

**Safety Attribute Inspection (SAI) Data Collection Tool**  
**3.2.2 Flight / Load Manifest / Weight and Balance Control (OP)**  
**Revision#: 5 Revision Date: 09/30/2013**

**ELEMENT SUMMARY INFORMATION**

**Scope of Element:**

**Purpose** (operator's responsibility): To ensure the operator's Flight / Load Manifest / Weight & Balance Control process will support safe and reliable operations.

**Objective** (FAA's oversight responsibility): To determine if the operator's Flight / Load Manifest / Weight & Balance Control process:

- Meets all applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) and FAA policies,
- Incorporates the safety attributes,
- Identifies any shortfalls in the operator's Flight / Load Manifest / Weight & Balance Control process.

**Specific Instructions:**

Intentionally left blank

**SUPPLEMENTAL INFORMATION**

**Regulatory Requirements:**

- A.096, Actual Weight Program For All Aircraft
- A.097, Small Cabin Aircraft Passenger and Baggage Weight Program
- A.098, Medium Cabin Aircraft Passenger and Baggage Weight Program
- A.099, Large Cabin Aircraft Passenger and Baggage Weight Program
- E.096, Weight and Balance Control Procedures
- 119.43, Certificate holder's duty to maintain operations specifications.
- 121.135, Manual contents
- 121.198, Cargo service airplanes: Increased zero fuel and landing weights.
- 121.665, Load manifest.
- 121.693, Load manifest: All certificate holders.
- 121.695, Disposition of load manifest, dispatch release, and flight plans: Domestic and flag operations.
- 121.697, Disposition of load manifest, flight release, and flight plans: Supplemental operations.

**Related CFRs & FAA Policy/Guidance:**

**Related CFRs:**

Intentionally left blank

**FAA Policy/Guidance:**

FAA Order 8900.1, Volume 3, Chapter 47, Section 1  
AC 120-27, Aircraft Weight and Balance Control

<b>SAI SECTION 1 - PROCEDURES ATTRIBUTE</b>	
<b>Objective:</b> The questions in this section of the SAI will help verify that the operator's documented procedures identify who, what, when, where, and how those procedures are accomplished. These procedures must allow all personnel to perform their duties and responsibilities with a high degree of safety. 14 CFR part 121.135(a)(1)	
<b>Tasks</b>	
	The inspector shall accomplish the following tasks:
1	Review the information in the Supplemental Information Section of this SAI.
2	Review the duties and responsibilities for management and other personnel who accomplish the processes associated with this element.
3	Review the documentation of the processes associated with this element.
4	Review documented interfaces to identify interactions between related processes, interactions within this element process, and between one person, workgroup, or organization to another that the operator uses to accomplish this process.

