

Safety Attribute Inspection (SAI) Data Collection Tool

3.1.12 Hazardous Materials (OP)

ELEMENT SUMMARY INFORMATION

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

- To ensure Hazardous Materials that are offered to be carried on board for transportation are properly accepted, handled, stored, packaged, loaded, carried or rejected.

Objective (FAA oversight):

- To determine if the certificate holder's Hazardous Materials process meets all applicable requirements of Title 14 of the Code of the Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's Hazardous Materials process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Hazardous Materials process.

Specific Instructions:

- Significant issues or items of immediate concern regarding all aspects of the air transportation of hazardous materials must be promptly conveyed to the appropriate PI who will coordinate with the regional Hazardous Materials Branch Manager in accordance with the guidance found in FAA Order 8900.1, Volume 2, Chapter 2, Section 6.

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 119.43(b)
 - 119.43(b)(1)
 - 119.43(b)(2)
 - 119.43(c)
 - 119.49(a)(13)
 - 119.49(b)(13)
 - 121.1003(b)
 - 121.1003(c)
 - 121.1005(c)
 - 121.1005(e)
 - 121.1005(f)
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(25)
 - 121.135(b)(25)(i)
 - 121.135(b)(25)(ii)
 - 121.135(b)(25)(ii)(A)
 - 121.135(b)(25)(ii)(B)
 - 121.135(b)(25)(ii)(C)
 - 121.135(b)(25)(ii)(D)

- SRRs:
 - 121.135(b)(25)(ii)(D)(1)
 - 121.135(b)(25)(ii)(D)(2)
 - 121.135(b)(25)(ii)(D)(3)
 - 121.135(b)(25)(ii)(D)(4)
 - 121.135(b)(3)
 - A.004Summary of Authorizations and Limitations
 - A.055

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

SAI Section 1 - Procedures Attribute

Objective: Procedures, instructions, and information are documented methods for accomplishing a process. The certificate holder's policies should establish their compliance posture. Policies may be stand-alone statements, or they may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section 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 DCT.
2.	Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Hazardous Materials process.
3.	Review the certificate holder's Hazardous Materials process to ensure it contains the policies, procedures, instructions and information necessary for personnel to perform their duties and responsibilities with a high degree of safety.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's Hazardous Materials process meet the specific regulatory and FAA policy requirements:	
1.1.	Does the certificate holder's manual include procedures and information to assist each crewmember and person performing or directly supervising the job functions of: SRRs: 121.135(b)(25)(i)	
1.1.1	Accepting or rejecting items for transport on an aircraft, that are marked or labeled as containing hazardous materials or that show signs of containing undeclared hazardous materials? SRRs: 121.135(b)(25)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.2	Handling items for transport on an aircraft, that are marked or labeled as containing hazardous materials or that show signs of containing undeclared hazardous materials? SRRs: 121.135(b)(25)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.3	Item storage incidental to transport, that are marked or labeled as containing hazardous materials or that show signs of containing undeclared hazardous materials? SRRs: 121.135(b)(25)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.1.4	Packaging of company material (COMAT) for transport on an aircraft, that are marked or labeled as containing hazardous materials or that show signs of containing undeclared hazardous materials? SRRs: 121.135(b)(25)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

