

Safety Attribute Inspection (SAI) Data Collection Tool 4.2.2 RII Training Requirements (AW)

ELEMENT SUMMARY INFORMATION

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

- To provide a training program that ensures each person (including inspection personnel) who determines the adequacy of work done, is competent to perform their duties and fully informed about procedures and techniques for required inspection items.

Objective (FAA oversight responsibility):

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

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.369(b)(2)
 - 121.369(b)(3)
 - 121.369(b)(4)
 - 121.369(b)(5)
 - 121.369(b)(6)
 - 121.369(b)(7)
 - 121.369(b)(9)
 - 121.371(a)
 - 121.371(b)
 - 121.371(c)
 - 121.371(d)
 - 121.375

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8300.10, Volume 2, Chapter 70

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 RII Training Requirements process.
- 3 Review the Certificate Holder’s manual to ensure that it contains policies, procedures, instructions and information necessary for the RII Training Requirements 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 for the RII Training Requirements process:

- 1.1 Does the Certificate Holder’s manual contain general policies for the RII Training Requirements process that comply with the specific regulatory requirements?

SRRs: 121.135(b)(1); 121.371(a); 121.371(d); 121.375

Related Design JTIs:

- Check that the certificate holder’s manual includes instructions and information necessary for personnel concerned to not use any person in performing required inspections unless the person performing the inspection is properly trained.

Sources: 121.135(a)(1); 121.371(a)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw

- Yes
 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)

Related CFRs: Intentionally left blank

- Yes
 No, Explain

- 1.3 Does the Certificate Holder’s manual contain the duties and responsibilities for personnel who will accomplish the RII Training Requirements process?

SRRs: 121.135(b)(2)

- Yes
 No, Explain

<p>1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the RII Training Requirements process? SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5 Does the Certificate Holder's training program ensure that each person (including inspection personnel) is informed that no person may use any person to perform required inspections unless the person performing the inspection is: SRRs: 121.371(a); 121.375</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information necessary for personnel concerned to not use any person in performing required inspections unless the person performing the inspection is properly trained. <p><i>Sources:</i> 121.135(a)(1); 121.371(a) <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw</p>	
<p>1.5.1 Appropriately certificated? SRRs: 121.371(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.2 Properly trained? SRRs: 121.371(a)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information necessary for personnel concerned to not use any person in performing required inspections unless the person performing the inspection is properly trained. <p><i>Sources:</i> 121.135(a)(1); 121.371(a) <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.3 Qualified? SRRs: 121.371(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.4 Authorized? SRRs: 121.371(a)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Does the Certificate Holder's training program ensure that each person (including inspection personnel) is fully informed that no person may allow any person to perform a required inspection unless, at that time, the person performing that inspection is under the supervision and control of an inspection unit? SRRs: 121.371(b); 121.375</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.7 Does the Certificate Holder's training program ensure each person (including inspection personnel) is fully informed on the procedures and techniques for the items of maintenance and alterations designated as a (required by 121.369(b)(2)) Required Inspection Item(RII)? SRRs: 121.135(a)(1); 121.369(b)(2); 121.375</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holders manual includes instructions and information for the designation of the items of maintenance and alteration that must be inspected (required inspections) for persons 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>authorized to perform required inspections <i>Sources:</i> 121.135(a)(1); 121.369(b)(2); 121.375 <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw</p>	
<p>1.8 Does the Certificate Holder's training program ensure each person (including inspection personnel) is fully informed on the method of performing required inspections? SRRs: 121.375; 121.369(b)(3)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is fully informed about the method of performing required inspections. <i>Sources:</i> 121.135(a)(1); 121.369(b)(3); 121.375 <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.9 Does the Certificate Holder's training program ensure each person (including inspection personnel) is fully informed on the procedures and techniques for the reinspection of work performed pursuant to previous required inspection findings ("buy-back procedures")? SRRs: 121.369(b)(4); 121.375</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is fully informed about procedures for the reinspection of work performed pursuant to previous required inspection findings (buy-back procedures). <i>Sources:</i> 121.135(a)(1); 121.369(b)(4); 121.375 <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.10 Does the Certificate Holder's training program ensure each person (including inspection personnel) is fully informed on the: SRRs: 121.369(b)(5); 121.375</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is fully informed about procedures, standards, and limits necessary for required inspections <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375 <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is 	