<b>Questions</b>		
1.1	<p>Do procedures specify that only employees authorized to supervise the loading process shall prepare and sign the load manifest form before each aircraft takes off?</p> <p><b>Note(s):</b> <i>Qualified persons may include qualified employees or qualified and authorized contractors of the operator.</i></p> <p>Updated: Rev # 3 on 06/01/2010 SRRs: 121.135(b)(21); 121.135(b)(9); 121.665 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2	<p>Do procedures require cargo weights to be checked for accuracy?</p> <p><b>Note(s):</b> <i>This also includes weights provided by air freight forwarders.</i></p> <p>Updated: Rev # 3 on 06/01/2010 SRRs: 121.665 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3	<p>Do procedures specify that the load manifest must contain the following information concerning the loading of the airplane at takeoff time:</p> <ul style="list-style-type: none"> <li>• The weight of the aircraft, fuel and oil, cargo and baggage, passengers and crewmembers;</li> <li>• The maximum allowable weight for that flight that must not exceed the least of the following weights:             <ul style="list-style-type: none"> <li>○ The maximum allowable takeoff weight for the runway intended to be used (including corrections for altitude, gradient, wind, and temperature conditions existing at the takeoff time);</li> </ul> </li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<ul style="list-style-type: none"> <li>○ The maximum takeoff weight, considering anticipated fuel and oil consumption, that allows compliance with applicable enroute performance limitations;</li> <li>○ The maximum takeoff weight, considering anticipated fuel and oil consumption, that allows compliance with the maximum authorized landing weight limitations on arrival at the destination airport;</li> <li>○ The maximum takeoff weight, considering anticipated fuel and oil consumption, that allows compliance with landing distance limitations on arrival at the destination and alternate airports; and</li> <li>● The total weight computed under approved procedures;</li> <li>● Evidence that the aircraft is loaded according to the approved schedule that insures that the center of gravity is within approved limits; and</li> <li>● Names of passengers, unless such information is maintained by other means by the operator?</li> </ul> <p>Updated: Rev # 3 on 06/01/2010 SRRs: 121.135(b)(21); 121.135(b)(9); 121.693 Kind Of Question: Flag, Supplemental, Domestic</p>	
1.4	<p>Do procedures specify that the pilot in command shall carry to the destination a copy of the following items:</p> <ul style="list-style-type: none"> <li>● Load manifest;</li> <li>● Dispatch release; and</li> <li>● Flight plan?</li> </ul> <p>Updated: Rev # 3 on 06/01/2010 SRRs: 121.695(a) Kind Of Question: Flag, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5	<p>Do procedures specify that copies of the following documents shall be retained by the operator for at least three months:</p> <ul style="list-style-type: none"> <li>● Load manifest;</li> <li>● Dispatch release; and</li> <li>● Flight plan?</li> </ul> <p>Updated: Rev # 3 on 06/01/2010 SRRs: 121.695(b) Kind Of Question: Flag, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6	<p>Do procedures specify that the pilot in command shall carry to the destination the original or a signed copy of the following items:</p> <ul style="list-style-type: none"> <li>● Load manifest;</li> <li>● Flight release;</li> <li>● Airworthiness release</li> <li>● Pilot route certification; and</li> <li>● Completed flight plan?</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	Updated: Rev # 3 on 06/01/2010 SRRs: 121.697(a) Kind Of Question: Supplemental	
1.7	Do procedures specify that the operator shall retain a signed copy of the documents required by 14 CFR part 121.697(a) for supplemental flights that originate at the principal base of operations?  Updated: Rev # 3 on 06/01/2010 SRRs: 121.697(b) Kind Of Question: Supplemental	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8	Do procedures specify that the pilot in command or other authorized person not onboard the airplane send signed copies of the documents required by 14 CFR part 121.697(a) to the main base of operations for supplemental flights that originate at other than the principal base of operation?  Updated: Rev # 3 on 06/01/2010 SRRs: 121.697(c) Kind Of Question: Supplemental	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9	Do procedures specify when a flight originates at other than the principal base of operations, and there is an authorized person who manages the flight who is not onboard the airplane, the records required by 14 CFR part 121.697(a) may be retained at a place other than the principal base for not more than 30 days before they are sent to the principal base of operations?  <b>Note(s):</b> <i>Documents for a particular flight need not be further retained at that place or be sent to the principal base of operations, if the originals or other copies of them have been previously returned to the principal base of operations.</i>  Updated: Rev # 3 on 06/01/2010 SRRs: 121.697(d) Kind Of Question: Supplemental	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.10	For supplemental operations, does the operations manual identify the persons having custody of the copies of the documents required by 14 CFR part 121.697(a) and does it specify procedures for retaining those documents in accordance with 14 CFR part 121.697(d)?  Updated: Rev # 3 on 06/01/2010 SRRs: 121.697(e) Kind Of Question: Supplemental	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.11	Do procedures specify the following conditions apply for aircraft in cargo service that have been approved for an increased zero fuel weight in accordance with 14 CFR 121.198:  <ul style="list-style-type: none"> <li>• The increase in zero fuel weight does not exceed five percent; and</li> <li>• The increase in the structural landing weight does not exceed the increase in zero fuel weight?</li> </ul> <b>Note(s):</b> <i>This applies to the DC-6A, DC-6B, DC-7B, and DC-7C; and L1049B, C, D, E, F, G, and H, and the L1649A when modified in accordance with supplemental type certificate SA 4-1402.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	Updated: Rev # 3 on 06/01/2010 SRRs: 121.135(b)(21); 121.198(a); 121.198(c) Kind Of Question: Flag, Supplemental, Domestic	
1.12	Do procedures specify the operator shall maintain control of the weight and balance of its aircraft in accordance with operations specifications paragraph E096?  Updated: Rev # 3 on 06/01/2010 SRRs: E.096 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13	Do procedures meet the requirements of operations specifications paragraph A096, A097, A098, and/or A099, as issued, for passenger and baggage weights?  <b>Note(s):</b> <i>This includes, but not limited to, carry-on baggage removed from the cabin and placed in the cargo compartment.</i>  Updated: Rev # 3 on 06/01/2010 SRRs: A.096; A.097; A.098; A.099 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14	Do procedures address the intent of the guidance contained in FAA Order 8900.1, Volume 3, Chapter 47, Section 1?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.15	Do procedures address the intent of the guidance contained in AC 120-27, Aircraft Weight and Balance Control?  Updated: Rev # 4 on 06/01/2011 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.16	Does the manual include a requirement to comply with the operations specifications related to this element including clearly identified excerpts, references, mandatory compliance requirements, or other information that will keep employees informed of the impact on their duties and responsibilities?  Updated: Rev # 3 on 06/01/2010 SRRs: 119.43(b); 119.43(c); 121.135(a)(4) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17	Does the manual contain policies and procedures that include the duties and responsibilities for personnel involved with this element?  <b>Note(s):</b> <i>This includes personnel, in addition to those required by 14 CFR part 119, who have authority and responsibility for processes covered by this element.</i>  Updated: Rev # 3 on 06/01/2010 SRRs: 121.135(b)(2) Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.18	Does the manual refer to the appropriate sections of 14 CFR, and are the	<input type="checkbox"/> Yes