1.1.5	<p>Loading items for transport on an aircraft, that are marked or labeled as containing hazardous materials or that show signs of containing undeclared hazardous materials?</p> <p>SRRs: 121.135(b)(25)(i)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.2.	<p>Are the certificate holder s procedures and information sufficient to assist the person in identifying packages that are marked or labeled as containing hazardous materials or that show signs of containing undeclared hazardous materials?</p> <p>SRRs: 121.135(b)(25)(ii)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	<p>If hazardous materials are to be carried, stored, or handled, do the procedures and information include:</p> <p>SRRs: 121.135(b)(25)</p>	
1.3.1	<p>Procedures for rejecting packages that do not conform to the Hazardous Materials Regulations in 49 CFR parts 171 through 180 or appear to contain undeclared hazardous materials?</p> <p>SRRs: 121.135(b)(25)(ii)(A)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.2	<p>Procedures for complying with the hazardous materials incident reporting requirements of 49 CFR 171.15 and 171.16 and discrepancy reporting requirements of 49 CFR 175.31?</p> <p>SRRs: 121.135(b)(25)(ii)(B)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.3	<p>The certificate holder s HAZMAT policies and whether they are authorized to carry or are prohibited from carrying hazardous materials?</p> <p>SRRs: 121.135(b)(25)(ii)(C)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	<p>If the certificate holder's operations specifications permit the transport of hazardous materials, do their procedures and information ensure:</p> <p>SRRs: 121.135(b)(25)(ii)(D)</p>	
1.4.1	<p>Packages containing hazardous materials are properly offered and accepted in compliance with 49 CFR parts 171 through 180?</p> <p>SRRs: 121.135(b)(25)(ii)(D)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.2	<p>Packages containing hazardous materials are properly handled, stored, packaged, loaded, and carried on board an aircraft in compliance with 49 CFR parts 171 through 180?</p> <p>SRRs: 121.135(b)(25)(ii)(D)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.3	<p>The requirements for Notice to the Pilot in Command (49 CFR 175.33) are complied with?</p> <p>SRRs: 121.135(b)(25)(ii)(D)(3)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.4.	<p>Aircraft replacement parts, consumable materials or other items regulated by 49 CFR parts 171 through 180 are properly handled, packaged, and transported?</p> <p>SRRs: 121.135(b)(25)(ii)(D)(4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	<p>Does the certificate holder s operations specification A004 contain a prohibition against, accepting, handling, and transporting materials regulated as hazardous materials in transport under 49 CFR parts 171 through 180?</p> <p>SRRs: 119.49(a)(13); 119.49(b)(13); A.004Summary of Authorizations and Limitations</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.	<p>Does the certificate holder s operations specification A055 contain an authorization permitting the accepting, handling, and transporting materials regulated as hazardous materials in transport under 49 CFR parts 171 through</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	180? SRRs: 119.49(a)(13); 119.49(b)(13); A.055	
1.7.	<p>Does the certificate holder's Hazardous Materials process comply with the guidance contained in FAA Order 8900.1, Volume 2, Chapter 2, Section 6?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> 1. Check that the Certificate Holder's manual has instructions and information that the Certificate Holder who does not accept, handle, or store hazardous materials or dangerous goods provides procedures and instructions in the operator's manual to ensure that no packages are accepted by the operator that contain a hazardous material. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP) 2. Check that the Certificate Holder's manual has instructions and information that the Certificate Holder who does not accept, handle, or store hazardous materials or dangerous goods provides in their manual, procedures and instructions for reporting that damaged packages found to contain, or that are suspected of containing, hazardous materials or dangerous goods are reported (in compliance with Title 49 of the Code of Federal Regulations (49 CFR) part 171 171.15, 171.16, and 175.31). <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP) 3. Check that the Certificate Holder's manual has instructions and information that the Certificate Holder's training program is approved by the POI (either initial or final). <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-247 C. <i>Interfaces:</i> 1.3.7(AW); 4.2.1(AW); 4.2.3(OP); 4.2.6(OP); 4.2.7(OP); 4.2.9(OP); 5.1.5(OP) 4. Check that the Certificate Holder's manual has instructions and information about damage-free packages. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP) 5. Check that the Certificate Holder's manual has instructions and information providing specific guidance on the storage of hazardous materials or dangerous goods. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP) 6. Check that the Certificate Holder's manual has instructions and information providing specific guidance on the storage of Class 8 (corrosive) materials. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP) 7. Check that the Certificate Holder's manual has instructions and information providing specific guidance on the storage of Class 7 (radioactive) materials. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP) 8. Check that the Certificate Holder's manual has instructions and information providing specific guidance on the storage of Class 6, Division 6.1 (poisonous) materials. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP)</p> <p>9. Check that the Certificate Holder's manual has instructions and information providing specific guidance for loading of other regulated materials (ORM) aboard aircraft. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP)</p> <p>10. Check that the Certificate Holder's manual has procedures for handling damaged packages. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP)</p> <p>11. Check that the Certificate Holder's manual has procedures for handling radioactive contamination. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP)</p> <p>12. Check that the Certificate Holder's manual has procedures for handling substances in Class 6, Division 6.2 (infectious substances). <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP)</p> <p>13. Check that the Certificate Holder's manual has information that includes a list of telephone numbers and addresses of organizations that can provide technical advice on clean-up techniques and precautions to minimize the possibility of injury to employees and the general public. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP)</p> <p>14. If the Certificate Holder is authorized to handle poisons, check that the manual includes procedures for handling packages bearing a poison label. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-248 <i>Interfaces:</i> 1.3.14(AW); 2.1.1(AW); 2.1.1(OP)</p>	
1.8.	Does the certificate holder's Hazardous Materials process comply with the guidance contained in FAA Advisory Circular AC 121-21B?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.	Does the certificate holder's Hazardous Materials process comply with the guidance contained in FAA Advisory Circular AC 121-27?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.	Does the certificate holder's manual contain the required references to, or excerpts from, the operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 119.43(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.11.	If the certificate holder's manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications? SRRs: 119.43(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.12.	Does the certificate holder's manual require compliance with operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 119.43(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.13.	Does the certificate holder's Hazardous Materials process contain a method for keeping all persons engaged in its operations informed of the provisions of the operations specifications listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 119.43(c)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder's manual contain general policies for the Hazardous Materials process that comply with the specific regulatory requirements? SRRs: 121.135(b)(1); 121.1003(b); 121.1003(c); 121.1005(c); 121.1005(e); 121.1005(f); 121.135(b)(25)(ii)(C)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 121.135(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the Hazardous Materials process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the Hazardous Materials process? SRRs: 121.135(a)(1)	<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 DCT 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 system to ensure that the most important policies, procedures, or instructions and information will be followed.

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 questions regarding who, what, when, where, and how. 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:	
1.	Are the following controls built into the Hazardous Materials process:	
1.1.	Is there a control or controls in place to ensure that each person who performs or is used to perform or directly supervise:	
1.1.1	The acceptance or rejection of any item for transport on board an aircraft, satisfactorily completed the certificate holder's FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.2	The handling of any item for transport on board an aircraft, satisfactorily completed the certificate holder's FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.3	The storage incidental to transport of any item for transport on board an aircraft, satisfactorily completed the certificate holder's FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.4	The packaging of company materials (COMAT) of any item for transport on board an aircraft, satisfactorily completed the certificate holder's FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.5	The loading of any item for transport on board an aircraft, satisfactorily completed the certificate holder's FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the Hazardous Materials 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 to assess its processes, to identify and to correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT 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 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, 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 and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and 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:	
1.	Does the certificate holder's Hazardous Materials process include the following process measurements:	
1.1.	Process measurement or process measurements that would reveal if a person who performed or was used to perform or directly supervise:	
1.1.1	The acceptance or rejection of any item for transport on board an aircraft, satisfactorily completed the certificate holder s FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.2	The handling of any item for transport on board an aircraft, satisfactorily completed the certificate holder s FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.3	The storage incidental to transport of any item for transport on board an aircraft, satisfactorily completed the certificate holder s FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.4	The packaging of company materials of any item for transport on board an aircraft, satisfactorily completed the certificate holder s FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

1.1.5	The loading of any item for transport on board an aircraft, satisfactorily completed the certificate holder s FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Is there a process measurement or process measurements that would reveal if the certificate holder s policy, procedures, instructions, and information were not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Does the certificate holder document its process measurement results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder use its process measurement results to improve its programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the Hazardous Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:

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 DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different areas within the certificate holder's system must be consistent and complement each other. For the interfaces to be effectively managed, the certificate holder's system should identify and document the interfaces.

Tasks

	To meet this objective, the inspector must accomplish the following tasks:	
1.	Review the interfaces associated with the Hazardous Materials process that have been identified along with the individual questions in Section 1, Procedures of this DCT.	
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: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder's system properly address the interfaces that are identified along with the questions in section 1, Procedures, of this DCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder document a method for assessing the impact of any changes to the associated interfaces within the Hazardous Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

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

SAI Section 5 - Management Responsibility & Authority Attributes

Objective: The questions in this section of the DCT 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 Materials process.
2.	Identify the person who has overall authority for the Hazardous Materials 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:	
1.	Does the certificate holder clearly identify who is responsible for the quality of the Hazardous Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Does the certificate holder clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the Hazardous Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the Hazardous Materials process? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual include instructions and information for those who manage the work required by the Hazardous Materials process? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder clearly and completely document the responsibility for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Does the certificate holder clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
7.	Does the certificate holder clearly and completely document its qualification standards for the person having responsibility for the	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
8.	Does the certificate holder clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Hazardous Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
9.	Does the certificate holder clearly and completely document the procedures for delegation of authority for the Hazardous Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI Section 5 - Management Responsibility & Authority Attributes Drop-Down Menu	
1.	Not documented.
2.	Documentation unclear.
3.	Documentation incomplete.
4.	Other.