<p>fully informed about acceptance or rejection of the items required to be inspected <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 1.3.7-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw</p>	
1.10.1 Procedures necessary for required inspections? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.2 Standards, necessary for required inspections? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.3 Limits necessary for required inspections? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.4 Procedures necessary for acceptance or rejection of the items required to be Inspected? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.5 Standards, necessary for acceptance or rejection of the items required to be inspected? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.6 Limits necessary acceptance or rejection of the items required to be inspected? SRRs: 121.369(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11 Does the Certificate Holder's training program ensure each person (including inspection personnel) is fully informed on the: SRRs: 121.369(b)(5); 121.375</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's training program includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is fully informed about procedures and techniques and new equipment in use and is competent to perform his duties. <i>Sources:</i> 121.135(a)(1); 121.375 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility to determine that each person, performing maintenance or preventive maintenance functions for it, has a training program that ensures that each person, (including inspection personnel) who determines the adequacy of work done, is fully informed about procedures techniques and new equipment in use, and is competent to perform his duties. <i>Sources:</i> 121.135(a)(1); 121.375 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 1.3.7-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is fully informed about procedures, standards, and limits necessary for required inspections <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 1.3.7-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is 	

<p>fully informed about acceptance or rejection of the items required to be inspected <i>Sources:</i> 121.135(a)(1); 121.369(b)(5); 121.375 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 1.3.7-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw</p>	
<p>1.11.1 Procedures necessary for required inspections for new equipment in use? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11.2 Standards necessary for required inspections for new equipment in use? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11.3 Limits necessary for required inspections for new equipment in use? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11.4 Procedures necessary for acceptance or rejection of the items required to be inspected for new equipment in use? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11.5 Standards, necessary for acceptance or rejection of the items required to be inspected for new equipment in use? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11.6 Limits necessary acceptance or rejection of the items required to be inspected for new equipment in use? SRRs: 121.369(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.12 Does the Certificate Holder's training program ensure each person (including inspection personnel) is fully informed on the "instructions" that ensure all required inspections are performed? SRRs: 121.369(b)(6); 121.375</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is fully informed about procedures to ensure that all required inspections are performed <i>Sources:</i> 121.135(a)(1); 121.369(b)(6); 121.375 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 1.3.7-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.13 Does the Certificate Holder's training program ensure each person (including inspection personnel) is fully informed on the "instructions" to prevent any person who performs any item of work from performing any required inspection of that work? SRRs: 121.369(b)(7); 121.371(c); 121.375</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is fully informed about instructions to prevent any person who performs any item of work from performing any required inspection of that work. <i>Sources:</i> 121.135(a)(1); 121.369(b)(7); 121.375 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p><i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw</p>	
<p>1.14 Does the Certificate Holder's training program ensure each person (including inspection personnel) is fully informed on the procedures that ensure required inspections that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service? SRRs: 121.369(b)(9); 121.375</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's manual includes instructions and information to allow personnel concerned to perform the duty and responsibility of ensuring that each person (including inspection personnel) who determines the adequacy of work done is fully informed about procedures to ensure that required inspections that are not completed as a result of shift changes or similar work interruptions are properly completed before the aircraft is released to service. <i>Sources:</i> 121.135(a)(1); 121.369(b)(9); 121.375 <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 1.3.7–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.15 Does the Certificate Holder's RII Training Requirements process comply with the guidance contained in FAA Order 8300.10?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the certificate holder's RII training program includes company indoctrination <i>Sources:</i> 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw • Check that the certificate holder's RII training program includes technical training (formal and on–the–job) <i>Sources:</i> 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw • Check that the certificate holder's RII training program includes list of RII tasks to be taught <i>Sources:</i> 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw • Check that the certificate holder's RII training program includes a method for recording completion of the training in the individual's training record. <i>Sources:</i> 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw • Check that the certificate holder's RII training program includes instructions to provide training on procedures unique to the operator. <i>Sources:</i> 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. B(2) <i>Interfaces:</i> 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

7.1.2-aw

- Check that the certificate holder's RII training program includes instructions that training records that indicate the amount of formal training each individual receives must be maintained
Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. B(2)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's RII training program includes instructions that training records that indicate the amount of on-the-job training each individual receives must be maintained
Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. B(2)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's RII training program includes instructions that training records that indicate the amount of experience each individual receives must be maintained
Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. B(2)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder specifies how it will determine acceptability of the content and quality of technical training contracted to another operator, manufacturer, or in the case of a specialized process, to a person knowledgeable in that specialized process.
Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. B(3)
Interfaces: 1.3.14-aw; 1.3.4-aw; 1.3.7-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder specifies a minimum time (training course duration) for its RII training program that is proportional to the its complexity.
Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. B(4)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder specifies how it will ensure that recurrent training is provided for personnel authorized who conduct required inspections(RII)
Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. E
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's RII training program includes a schedule for recurrent training
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (10)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's RII training program includes a description of recurrent training.
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (10)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's RII training program contains record

keeping procedures to retain RII training records to document that personnel are adequately trained.

Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. F

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw

- Check that the certificate holder's RII training program contains record keeping procedures including records of training dates
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (11)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's RII training program contains record keeping procedures including records of who performed the training (instructor should indicate by signing)
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (11)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's RII training program contains record keeping procedures including records of the number of hours of training performed
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (11)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's RII training program contains record keeping procedures including records of the content of the training performed
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (11)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holders RII training program contains instructions to maintain RII training records at a central location
Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. F
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's manual system contains locations of RII training records when not retained at a central location.
Sources: 8300.10 Vol. 2 Ch. 70 Section 1 para. 11. F
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's manual has instructions to include the name of the person responsible for the overall administration of the RII training program.
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (1)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw
- Check that the certificate holder's manual has instructions to include the name(s) of the person(s) responsible for other processes within the RII training program (e.g., recordkeeping, revisions to training programs, and security of the program).
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (2)
Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;

7.1.2–aw

- Check that the certificate holder's manual system manual has instructions to include the name(s) of designated RII training instructors.
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (3)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw
- Check that the certificate holder's manual system includes a description of how RII instructors are determined to be qualified.
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (4)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw
- Check that the certificate holder's manual system includes procedures used to authorize RII instructors.
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (5)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw
- Check that the certificate holder's manual system contains instructions to maintain a file on its RII instructors consisting of qualifications, authorizations, and other documents pertaining to instructor assignments
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (6)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw
- The certificate holder's manual system contains instructions to maintain a list of what type of training is required for new employees or RII candidates (Indoctrination, on–the–job training, etc).
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (7)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw
- Check that the certificate holder's manual system includes procedures for evaluating a new employee's previous RII training.
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (8)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw
- Check that the certificate holder's manual system includes procedures for crediting a new employee's previous RII training.
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (8)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw
- Check that the certificate holder's manual system includes procedures for documenting a new employee's previous RII training
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (8)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw; 7.1.2–aw
- Check that the certificate holder's manual system includes procedures for determining what additional RII training is required for a new employee.
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (9)

Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw

- Check that the certificate holder has instructions that a training syllabus that describes content of the RII training program is provided
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (14)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw
- Check that the certificate holder has instructions that a training syllabus that describes format of the RII training program (classroom, on–the–job training) is provided
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (14)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw
- Check that the certificate holder has instructions that a training syllabus that describes duration of the RII training program is provided
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (14)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw
- Check that the certificate holder has instructions that a training syllabus that describes standards for grading RII students is provided
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (14)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw
- Check that the certificate holder has instructions that a training syllabus that describes RII training aids is provided
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (14)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw
- Check that the certificate holder has instructions for determining acceptability of RII contract training including RII Instructor qualifications
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (15)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw
- Check that the certificate holder has instructions for determining acceptability of RII contract training including criteria to establish appropriateness of RII reference material being used
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (15)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw
- Check that the certificate holder has instructions for determining acceptability of RII contract training including reporting procedures to inform the operator of RII student progress
Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (15)
Interfaces: 1.3.14–aw; 1.3.4–aw; 2.1.1–aw; 4.1.1–aw; 4.2.1–aw;
7.1.2–aw
- Check that the certificate holder has instructions for determining acceptability of RII contract training including criteria to determine adequacy of facilities

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (15)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder has instructions for determining acceptability of RII contract training including criteria to evaluate contractors RII training syllabus

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. C. (15)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder's manual system includes instructions to require a statement that RII students are appropriately certificated

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. D.(1)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder's manual system includes instructions to require a statement that RII students are appropriately qualified

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. D.(1)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder's manual system includes instructions to require a statement that RII students are appropriately trained

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. D.(1)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder's manual system includes instructions to require a statement that RII students are appropriately authorized

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. D.(1)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder's manual system includes instructions to require a statement that RII students are current as airframe and/or powerplant mechanics or appropriately certificated repairmen

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. D.(1)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder's manual system includes procedures for notifying the RII candidate of the successful completion of the course.

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. D.(2)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder's manual system contains a method for receiving confirmation by the candidate of acceptance of RII authorizations and responsibilities.

Sources: 8300.10 Vol. 2 Ch. 70 Section 2 para. 5. D.(3)

Interfaces: 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw;
7.1.2-aw

- Check that the certificate holder has instructions that the RII training program is accepted by the FAA.

