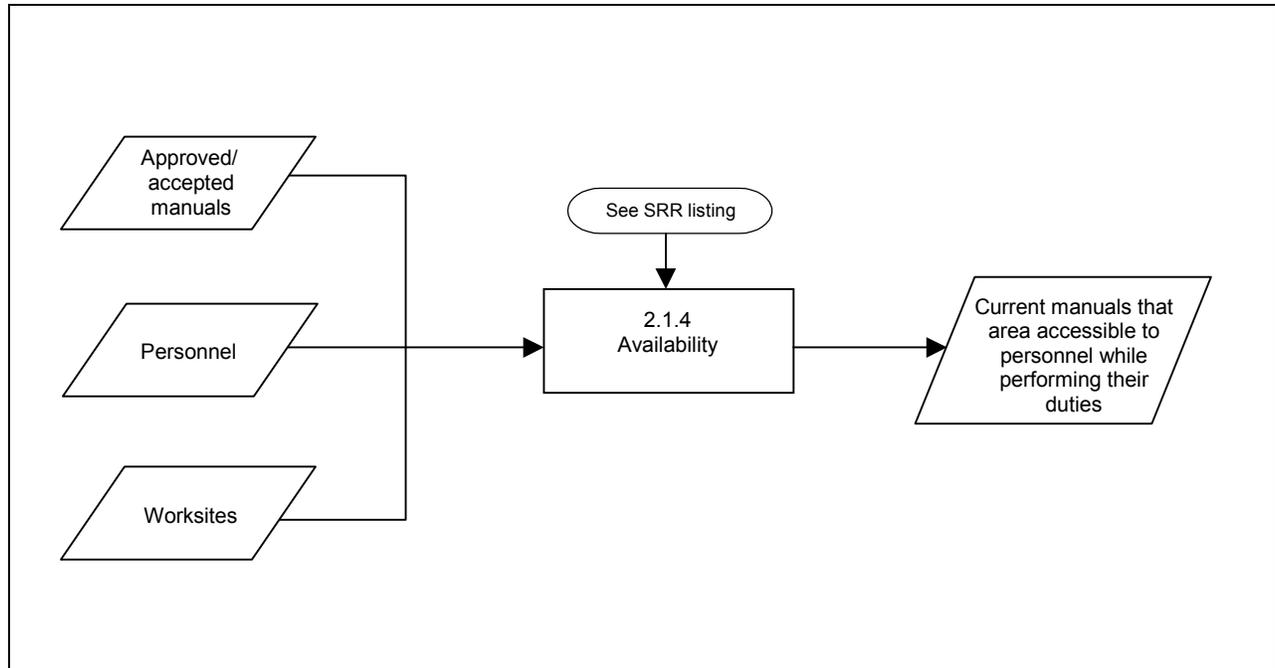


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 2.1.4 Manual Availability

**Purpose of this Element** (Air Carrier's responsibility):

To ensure that current manuals are available.

**Objective** (FAA responsibility):

To determine if the Air Carrier follows its policies, procedures, and controls for Manual Availability.

**Inputs:**

- Approved/Accepted Manuals
- Personnel
- Worksites

**Outputs:**

- Current manuals that are accessible to personnel while performing their duties

**Performance Measures:**

- Manuals are available to personnel on duty.
- Manuals or parts of the manuals are available to the maintenance providers.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 121.137(b) Distribution and availability
- 121.360(b) Ground proximity warning / glide slope deviation alerting system

## **Other CFRs and/or FAA Guidance:**

- FAA Order 8300.10, Volume 3, Chapter 37, Section 2, Paragraph 5H-- Verify Currency of Operator's Manual.
- FAA Order 8400.10, Volume 6, Chapter 2, Section 19, Paragraph 473-- Specific Inspection Practices and Procedures.
- Preamble: 60 FR 65832, December 20, 1995 Commuter Operations and General Certification and Operations Requirements

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

<b>SRR</b>	<b>Intent</b>	<b>Inspectors</b>
<b>121.137 (b)</b>	To require all personnel who are issued a manual to keep it current, and available when on duty.	<i>Certification: ASI</i> <i>Surveillance: ASI</i>
<b>121.360 (b)</b>	TBD	<i>Certification:</i> <i>Surveillance:</i>

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.4 Manual Availability

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

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.4 Manual Availability

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

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.4 Manual Availability

### SECTION 3 – PROCEDURES ATTRIBUTE

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

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

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

*1.1 Do written procedures ensure that personnel have access to manuals while on duty? [SRR 121.137(b)]*

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

*1.2 Do written procedures ensure that all personnel who are issued a manual keep them current? [SRR 121.137(b)]*

- 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 Manual Availability 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 Manual Availability 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 Manual Availability process?

- YES    **If no, explain:**  
 NO

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.4 Manual Availability

### SECTION 4 – CONTROL ATTRIBUTE

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

*1.1 Does the Air Carrier require supervisory personnel to periodically check manuals at worksites for currency and availability?*

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

*1.2 Does the Air Carrier provide Manuals or appropriate parts of the Manuals to personnel who require Manuals?*

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

2. Do the checks and restraints ensure the desired result is achieved for the Manual Availability process?

YES    **If no, explain:**  
 NO

3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Manual Availability process?

YES    **If no, explain:**  
 NO

4. Does the air carrier have the resources to support the checks and restraints for the Manual Availability process?

YES    **If no, explain:**  
 NO

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.4 Manual Availability

### **SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE**

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

2.1 *Track and analyze instances when manuals are not current and/or accessible, and provide feedback to the responsible employee's supervisor.*

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

2.2 *The Air Carrier conducts audits to verify Manuals are available where required.*

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

2. Does the air carrier document their process measurement methods and results?

YES    **If no, explain:**  
 NO

3. Are the air carrier's process measurement methods effective?

YES    **If no, explain:**  
 NO

4. Does the air carrier use their process measurement results to improve their programs?

YES    **If no, explain:**  
 NO

5. Are the process measurement results accessible to the FAA?

YES    **If no, explain:**  
 NO

6. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Manual Availability process?

YES    **If no, explain:**  
 NO

7. Does the air carrier have the resources to support the process measurement for the Manual Availability process?

YES    **If no, explain:**  
 NO

# Safety Attribute Inspection (SAI) Job Aid

## 2.1.4 Manual Availability

### SECTION 6 – INTERFACES ATTRIBUTE

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

1.1 Aircraft Configuration Control (Element 1.0)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Manuals (Element 2.0)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Flight Operations (Element 3.0)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Personnel Training and Qualifications (Element 4.0)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Route Structures (Element 5.0)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Flight, Rest, and Duty Time (Element 6.0)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Technical Administration (Element 7.0)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A

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 <b>If no, explain:</b> <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
5. Are the interfaces between the Manual Availability process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO