

Safety Attribute Inspection (SAI) Data Collection Tool 2.1.2 Content Consistency Across Manuals (OP)

ELEMENT SUMMARY INFORMATION

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

- To ensure the Certificate Holders' current manual used for guidance of flight, ground operations and management personnel is consistent in its contents across manuals for conducting operations.

Objective (FAA oversight responsibility):

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

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 119.43(b)
 - 119.43(b)(1)
 - 119.43(b)(2)
 - 119.65(e)(1)
 - 119.65(e)(2)
 - 119.65(e)(3)
 - 121.133(a)
 - 121.135(a)(1)
 - 121.135(a)(2)
 - 121.135(a)(3)
 - 121.135(a)(4)
 - 121.135(b)(1)
 - 121.135(b)(10)
 - 121.135(b)(11)
 - 121.135(b)(12)
 - 121.135(b)(13)
 - 121.135(b)(14)

121.135(b)(15)
121.135(b)(16)
121.135(b)(18)
121.135(b)(2)
121.135(b)(20)
121.135(b)(21)
121.135(b)(22)
121.135(b)(23)
121.135(b)(23)(i)
121.135(b)(23)(ii)
121.135(b)(23)(iii)
121.135(b)(24)
121.135(b)(3)
121.135(b)(4)
121.135(b)(5)
121.135(b)(6)
121.135(b)(7)
121.135(b)(8)(i)
121.135(b)(8)(ii)
121.135(b)(8)(iii)
121.135(b)(8)(iv)
121.135(b)(8)(v)
121.135(b)(8)(vi)
121.135(b)(9)
121.135(c)
121.141(a)
121.141(b)
121.198(f)
121.356(c)(1)(i)
121.356(c)(1)(ii)
121.356(c)(2)
121.360(b)(1)(i)
121.360(b)(1)(ii)
121.360(b)(1)(iii)
121.360(b)(1)(iv)
121.360(b)(2)
121.360(c)
121.360(d)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:

- FAA Policy/Guidance:
Order 8400.10
HBAT 00-12

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 Content Consistency Across Manual process.
- 3 Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Content Consistency Across Manual 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 a Content Consistency Across Manual process:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <ol style="list-style-type: none"> 1.1 Does the Certificate Holder's manual contain general policies for Content Consistency Across Manual process that comply with the specific regulatory requirements?
SRRs: 119.43(b)(1); 119.43(b)(2); 119.65(e)(1); 119.65(e)(2); 121.133(a); 121.135(a)(4); 121.135(b)(1); 121.135(b)(2); 121.135(b)(3); 121.135(b)(6); 121.135(b)(7); 121.135(b)(8)(i); 121.135(b)(8)(ii); 121.135(b)(8)(iii); 121.135(b)(8)(iv); 121.135(b)(8)(v); 121.135(b)(8)(vi); 121.135(b)(9); 121.141(a); 121.141(b) <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes a general policy to clearly identify each excerpt as a part of its operation specifications.
<i>Sources:</i> 119.43(b)(1); 121.135(b)(1)
<i>Interfaces:</i> 3.1.10-op; 3.1.11-op; 3.1.12-op; 3.1.4-op; 3.1.5-op; 3.1.6-op; 3.1.7-op; 5.1.5-op; 5.1.6-op; 5.1.7-op; 5.1.8-aw; 5.1.8-op; 5.1.9-aw; 5.1.9-op; 6.1.2-op; 7.1.3-aw; 7.1.3-op; 7.1.4-op; 7.1.5-op • Check that the Certificate Holder's manual includes a general policy that compliance with each operations specifications requirement is mandatory.
<i>Sources:</i> 119.43(b)(2); 121.135(b)(1) • Check that the Certificate Holder's manual required by 121.133 includes a general policy stating the duties, responsibilities and | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|

authority of personnel required under 119.65(a)(1–5).

