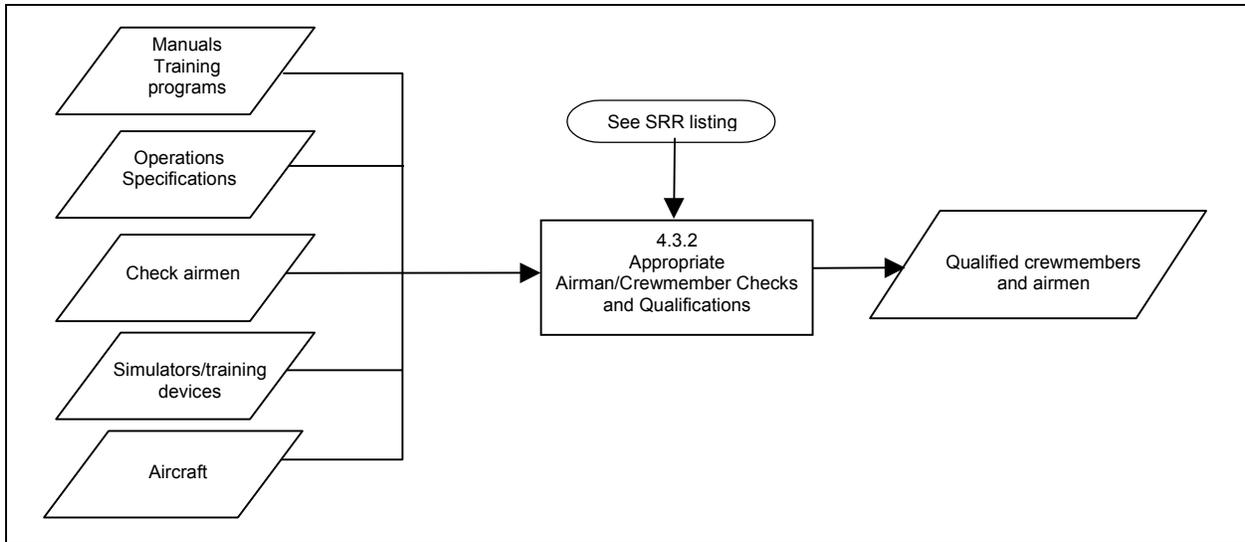


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

**Purpose of this Element** (Air Carrier's responsibility): To provide qualified and competent airmen/crewmembers for the Air Carrier's operations.

**Objective** (FAA responsibility): To determine if the air carrier's Appropriate Airman/Crewmember Checks and Qualifications process includes safety attributes.

**Inputs:**

- Manuals
- Training Programs
- Operations Specifications
- Check Airmen
- Simulators/Training Devices
- Aircraft

**Outputs:**

- Qualified crewmembers and airmen

**Performance Measures:**

- Independent verification of crewmember and dispatcher qualifications through the examination of records and the observation of those personnel during the performance of their duties.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 14 CFR 121.383 (a, c), Airman: Limitations on use of services.
- 14 CFR 121.385 (a-d), Composition of flight crew.
- 14 CFR 121.387, Flight engineer.
- 14 CFR 121.389 (a-c), Flight navigator and specialized navigation equipment.
- 14 CFR 121.391 (b), Flight attendants.
- 14 CFR 121.393 (a, b), Crewmember requirements at stops where passengers remain on board.
- 14 CFR 121.395, Aircraft dispatcher: Domestic and flag operations.
- 14 CFR 121.413 (a), Initial and Transition Training and Checking Requirements: Check Airmen (Airplane), Check Airmen (Simulator)
- 14 CFR 121.421 (b), Flight attendants: Initial and transition ground training.
- 14 CFR 121.422 (b), Aircraft dispatchers: Initial and transition ground training.
- 14 CFR 121.427 (b), Recurrent training.
- 14 CFR 121.433 (a-e), Training required.
- 14 CFR 121.434 (a-h), Operating experience, operating cycles, and consolidation of knowledge and skills.
- 14 CFR 121.440 (a-c), Line checks.
- 14 CFR 121.441 (a, b, d, e), Proficiency checks.
- 14 CFR 121.443 (a, b), Pilot in command qualification: Route and airports.
- 14 CFR 121.445 (b-d), Pilot in command airport qualification: Special areas and airports.
- 14 CFR 121.453 (a), Flight engineer qualifications.
- 14 CFR 121.463 (a-d), Aircraft dispatcher qualifications.
- 14 CFR 121.723
- 14 CFR 121.432 (a-b)
- 14 CFR 121.437 (a-b)
- 14 CFR 121.453 (b)

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

- 8400.10, Volume 3, Chapter 14, Flight Attendant Training and Qualification Programs.
- 8400.10, Volume 5, Chapter 1, Direction, Guidance, and Procedures
- 8400.10, Volume 5, Chapter 2, Airline Transport Pilot Certificates
- 8400.10, Volume 5, Chapter 3, Flight Engineer Certificate and Class Ratings
- 8400.10, Volume 5, Chapter 4, Aircraft Dispatcher Certificates
- Refer to appropriate Advisory Circular.