	<p>procedures consistent with the appropriate 14 CFR references or operating certificate concerning this element?</p> <p><b>Note(s):</b> <i>Procedures for Flag and Supplemental operations must be consistent with applicable foreign regulations as well.</i></p> <p>Updated: Rev # 3 on 06/01/2010 SRRs: 121.135(a)(4); 121.135(b)(3) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> No, Explain
1.19	<p>Does the manual contain general policies that require compliance with the SRRs?</p> <p>Updated: Rev # 3 on 06/01/2010 SRRs: 121.135(b)(1) Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.20	<p>Are the procedures written in enough detail to ensure the effective coordination of work activities from one person, workgroup, or organization to another to ensure the desired result?</p> <p>Updated: Rev # 5 on 09/30/2013 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

**SAI SECTION 1 - PROCEDURES ATTRIBUTE**

**Drop-Down Menu**

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

<b>SAI SECTION 2 - CONTROLS ATTRIBUTE</b>	
<b>Objective:</b> The questions in this section of the SAI will help determine if controls (i.e. checks and restraints) are designed into the processes associated with this element to ensure policies and procedures are followed to achieve desired results.	
<b>Tasks</b>	
The inspector shall accomplish the following task:	
1	Review the policies, procedures, instructions, and information to understand the controls associated with this element.