Sources: 119.65(e)(1); 121.135(b)(1)

Interfaces: 7.1.3–aw; 7.1.3–op; 7.1.4–op; 7.1.5–op

- Check that the Certificate Holder's manual includes a general policy to list in its manual the names and business addresses of the individuals assigned to the positions listed in 119.65(a)(1–5).
Sources: 119.65(e)(2); 121.135(b)(1)
Interfaces: 7.1.3–aw; 7.1.3–op; 7.1.4–op; 7.1.5–op
- Check that the Certificate Holder's manual includes a general policy to not be contrary to any applicable Federal regulation or the Certificate Holder's operations specifications or operating certificate.
Sources: 121.135(a)(4); 121.135(b)(1)
- Check that the Certificate Holder's manual includes a general policy to not be contrary to any applicable foreign regulation, or the Certificate Holder's operations specifications or operating certificate.
Sources: 121.135(a)(4); 121.135(b)(1)
Interfaces: 2.1.5–aw; 2.1.5–op
- Check that the Certificate Holder's manual includes a general policy stating the duties and responsibilities of each crewmember.
Sources: 121.135(b)(1); 121.135(b)(2)
Interfaces: 3.1.2–op; 3.1.3–op
- Check that the Certificate Holder's manual includes a general policy stating the duties and responsibilities of appropriate members of the ground organization.
Sources: 121.135(b)(1); 121.135(b)(2)
Interfaces: 3.1.8–op; 5.1.5–op
- Check that the Certificate Holder's manual includes a general policy stating the duties and responsibilities of management personnel.
Sources: 121.135(b)(1); 121.135(b)(2)
Interfaces: 7.1.3–aw; 7.1.3–op; 7.1.4–op; 7.1.5–op
- Check that the Certificate Holder's manual includes a general policy with references to appropriate Federal Aviation Regulations.
Sources: 121.135(b)(1); 121.135(b)(3)
- Check that the Certificate Holder's manual includes a general policy to include information from the en route operations specifications, including for each approved route the types of airplanes authorized, the type of operation such as VFR, IFR, day, night, etc., and any other pertinent information in its manual.
Sources: 121.135(b)(1); 121.135(b)(6)
Interfaces: 5.1.6–op; 5.1.7–op; 5.1.8–aw; 5.1.8–op; 5.1.9–aw; 5.1.9–op
- Check that the Certificate Holder's manual includes a general policy to include from the operations specifications, including the area of operations authorized, the types of airplanes authorized, the type of operation such as VFR, IFR, day, night, etc., and any other pertinent information in its manual.
Sources: 121.135(b)(1); 121.135(b)(7)
Interfaces: 5.1.6–op; 5.1.7–op; 5.1.8–aw; 5.1.8–op; 5.1.9–aw; 5.1.9–op

<ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes a general policy to include appropriate information from the airport operations specifications, including the location of each airport in its manual. <i>Sources:</i> 121.135(b)(1); 121.135(b)(8)(i) <i>Interfaces:</i> 5.1.5–op; 5.1.6–op • Check that the Certificate Holder's manual includes a general policy to include appropriate information from the airport operations specifications, including the designation of each airport (regular, alternate, provisional, etc.) in its manual. <i>Sources:</i> 121.135(b)(1); 121.135(b)(8)(ii) <i>Interfaces:</i> 5.1.5–op; 5.1.6–op • Check that the Certificate Holder's manual includes a general policy to include appropriate information from the airport operations specifications, including for each airport, the types of airplanes authorized in its manual. <i>Sources:</i> 121.135(b)(1); 121.135(b)(8)(iii) <i>Interfaces:</i> 5.1.5–op; 5.1.6–op • Check that the Certificate Holder's manual includes a general policy to include appropriate information from the airport operations specifications, including for each airport, instrument approach procedures in its manual. <i>Sources:</i> 121.135(b)(1); 121.135(b)(8)(iv) <i>Interfaces:</i> 3.1.10–op; 5.1.5–op; 5.1.6–op • Check that the Certificate Holder's manual includes a general policy to include appropriate information from the airport operations specifications, including for each airport, landing and takeoff minimums in its manual. <i>Sources:</i> 121.135(b)(1); 121.135(b)(8)(v) <i>Interfaces:</i> 3.1.10–op; 5.1.5–op; 5.1.6–op • Check that the Certificate Holder's manual includes a general policy to include appropriate information for takeoff, en route and landing weight limitations in its manual. <i>Sources:</i> 121.135(b)(1); 121.135(b)(9) <i>Interfaces:</i> 3.1.9–op; 3.2.1–op; 3.2.2–op • Check that the Certificate Holder's manual includes a general policy to include appropriate information from the airport operations specifications, including any other pertinent information for each airport in its manual. <i>Sources:</i> 121.135(b)(1); 121.135(b)(8)(vi) 	
<p>1.2 Does the Certificate Holder's manual refer to the regulatory requirements listed in the Supplemental Information section of this SAI? SRRs: 121.135(b)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish this element? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of this element? SRRs: 121.135(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.5 Does the certificate holders manual include instructions and information necessary for personnel concerned to: SRRs: 121.135(a)(1)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety. <p>Sources: 121.135(a)(1)</p>	
<p>1.5.1 Ensure the manual contains a list of names and business addresses of the individuals assigned to position listed in 14CFR 119.65(a)? SRRs: 119.65(e)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.2 Ensure the manual contains a policy that the certificate holder must notify the certificate–holding district office within 10 days of any change in personnel or any vacancy in any position listed in 14CFR 119.65(a)? SRRs: 119.65(e)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.3 Ensure the manual be in a form that is easy to revise? SRRs: 121.135(a)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instruction and information to easily revise its manual. <p>Sources: 121.135(a)(1); 121.135(a)(2) Interfaces: 2.1.1–aw; 2.1.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.4 Have the date of last revision on each page concerned? SRRs: 121.135(a)(3)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instruction and information to have the date of the last revision on each page concerned. <p>Sources: 121.135(a)(1); 121.135(a)(3) Interfaces: 2.1.1–aw; 2.1.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.5 make certain the manual is not contrary to any applicable Federal regulation? SRRs: 121.135(a)(4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.6 Make certain the manual is not contrary to any applicable, in the case of a flag or supplemental operation, foreign regulation? SRRs: 121.135(a)(4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.7 Make certain the manual is not contrary not contrary to any applicable certificate holder's operations specifications? SRRs: 121.135(a)(4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.8 Make certain the manual is not contrary to the certificate holder's operating certificate? SRRs: 121.135(a)(4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 Does the Certificate Holder's manual, which may be in two or more separate parts, contain that part of the information that is appropriate for each group of personnel:</p>	

<p>1.6.1 General policies? SRRs: 121.135(b)(1)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains information that is appropriate for each group of personnel to include general policies. (manuals may be in two or more separate parts) <p><i>Sources:</i> 121.135(b)(1) <i>Interfaces:</i> All of 7.1; 3.1.2–op; 3.1.3–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.2 Duties of each crewmember? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.3 Duties of each appropriate members of the ground organization? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.4 Duties of each management personnel? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.5 Responsibilities of each crewmember? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.6 Responsibilities of each appropriate members of the ground organization? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.7 Responsibilities of each management personnel? SRRs: 121.135(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.8 Flight dispatching including procedures for coordinated dispatch or flight control or flight following procedures, as applicable? SRRs: 121.135(b)(4)</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 for flight dispatching and operational control, including procedures for coordinated dispatch or flight control or flight following procedures, as applicable. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(4) <i>Interfaces:</i> 3.1.13–op; 3.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.9 Operational control including procedures for coordinated dispatch or flight control or flight following procedures, as applicable? SRRs: 121.135(b)(4)</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 for flight dispatching and operational control, including procedures for coordinated dispatch or flight control or flight following procedures, as applicable. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(4) <i>Interfaces:</i> 3.1.13–op; 3.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.10 En route flight procedures? SRRs: 121.135(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for en route flight procedures, including procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(5) <i>Interfaces:</i> 3.1.13-op; 3.2.1-op; 3.2.3-op; 5.1.6-op</p>	
<p>1.6.11 Navigation procedures? SRRs: 121.135(b)(5)</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 for navigation procedures, including procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(5) <i>Interfaces:</i> 3.1.13-op; 3.2.1-op; 3.2.3-op; 5.1.6-op; 5.1.7-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.12 Communication procedures? SRRs: 121.135(b)(5)</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 for communication procedures, including procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(5) <i>Interfaces:</i> 3.1.13-op; 3.2.1-op; 3.2.3-op; 5.1.6-op; 5.1.7-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.13 Procedures for the dispatch or release or continuance of flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route? SRRs: 121.135(b)(5)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.14 For domestic or flag operations, appropriate information from the en route operations specifications, including for each approved route the types of airplanes authorized, the type of operation such as VFR, IFR, day, night, etc., and any other pertinent information? SRRs: 121.135(b)(6)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.15 For supplemental operations, appropriate information from the operations specifications, including the area of operations authorized, the types of airplanes authorized, the type of operation such as VFR, IFR, day, night, etc., and any other pertinent information? SRRs: 121.135(b)(7)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.16 Appropriate information from the airport operations specifications, including for each airport:</p>	

