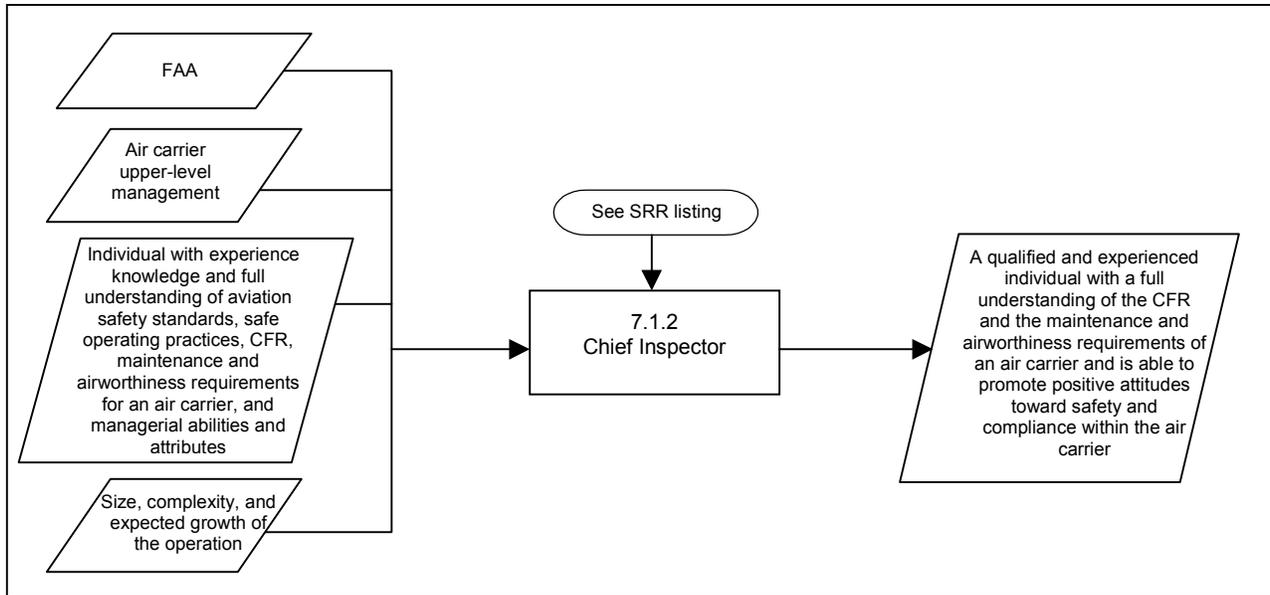


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 7.1.2 Chief Inspector

Purpose of this Element (Air Carrier's responsibility): To assure the Chief Inspector accomplishes assigned duties and responsibilities

Objective (FAA responsibility): To determine if the air carrier's Chief Inspector includes safety attributes.

Inputs:

- FAA
- Air Carrier Upper-Level Management
- Individual with experience, knowledge, and full understanding of:
 - Aviation safety standards;
 - Safe operating practices;
 - CFR;
 - Maintenance and airworthiness requirements for an air carrier; and
 - Managerial abilities and attributes.
- Size, complexity, and expected growth of the operation.

Output:

- A qualified and experienced individual with a full understanding of the CFR and the maintenance and airworthiness requirements of an air carrier and is able to promote positive attitudes toward safety and compliance within the air carrier.

Safety Attribute Inspection (SAI) Job Aid

Performance Measures:

- Chief Inspector meets the requirements of 119.65 (a), 119.67 (d) when selected.
- Chief Inspector has knowledge of the Federal Aviation Regulations and the maintenance and airworthiness requirements for the Air Carrier's aircraft.
- Chief Inspector takes an active role in promoting positive attitudes toward compliance and safety within the air carrier, as evidenced by:
 - Exceeding minimum CFR requirements;
 - Preventing and correcting inspection problems;
 - Ensuring that violations are not repeated;
 - Ensuring that the air carrier assumes an ongoing quality assurance role;
 - Ensuring rapid and complete implementation of new programs and regulatory compliance;
 - No increases in inspection related accidents, incidents, or violations;
 - Continually monitoring flight operations procedures to ensure that the highest degree of safety is maintained; and
 - Ensuring that inspection personnel understand their responsibilities to promote safe inspection practices.
- Chief Inspector demonstrates knowledge and a full understanding of the CFR and the maintenance and airworthiness requirements of an air carrier.

