

Element Performance Inspection (EPI) 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 the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Hazardous Materials process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the process.

Specific Instructions:

- Incident means an event resulting in the unintended and unanticipated release of a hazardous material or an event meeting incident reporting requirements in 49 CFR 171.15, or CFR 171.16. Notification procedures for reporting hazardous material incidents are required by 49 CFR Subchapter C. Whenever this EPI is scheduled to be conducted outside the United States, the inspector should contact their regional specialist for guidance in obtaining a country clearance. This information may also be available through the International Office of Aviation (AIA). Significant issues or items of immediate concern regarding all aspects of the air transportation of hazardous materials shall 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 4, Section 5.

Related EPIs:

- 1.3.7 Outsource Organization (AW)
- 3.1.1 Passenger Handling (OP)
- 3.1.5 Carry-On Baggage Program (OP)
- 3.1.8 Carriage of Cargo (OP)
- 4.2.1 Maintenance Training Program (AW)
- 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)
- 4.2.9 Outsource Crewmember Training (OP)
- 4.2.11 Training of Flight Followers (OP)
- 4.2.12 Hazardous Material Training Program (OP)
- 4.3.3 Advanced Qualification Program (AQP) (OP)
- 5.1.5 Station Facilities (OP)
- 7.2.1 Safety Program (Ground and Flight) (OP)

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)
 - 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.004 Summary 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

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 Materials process?
3.	Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
4.	Observe the certificate holder's Hazardous Materials process to gain an understanding of the procedures, instructions, and information
5.	Discuss the Hazardous Materials process with the personnel (other than management) who perform the duties and responsibilities required by the 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 person that 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 complete the certificate holder s FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months? <i>Related Performance JTIs:</i> 1. Check at the Certificate Holder's specified location, who does not accept, handle, or store hazardous materials or dangerous goods, 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	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.1.2	The handling of any item for transport on board an aircraft, satisfactorily complete 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 complete the certificate holder s FAA approved initial or recurrent Hazardous Materials Training Program within the past 24 months? <i>Related Performance JTIs:</i> 1. Check at the Certificate Holder's specified location that the storage of hazardous materials and dangerous goods is in accordance with the Certificate Holder's specific guidance. <i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B 2. Check at the Certificate Holder's specified location that the storage of	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>Class 8 (corrosive) materials is in accordance with the Certificate Holder's specific guidance.</p> <p><i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B</p> <p>3. Check at the Certificate Holder's specified location that the storage of Class 7 (radioactive) materials is in accordance with the Certificate Holder's specific guidance.</p> <p><i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B</p> <p>4. Check at the Certificate Holder's specified location that the storage of Class 6, Division 6.1 (poisonous) materials is in accordance with the Certificate Holder's specific guidance.</p> <p><i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B</p>	
1.1.4	The packaging of company materials (COMAT) of any item for transport on board an aircraft, satisfactorily complete 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 complete 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.	<p>Were the certificate holder's policies, procedures, instructions, and information for the Hazardous Materials process followed?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the Certificate Holder's specified location that the storage of hazardous materials and dangerous goods is in accordance with the Certificate Holder's specific guidance.</p> <p><i>Sources:</i> FAA Order 8900.1. Vol 2, Ch 2, Sec 6, Para. 2-249 B</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Hazardous Materials process, controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Hazardous Materials process comply with instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Hazardous Materials process 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 program. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the program, is answerable for the quality of the program, and has the authority to establish and modify the program. (The person with authority may or may not be the person with the responsibility.)

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
	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.
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 for those who manage the Hazardous Materials process.
4.	Review the appropriate organizational chart.
5.	Discuss the Hazardous Materials process 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 Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
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 Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Hazardous Materials process?	<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 Materials process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Hazardous Materials process 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 Materials process 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	<input type="checkbox"/> Yes

	measurements, and interfaces associated with the Hazardous Materials process?	<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 Materials process?	<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 Materials process?	<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 Materials process?	<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.