1.6.17 Its location (domestic and flag operations only)? SRRs: 121.135(b)(8)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.18 Its designation? (regular, alternate, provisional, etc.) (domestic and flag operations only) SRRs: 121.135(b)(8)(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.19 The types of airplanes authorized? (domestic and flag operations only). SRRs: 121.135(b)(8)(iii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.20 Instrument approach procedures? SRRs: 121.135(b)(8)(iv)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.21 Landing and takeoff minimums? SRRs: 121.135(b)(8)(v)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.22 Any other pertinent information? SRRs: 121.135(b)(8)(vi)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.23 Takeoff weight limitations? SRRs: 121.135(b)(9)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.24 En route weight limitations? SRRs: 121.135(b)(9)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.25 Landing weight limitations? SRRs: 121.135(b)(9)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.26 Procedures for familiarizing passengers with the use of emergency equipment, during flight? SRRs: 121.135(b)(10) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual has procedures for familiarizing passengers with the use of emergency equipment during flight. <i>Sources:</i> 121.135(b)(10) <i>Interfaces:</i> 3.1.1–op; 3.1.2–op; 3.1.3–op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.27 Emergency equipment and procedures? SRRs: 121.135(b)(11) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for emergency equipment and procedures. <i>Sources:</i> 121.135(a)(1); 121.135(b)(11) <i>Interfaces:</i> 3.1.1–op; 3.1.2–op; 3.1.3–op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.28 The method of designating succession of command of flight crewmembers? SRRs: 121.135(b)(12)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information for the method of designating succession of command for flight crewmembers. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(12)</p>	
<p>1.6.29 Procedures for determining the usability of landing areas? SRRs: 121.135(b)(13)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.30 Procedures for determining the usability of takeoff areas? SRRs: 121.135(b)(13)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for determining the usability of landing and takeoff areas, and for disseminating pertinent information to operations personnel. <p><i>Sources:</i> 121.135(b)(13) <i>Interfaces:</i> 3.2.1–op; 5.1.6–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.31 Procedures for disseminating pertinent information on the usability of landing areas to operations personnel? SRRs: 121.135(b)(13)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.32 Procedures for disseminating pertinent information on the usability of takeoff areas to operations personnel? SRRs: 121.135(b)(13)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for determining the usability of landing and takeoff areas, and for disseminating pertinent information to operations personnel. <p><i>Sources:</i> 121.135(b)(13) <i>Interfaces:</i> 3.2.1–op; 5.1.6–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.33 Procedures for operating in periods of ice condition? SRRs: 121.135(b)(14)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for operating in periods of ice, hail, thunderstorms, turbulence, or any potentially hazardous meteorological condition. <p><i>Sources:</i> 121.135(b)(14) <i>Interfaces:</i> 3.1.3–op; 3.1.4–op; 3.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.34 Procedures for operating in periods of hail condition? SRRs: 121.135(b)(14)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for operating in periods of ice, hail, thunderstorms, turbulence, or any potentially hazardous meteorological condition. <p><i>Sources:</i> 121.135(b)(14) <i>Interfaces:</i> 3.1.3–op; 3.1.4–op; 3.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>1.6.35 Procedures for operating in periods of thunderstorms condition? SRRs: 121.135(b)(14)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for operating in periods of ice, hail, thunderstorms, turbulence, or any potentially hazardous meteorological condition. <p><i>Sources:</i> 121.135(b)(14) <i>Interfaces:</i> 3.1.3-op; 3.1.4-op; 3.2.1-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.36 Procedures for operating in periods of turbulence condition? SRRs: 121.135(b)(14)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for operating in periods of ice, hail, thunderstorms, turbulence, or any potentially hazardous meteorological condition. <p><i>Sources:</i> 121.135(b)(14) <i>Interfaces:</i> 3.1.3-op; 3.1.4-op; 3.2.1-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.37 Procedures for operating in periods of any potentially hazardous meteorological condition? SRRs: 121.135(b)(14)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for operating in periods of ice, hail, thunderstorms, turbulence, or any potentially hazardous meteorological condition. <p><i>Sources:</i> 121.135(b)(14) <i>Interfaces:</i> 3.1.3-op; 3.1.4-op; 3.2.1-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.38 Airman training program appropriate ground phases? SRRs: 121.135(b)(15)</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 on each training program curriculum required by 121.403. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(15) <i>Interfaces:</i> 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.9-op; 4.3.3-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.39 Airman training program appropriate flight phases? SRRs: 121.135(b)(15)</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 on each training program curriculum required by 121.403. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(15) <i>Interfaces:</i> 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.9-op; 4.3.3-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.40 Airman training program appropriate emergency phases? SRRs: 121.135(b)(15)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information on each training program curriculum required by 121.403. <p><i>Sources:</i> 121.135(a)(1); 121.135(b)(15) <i>Interfaces:</i> 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.9–op; 4.3.3–op</p>	
