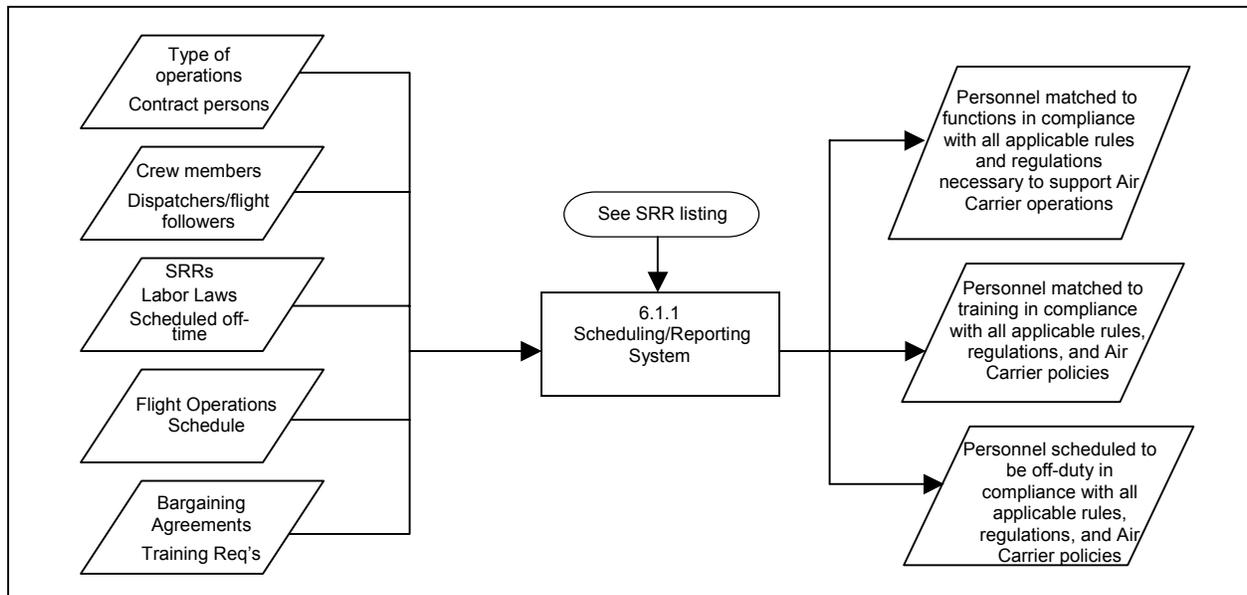


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 6.1.1 Scheduling/Reporting System

**Purpose of this Element** (Air Carrier's responsibility): To schedule airmen/crewmembers and maintain a Scheduling and Reporting System.

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

### Inputs:

- Type of Operations (e.g., Supplemental, Flag, Domestic)
- Contract persons
- Management
- Crew Members
- Dispatchers/Flight Followers
- SRRs
- Labor Laws
- Scheduled Off-time
- Flight Operations Schedule
- Bargaining Agreements
- Training Requirements

# Safety Attribute Inspection (SAI) Job Aid

## **Outputs:**

- Personnel matched to functions in compliance with all applicable rules and regulations necessary to support Air Carrier operations
- Personnel matched to training in compliance with all applicable rules, regulations, and Air Carrier policies
- Personnel scheduled to be off-duty in compliance with all applicable rules, regulations, and Air Carrier policies

## **Performance Measures:**

- Personnel are matched to functions necessary to support Air Carrier operations in compliance with all applicable rules, regulations, and company policies.
- Personnel are matched to Air Carrier training in compliance with all applicable rules, regulations, and company policies.
- Personnel are given time off from Air Carrier duties in compliance with all applicable rules, regulations, and company policies.