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.383 (a)	To specify the requirement to serve as an airman in Part 121 operations.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.383 (c)	To prohibit airmen from serving as pilots after their 60th birthday.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.385 (a, c)	To specify the minimum number and command authority of flight crewmembers in each of the required positions.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.385 (b)	To limit to one, the number of functions to which a flight crewmember may be assigned.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.385 (d)	To provide an emergency back-up flight crewmember for the flight engineer position.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.387	To require a flight engineer on aircraft weighing more than 80,000 pounds, that were type certificated prior to January 2, 1964.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.389 (a-c)	To specify navigational capabilities for aircraft operating outside of the contiguous United States.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.391 (b)	To specify the conditions under which the minimum number of flight attendants for an aircraft must be increased.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.393 (a)	To specify the conditions under which a qualified individual must remain on or near an aircraft, with 19 or fewer seats, when passengers are on board.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.393 (b)	To specify the conditions under which the minimum number of flight attendants may be reduced.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.395	To set the minimum number of dispatchers required to ensure operational control.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.413 (a, c-e, g)	To specify the contents of initial and transition training, and checking requirements, for all check airmen.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.421 (b)	To specify the requirements for initial and transition competency checks for flight attendants.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.422 (b)	To require a competency check that demonstrates the knowledge specified in initial and transition ground training for flight attendants.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
121.427 (b)	To require that a competency check be given to flight attendants annually.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations

# Safety Attribute Inspection (SAI) Job Aid

<b>SRR</b>	<b>Intent</b>	<b>Inspectors</b>
<b>121.433 (a-c)</b>	To specify training requirements prior to assignment as a crewmember.	<b>Certification:</b> Operations and CSI <b>Surveillance:</b> Operations and CSI
<b>121.433 (d)</b>	To specify the currency or checking requirements for the Pilot in Command (PIC).	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
<b>121.433 (e)</b>	To restrict the substitution of proficiency checks for low altitude wind shear training.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
<b>121.434 (a-h)</b>	To specify the requirements for operating experience for crewmembers.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
<b>121.440 (a-c)</b>	To specify the line check requirements for pilots in command.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
<b>121.441 (a, b, d, e)</b>	To specify the proficiency requirements for pilot flight crewmembers.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
<b>121.443 (a, b)</b>	To require the certificate holder to provide the Pilot in Command with route and airport information, and to ensure that the Pilot in Command has the ability to use that information.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
<b>121.445 (b-d)</b>	To specify the requirements for the Pilot in Command to utilize special types of navigational systems or special airports.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
<b>121.453 (a)</b>	To specify the currency requirements for flight engineers.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations
<b>121.463 (a-d)</b>	To specify the training, knowledge, familiarization, and currency requirements for aircraft dispatchers.	<b>Certification:</b> Operations <b>Surveillance:</b> Operations

# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### **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 Appropriate Airman/Crewmember Checks and Qualifications process.

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

1. Identify the person who is responsible for the quality of the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Appropriate Airman/Crewmember Checks and Qualifications process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
3. Does the person understand the controls associated with the Appropriate Airman/Crewmember Checks and Qualifications process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO
10. Does the person know who has the responsibility for the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process?	<input type="checkbox"/> YES <b>If no, explain:</b>
	<input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the Appropriate Airman/Crewmember Checks and Qualifications process.

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

1. Review the documented instructions and information related to the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process:

1.1 Do written procedures exist to ensure that the air carrier has a system to provide route and airport information to pilots in command? [121.395; 121.443 (a, b), 121.445 (b-d)]

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

1.2 Do written procedures exist to maintain all required (FAA and air carrier) records? [121.383 (a)(c); 121.385 (a-d); 121.387; 121.389 (a-c); 121.391 (b); 121.393 (a-b); 121.395; 121.432 (a-b); ; 121.433 (a-e); 121.434 (a-h)121.437 (a-b); 121.453 (a-b), 121.463 (a-d); 121.723]

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

1.3 Do written procedures exist to ensure the maintenance of records which verify the initial qualification of airmen, crewmembers, and aircrew program designees (APD)? [121.383 (a); 121.432 (a-b); 121.433 (a-e); 121.434 (a-h); 121.453 (a-b), 121.463 (a-d)]

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

1.4 Do written procedures exist to describe the process by which airmen, crewmembers, instructors, and flight attendant supervisors progress from the completion of training to the assignment of duties? [121.421 (b); 121.422 (b); 121.427 (b); 121.432 (a-b); 121.433 (a-e); 121.434 (a-h); 121.440 (a-c); 121.441 (a, b, d, e)]

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

# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### SECTION 3 – PROCEDURES ATTRIBUTE