<p>1.6.41 Instructions and procedures for servicing? SRRs: 121.135(b)(16)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.42 Procedures for refueling aircraft? SRRs: 121.135(b)(18)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for refueling aircraft. <p><i>Sources:</i> 121.135(b)(18) <i>Interfaces:</i> 3.1.3–op; 4.2.6–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.43 Procedures for protection from fire? (including electrostatic protection). SRRs: 121.135(b)(18)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for protection from fire. (including electrostatic protection). <p><i>Sources:</i> 121.135(b)(18) <i>Interfaces:</i> 3.1.3–op; 4.2.6–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.44 Procedures for supervising and protecting passengers during refueling? SRRs: 121.135(b)(18)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for supervising and protecting passengers during refueling. <p><i>Sources:</i> 121.135(b)(18) <i>Interfaces:</i> 3.1.1–op; 3.1.2–op; 3.1.3–op; 4.2.6–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.45 Methods and procedures for maintaining the aircraft weight and center of gravity within approved limits? SRRs: 121.135(b)(20)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes methods and procedures for maintaining the aircraft weight and center of gravity within approved limits. <p><i>Sources:</i> 121.135(b)(20) <i>Interfaces:</i> 3.1.3–op; 3.2.1–op; 3.2.2–op; 3.2.3–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.46 Where applicable, pilot route and airport qualification procedures? SRRs: 121.135(b)(21)</p> <p><i>Related Design JTIs:</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes where applicable, procedures for pilot qualification for routes and airports. <i>Sources:</i> 121.135(b)(21) <i>Interfaces:</i> 3.2.1–op; 4.3.2–op; 5.1.6–op 	
<p>1.6.47 Where applicable, dispatcher route and airport qualification procedures? SRRs: 121.135(b)(21)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes where applicable, procedures for dispatcher qualification for routes and airports. <i>Sources:</i> 121.135(b)(21) <i>Interfaces:</i> 3.2.1–op; 5.1.6–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.48 Accident notification procedures? SRRs: 121.135(b)(22)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes procedures for accident notification. <i>Sources:</i> 121.135(b)(22) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.49 Procedures and information to assist personnel to identify packages marked or labeled as containing hazardous materials? SRRs: 121.135(b)(23)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains procedures and information to assist personnel to identify packages marked or labeled as containing hazardous materials. <i>Sources:</i> 121.135(b)(23) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.50 If the Certificate Holder carries, stores or handles hazardous materials the following applies:</p>	
<p>1.6.50 .1 Procedures and instructions relating to carriage, storage or handling of hazardous material? SRRs: 121.135(b)(23)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.50 .2 Procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions relating to the carriage, storage and handling of hazardous materials. <i>Sources:</i> 121.135(b)(23) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	
<p>1.6.50 .3 Procedures and instructions for determining the proper packaging? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.50 .4 Procedures and instructions for determining the proper marking? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.50 5. Procedures and instructions for determining the proper, labeling? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.50 6. Procedures and instructions for determining the proper shipping documents? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p>required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op</p>	
<p>1.6.50 7. Procedures and instructions for determining the proper compatibility of materials? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.50 8. Procedures and instructions on the loading hazardous materials? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.50 9. Procedures and instructions on storage of hazardous materials? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.6.50 10. Procedures and instructions for handling hazardous materials? SRRs: 121.135(b)(23)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store, or handle hazardous materials, contains procedures and instructions for determining the proper shipper certification required by 49 CFR Subchapter C, proper packaging, marking, labeling, shipping documents, and compatibility of materials. <i>Sources:</i> 121.135(b)(23)(i) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p><i>Interfaces:</i> 3.1.12–op; 3.1.8–op</p>	
<p>1.6.50 11. Notification procedures for reporting hazardous material incidents as required by 49 CFR Subchapter C? SRRs: 121.135(b)(23)(ii)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store or handle hazardous materials, contains procedures and instruction specifying how it will report hazardous material incidents as required by 49 CFR Subchapter C. <p><i>Sources:</i> 121.135(b)(23)(ii) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>
<p>1.6.50 12. Instructions and procedures for the notification of the pilot in command when there are hazardous materials aboard, as required by 49 CFR Subchapter C? SRRs: 121.135(b)(23)(iii)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual, if authorized to carry, store or handle hazardous materials, contains procedures and instructions to notify the pilot in command when there are hazardous materials aboard, as required by 49 CFR Subchapter C. <p><i>Sources:</i> 121.135(b)(23)(iii) <i>Interfaces:</i> 3.1.12–op; 3.1.8–op</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>
<p>1.6.51 Other information or instructions relating to safety? SRRs: 121.135(b)(24)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains other information or instructions relating to safety. <p><i>Sources:</i> 121.135(b)(24)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.7 Does the Certificate Holder maintain at least one complete copy of the manual at its principal base of operations? SRRs: 121.135(c)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.8 The Certificate Holder manual system must maintain a current approved Airplane Flight Manual with consistent information for each type of airplane that it operates, except for non–transport category airplanes certificated before January 1, 1965: SRRs: 121.141(a)</p>	
<p>1.8.1 if the certificate holder elects to carry the manual required by 14 CFR 121.133, are the revised operating procedures sections and modified presentation of performance data approved by the Administrator and clearly identified as airplane flight manual requirements in the Air Carrier's manuals? SRRs: 121.141(b)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>

