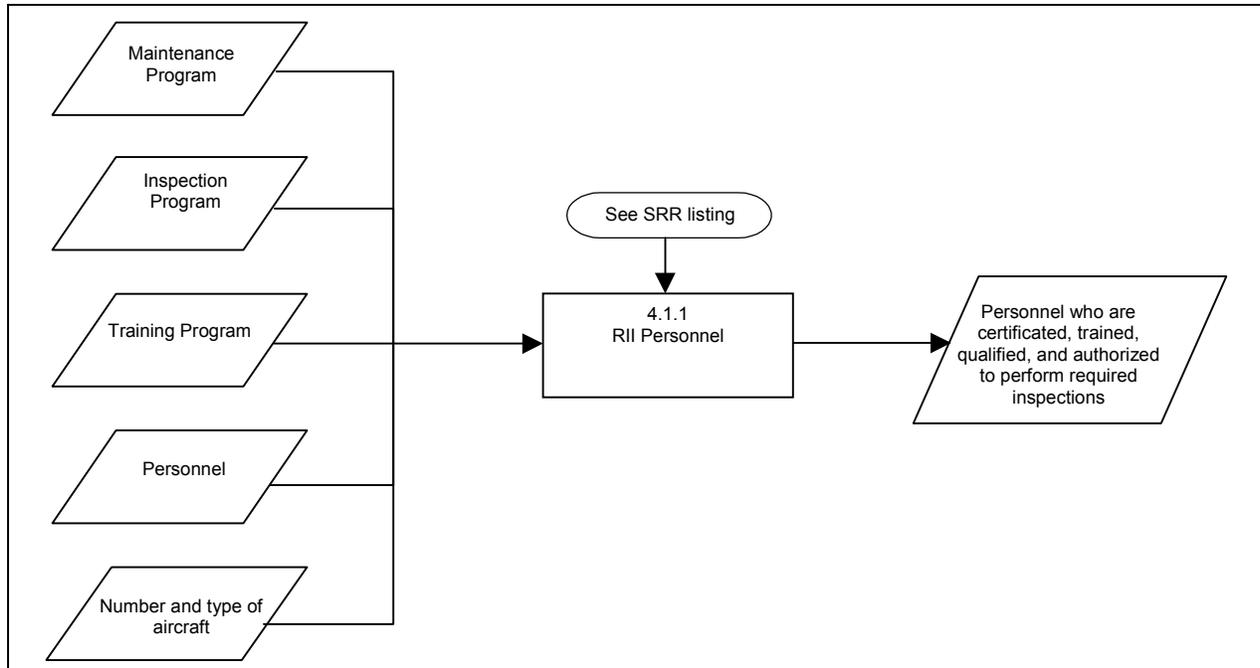


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 4.1.1 RII Personnel

**Purpose of this Element** (Air Carrier's responsibility): To ensure that any person performing a Required Inspection Item (RII) is appropriately trained, qualified, and authorized in accordance with the Air Carrier's policies and procedures.

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

**Inputs:**

- Maintenance Program
- Inspection Program
- Training Program
- Personnel
- Number and Type of Aircraft

**Outputs:**

- Personnel who are certificated, trained, qualified, and authorized to perform Required Inspections.

# Safety Attribute Inspection (SAI) Job Aid

## Performance Measures:

- The air carrier maintains a list of required inspection item (RII) personnel.
- All RII inspectors are appropriately certificated.
- The RII inspectors are under the direct control of the Inspection Unit.
- The air carrier trains certificated individuals to be RII inspectors in accordance with the RII training requirements documented in the Manual.
- The air carrier qualifies certificated individuals to be RII inspectors in accordance with the standards documented in the Manual.
- The air carrier authorizes certificated individuals to be RII inspectors with a written document which is counter signed and contains the specific authorizations.
- The RII inspectors are permanently designated.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 121.371 (a, d) Required inspection personnel.
- 121.378 (a) Certificate requirements.
- 121.369 (b) Manual requirements.

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

None

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

<b>SRR</b>	<b>Intent</b>	<b>Inspectors</b>
<b>121.371 (a)</b>	To ensure that the air carrier does not use anyone who is not properly trained, qualified, and authorized to perform RII inspections.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
<b>121.371 (d)</b>	To ensure that the air carrier identifies and controls, by list, the RII designated individuals.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
<b>121.378 (a)</b>	To ensure that each person performing Required Inspections holds an appropriate airman's certificate.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
<b>121.369 (b)</b>	TBD	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>

# Safety Attribute Inspection (SAI) Job Aid

## 4.1.1 RII Personnel

### **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 RII Personnel process.

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

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

# Safety Attribute Inspection (SAI) Job Aid

## 4.1.1 RII Personnel

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

# Safety Attribute Inspection (SAI) Job Aid

## 4.1.1 RII Personnel

### SECTION 3 – PROCEDURES ATTRIBUTE

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

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

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

1.1 Do written procedures require a check for certificate authenticity with Airman's Records? [SRR 121.378 (a)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Do written procedures provide a method of scheduling perspective RII inspector candidates for RII and systems training? [SRR 121.371 (a)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Do written procedures record training histories for each person trained? [SRR 121.371 (a)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Do written procedures provide a method for authorization of RII inspectors? [SRR 121.371 (a)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Do written procedures provide a method to notify an individual of the extent of his or her authorization (e.g., ATA code, aircraft make and model, appliance)? [SRR 121.371 (d)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Do written procedures require addition of new RII inspectors to the RII list including name, occupational title, and a list of inspections they are authorized to perform (limitations)? [SRR 121.371 (d)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Do written procedures ensure that RII authorizations are countersigned by both the persons authorizing and accepting the RII authorization? [SRR 121.369(b)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A