<p><i>Sources:</i> 8300.10 Vol. 2 Ch. 70 Section 1 para. 13 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder has instructions that its RII training program is approved by the responsible manager after it is accepted by the FAA. <p><i>Sources:</i> 8300.10 Vol. 2 Ch. 70 Section 1 para. 13 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder has instructions to include a list of effective pages to show the FAA acceptance date of the RII training program. <p><i>Sources:</i> 8300.10 Vol. 2 Ch. 70 Section 1 para. 13 <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw</p> <ul style="list-style-type: none"> • Check that the certificate holder's manual system contains a method to evaluate the need to revise the RII training program. <p><i>Sources:</i> 8300.10 Vol. 2 Ch. 70 sec. 2 para. 5 C(13) <i>Interfaces:</i> 1.3.14-aw; 1.3.4-aw; 2.1.1-aw; 4.1.1-aw; 4.2.1-aw; 7.1.2-aw</p>	
<p>1.16 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety by achieving the same results as the primary procedures?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</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 perform the following tasks:

- 1 Review the control questions below.
- 2 Review the Certificate Holder's policies, procedures or 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 RII Training Requirements process:
 - 2.1 Are there controls in place to ensure that the Certificate Holder's RII training syllabus contains current information on the following:

2.1.1 Aircraft-specific requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.2 RII policy and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.3 Special techniques/practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.4 Buy-back procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.5 Required Inspection Item (RII) functions performed only by certified inspection personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.6 Requirements for RII recurrent training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.7 Who is authorized to perform required inspection items (RII)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.8 Identifying and accomplishing required inspection items (RII)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.9 Training on all required inspection item (RII) tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.10 Following and not deviating from the Certificate Holder's RII policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.1.11 Amount of hours (classroom/OJT) needed to ensure that adequate training is provided to personnel conducting RII functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

2.2 Is there a control in place to ensure that the Certificate Holder's RII training syllabus is followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.3 Is there a control in place to ensure deficiencies in the RII training program are identified, reported to, and corrected by the responsible individuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.4 Is there a control in place to ensure all RII inspection personnel receive proper training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.5 Is there a control in place to ensure that RII Instructors' training records show that they are properly qualified, certified, authorized and trained to perform RII instructor duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.6 Is there a control in place to ensure RII training records are available and maintained in accordance with the Certificate Holder's policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.7 Is there a control in place to ensure the Certificate Holder's RII training facilities and training aids are adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.8 Is there a control in place to ensure the Certificate Holder's RII training program is accepted and approved in accordance with its policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.9 Is there a control in place to ensure that authorized inspectors are notified by the Certificate Holder of their RII authorizations and responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.10 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the RII Training Requirements 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 perform 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 RII Training Requirements process include the following process measurements:
 - 3.1 Process measures that would reveal if the certificate holder's RII training syllabus failed to contain current information on the following:

3.1.1 Aircraft-specific requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.2 RII policy and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.3 Buy-back procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.4 Special techniques/practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.5 Required inspection item (RII) functions performed only by certified inspection personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.6 Requirements for RII recurrent training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.7 Who is authorized to perform required inspection items (RII)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.8 Identifying and accomplishing required inspection items (RII)?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.1.9 Training on all required inspection item (RII) tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.10 Following and not deviating from the Certificate Holder's RII policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.1.11 Amount of hours (classroom/OJT) needed to ensure that adequate training is provided to personnel conducting RII functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal when the Certificate Holder failed to follow its RII training syllabus?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal when the Certificate Holder failed to identify, correct and report corrected deficiencies in the RII training program to the responsible individuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process measurements that would reveal when the Certificate Holder failed to ensure all RII inspection personnel received proper training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal when the Certificate Holder failed to ensure that RII Instructor's training records showed that they were properly qualified, certified, authorized, and trained to perform RII instructor duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.6 Process measurements that would reveal when the Certificate Holder failed to ensure its RII training records are available and maintained in accordance with its policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.7 Process measurements that would reveal when the Certificate Holder failed to ensure adequate RII training facilities and training aids?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.8 Process measurements that would reveal when the Certificate Holder failed to ensure its RII training program was accepted and approved in accordance with its policies and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.9 Process measurements that would reveal when the Certificate Holder failed to ensure that authorized inspectors are notified of their RII authorizations and responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.10 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.11 Does the organization that conducts the process measurements have direct access to the person with responsibility for the RII Training Requirements 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 RII Training Requirements 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 OF THE INTERFACES THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- | | |
|--|--|
| 4.1 Properly address the 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 RII Training Requirements process? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 List additional interfaces identified during the accomplishment of this SAI. | |

<i>SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu</i>
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 RII Training Requirements process.
- 2 Identify the person who has overall authority for the RII Training Requirements 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 Responsibility and Authority Attributes addressed in the RII Training Requirements process:

5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the RII Training Requirements 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 RII Training Requirements 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 and responsibilities of those who manage work required by the RII Training Requirements 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 RII Training Requirements 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 RII Training Requirements 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 RII Training Requirements 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 RII Training Requirements process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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<i>SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu</i>

1. Not documented.

2. Documentation unclear.

3. Documentation incomplete.

4. Other.