# Safety Attribute Inspection (SAI) Job Aid

## SRR:

- 121.465 (a) (b) (c), Aircraft dispatcher qualifications.
- 121.467 (b) (c), Flight attendant duty period limitations and rest requirements: Domestic, flag, and supplemental operations.
- 121.471 (a) (b) (d) (e) (f) (g), Flight time limitations and rest requirements: All flight crewmembers: Domestic operations.
- 121.481 (a) (b) (c) (d) (e) (f), Flag Operations: Flight time limitations: One or two pilot crews.
- 121.483 (a) (b) (c), Flag Operations: Flight time limitations: Two pilots and one additional crew member.
- 121.485 (a) (b) (c), Flag Operations: Flight time limitations: Three or more pilots and an additional crew member.
- 121.487 (a) (b) (c) (d) (e), Flag Operations: Flight time limitations: Pilots not regularly assigned.
- 121.489, Flag Operations: Flight time limitations: Other commercial flying.
- 121.493 (a) (b), Flag Operations: Flight time limitations: Flight engineers and flight navigators.
- 121.503 (a) (b) (c) (d) (e) (f), Supplemental operations: Flight time limitations: Airplanes
- 121.505 (a) (b), Supplemental operations: Flight time limitations: Two pilot crews: Airplanes.
- 121.507 (a) (b), Supplemental operations: Flight time limitations: Three pilot crews Airplanes.
- 121.509 (a) (b), Supplemental operations: Flight time limitations: Four pilot crews: Airplanes.
- 121.511 (a) (b), Supplemental operations: Flight time limitations: Flight engineers: Airplanes.
- 121.515, Supplemental operations: Flight time limitations: All airmen: Airplanes.
- 121.517, Supplemental operations: Flight time limitations: Other commercial flying: Airplanes.
- 121.521 (a) (b) (c), Supplemental operations: Flight time limitations: Crew of two pilots and one additional airman as required.
- 121.523 (a) (b) (c) (d) (e) (f), Supplemental operations: Flight time limitations: Crew of three pilots and one additional airman as required.
- 121.525 (b) (c) (d) (e), Supplemental operations: Flight time limitations: Pilots serving in more than one kind of flight crew.

# Safety Attribute Inspection (SAI) Job Aid

## Other CFRs and/or FAA Guidance:

- Preambles:
  - 59 FR 42974, Flight Attendant Duty Period Limitations and Rest Requirements
  - 59 FR 52683, Flight Attendant Duty Period Limitations and Rest Requirements
  - 60 FR 52625, Flight Attendant Duty Period Limitations and Rest Requirements
- HBAT 98-08, Title 14 CFR Part 135 Flight and Rest Time Limitations for Certain Part 121 and Certain Part 135 Operations, Operations Specification Paragraph A033.
- HBAT 95-16, Adoption of Flight Crewmember Flight Time Limitations Rules to Establish Flight Attendant Duty and Flight Time Limitations and Rest Restrictions
- HBAT 98-36, Monitoring Operations During Periods of Growth or Major Change
- HBAW 98-21, Monitoring Operations During Periods of Growth or Major Change
- Federal Legal Interpretations:
  - 3/2/94 to Mr. Caison, 14 CFR 121.525
  - 8/30/93 to Capt. Freeman, 14 CFR 121.521
  - 1/29/93 to Mr. Murphy, 14 CFR 121.471
  - 10/14/92 to Mr. Raines, 14 CFR 121.471
  - 7/17/92 to Mr. Coleman, 14 CFR 121.483
  - 6/3/92 to Mr. Olsen, 14 CFR 121.505
  - 4/17/92 to Capt. Snowden, 14 CFR 121.471
  - 4/16/92 to Capt. Bergner, 14 CFR 121.471
  - 12/23/91 to Ms. Goedken, 14 CFR 121.471
  - 3/28/91 to Mr. Supko, 14 CFR 121.465
  - 3/28/91 to Ms. Gibbs, 14 CFR 121.465

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.465 (a)	To provide the dispatcher time to become thoroughly familiar with current operations before dispatching aircraft.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.465 (b)	To specify duty time limitations and rest requirements for dispatchers.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.465 (c)	To provide an alternate method of complying with rest requirements when the person dispatching flag operations is outside of the contiguous U.S.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.467 (b)	To specify the limitations and conditions under which an Air Carrier may assign duty periods to flight attendants.	<i>Certification: Operations and CSI</i> <i>Surveillance: Operations and CSI</i>
121.467 (c)	To specify the conditions under which an Air Carrier may apply the flight crewmember flight time and duty limitations, and rest requirements, to flight attendants.	<i>Certification: Operations and CSI</i> <i>Surveillance: Operations and CSI</i>
121.471 (a)	To specify commercial flight time limitations for domestic operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.471 (b)	To specify minimum rest requirements for flight crewmembers in domestic operations	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.471 (d)	To provide a 24-hour relief period for domestic operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.471 (e)	To ensure that a crewmember rest period is not interrupted by Air Carrier duties in domestic operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.471 (f)	To ensure that the rest period of those crewmembers, governed by domestic operations, does not include time spent in transportation.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.471 (g)	To specify when scheduled flight time maybe exceeded in domestic operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.481 (a)	To limit flag operations from scheduling one or two pilot crews for more than 8 hours in any consecutive 24 hours without a rest.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
121.481 (b)	To specify the rest requirements for one or two pilot crews scheduled in flag operations to fly in excess of 8 hours in any consecutive 24-hour period.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

