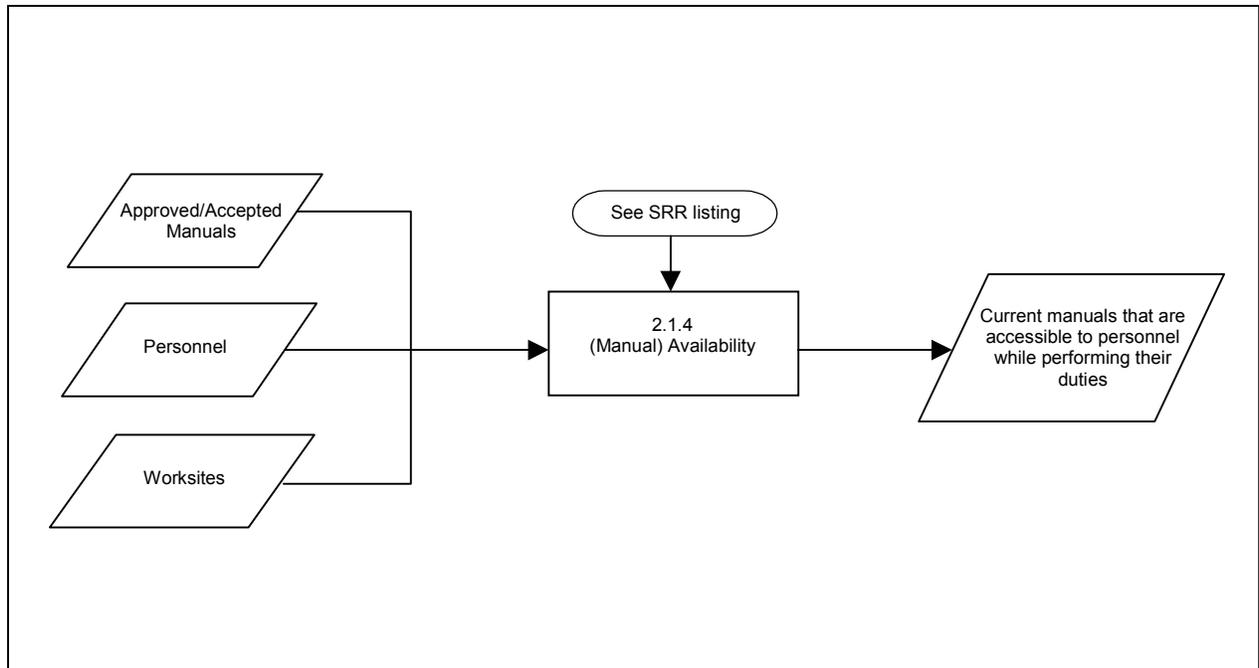


Safety Attribute Inspection (SAI) Job Aid



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:

- No manuals are inaccessible to personnel on duty.
- All accessible manuals are current.

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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 8400.10, Volume 3, Chapter 15. Section 1, Paragraph 2081, Distribution and Availability of Manuals.
- Preamble:
 - 60 FR 65832, December 20, 1995 Commuter Operations and General Certification and Operations Requirements

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SRR SPECIFIC INFORMATION

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

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

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

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2.1.4 (Manual) Availability

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the 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 procedures exist to ensure that personnel have access to manuals while on duty? [SRR 121.137 (b)]

YES **If no, explain:**
 NO

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

YES **If no, explain:**
 NO

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

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2.1.4 (Manual) Availability

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the 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:

<i>1.1 Does the air carrier require supervisory personnel to periodically check manuals at worksites for currency and availability?</i>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
2. Do the checks and restraints ensure the desired result is achieved for the (Manual) Availability process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> 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?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the (Manual) Availability process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

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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, explain:**
 NO

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

YES **If no, explain:**
 NO

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

YES **If no, explain:**
 NO

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

YES **If no, explain:**
 NO

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

YES **If no, explain:**
 NO

7. 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

8. Does the air carrier have the resources to support the process measurement for the (Manual) Availability process?

YES **If no, explain:**
 NO

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2.1.4 (Manual) Availability

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the 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 Manuals (System 2.0)

YES **If no, explain:**
 NO

2. List any additional interfaces identified:

3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?

YES **If no, explain:**
 NO

4. Are there controls to ensure that interfaces occur?

YES **If no, explain:**
 NO

5. Are the interfaces between the (Manual) Availability process and other processes treated consistently in the Manual(s)?

YES **If no, explain:**
 NO