<p>information to revise the operating procedures section of the AFM and modify the presentation of performance data from the applicable flight manual if the revised operating procedures and modified performance data presentation are approved by the Administrator. <i>Sources:</i> 121.135(a)(1); 121.141(b)(1) <i>Interfaces:</i> 2.1.1-aw; 2.1.1-op</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information to revise the operating procedures section of the AFM and modify the presentation of performance data from the applicable flight manual if the revised operating procedures and modified performance data presentation are clearly identified as airplane flight manual requirements. <i>Sources:</i> 121.135(a)(1); 121.141(b)(2) <i>Interfaces:</i> 2.1.1-aw; 2.1.1-op 	
<p>1.9 Does the Certificate Holder's Airplane Flight Manual, for each airplane operated under 14CFR 121.198, contain appropriately revised data to include the operating limitations and information needed for operation at the increased weights? SRRs: 121.198(f)</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 for revision of the AFM for each airplane operated under this section to include the operating limitations and information needed for operation at the increased weights. (cargo only) <i>Sources:</i> 121.135(a)(1); 121.198(f) <i>Interfaces:</i> 2.1.1-aw; 2.1.1-op; 3.1.8-op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.10 Does the Certificate Holder's Airplane Flight Manual contain, for the ground proximity warning system required by 14 CFR 121.360, the following procedures:</p>	
<p>1.10.1 The use of the equipment? SRRs: 121.360(b)(1)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's AFM includes appropriate procedures for the use of the GPWS. <i>Sources:</i> 121.360(b)(1)(i) <i>Interfaces:</i> 3.1.3-op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.10.2 Proper flight crew action with respect to the equipment? SRRs: 121.360(b)(1)(ii)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's AFM includes appropriate procedures for the proper flightcrew action with respect to the GPWS. <i>Sources:</i> 121.360(b)(1)(ii) <i>Interfaces:</i> 3.1.3-op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.10.3 Deactivation for planned abnormal and emergency conditions? SRRs: 121.360(b)(1)(iii)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's AFM includes appropriate procedures for the deactivation for planned abnormal and emergency conditions of the GPWS. <p><i>Sources:</i> 121.360(b)(1)(iii); 121.360(c) <i>Interfaces:</i> 3.1.3-op; 3.2.1-op</p>	
<p>1.10.4 Inhibition of Mode 4 warnings based on flaps being in other than the landing configuration if the system incorporates a Mode 4 flap warning inhibition control? SRRs: 121.360(b)(1)(iv)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's AFM includes appropriate procedures for the inhibition of Mode 4 warnings of the GPWS based on flaps being in other than the landing configuration if the system incorporates a Mode 4 flap warning inhibition control. <p><i>Sources:</i> 121.360(b)(1)(iv) <i>Interfaces:</i> 3.1.3-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.10.5 An outline of all input sources that must be operating? SRRs: 121.360(b)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.10.6 No person may deactivate a ground proximity warning system required by this section except in accordance with the procedures contained in the Airplane Flight Manual? SRRs: 121.360(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual contains instructions and information prohibiting any person from deactivating a ground proximity warning system required by this section except in accordance with the procedures contained in the Airplane Flight Manual. <p><i>Sources:</i> 121.135(a)(1); 121.360(c) <i>Interfaces:</i> 1.3.1-aw; 3.2.3-op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.10.7 Whenever a ground proximity warning system required by this section is deactivated, an entry shall be made in the airplane maintenance record that includes the date and time of deactivation? SRRs: 121.360(d)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.11 Does the Certificate Holder's manual assure consistency between the approved Minimum Equipment List and the aircraft specific?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.12 Does the Certificate Holder's manual contain pertinent excerpts of its operations specifications, or references thereto? SRRs: 119.43(b)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instruction and information to insert pertinent excerpts, or reference to them, of its 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>operation specifications in its manual. <i>Sources:</i> 119.43(b); 121.135(a)(1) <i>Interfaces:</i> 3.1.10–op; 3.1.11–op; 3.1.12–op; 3.1.4–op; 3.1.5–op; 3.1.6–op; 3.1.7–op; 5.1.5–op; 5.1.6–op; 5.1.7–op; 5.1.8–aw; 5.1.8–op; 5.1.9–aw; 5.1.9–op; 6.1.2–op; 7.1.3–aw; 7.1.3–op; 7.1.4–op; 7.1.5–op</p>	
<p>1.13 Does the Certificate Holder's manual contain the following information on the TCAS II or TCAS I System, as appropriate:</p>	
<p>1.13.1 Procedures for the operation of the equipment? SRRs: 121.356(c)(1)(i)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes appropriate procedures for the operation of the TCAS. <p><i>Sources:</i> 121.356(c)(1)(i) <i>Interfaces:</i> 3.1.3–op</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.13.2 Procedure for the proper flightcrew action with respect to the equipment? SRRs: 121.356(c)(1)(ii)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes appropriate procedures for proper flight crew action with respect to the TCAS. <p><i>Sources:</i> 121.356(c)(1)(ii) <i>Interfaces:</i> 3.1.3–op</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.13.3 An outline of all input that must be operative for the TCAS to function properly? SRRs: 121.356(c)(2)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.14 Does the Certificate Holder's Content Consistency Across Manual process comply with the guidance contained in Order 8400.10?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's instructions and information regarding incorporating the accepted code share audit program into the manual required by 14 CFR part 121, section 121.133. <i>Sources:</i> HBAT 00–12 • Check the Certificate Holder's instructions and information regarding a detailed instruction on the use of the record keeping system. <i>Sources:</i> 8400.10, Volume 3 Chapter 11 Section 2 Paragraph 1795 <i>Interfaces:</i> All of 6.1; 3.1.11–op; 3.2.1–op; 3.2.2–op; 3.2.3–op; 5.1.8–aw; 5.1.8–op • Check the Certificate Holder's instructions and information regarding the information and guidance in the Certificate Holder's GOM being consistent with that in the general maintenance manual (GMM). <i>Sources:</i> 8400.10, Volume 3 Chapter 15 Section 3 Paragraph 2133 (B) <i>Interfaces:</i> All of 1.1; All of 1.2; All of 1.3; All of 2.1; All of 3.1; All of 3.2; All of 4.1; All of 4.2; All of 4.3; All of 4.4; All of 5.1; All of 6.1; All of 6.2; All of 7.1; All of 7.2 • Check the Certificate Holder's instructions and information regarding 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>weight and balance procedures for complying with weight and balance limitations for each type of aircraft. <i>Sources:</i> 8400.10, Volume 3 Chapter 15 Section 3 Paragraph 2133 (B) <i>Interfaces:</i> 3.2.2–op</p> <ul style="list-style-type: none"> • Check the Certificate Holder's instructions and information regarding weight and balance procedures for determining the weight of passengers, crew, cargo, and baggage. <i>Sources:</i> 8400.10, Volume 3 Chapter 15 Section 3 Paragraph 2133 (B) <i>Interfaces:</i> 3.2.2–op • Check the Certificate Holder's instructions and information regarding weight and balance procedures for making the center of gravity calculations including loading schedules or other approved methods, if applicable. <i>Sources:</i> 8400.10, Volume 3 Chapter 15 Section 3 Paragraph 2133(B) <i>Interfaces:</i> 3.1.3–op; 3.1.8–op; 3.2.2–op • Check the Certificate Holder's instructions and information regarding weight and balance procedures for the completion and disposition of load manifests and weight and balance records. <i>Sources:</i> 8400.10, Volume 3 Chapter 15 Section 3 Paragraph 2133(B) <i>Interfaces:</i> 3.2.1–op; 3.2.2–op • Check the Certificate Holder's instructions and information regarding weight and balance procedures for loading the aircraft. <i>Sources:</i> 8400.10, Volume 3 Chapter 15 Section 3 Paragraph 2133 <i>Interfaces:</i> 3.1.12–op; 3.1.3–op; 3.2.2–op 	
<p>1.15 Does the Certificate Holder's Content Consistency Across Manual process comply with the guidance contained in HBAT 00–12?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.16 If alternate procedures exist for use during irregular conditions, do they maintain an equivalent level of safety by achieving the same results as the primary procedures?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

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 Content Consistency Across Manual process:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 2.1 Is there a control in place to ensure the manual is reviewed (at the various Certificate Holder locations) to determine that the contents are consistent for those personnel concerned to perform their duties and responsibilities with a high degree of safety? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 2.2 Is there a control in place to ensure that identified conflicting, inadequate or incomplete policies, procedures, methods, information and instructions in the manual are found? | <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 Content Consistency Across Manual 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 Content Consistency Across Manual process include the following process measurements:

3.1 Process measure that would reveal that manual contents (at the various Certificate Holder locations) are consistent for those personnel concerned to perform their duties and responsibilities with a high degree of safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measure that would reveal conflicting, inadequate or incomplete policies, procedures, methods, information and instructions in the 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 Content Consistency Across Manual 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 Content Consistency Across Manuals 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 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 Content Consistency Across Manual process? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 Were any 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 Content Consistency Across Manuals process.
- 2 Identify the person who has overall authority for the Content Consistency Across Manuals 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 Attribute addressed in the Content Consistency Across Manual process:

5.1 Does the Certificate Holder's manual clearly identify who is responsible for the quality of the Content Consistency Across Manual 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 or instructions and information for the Content Consistency Across Manual 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 Content Consistency Across Manual 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 Content Consistency Across Manual 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 Content Consistency Across Manual 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	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

and information for the Content Consistency Across Manual process?	
5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Content Consistency Across Manual process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu</i>
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.