# Safety Attribute Inspection (SAI) Job Aid

4.1.1 RII Personnel	
<b>SECTION 3 – PROCEDURES ATTRIBUTE</b>	
1.8 Do written procedures provide a method for evaluating candidates against the RII qualification standards? [SRR 121.371 (a)]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> 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)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the RII Personnel process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> 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.)	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A,    No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the RII Personnel process consistent?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the RII Personnel process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.1.1 RII Personnel

### SECTION 4 – CONTROL ATTRIBUTE

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

*1.1 Does the air carrier limit the RII authorization to the certificate ratings of the individual?*

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

*1.2 Does the air carrier require RII inspector candidates to earn a 80% or better on the written test after training?*

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

*1.3 Does the air carrier specify the extent of RII authorizations by individual? [SRR 121.371(d)]*

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

*1.4 Does the authorization take the form of a written document and/or card? [SRR 121.371(d)]*

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

*1.5 Does the air carrier require the individual to countersign their authorization? [SRR 121.371(d)]*

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

*1.6 Does the air carrier limit the use of RII authorizations to permanent designations? [SRR 121.371(d)]*

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

*1.7 Does the air carrier have an RII qualification standard for: [SRR 121.371(d)]*

*1.7.1 depth of knowledge;*

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

# Safety Attribute Inspection (SAI) Job Aid

4.1.1 RII Personnel	
<b>SECTION 4 – CONTROL ATTRIBUTE</b>	
<i>1.7.2 level of skill;</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.7.3 scope of experience; and</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.7.4 extent of ability?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.8 Does the air carrier document and maintain qualification information for all RII inspectors? [SRR 121.371(d)]</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the checks and restraints ensure the desired result is achieved for the RII Personnel process?	<input type="checkbox"/> YES <b>If no, explain:</b> <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 RII Personnel process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the RII Personnel process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.1.1 RII Personnel

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

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

2.1 <i>The air carrier audits the RII authorizations against the reports from airman's records to verify certificate rating or limitations.</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
---	---

2.2 <i>The air carrier audits training records to verify that each RII inspector has received training commensurate with their authorization(s).</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
--	---

2.3 <i>The air carrier audits the RII records and authorizations to ensure that the authorizations have been correctly identified.</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
--	---

2.4 <i>The air carrier audits the authorization document and/or card to ensure counter signature of the individual.</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
---	---

2.5 <i>The air carrier audits qualification information to ensure that individuals meet or exceed the air carrier's RII inspector qualification standards.</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
--	---

3. Does the air carrier document their process measurement methods and results?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
---	--

4. Are the air carrier's process measurement methods effective?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
---	--

5. Does the air carrier use their process measurement results to improve their programs?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
--	--

6. Are the process measurement results accessible to the FAA?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
---	--

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the RII Personnel process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
--	--

8. Does the air carrier have the resources to support the process measurement for the RII Personnel process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
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# Safety Attribute Inspection (SAI) Job Aid

## 4.1.1 RII Personnel

### SECTION 6 – INTERFACES ATTRIBUTE

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

<i>1.1 Airworthiness Release or Log Book Entry (Element 1.2.1)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.2 Major Repairs and Alterations (Element 1.2.2)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.3 Maintenance Log/Recording Requirements (Element 1.2.3)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.4 Maintenance Program (Element 1.3.1)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.5 Inspection Program (Element 1.3.2)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.6 RII (Element 1.3.4)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.7 MEL/CDL/Deferred Maintenance (Element 1.3.5)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.8 AD Management (Element 1.3.6)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.9 Outsource Organization (Element 1.3.7)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A

# Safety Attribute Inspection (SAI) Job Aid

4.1.1 RII Personnel		
<b>SECTION 6 – INTERFACES ATTRIBUTE</b>		
1.10 Control of Calibrated Tools and Test Equipment (Element 1.3.8)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.11 Engineering/Major Repairs and Alterations (Element 1.3.9)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 Parts/Material Control/SUP (Element 1.3.10)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.13 Continuous Analysis and Surveillance (CAS) (Element 1.3.11)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14 GMM/Equivalent (Element 1.3.14)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.15 Reliability Program (Element 1.3.15)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.16 Weight and Balance Program (Element 1.3.17)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17 Lower Landing Minimums (Element 1.3.19)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.18 Maintenance Certificate Requirements (Element 4.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.19 Maintenance Training Program (Element 4.2.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.20 RII Training Requirements (Element 4.2.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.21 Chief Inspector (Element 7.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.22 Other Maintenance programs approved by Operations Specification	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

# Safety Attribute Inspection (SAI) Job Aid

<b>4.1.1 RII Personnel</b>	
<b>SECTION 6 – INTERFACES ATTRIBUTE</b>	
1.23 <i>Manual Currency (Element 2.1.1)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.24 <i>Content Consistency Across Manuals (Element 2.1.2)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.25 <i>Manual Distribution (Element 2.1.3)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.26 <i>Manual Availability (Element 2.1.4)</i>	<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 RII Personnel process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO