

**Safety Attribute Inspection (SAI) Data Collection Tool
1.3.12 SFAR 36 (AW)**

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To provide policy, procedures, instructions and/or information, in the SFAR 36 authorized manual, which allows personnel concerned to perform their duties and responsibilities to a high degree of safety.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder's SFAR 36 process meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's SFAR 36 process incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's SFAR 36 process.

Specific Instructions:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8000.42A

SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks

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

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the SFAR 36 process.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the SFAR 36 process.

Questions

To meet this objective, the inspector must answer the following questions:

- 1 Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for an SFAR 36 process:

1.1 Does the Certificate Holder's manual contain general policies for the SFAR 36 process that comply with the specific regulatory requirements? SRRs: 121.135(b)(1); SFAR 36.3(a)(1); SFAR 36.5(a)(2); SFAR 36.5(a)(3); SFAR 36.5(b)(1); SFAR 36.5(b)(2); SFAR 36.5(b)(3); SFAR 36.5(b)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI? SRRs: 121.135(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the SFAR 36 process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the SFAR 36 process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5 Does the Certificate Holder have an SFAR 36 Procedures Manual approved by the FAA Aircraft Certification Office (ACO)? SRRs: 121.135(a)(1); SFAR 36.3(a)(1); SFAR 36.3(a)(2); SFAR 36.3(a)(3); SFAR 36.3(a)(4); SFAR 36.3(b)(1); SFAR 36.3(b)(2); SFAR 36.6(a)(1); SFAR 36.6(a)(2); SFAR 36.6(b)(1); SFAR 36.6(b)(2)(i); SFAR 36.6(b)(2)(ii); SFAR 36.6(b)(3); SFAR 36.7(b); SFAR 36.8; SFAR 36.9; SFAR 36.10(a); SFAR 36.1; SFAR 36.12(a); SFAR 36.12(b); SFAR 36.12(c); SFAR 36.13(a); SFAR 36.13(c); SFAR 36.13(b); SFAR 36.6(c) <i>Related Design JTI's:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1. Check that the Certificate Holder has a procedures manual that complies with, Special Federal Aviation Regulation No. 36.
Sources: SFAR 36.3(a)(1)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 2.1.2–op; 2.1.1–op; 2.1.4–aw; 2.1.2–aw; 1.3.9–aw; 2.1.1–aw; 2.1.4–op
2. Check that the Certificate Holder's manual has instructions and information to notify the Administrator within 48 hours of any change (including a change of personnel) that could affect the ability of the holder to meet the requirements of this Special Federal Aviation Regulation.
Sources: SFAR 36.5(c)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.1.1–aw; 1.3.14–aw; 1.3.9–aw
3. Check that the Certificate Holder has a procedures manual that has been approved by the Administrator.
Sources: SFAR 36.6(a)(1)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 2.1.1–op; 2.1.1–aw
4. Check that the Certificate Holder's manual has procedures that does not allow approval of a product or article for return to service unless the Certificate Holder complies with their procedures manual.
Sources: SFAR 36.6(a)(2)
Interfaces: 1.3.14–aw; 1.3.2–aw; 1.3.7–aw
5. Check that the Certificate Holder's manual contains procedures for developing and determining the adequacy of technical data for major repairs.
Sources: SFAR 36.6(b)(1)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.1.1–aw; 1.3.9–aw
6. Check if the Certificate Holder's procedures manual includes information on how to develop technical data.
Sources: SFAR 36.3(a)(2)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.3.9–aw
7. Check that the Certificate Holder's manual contains the identification (names, signatures, and responsibilities) of officials and the name of each staff member who has the authority to make changes in procedures requiring a revision to the procedures manual.
Sources: SFAR 36.6(b)(2)(i)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.

- Interfaces:* 2.1.1–op; 2.1.1–aw
8. Check that the Certificate Holder's manual contains the identification (names, signatures, and responsibilities) of officials and of each staff member who prepares or determines the adequacy of technical data, plans or conducts tests, and approves, on behalf of the authorization holder, test results.
Sources: SFAR 36.6(b)(2)(ii)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 2.1.1–op; 2.1.1–aw
9. Check that the Certificate Holder's procedures manual contains a "log of revisions" page that identifies each revised item, page, and date of revision, and contains the signature of the person approving the change for the Administrator.
Sources: SFAR 36.6(b)(3)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 2.1.1–aw; 2.1.1–op
10. Check that the Certificate Holder's manual has procedures to ensure that a product or article is not approved for return to service after a change in staff, unless the change has been approved by the FAA and entered in the procedures manual.
Sources: SFAR 36.(6)(c)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 2.1.1–op; 2.1.1–aw; 1.1.1–aw
11. Check that the Certificate Holder ensures that a product or article is not approved for return to service after a change in procedures manual, unless that change has been approved by the FAA and entered in the procedures manual.
Sources: SFAR 36.(6)(c)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 2.1.1–aw; 2.1.1–op
12. Check that the Certificate Holder's manual has procedures that ensures upon termination of the authorization, all data developed pursuant to SFAR 36 is surrendered to the FAA or maintained indefinitely by the Certificate Holder.
Sources: SFAR 36.7(a); SFAR 36.7(b)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.2.2–aw
13. Check that the Certificate Holder's manual has instructions and information for developing technical data for the specific products or articles being repaired.
Sources: SFAR 36.3(a)(3)
The FAA Aircraft Certification Office is an internal resource

that should be contacted during activities with this item.

Interfaces: 1.1.1–aw; 1.2.2–aw; 1.3.9–aw

14. Check that the Certificate Holder's manual has instructions and information that will not allow the authorization to be transferred.
Sources: SFAR 36.8
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
15. Check that the Certificate Holder's manual has instructions and information ensuring that the Administrator is allowed to inspect its' personnel, facilities, products and articles, and records upon request.
Sources: SFAR 36.9
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
16. Check that the Certificate Holder's manual has instructions and information that ensures the authorization is only utilized on products that the Certificate Holder is authorized to maintain pursuant to its continuous airworthiness maintenance program or maintenance manual.
Sources: SFAR 36.10(a)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.1.1–aw; 1.3.9–aw; 1.3.1–aw
17. Check that the Certificate Holder's manual has instructions and information that ensures they comply with any additional limitations prescribed by the Administrator and made a part of the authorization.
Sources: SFAR 36.1
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
18. Check that the Certificate Holder's manual has instructions and information that ensures an investigation will be conducted on products or articles that do not conform to the applicable airworthiness requirements or that an unsafe feature or characteristic may exist which is attributable to the repair, when notified of such by the Administrator.
Sources: SFAR 36.12(a)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.3.9–aw; 1.1.1–aw
19. Check that the Certificate Holder's manual has instructions and information that ensures the results of any investigation conducted on products or articles that do not conform to the applicable airworthiness requirements or that an unsafe feature or characteristic may exist which is attributable to the repair, are reported to the Administrator.
Sources: SFAR 36.12(b)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.

20. Check that the Certificate Holder's manual has instructions and information that ensures the information necessary for the FAA to issue an airworthiness directive under part 39 of the Federal Aviation Regulations is provided upon notification by the Administrator that a unsafe condition exists which is attributable to a repair performed under this authorization.
Sources: SFAR 36.12(c)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.2.5-aw
21. Check that the Certificate Holder's manual has instructions and information for maintaining, at its facility current records containing for each product or article for which it has developed and used major repair data, a technical data file that includes all data and amendments thereto (including drawings, photographs, specifications, instructions, and reports) necessary to accomplish the major repair.
Sources: SFAR 36.13(a)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.2.2-aw
22. Check that the Certificate Holder's manual has instructions and information for maintaining, at its facility, current records containing a list of products or articles by make, model, manufacturer's serial number (including specific part numbers and serial numbers of components) and, if applicable, FAA Technical Standard Order (TSO) or Parts Manufacturer Approval (PMA) identification, that have been repaired under the authorization.
Sources: SFAR 36.13(b)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.2.2-aw
23. Check that the Certificate Holder's manual has instructions and information for maintaining, at its facility, current records containing a file of information from all available sources on difficulties experienced with products and articles repaired under the authorization.
Sources: SFAR 36.13(c)
The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.
Interfaces: 1.2.2-aw; 1.2.5-aw
24. Check that the Certificate Holder's manual has instructions and information to ensure accomplishment of repairs are done in accordance with the procedures manual.
Sources: SFAR 36.3(a)(4)
Interfaces: 1.3.9-aw; 1.1.1-aw; 1.2.2-aw
25. Check that the Certificate Holder's manual has instructions and information to ensure accomplishment of repairs are in

<p>accordance with the procedures approved by the Administrator for the Certificate Holder. <i>Sources:</i> SFAR 36.3(a)(4) <i>Interfaces:</i> 1.1.1–aw; 1.3.9–aw</p> <p>26. Check that the Certificate Holder's manual has instructions and information specifying how an evaluation is made to determine whether performing subsequent repairs with the same data on the same type product or article will return the product or article to its original or properly altered condition. <i>Sources:</i> SFAR 36.3(b)(1) The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item. <i>Interfaces:</i> 1.3.9–aw; 1.1.1–aw</p> <p>27. Check that the Certificate Holder's manual, if performing subsequent repairs with the same data on the same type product or article, has instructions and information specifying how and when an evaluation is made to determine that the repaired product or article conforms with applicable airworthiness requirements. <i>Sources:</i> SFAR 36.3(b)(1) The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item. <i>Interfaces:</i> 1.3.9–aw; 1.1.1–aw</p> <p>28. Check that the Certificate Holder's manual, if performing subsequent repairs with the same data on the same type product or article, has instructions and information specifying that a record is made of each evaluation conducted, to determine that the repaired product or article conforms with applicable airworthiness requirements. <i>Sources:</i> SFAR 36.3(b)(2) <i>Interfaces:</i> 1.2.2–aw</p>	
<p>1.6 Does the Certificate Holder's SFAR 36 process comply with the related requirements of 14 CFR Part/Section 121.135(b)(1); SFAR36.3(a)(1); SFAR 36.5(a)(2); SFAR 36.5(a)(3); SFAR 36.5(b)(1); SFAR 36.5(b)(2); SFAR 36.5(b)(3); SFAR 36.5(b)(4)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.7 Does the Certificate Holder's SFAR 36 process comply with the guidance contained in FAA Order 8000.42A?</p> <p><i>Related Design JTI's:</i></p> <p>1. Check that the Certificate Holder's manual has instructions and information to ensure they will continually meet the requirements for the issuance of the initial authorization. <i>Sources:</i> 8000.42A Paragraph 5 The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item.</p> <p>2. Check that the Certificate Holder's procedures manual clearly defines the duties and responsibilities of the positions related to the authorization and in accordance with the specific authority of the applicant. <i>Sources:</i> 8000.42A Paragraph 11 a. The FAA Aircraft Certification Office</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>is an internal resource that should be contacted during activities with this item. <i>Interfaces:</i> 1.3.14–aw</p> <p>3. Check that the Certificate Holder's procedures manual contains those limitations specified in Order 8000.42A paragraph 11. b (1) (a) through (c). <i>Sources:</i> 8000. 42A; Paragraph 11 b (1). The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item. <i>Interfaces:</i> 2.1.1–op; 2.1.1–aw</p> <p>4. Check that the Certificate Holder's procedures manual contains those items listed in Order 8000.42A paragraph 11 b. (2) (a) through (i). <i>Sources:</i> 8000. 42A Paragraph 11 b. (2) The FAA Aircraft Certification Office is an internal resource that should be contacted during activities with this item. <i>Interfaces:</i> 2.1.1–aw; 2.1.1–op</p>	
<p>1.8 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu
1. No procedures, policy, instructions or information specified.
2. Procedures or instructions and information do not identify (who, what, when, where, how).
3. Procedures, policy or instructions and information do not comply with CFR.
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6. Procedures, policy or instructions and information unclear or incomplete.
7. Documentation quality (e.g., unreadable or illegible).
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).
11. Other.

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

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

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following controls built into the SFAR 36 process:

2.1 Is there a control in place to ensure, the Certificate Holder develops major repair data within the scope and limitations of its SFAR 36 approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.2 Is there a control in place to ensure, the Certificate Holder complies with the provisions of its SFAR 36 Procedures Manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.3 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the SFAR 36 process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu
1. No controls specified.
2. Documentation for the controls do not identify (who, what, when, where, how).
3. Controls incomplete.
4. Controls could be circumvented.
5. Controls could be unenforceable.
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

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

- 1 Review the process measurement questions below.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

3. Does the Certificate Holder's SFAR 36 process include the following process measurements:

3.1 Process measurements that would reveal when the Certificate Holder failed to develop major repair data within the scope and limitations of its SFAR 36 approval?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal when the Certificate Holder failed to comply with the provisions of its SFAR 36 Procedures Manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Does the organization that conducts the process measurements have direct access to the person with responsibility for the SFAR 36 process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu
1. No process measurements specified.
2. Documentation for the process measurements does not identify (who, what, when, where, how).
3. Inability to identify negative findings.
4. No provisions for implementing corrective actions.
5. Ineffective follow-up to determine effectiveness of corrective actions.
6. Resources requirements (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

Tasks

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

- 1 Review the interfaces associated with the SFAR 36 process that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
- 2 Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

To meet this objective, the inspector must answer the following questions:

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- | | |
|--|--|
| 4.1 Properly address interfaces that are identified along with the individual questions in the Procedures Section (1)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the SFAR 36 process? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI. | |

SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

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

- 1 Identify the person who has overall responsibility for the SFAR 36 process.
- 2 Identify the person who has overall authority for the SFAR 36 process.
- 3 Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.

Questions

To meet this objective, the inspector must answer the following questions:

- 5 Are the following aspects of the Management Responsibility and Authority Attributes addressed in the SFAR 36 process:

5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the SFAR 36 process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions and information for the SFAR 36 process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
5.3 Does the Certificate Holder's manual include the duties & responsibilities of those who manage the work required by the SFAR 36 process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the SFAR 36 process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the SFAR 36 process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the SFAR 36 process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the SFAR 36 process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu
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1. Not documented.

2. Documentation unclear.

3. Documentation incomplete.

4. Other.