Safety Attribute Inspection (SAI) Job Aid

SRR:

- 119.65 (a, c, e) Management personnel required for operations conducted under Part 121 of this chapter
- 119.67 (d, e) Management personnel: Qualifications for operations conducted under Part 121 of this chapter.

Other CFRs and/or FAA Guidance:

- FAA Order 8300.10, Volume 2, Chapter 62 “Evaluate FAR Part 121/135 Management Personnel Qualifications”
- HBAT 97-06 Use of the “Gate System” during the initial certification of Part 121 Air Carriers.
- HBAT 97-13 Deviations from Part 119 for management personnel.
- HBAW 97-16 “Deviations from Part 119 for Management Personnel”
- Preamble:
60 FR 65832 Commuter operations and general certification and operations requirements.

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
119.65 (a)	To require qualified, full-time personnel to ensure the highest level of safety.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
119.65 (c)	To require the air carrier to provide the Certificate Holding District Office with the titles of its required management personnel.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
119.65 (e)	To specify the management personnel information in the carrier's manual, and notification procedures for changes in management.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
119.67 (d)	To specify the qualifications and experience requirements for the Director of Maintenance.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
119.67 (e)	To require that any deviations in management personnel experience be approved by AFS-200/300.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>

Safety Attribute Inspection (SAI) Job Aid

7.1.2 Chief Inspector

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 Chief Inspector.

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

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

Safety Attribute Inspection (SAI) Job Aid

7.1.2 Chief Inspector

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 Chief Inspector.

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

1. Identify the person who has the authority to establish or modify the Chief Inspector 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 Chief Inspector 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 Chief Inspector 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 Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Chief Inspector 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 Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

7.1.2 Chief Inspector

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Chief Inspector.

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

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

- | | | |
|---|---|------------------------|
| 1.1 Do procedures require that the employee is assigned full-time to the Chief Inspector position? [SRR 119.65 (a)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.2 Do procedures require the highest degree of safety when FAA has approved the air carrier to operate with fewer categories of management personnel than required by CFR 119.65 (b)? [SRR 119.65 (a)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.3 Do procedures require the air carrier to provide the Certificate Holding District Office with the titles of its management personnel? [SRR 119.65 (c)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.4 Do procedures explain the qualifications, experience and knowledge of candidates prior to filling the Chief Inspector position? [SRR 119.65 (d)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.5 Do procedures require the Air Carrier to update manuals and notify the FAA when changes in management occur? [SRR 119.65 (e)] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.6 Do procedures explain the method to obtain approval from the FAA before employing management personnel who do not meet the requirements of CFR 119.67? [SRR 119.65] | <input type="checkbox"/> YES
<input type="checkbox"/> NO
<input type="checkbox"/> N/A | If no or N/A, explain: |
| 1.7 Do procedures require management personnel to maintain currency, through continuing education, on job-related functions, such as: | | |
| 1.7.1 The air carrier's policies and procedures; | <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

7.1.2 Chief Inspector

SECTION 3 – PROCEDURES ATTRIBUTE

1.7.2 <i>The air carrier's Operations Specifications;</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7.3 <i>Federal Aviation Regulations;</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7.4 <i>The air carrier's Manuals; and</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7.5 <i>Aviation safety standards and safe practices?</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 <i>Do written procedures outline the standard for the Chief Inspector position with regard to qualifications, experience, and knowledge? [SRR 119.67 (c)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9 <i>Do written procedures require the use of performance standards for the Chief Inspector to determine his/her ability to serve in the position</i>	<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 Chief Inspector 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 Chief Inspector 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 Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

7.1.2 Chief Inspector

SECTION 4 – CONTROL ATTRIBUTE

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

<i>1.1 Does the Chief Inspector's resume meet the job qualifications? [SRR 119.67 (d)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.2 Does the Air Carrier verify the information in the Chief Inspector's resume through background checks? [SRR 119.67 (d)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.3 Does the Air Carrier evaluate the Chief Inspector's position periodically against performance standards? [SRR 119.67 (d)]</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.4 Does the Air Carrier have and maintain records to document the ongoing training/continuing education of the Chief Inspector?</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.5 Does the Chief Inspector have the resources necessary and available to support the duties and responsibilities outlined in the Manual?</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.6 Does the air carrier have performance standards for the Chief Inspector's position which include:</i>	
<i>1.6.1 Compliance with safety attributes for the Comprehensive Maintenance Program; and</i>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<i>1.6.2 Ability to promote positive attitudes toward safety and compliance within their organization?</i>	<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

7.1.2 Chief Inspector

SECTION 4 – CONTROL ATTRIBUTE

2. Do the checks and restraints ensure the desired result is achieved for the Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the Chief Inspector process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

7.1.2 Chief Inspector

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses its Chief Inspector processes, 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 Chief Inspector process.
2. Discuss the Chief Inspector process with appropriate personnel to gain an understanding of the process measures
3. Observe the Chief Inspector 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 Chief Inspector process include the following process measurements?

2.1 *The air carrier conducts an independent audit of company and aircraft records to ensure that the Chief Inspector takes corrective action as a result of Inspection, RII, and Maintenance Program - related deficiencies.*

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

2.2 *The air carrier conducts an independent audit of personnel and/or training records to ensure that the Chief Inspector is receiving on-going, job-related training and continued education.*

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 Chief Inspector process?

YES **If no, explain:**
 NO

8. Does the air carrier have the resources to support the process measurement for the Chief Inspector process?

YES **If no, explain:**
 NO

Safety Attribute Inspection (SAI) Job Aid

7.1.2 Chief Inspector

SECTION 6 – INTERFACES ATTRIBUTE

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

1.1 Aircraft Configuration Control (System 1.0)

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

1.2 <Deleted>

1.3 MEL/CDL Procedures (Element 3.2.3)

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

1.4 RII Personnel (Element 4.1.1)

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

1.5 Maintenance Certificate Requirements (Element 4.1.2)

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

1.6 Maintenance Training Program (Element 4.2.1)

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

1.7 RII Training Requirements (Element 4.2.2)

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

1.8 Mechanics and Repairmen Certification (Sub-System 4.4)

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

1.9 Line Stations (Servicing and Maintenance) (Element 5.1.1)

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

Safety Attribute Inspection (SAI) Job Aid

7.1.2 Chief Inspector

SECTION 6 – INTERFACES ATTRIBUTE

1.10 Weather Reporting Facilities/SWARS Stations (Element 5.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 Non-Federal NAVAIDs (Element 5.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Altimeter Setting Sources (Element 5.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Duty Time (Element 6.2.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 Technical Administration (System 7.0)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A A
1.15 Other Programs Approved by Operations Specifications	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.16 Government Entities (e.g. FAA, DOT, NTSB, etc.)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.17 Professional Aviation Organizations	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.18 Internal Evaluation Program	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.19 Voluntary Disclosure Program	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.20 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.21 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.22 (Manual) Distribution (Element 2.1.3)	<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

7.1.2 Chief Inspector

SECTION 6 – INTERFACES ATTRIBUTE

<p>1.23 (Manual) Availability (Element 2.1.4)</p>	<p><input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>
<p>2. List any additional interfaces identified:</p>	
<p>3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>4. Are there controls to ensure that interfaces occur?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>
<p>5. Are the interfaces between the Chief Inspector process and other processes treated consistently in the Manual(s)?</p>	<p><input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO</p>