

Element Performance Inspection (EPI) Data Collection Tool
4.2.12 Hazardous Material Training Program (OP)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To provide a Hazardous Materials Training Program that:
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- Enables trained person(s) to recognize items that contain or may contain hazardous materials.
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- Ensures each person performing the acceptance, rejection, handling, or storage of hazardous materials is properly trained.

Objective (FAA oversight):

- To determine the effectiveness of the certificate holder s procedures in meeting the desired output of the program.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Hazardous Material Training Program.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Hazardous Material Training Program.

Specific Instructions:

- Intentionally left blank

Related EPIs:

- 3.1.8 Carriage of Cargo (OP)
- 3.1.11 Computer Based Record Keeping System (OP)
- 3.1.12 Hazardous Materials (OP)
- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.4 Training of Flight Attendants (OP)
- 4.2.5 Training of Dispatchers (OP)
- 4.2.6 Training of Station Personnel (OP)
- 4.2.7 Training of Check Airmen and Instructors (OP)
- 4.2.9 Outsource Crewmember Training (OP)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 121.1003(a)
 - 121.1003(a)(1)
 - 121.1003(a)(2)
 - 121.1003(a)(3)
 - 121.1003(b)

- SRRs:
 - 121.1005(d)
 - 121.1007
 - 121.1007(a)
 - 121.1007(b)
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
 - Intentionally left blank
- FAA Policy/Guidance:
 - FAA Order 8900.1, Volume 2, Chapter 2, Section 6
 - AC 121-21B
 - AC 121-27

EPI Section 1 - Performance Observables

Objective: The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information for the Hazardous Material Training Program.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the certificate holder's Hazardous Material Training Program to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Hazardous Material Training Program with the personnel (other than management) who perform the duties and responsibilities required by the (program/process).

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1.	Did the certificate holder's Hazardous Materials Training Program that is approved under 14 CFR 121 Subpart Z, enable the trained person(s) to recognize items that contain or may contain hazardous materials regulated by 49 CFR parts 171 through 180?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.2.	Did the certificate holder s Hazardous Materials Training Program ensure that persons performing or directly supervising the acceptance or rejection, of items that contain, or may contain, hazardous materials is trained to comply with all applicable parts of 49 CFR parts 171 through 180 and the requirements of 14CFR subpart Z?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.	Did the certificate holder s Hazardous Materials Training Program ensure that persons performing or directly supervising the handling of items that contain, or may contain, hazardous materials is trained to comply with all applicable parts of 49 CFR parts 171 through 180 and the requirements of 14CFR subpart Z?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.	Did the certificate holder s Hazardous Materials Training Program ensure that persons performing or directly supervising the storage incidental to transport of items that contain, or may contain, hazardous materials is trained to comply with all applicable parts of 49 CFR parts 171 through 180 and the requirements of 14CFR subpart Z?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	Did the certificate holder s Hazardous Materials Training Program ensure that persons performing or directly supervising the packaging of company material of items that contain, or may contain, hazardous materials is trained to comply with all applicable parts of 49 CFR parts 171 through 180 and the requirements of 14CFR subpart Z?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.6.	Did the certificate holder s Hazardous Materials Training Program ensure that persons performing or directly supervising the loading of items that contain, or may contain, hazardous materials is trained to comply with all applicable parts of 49 CFR parts 171 through 180 and the requirements of 14CFR subpart Z?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.	Were the certificate holder's policies, procedures, instructions, and information for the Hazardous Material Training program followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Hazardous Material Training process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Hazardous Material Training Program comply with the instructions provided in the certificate holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Hazardous Material Trainging Program effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI Section 1 - Performance Observables Drop-Down Menu	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.

EPI Section 2 - Management Responsibility & Authority Observables

Objective: The questions in this section 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 Hazardous Material Training Program.
2.	Identify the person who has overall authority for the Hazardous Material Training Program. NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3–6, below. Answer questions 1 and 2, below, and provide the name/title.
3.	Review the duties and responsibilities for those who manage the Hazardous Material Training Program.
4.	Review the appropriate organizational chart.
5.	Discuss the Hazardous Material Training Program with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the Hazardous Material Training Program?	
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Hazardous Material Training Program?	
3.	Does the responsible person know that he/she has responsibility for the Hazardous Material Training Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the Hazardous Material Training Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Hazardous Material Training Program meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the Hazardous Material Training Program meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Hazardous Material Training Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Hazardous Material Training Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the Hazardous Material Training Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the Hazardous Material Training Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

EPI Section 2 - Management Responsibility & Authority Observables Drop-Down Menu	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.