<b>Questions</b>		
2.1	Are controls in place to ensure only qualified persons authorized by the operator supervise the loading process, prepare and sign the load manifest form before each aircraft takes off?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.2	Are controls in place to ensure weight and balance is computed accurately and within limits?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.3	Are controls in place to ensure the operator randomly checks declared cargo weights furnished by air freight forwarders in order to assure the use of accurate load manifests and weight and balance computations?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4	Are controls in place to ensure the load manifest contains the following required information at takeoff: <ul style="list-style-type: none"> <li>• The weight of the aircraft, fuel and oil, cargo and baggage, passengers and crewmembers;</li> <li>• The maximum allowable takeoff weight for the runway intended to be used, and include corrections for altitude, gradient, wind, and temperature conditions existing at the time of takeoff;</li> <li>• The maximum takeoff weight, considering anticipated fuel and oil consumption, to comply with any applicable enroute performance limitations;</li> <li>• The maximum takeoff weight, considering anticipated fuel and oil consumption, to comply with the maximum authorized landing weight limitations on arrival at the destination airport;</li> <li>• The maximum takeoff weight, considering anticipated fuel and oil consumption, to comply with landing distance limitations on arrival at the destination and alternate airports</li> <li>• The total weight as computed by authorized personnel using an approved procedure;</li> <li>• Evidence that the aircraft is loaded according to the approved schedule</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>to ensure that the center of gravity is within approved limits; and</p> <ul style="list-style-type: none"> <li>Names of passengers, unless the certificate holder maintains this information by another means?</li> </ul> <p>Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic</p>	
2.5	<p>Are controls in place to ensure the pilot in command carries to the destination a copy of the following items:</p> <ul style="list-style-type: none"> <li>Load Manifest;</li> <li>Dispatch Release; and</li> <li>Flight Plan?</li> </ul> <p>Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.6	<p>Are controls in place to ensure copies of the following documents are retained by the operator for at least three months:</p> <ul style="list-style-type: none"> <li>Load Manifest;</li> <li>Dispatch Release; and</li> <li>Flight Plan?</li> </ul> <p>Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7	<p>Are controls in place to ensure the pilot in command carries to the destination a copy of the following items:</p> <ul style="list-style-type: none"> <li>Load Manifest;</li> <li>Flight Release;</li> <li>Airworthiness Release;</li> <li>Pilot Route Certification; and</li> <li>Completed Flight Plan?</li> </ul> <p>Updated: Rev # 5 on 09/30/2013 Kind Of Question: Supplemental</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8	<p>Are controls in place to ensure copies of the following documents are retained by the operator for at least three months:</p> <ul style="list-style-type: none"> <li>Load Manifest;</li> <li>Flight Release;</li> <li>Airworthiness Release;</li> <li>Pilot Route Certification; and</li> <li>Completed Flight Plan?</li> </ul> <p>Updated: Rev # 5 on 09/30/2013 Kind Of Question: Supplemental</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.9	<p>Are controls in place to ensure the pilot in command, or other authorized personnel not onboard the airplane, will send copies of the following documents to the main base for supplemental flights that originate at other than the principal base of operation within 30 days:</p> <ul style="list-style-type: none"> <li>• Load Manifest;</li> <li>• Flight Release;</li> <li>• Airworthiness Release;</li> <li>• Pilot Route Certification; and</li> <li>• Completed Flight Plan?</li> </ul> <p>Updated: Rev # 3 on 06/01/2010 Kind Of Question: Supplemental</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10	<p>Are controls in place to ensure aircraft in cargo service that have been approved for an increase in zero fuel weight, in accordance with 14 CFR part 121.198, meet the following requirements:</p> <ul style="list-style-type: none"> <li>• The increase in fuel weight did not exceed five percent; and</li> <li>• The increase in the structural landing weight did not exceed the increase zero fuel weight?</li> </ul> <p><b>Note(s):</b> <i>This applies to the DC-6A, DC-6B, DC-7B, and DC-7C; and L1049B, C, D, E, F, G, and H, and the L1649A when modified in accordance with supplemental type certificate SA 4-1402.</i></p> <p>Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.11	<p>Are there controls in place to ensure the operator maintains the weight and balance of its aircraft in accordance with operations specifications paragraph E096?</p> <p>Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.12	<p>Are there controls in place to ensure passenger and baggage weights are used in accordance with operations specifications paragraph A096, A097, A098 and/or A099, as issued?</p> <p><b>Note(s):</b> <i>This includes, but not limited to, carry-on baggage removed from the cabin and placed in the cargo compartment.</i></p> <p>Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic</p>	<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 ensure the operator uses an internal evaluation function to detect, identify, and eliminate or control hazards and the associated risk. For airworthiness elements this is a required function of the operator's Continuing Analysis and Surveillance System (CASS), required by 14 CFR part 121.373. The director of safety and the quality assurance department often work together to accomplish this function for the operator. Negative findings could require amendments to the safety/internal evaluation program or CASS audit forms or checklists.