# Safety Attribute Inspection (SAI) Job Aid

<b>SRR</b>	<b>Intent</b>	<b>Inspectors</b>
<b>121.481 (c)</b>	To require a minimum of 18 hours rest for any one or two pilot crews in flag operations that have flown more than 8 hours during 24 consecutive hours.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.481 (d)</b>	To require that no pilot in any one or two pilot crew may fly more than 32 hours during any seven consecutive days, and that each pilot must be relieved from all duty for at least 24 consecutive hours at least once during any seven consecutive days.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.481 (e, f)</b>	To require that no one or two pilot crews fly more than 100 hours during any calendar month or 1000 hours during any 12 calendar months.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.483 (a)</b>	To limit flag Air Carriers from scheduling a pilot in a three person flight crew to fly for more than 12 hours in any 24 consecutive hours.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.483 (b)</b>	To specify the rest requirements for pilots in a three person flight crew flag operations who have flown in excess of 20 hours in 48 consecutive hours or 24 hours in any 72 consecutive hours.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.483 (c)</b>	To specify the maximum number of hours a pilot in a three person flight crew may fly during any 30 or 90 consecutive days or any 12 calendar month period.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.485 (a)</b>	To specify the crew rest facilities, both onboard and at destinations, for pilots in long-range international operations with augmented flight crews.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.485 (b)</b>	To specify the hourly rest requirements and conditions for pilots in flag operations, with augmented flight crews, upon return to home base.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.485 (c)</b>	To limit the flying time of a pilot, with an augmented flight crew, to: 1) 350 hours during any 90 consecutive days; or 2) 1,000 hours during any 12 calendar month period.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.487 (a - e)</b>	To specify the flight time limitations for pilots who are not regularly assigned in flag operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

# Safety Attribute Inspection (SAI) Job Aid

<b>SRR</b>	<b>Intent</b>	<b>Inspectors</b>
<b>121.489</b>	To require pilots in flag operations to include all commercial flying in their flight time limitations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.493 (a, b)</b>	To establish flight time limitations for flight engineers and navigators.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.503 (a)</b>	To limit supplemental Air Carriers from scheduling pilots for more than 8 hours in any consecutive 24 hours without a rest.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.503 (b)</b>	To specify the rest requirements for pilots in supplemental operations who have flown more than 8 hours in any consecutive 24 hour period.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.503 (c)</b>	To require that each certificate holder conducting supplemental operations shall relieve each pilot from all duty for at least 24 consecutive hours at least once during any seven consecutive days.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.503 (d, e)</b>	To require that no pilot in supplemental operations may fly more than 100 hours in 30 days or 1000 hours in any calendar year.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.503 (f)</b>	To specify the conditions under which a supplemental Air Carrier may schedule a flight crewmember for up to 10 hours of continuous duty in transcontinental operations without a rest period.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.505 (a)</b>	To specify the rest requirement for two pilot supplemental crews that have been scheduled for more than 9 hours of flight time.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.505 (b)</b>	To limit the crew duty for two pilot supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.507 (a, b)</b>	To specify the flight and duty limitations for 3 pilot crews in supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.509 (a, b)</b>	To specify the flight and duty limitations for 4 pilot crews in supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.511 (a, b)</b>	To specify the flight and duty limitations for flight engineers in supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.515</b>	To limit the flying time of all airmen to 1,000 hours in any 12 calendar month period.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.517</b>	To require pilots in supplemental operations to include all commercial flying in their time limitations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

# Safety Attribute Inspection (SAI) Job Aid

<b>SRR</b>	<b>Intent</b>	<b>Inspectors</b>
<b>121.521 (a)</b>	To prohibit supplemental Air Carriers from scheduling anyone in a 3-person flight crew for more than 12 hours in any 24 consecutive hours.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.521 (b)</b>	To specify the rest requirements for pilots in a three person flight crew supplemental operations who have flown in excess of 20 hours in 48 consecutive hours or 24 hours in any 72 consecutive hours.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.521 (c)</b>	To prohibit an airman in a 3 person crew in supplemental operations from being aloft as a flight crewmember for more than: <ul style="list-style-type: none"> <li>• 120 hours in any 30 consecutive days; and</li> <li>• 300 hours in and 90 consecutive days.</li> </ul>	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.523 (a)</b>	To prohibit scheduling a flight engineer or navigator on an augmented crew during supplemental operations for more than 12 hours during any consecutive 24 hours.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.523 (b)</b>	To specify the crew rest facilities, both onboard and at destinations, for pilots in supplemental operations with augmented flight crews that exceed 12 hours after operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.523 (c)</b>	To prohibit scheduling of any augmented flight crewmembers in supplemental operations for more than 30 hours of continuous duty. And, to specify rest requirements for augmented flight crewmembers in supplemental operations who are scheduled for a complete continuous duty in excess of 24 hours.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.523 (d)</b>	To specify the use of dead heading in computing duty time limitations for augmented crews in supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.523 (e)</b>	To specify the rest requirements for pilots in supplemental operations, with augmented flight crews, upon return to home base.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.523 (f)</b>	To limit the flying time, in any 90 consecutive days, of airmen serving on augmented flight crews, in supplemental operations, to 350 hours.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>121.525 (b - e)</b>	To specify the flight time limitations for pilots serving on more than one kind of flight crew during supplemental operations.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

### 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 scheduling and reporting process.

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

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

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

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

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the scheduling and reporting process.

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

1. Review the documented instructions and information related to the Scheduling/Reporting System 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 Scheduling/Reporting System process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Scheduling/Reporting System 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 Scheduling/Reporting System process:

*1.1 Does the Air Carrier have written procedures that establish and maintain a scheduling and reporting system? [SRR 121.465(a); 121.467(b); 121.471(a-g); 121.481(a-f); 121.483(a-c); 121.485(a-c); 121.487(a-e); 121.493(a, b); 121.503(a-f); 121.505(a, b); 121.507(a, b); 121.509(a, b); 121.511(a, b); 121.515; 121.521(a-c); 121.523(a-f); 121.525(b-e)]*

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

*1.2 Does the Air Carrier have written procedures to match personnel with company required duties? [SRR 121.467(c)]*

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

*1.3 Does the Air Carrier have written procedures to identify personnel for training?*

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

*1.4 Does the Air Carrier have written procedures to ensure personnel are released from all duties in accordance with FAR, labor laws, bargaining unit agreements, company policies, and contractor agreements? [SRR 121.465(b, c); 121.467(b); 121.471(a-g); 121.481(a-f); 121.483(a-c); 121.485(a-c); 121.487(a-e); 121.493(a, b); 121.503(a-f); 121.505(a, b); 121.507(a, b); 121.509(a, b); 121.511(a, b); 121.515; 121.521(a-c); 121.523(a-f); 121.525(b-e)]*

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

*1.5 Does the Air Carrier have written procedures to record and retain schedules for twelve months?*

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

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

### SECTION 3 – PROCEDURES ATTRIBUTE

<p>1.6 Does the Air Carrier have written procedures to back up its schedule data?</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 procedures identify: who, what, where, when and how?</p>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
<p>3. Are the procedures in compliance with the CFR(s)?</p>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
<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>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
<p>5. Does the air carrier have the resources to support the written procedures for the Scheduling/Reporting System process?</p>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
<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>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A, <b>No alternate procedures exist for this element</b>
<p>7. Are the procedures published in different manuals relating to the Scheduling/Reporting System process consistent?</p>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
<p>8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Scheduling/Reporting System process?</p>	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

### SECTION 4 – CONTROL ATTRIBUTE

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

1.1 Does the Air Carrier have a method in place to anticipate conflicts between company duties, training, and time off?	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.2 Does the Air Carrier have a method in place to resolve conflicts?	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.3 Does the Air Carrier have a method in place to prevent simultaneous multiple assignments?	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.4 Does the Air Carrier have a method in place to verify training, qualification, and authorization of personnel before assignment?	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.5 Does the Air Carrier have a method in place to verify that personnel will remain current and qualified during scheduled duty assignment?	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.6 Does the Air Carrier have a method in place to verify that required rest periods will be completed before assignment of duties?	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.7 Does the Air Carrier restrict access to its scheduling/reporting system so that only authorized personnel can make scheduling changes?	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	
1.8 If the Air Carrier uses a computerized record keeping system, is there written FAA approval?	<input type="checkbox"/> YES	If no or N/A, explain:
	<input type="checkbox"/> NO	
	<input type="checkbox"/> N/A	

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

### SECTION 4 – CONTROL ATTRIBUTE

<p>1.9 Does the Air Carrier have a method in place to apply the requirements of element 6.1.4 (dispatchers) to flight followers?</p>	<p><input type="checkbox"/> YES    <b>If no or N/A, explain:</b>  <input type="checkbox"/> NO  <input type="checkbox"/> N/A</p>
<p>2. Do the checks and restraints ensure the desired result is achieved for the Scheduling/Reporting System process?</p>	<p><input type="checkbox"/> YES    <b>If no, explain:</b>  <input type="checkbox"/> NO</p>
<p>3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Scheduling/Reporting System process?</p>	<p><input type="checkbox"/> YES    <b>If no, explain:</b>  <input type="checkbox"/> NO</p>
<p>4. Does the air carrier have the resources to support the checks and restraints for the Scheduling/Reporting System process?</p>	<p><input type="checkbox"/> YES    <b>If no, explain:</b>  <input type="checkbox"/> NO</p>

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses the scheduling and reporting 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 Scheduling/Reporting System process.
2. Discuss the Scheduling/Reporting System process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Scheduling/Reporting System 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 Scheduling/Reporting System process include the following process measurements?

2.1 Does the Air Carrier analyze instances in which an untrained, unqualified, unauthorized or non-current individual was released to scheduling or assignment to duty?

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

2.2 Does the Air Carrier analyze instances in which an untrained, unqualified, unauthorized or non-current individual was assigned to duty?

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

2.3 Does the Air Carrier analyze instances in which an untrained, unqualified, unauthorized or non-current individual was used in a required position?

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

2.4 Does the Air Carrier analyze instances in which an individual who did not meet the rest requirements was either scheduled, assigned, or used in other operations?

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

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 Scheduling/Reporting System process?

YES    **If no, explain:**  
 NO

8. Does the air carrier have the resources to support the process measurement for the Scheduling/Reporting System process?

YES    **If no, explain:**  
 NO

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the scheduling and reporting 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 Scheduling/Reporting System process.
2. Discuss the Scheduling/Reporting System process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Scheduling/Reporting System 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 Scheduling/Reporting System process:

1.1 <Deleted>

1.2 *Operational Control (Element 3.1.4)*

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

1.3 *Safety Program (Element 7.2.1)*

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

1.4 *Dispatch or Flight Release (Element 3.2.1)*

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

1.5 *Training of Crewmembers (Element 4.2.3)*

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

1.6 *Training of Flight Attendants (Element 4.2.4)*

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

1.7 *Training of Dispatchers (Element 4.2.5)*

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

1.8 *Training of Flight Followers (Element 4.2.11)*

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

1.9 *Outsource Crewmember Training (Element 4.2.9)*

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

# Safety Attribute Inspection (SAI) Job Aid

## 6.1.1 Scheduling/Reporting System

### SECTION 6 – INTERFACES ATTRIBUTE

1.10 Pilot Operating Limitation/Recent Experience (Element 4.3.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.11 Appropriate Airman/Crewmember Checks and Qualifications (Element 4.3.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 Flight Crewmember Flight/Duty/Rest Time (Element 6.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.13 Flight Attendant Duty/Rest Time (Element 6.1.3)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14 Dispatcher Duty/Rest Time (Element 6.1.4)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.15 Director of Safety (Element 7.1.3)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.16 Director of Operation (Element 7.1.4)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17 Chief Pilot (Element 7.1.5)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.18 Maintenance Control (Element 7.1.6)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.19 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.19 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.20 (Manual) Distribution (Element 2.1.3)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.21 (Manual) Availability (Element 2.1.4)	<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

## 6.1.1 Scheduling/Reporting System

### **SECTION 6 – INTERFACES ATTRIBUTE**

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