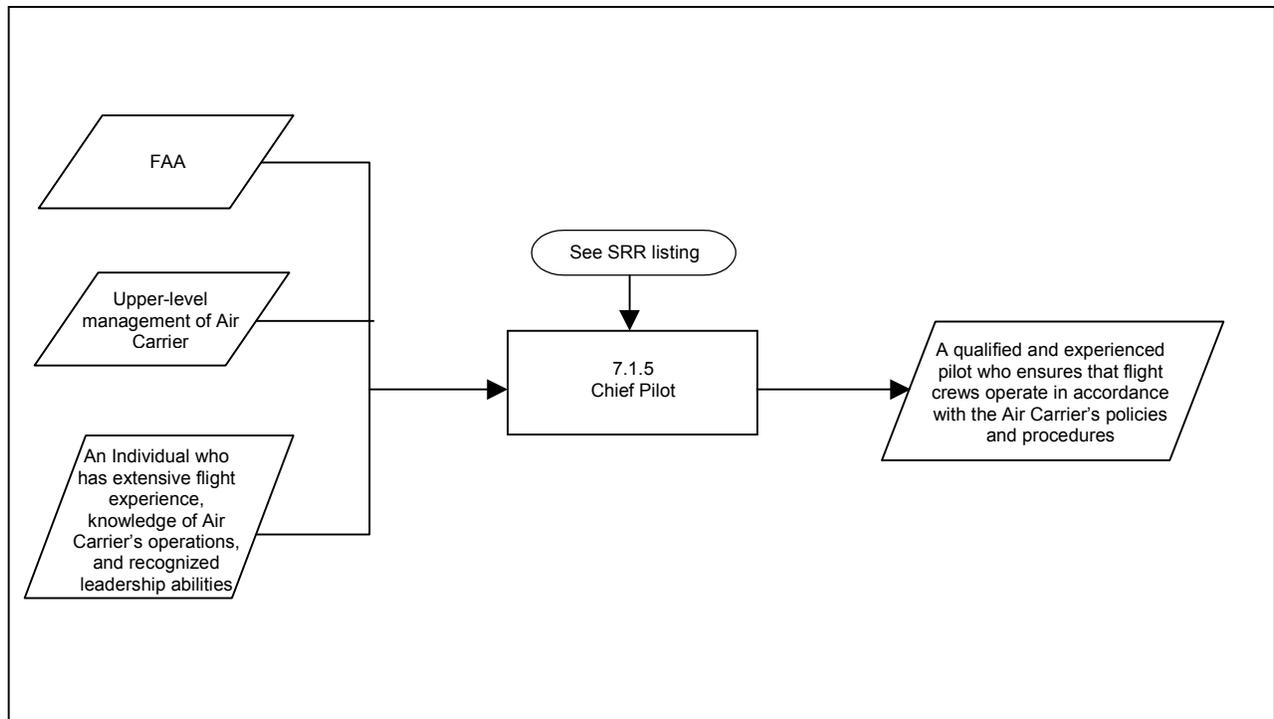


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 7.1.5 Chief Pilot

**Purpose of this Element** (Air Carrier's responsibility): To ensure that the Chief Pilot accomplishes assigned duties and responsibilities.

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

**Inputs:**

- FAA
- Upper-Level Management of Air Carrier
- An individual who has extensive flight experience, knowledge of the air carrier's operations, and recognized leadership abilities.

# Safety Attribute Inspection (SAI) Job Aid

## Output:

- A qualified and experienced pilot who ensures that flight crews operate in accordance with the air carrier's policies and procedures.

## Performance Measures:

- Chief Pilot meets the requirements of 119.67 (e.g., experience and type rating in an aircraft operated by the air carrier).
- Chief Pilot has knowledge of all flight operating procedures of the air carrier.
- Chief Pilot takes an active role in promoting positive attitudes toward compliance and safety within the air carrier, as evidenced by:
  - Preventing and correcting flight operational errors;
  - Ensuring no repeated violations;
  - Ensuring that the flight operation's department assumes an ongoing quality assurance role;
  - Ensuring rapid and complete implementation of new flight operations programs;
  - No increases in accidents, incidents, or violations in the flight operations department; and
  - Continually monitoring flight operations procedures to ensure that the highest degree of safety is maintained.
- Flight crews are professional, qualified, competent, and safety oriented.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 119.65(a - e); Management Personnel Required for Operations Conducted Under CFR 121
- 119.67(b); Management Personnel: Qualifications for Operations Conducted Under CFR 121

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

- FAA Order 8400.10, Volume 2, Chapter 2, Section 1, Paragraph 71B. Formal Application Letter.
- FAA Order 8400.10, Volume 2, Chapter 2, Section 1, Paragraph 73D. Management Qualification Resumes
- FAA Order 8400.10, Volume 3, Chapter 8, Section 1, Paragraph 1475. Management Overview.
- HBAAT 96-01 - Part 119: Certification of Air Carriers and Commercial Operators
- HBAAT 97-06 - Use of the “Gate System” during the Initial Certification of Part 121 Air Carriers
- HBAAT 96-07 - New Paragraph A006 for Operations Specifications
- HBAAT 97-13 - Deviations from Part 119 for Management Personnel
- HBAW 97-16 - Deviations from Part 119 for Management Personnel
- Preamble - 60 FR 65832, December 20, 1995, Commuter Operations and General Certification and Operations Requirements

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

<b>SRR</b>	<b>Intent</b>	<b>Inspectors</b>
<b>119.65 (a)</b>	To require qualified, full-time personnel to ensure the highest level of safety.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>119.65 (b)</b>	To require the operator to show that it can operate, with the highest degree of safety, when under the direction of fewer of different categories of management personnel than required by CFR 119.65(a)	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>119.65 (c)</b>	To require the air carrier to provide the Certificate Holding District Office with the titles of its required management personnel.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>119.65 (d)</b>	To stipulate the qualifications and working knowledge for the required management personnel.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>119.65 (e)</b>	To specify the management personnel information in the air carrier's manual, and notification procedures for changes in management.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
<b>119.67 (b)</b>	To specify the qualifications and experience requirements for the Chief Pilot.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.5 Chief Pilot

### **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 Pilot position.

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

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

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.5 Chief Pilot

### **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 Pilot position.

*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 Pilot 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 Pilot 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 Pilot 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 Pilot process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Chief Pilot process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Chief Pilot process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Chief Pilot 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 Pilot process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Chief Pilot 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 Pilot process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.5 Chief Pilot

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the duties of Chief Pilot.

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

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

1.1 Do written procedures exist to ensure that the employee is assigned full-time to the Chief Pilot position? [119.65(a)]?	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Do written procedures exist to ensure the highest degree of safety when FAA approval has been obtained for operating with fewer of different categories of management personnel than required by CFR 119.65 (a)? [119.65 (b)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Do written procedures exist to have the air carrier provide the Certificate Holding District Office with the titles of its management personnel? [119.65 (c)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Do written procedures exist to evaluate the qualifications, experience and knowledge of candidates prior to filling the Chief Pilot position? [119.65 (d)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Do written procedures exist to update manuals and notify the FAA when changes in management occur? [119.65 (e)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Do written procedures exist to identify the requirements to become a Chief Pilot? [119.67 (b)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Do written procedures exist to obtain approval from the FAA prior to employing management personnel who do not meet the requirements of CFR 119.67? [119.67 (b)]	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.5 Chief Pilot

### SECTION 3 – PROCEDURES ATTRIBUTE

1.8 Do written procedures exist to ensure that management personnel maintain currency, through continuing education, and on job-related functions/information, such as:

1.8.1 The air carrier's policies and procedures;	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8.2 The air carrier's Operations Specifications;	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8.3 CFR;	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8.4 The air carrier's Manuals; and	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8.5 Aviation safety standards and safe practices?	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES <b>If no, explain:</b> <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 <b>If no, explain:</b> <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the Chief Pilot process?	<input type="checkbox"/> YES <b>If no, explain:</b> <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 <b>If no, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A, <b>No alternate procedures exist for this element</b>
7. Are the procedures published in different manuals relating to the Chief Pilot process consistent?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Chief Pilot process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.5 Chief Pilot

### SECTION 4 – CONTROL ATTRIBUTE

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

1.1 Does the Chief Pilot's resume' meet the job qualifications?	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Is the information in the Chief Pilot's resume' verified through background checks?	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Is the Chief Pilots position periodically evaluated against performance standards?	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Are records maintained to document the ongoing training/continuing education of the Chief Pilot?	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Does the Chief Pilot have the resources necessary to support the duties and responsibilities outlined in the Manual?	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Does the air carrier have a back-up person to cover the responsibilities of the Chief Pilot in his/her absence?	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the checks and restraints ensure the desired result is achieved for the Chief Pilot process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Chief Pilot process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the Chief Pilot process?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.5 Chief Pilot

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

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

2.1 Does the air carrier record substandard performance on the part of the Chief Pilot?

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

2.2 Does the Chief Pilot document potential flight operations problems that may compromise safety and takes steps to prevent those problems?

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

2.3 Does the air carrier conduct an independent evaluation and flight operations department?

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

2.4 Does the Chief Pilot record pilot deviations?

- 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 Pilot process?

- YES    **If no, explain:**  
 NO

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

- YES    **If no, explain:**  
 NO

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.5 Chief Pilot

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

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

1.1 <Deleted>

1.2 *Safety Program (Element 7.2.1)*

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

1.3 *Training of Crewmembers (Element 4.2.3)*

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

1.4 *Training of Check Airmen and Instructors (Element 4.2.7)*

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

1.5 *Simulators/Training Devices (Element 4.2.8)*

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

1.6 *Outsource Crewmember Training (Element 4.2.9)*

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

1.7 *Crewmember and Dispatcher Qualifications (Sub-System 4.3)*

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

1.8 *Route Structures (System 5.0)*

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

1.9 *Airmen and Crewmember Limitations for Domestic Flag, and Commercial Operators (Sub-System 6.1)*

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

1.10 *Director of Safety (Element 7.1.3)*

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

# Safety Attribute Inspection (SAI) Job Aid

## 7.1.5 Chief Pilot

### SECTION 6 – INTERFACES ATTRIBUTE

1.11 Director of Operations (Element 7.1.4)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Government Entities (e.g. FAA, DOT, NTSB, etc.)	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Professional Aviation Organizations	<input type="checkbox"/> YES <b>If no or N/A, explain:</b> <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 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
1.15 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
1.16 (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
1.17 (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. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO
5. Are the interfaces between the Chief Pilot process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES <b>If no, explain:</b> <input type="checkbox"/> NO