**Tasks**

	The inspector shall accomplish the following tasks:
1	Review the control questions in Section 2 of this SAI.
2	Review the operator's policies, procedures, instructions, and information to gain an understanding of the process measurements accomplished for this element.

**Questions**

3.1	<p>Are there process measurements that evaluate whether the operator's policies, procedures, and controls are achieving the desired results?</p> <p><b>Note(s):</b>  <i>Inspectors should refer to the controls in section 2 of this SAI for possible process measurements for this element.</i>  <i>Persons engaged in this process should have a method for identifying undesired results.</i></p> <p>Updated: Rev # 3 on 06/01/2010            Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2	<p>Do the operator's process measurements assess the performance of the processes associated with this element?</p> <p><b>Note(s):</b>  <i>Verify audits exist to measure this element's performance.</i></p> <p><i>Verify audits are scheduled for this element.</i></p> <p><i>Verify audits ensure everyone, including all outsource providers, comply with the operator's program, manual and all applicable regulations and statutes.</i></p> <p>Updated: Rev # 3 on 06/01/2010            Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3	<p>Does the operator's program require the documentation of process measurement results?</p> <p>Updated: Rev # 3 on 06/01/2010            Kind Of Question: Flag, Supplemental, Domestic</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4	<p>Does the operator's program describe how the process measurement results are used to improve the ability to achieve the desired results?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	
3.5	Does the organization that conducts the process measurements have direct access to the person with responsibility for this element?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<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:**

Data collected in this section helps the principal inspector determine if the operator identifies, documents and manages change between this process and other related processes within the operator's organization. It is important for the operator to identify and document where interactions between processes exist, and to have a method of managing change between these processes. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the operator's manual system must be consistent to allow personnel to perform their duties and responsibilities with a high degree of safety.

**Tasks**

	The inspector shall accomplish the following task:
1	Review interfaces associated with the processes for this element.

**Questions**

4.1	Does the operator identify and document the interfaces between processes?  Updated: Rev # 5 on 09/30/2013 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.2	Does the operator have a method to evaluate the impact of changes in this process to other related processes that interface with this process?  Updated: Rev # 5 on 09/30/2013 Kind Of Question: Flag, Supplemental, Domestic	<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 ATTRIBUTE**

**Objective:**

Data from questions in this section will help determine if there is an identifiable, qualified (when required by CFR), 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.

**Tasks**

	The inspector shall accomplish the following tasks:
1	Identify the person(s) who has overall responsibility for this element.
2	Identify the person(s) who has the authority to revise the procedures associated with this element.
3	Review the duties and responsibilities of the above person(s).
4	Review the appropriate organizational chart.

**Questions**

5.1	Is an individual(s) identified who is responsible for the quality of the procedures associated with this element?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.2	Is an individual(s) identified who has the authority to establish and modify the policies, procedures, instructions, and information associated with this element?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.3	Are duties and responsibilities documented for those who manage the procedures associated with this element?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.4	Does the operator document the procedures for delegation of authority for this element?  Updated: Rev # 3 on 06/01/2010 Kind Of Question: Flag, Supplemental, Domestic	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

**SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE**

**Drop-Down Menu**

1.	Not documented.
2.	Documentation unclear.

3.	Documentation incomplete.
4.	Other.