<p>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)?</p>	<p><input type="checkbox"/> YES    <b>If no, explain:</b>  <input type="checkbox"/> NO</p>
<p>5. Does the air carrier have the resources to support the written procedures for the Appropriate Airman/Crewmember Checks and Qualifications process?</p>	<p><input type="checkbox"/> YES    <b>If no, explain:</b>  <input type="checkbox"/> NO</p>
<p>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.)</p>	<p><input type="checkbox"/> YES    <b>If no, explain:</b>  <input type="checkbox"/> NO  <input type="checkbox"/> N/A, No alternate procedures exist for this element</p>
<p>7. Are the procedures published in different manuals relating to the Appropriate Airman/Crewmember Checks and Qualifications process consistent?</p>	<p><input type="checkbox"/> YES    <b>If no, explain:</b>  <input type="checkbox"/> NO</p>
<p>8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Appropriate Airman/Crewmember Checks and Qualifications process?</p>	<p><input type="checkbox"/> YES    <b>If no, explain:</b>  <input type="checkbox"/> NO</p>

# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### SECTION 4 – CONTROL ATTRIBUTE

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

<i>1.1 Does the air carrier have a documented method to ensure their flight instructors remain current and qualified for the flight training they are conducting?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.2 Does the air carrier observe and evaluate flight attendant instructors/supervisors while conducting checks?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.3 Does the air carrier have a documented method to ensure the retention of permanent records?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.4 Does the air carrier have a documented method to ensure that cabin and flight deck crewmembers are qualified and remain current for their job functions?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.5 Does the air carrier have a documented method to ensure that competence checks are conducted by a dispatch supervisor or instructor who is a qualified dispatcher under the carrier's dispatch training program?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.6 Does the air carrier have a documented method to ensure that check airmen do not check their own students?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.7 Does the air carrier conduct a final check and certification that all qualification requirements have been met prior to assignment of duty?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.8 Does the air carrier have controls in place to limit access, to training and checking records, to authorized personnel?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>

# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### SECTION 4 – CONTROL ATTRIBUTE

<p>1.9 Does the air carrier have a documented method to ensure that Check airmen and designees are qualified and remain current for their job functions?</p>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.10 Does the air carrier have a tracking mechanism in place to determine who made changes to records?</p>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.11 Does the air carrier observe and evaluate flight instructors while they are conducting flight training?</p>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.12 Does the air carrier observe and evaluate check airmen while they are conducting checks? [SRR 121.413(a)]</p>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>2. Do the checks and restraints ensure the desired result is achieved for the Appropriate Airman/Crewmember Checks and Qualifications process?</p>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
<p>3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Appropriate Airman/Crewmember Checks and Qualifications process?</p>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
<p>4. Does the air carrier have the resources to support the checks and restraints for the Appropriate Airman/Crewmember Checks and Qualifications process?</p>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process.
2. Discuss the Appropriate Airman/Crewmember Checks and Qualifications process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process include the following process measurements?

<i>2.1 Do flight instructors remain current and qualified for the flight training they are conducting?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
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<i>2.2 Does the air carrier analyze their observations of instructors and supervisors?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
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<i>2.3 Does the air carrier record training that occurs during check rides, and ensure review of that information by the Director of Operations?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
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<i>2.4 Procedures exist to ensure that Check airmen and designees are qualified and remain current for their job functions?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
---	---

<i>2.5 Does the air carrier record instances when required qualifications and checks have been completed?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
---	---

<i>2.6 Does the air carrier provide feedback on instructor performance to an independent source (e.g., Director of Training)?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
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<i>2.7 Does the air carrier solicit feedback on the performance of crewmembers and dispatchers from their peer group?</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <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 <b>If no, explain:</b> <input type="checkbox"/> NO
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4. Are the air carrier's process measurement methods effective?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
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# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

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

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 Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process.
2. Discuss the Appropriate Airman/Crewmember Checks and Qualifications process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Appropriate Airman/Crewmember Checks and Qualifications 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 Appropriate Airman/Crewmember Checks and Qualifications process:

1.1 <i>Flight Attendant Duties/Cabin Procedures (Element 3.1.2)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 <i>Airman Duties/Flight Deck Procedures (Element 3.1.3)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 <i>Operational Control (Element 3.1.4)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 <i>Simulators/Training Devices (Element 4.2.8)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 <i>Scheduling/Reporting System (Element 6.1.1)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 <i>Director of Safety (Element 7.1.3)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 <i>Chief Pilot (Element 7.1.5)</i>	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 <i>CHDO/CMO</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

## 4.3.2 Appropriate Airman/Crewmember Checks and Qualifications

### SECTION 6 – INTERFACES ATTRIBUTE

1.9 Training Department	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.10 Automation	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 Marketing	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Bargaining Unit	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.15 (Manual) Distribution (Element 2.1.3)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.16 (Manual) Availability (Element 2.1.4)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. 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
3. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
4. Are the interfaces between the Appropriate Airman/Crewmember Checks and Qualifications process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO