Element Performance Inspection (EPI) Data Collection Tool
3.1.3 Airmen Duties / Flight Deck Procedures (OP)

ELEMENT SUMMARY INFORMATION

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

- To ensure that no flight crewmember performs or permits any action that may adversely affect safety during the operation of an aircraft.

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 Airman Duties/Flight Deck Procedures process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Airman Duties/Flight Deck Procedures process.

Specific Instructions:

- To accomplish this EPI, the inspector should observe the flightcrew performing their duties from arrival at the aircraft to departure from the aircraft, and observe a crew briefing (which may occur at the flight dispatch/flight following location).

Related EPIs:

- 2.1.1 Manual Currency (OP)
- 2.1.3 Distribution (Manuals) (OP)
- 3.1.7 De-Icing Program (OP)
- 3.1.9 Aircraft Performance Operating Limitations (OP)
- 3.2.1 Dispatch / Flight Release (OP)
- 3.2.2 Flight / Load Manifest / Weight and Balance Control (OP)
- 3.2.3 MEL / CDL Procedures (OP)
- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.10 Aircrew Designated Examiner (ADE) Program (OP)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:

  119.43(b)
  119.43(b)(1)
  119.43(b)(2)
  119.43(c)
  121.135(a)(1)
  121.135(b)(1)
  121.135(b)(2)
  121.135(b)(3)
  121.303(d)(1)
  121.303(d)(2)

- SRRs:

  121.306
  121.310(d)(2)
  121.311(e)(3)
  121.311(h)
  121.311(i)
  121.315(a)
  121.315(b)
  121.315(c)
  121.317(b)
  121.317(c)
  121.317(g)
  121.327(b)(1)
  121.327(b)(2)
  121.327(b)(3)
  121.329(b)(1)
  121.329(b)(2)
  121.329(b)(3)
  121.333(c)(1)
  121.333(c)(2)(i)(A)
  121.333(c)(2)(i)(B)
  121.333(c)(3)
  121.333(c)(4)
  121.337(c)(1)(i)
  121.337(c)(1)(ii)
  121.343(g)
  121.344(g)
  121.349(d)
  121.354
  121.354(c)(1)
  121.354(c)(2)
  121.357(c)(2)
  121.383(a)(2)
  121.393
  121.542(a)
  121.542(b)
  121.543
  121.545
  121.547
  121.548
  121.548a
  121.549(a)
  121.549(b)
  121.550
  121.553
  121.557(a)
  121.557(c)
  121.559(c)
  121.561(a)
  121.563
  121.565
  121.567
  121.577(a)
  121.577(b)
  121.577(c)
  121.577(d)
  121.579
  121.581

- SRRs:

  121.583(c)
  121.585(g)
  121.587
  121.589(b)
  121.590
  121.599(b)
  121.603(a)
  121.603(b)
  121.627(a)
  121.627(b)
  121.628(a)(5)
  121.629
  121.631(b)
  121.631(c)
  121.649
  121.651(a)
  121.651(b)(1)
  121.651(b)(2)
  121.651(c)(1)
  121.651(c)(2)
  121.651(c)(3)(i)thru(x)
  121.651(c)(4)
  121.651(d)
  121.651(f)
  121.657
  121.659
  121.661
  121.667(a)
  121.695(a)
  121.697(a)
  121.697(c)
  121.701(a)
  91.123(c)
  91.153(b)
  91.169(b)
  91.169(c)
  91.169(c)(1)(i)
  91.169(c)(1)(i)(A)
  91.169(c)(1)(i)(B)
  91.169(d)
  91.175(c)
  91.175(c)(1)
  91.175(c)(2)
  91.175(c)(3)
  91.175(c)(3)(i)
  91.175(c)(3)(ii)
  91.175(c)(3)(iii)
  91.175(c)(3)(iv)
  91.175(c)(3)(ix)
  91.175(c)(3)(v)
  91.175(c)(3)(vi)
  91.175(c)(3)(vii)
  91.175(c)(3)(viii)
  91.175(c)(3)(x)
  91.183
  91.183(a)
  91.183(b)

- SRRs:

  91.183(c)
  91.185(b)
  91.185(c)(1)
  91.185(c)(1)(i)
  91.185(c)(1)(ii)
  91.185(c)(1)(iii)
  91.185(c)(1)(iv)
  91.185(c)(2)
  91.185(c)(2)(i)
  91.185(c)(2)(ii)
  91.185(c)(2)(iii)
  91.185(c)(3)
  91.185(c)(3)(i)
  91.185(c)(3)(ii)
  91.187(a)
  91.187(b)
  91.187(b)(1)
  91.187(b)(2)
  91.187(b)(3)
  91.187(b)(4)
  91.217(a)
  A.048
  A.362c(8)
  A.362c(8)(a)
  A.362c(8)(b)
  A.522(l)
  B.030d(3)
  B.035b(4)
  B.036
  B.036b(1)
  B.036b(4)
  B.045
  B.045c(5)
  B.045c(6)
  B.045c(6)(a)
  B.045c(7)
  B.051
  B.051a.(4)
  B.051a.(5)
  B.052
  B.052a(2)
  B.052a(2)(b)
  B.052a(2)(c)
  B.052a(2)(d)
  B.052a(2)(f)
  B.052a(4)(a)(i)
  B.052a(4)(a)(ii)
  B.052a(4)(a)(iii)
  B.052a(4)(a)(iv)
  B.052a(5)(a)
  B.052a(5)(a)(i)
  B.052a(5)(b)
  B.052a(6)
  B.052a(6)(a)
  B.052a(6)(b)
  B.052a(6)(c)
  B.054b

- SRRs:

  B.054b(4)
  B.054b(7)
  B.343d
  B.343d(8)
  B.343d(9)(a)
  B.343d(9)(b)(i)
  B.343d(9)(b)(ii)
  B.343d(9)(c)
  B.343d(9)(d)
  B.343d(9)(e)
  C.052a
  C.054b(2)
  C.054b(2)(a)
  C.055
  C.055b(1)
  C.055b(2)
  C.063
  C.063f(1)
  C.068
  C.068a
  C.068b
  C.068c
  C.071
  C.071a(1)
  C.072b
  C.074
  C.074c(1)
  C.074c(2)
  C.077d
  C.077e(1)
  C.077e(2)
  C.300
  C.300b(3)
  C.300b(4)
  C.300b(5)
  C.355g
  C.355g(1)
  C.355g(2)

Related CFRs & FAA Policy/Guidance:

- Related CFRs:

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- FAA Policy/Guidance:

  FAA Order 8900.1, Volume 3, Chapter 18
  FAA Order 8900.1, Volume 4, Chapter 2
  FAA Order 8900.1, Volume 4, Chapter 3
  FAA Order 8900.1, Volume 4, Chapter 4
  AC 120-48
  AC 120-71A
  AC 120-74A
  AC 120-88A

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 policies, procedures, instructions, and information for the Airman Duties/Flight Deck Procedures process.
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 Airman Duties/Flight Deck Procedures process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Airman Duties/Flight Deck Procedures 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.	Was required information and documentation available and accurate for the intended flight? *Related Performance JTIs:* 1. Check at the aircraft cockpit to determine whether an approved cockpit check procedure (checklist) is available and whether it is required to be readily usable in the cockpit of each aircraft and how the flight crew shall follow them when operating the aircraft in accordance with the Certificate Holder's design. *Sources:* 121.315(c) 2. Check in the aircraft cockpit that the pilot in command has appropriate aeronautical charts, containing adequate information concerning navigation aids and instrument approach procedures aboard the aircraft for each flight in accordance with the Certificate Holder's design. *Sources:* 121.549(a) 3. Check at the air carrier specified location that, during Supplemental operations, no pilot in command may begin a flight unless he is thoroughly familiar with reported and forecast weather conditions on the route to be flown in accordance with the Certificate Holder's design. *Sources:* 121.599(b) 4. Check at the air carrier specified location that, before beginning a flight under supplemental operations, each pilot in command shall obtain all available current reports or information on airport conditions and irregularities of navigation facilities that may affect the safety of the flight	☐ Yes ☐ No, Explain

		air carrier specified location. *Sources:* 121.603(a)	
	5.	Check at the aircraft cockpit or air carrier specified location that, during a flight under supplemental operations, the pilot in command obtains any additional available information of meteorological conditions, facilities, or services that may affect the safety of the flight in accordance with the Certificate Holder's design. *Sources:* 121.603(b)	
	6.	Check at the aircraft cockpit or the air carrier specified location for trip records that indicate the pilot in command did not take off an aircraft until a flight plan, was filed in accordance with the Certificate Holder's design. The flight plan must contain the appropriate information required by Part 91, with the nearest FAA communication station or appropriate military station or, when operating outside the United States, with other appropriate authority. *Sources:* 121.667(a)	
	7.	Check at the aircraft cockpit that, if communications facilities are not readily available, the pilot in command shall file the flight plan as soon as practicable after the aircraft is airborne in accordance with the Certificate Holder's design. A flight plan must continue in effect for all parts of the flight. *Sources:* 121.667(a)	
	8.	Check at the aircraft cockpit that, under domestic and flag operations, the pilot in command of an airplane shall carry in the airplane to its destination a copy of the completed load manifest (or information from it, except information concerning cargo and passenger distribution) in accordance with the Certificate Holder's design. *Sources:* 121.695(a)(1)	
	9.	Check at the aircraft cockpit that, under domestic and flag operations, the pilot in command of an airplane shall carry in the airplane to its destination a copy of the dispatch release in accordance with the Certificate Holder's design. *Sources:* 121.695(a)(2)	
	10.	Check at the aircraft cockpit that, under domestic and flag operations, the pilot in command of an airplane shall carry in the airplane to its destination a copy of the flight plan in accordance with the Certificate Holder's design. *Sources:* 121.695(a)(3)	
	11.	Check at the aircraft cockpit that, under supplemental operations, the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the load manifest in accordance with the Certificate Holder's design. *Sources:* 121.697(a)(1)	
	12.	Check at the aircraft cockpit that, under supplemental operations, the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the flight release in accordance with the Certificate Holder's design. *Sources:* 121.697(a)(2)	
	13.	Check at the aircraft cockpit that, under supplemental operations, the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the airworthiness release in accordance with the Certificate Holder's design. *Sources:* 121.697(a)(3)	

	14. Check at the aircraft cockpit that, under supplemental operations, the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the pilot route certification in accordance with the Certificate Holder's design. *Sources:* 121.697(a)(4) 15. Check at the aircraft cockpit that, under supplemental operations, the pilot in command of an airplane shall carry in the airplane to its destination the original or a signed copy of the flight plan in accordance with the Certificate Holder's design. *Sources:* 121.697(a)(5) 16. Check at the aircraft cockpit that, under supplemental operations, the pilot in command (or another person not aboard the airplane who is authorized by the Certificate Holder) shall, before or immediately after departure of the flight, mail signed copies of the documents listed in paragraph (a) of this section, to the principal base of operations, if a flight originates at a place other than the Certificate Holder's principal base of operations in accordance with the Certificate Holder's design. *Sources:* 121.697(c)	
1.2.	Was the aircraft in an airworthy condition and properly equipped for the route flown? *Related Performance JTIs:* 1. Check in the aircraft cockpit that, before each flight, the pilot in command shall ascertain the status of each irregularity entered in the log at the end of the preceding flight time in accordance with the Certificate Holder's design. *Sources:* 121.563 2. 121.628 (a) (4) that no person takes off an airplane with inoperable instruments or equipment installed unless the airplane is operated under all applicable conditions and limitations contained in the Minimum Equipment List and the operations specifications authorizing the use of the Minimum Equipment List. *Sources:* 121.628(a)(5)	☐ Yes ☐ No, Explain
1.3.	Were all air traffic instructions, clearances, and Federal Aviation Regulations followed? *Related Performance JTIs:* 1. Check in the aircraft that no crewmember may operate or allow the operation of, any portable electronic device on any U.S.-registered civil aircraft operating under this part in accordance with the Certificate Holder's design. *Sources:* 121.306(a) 2. Check in the aircraft cockpit to determine that a checklist line item exists to ensure the aircraft is equipped with an Emergency Lighting System which must be armed or turned on during taxiing, takeoff, and landing in accordance with the Certificate Holder's design. *Sources:* 121.310(d)(2) 3. Check at the aircraft cockpit that a crewmember secures the safety belt and shoulder harness of each unoccupied seat, if installed, so as not to interfere with crewmembers in the performance of their duties or with the rapid egress of occupants in an emergency in accordance with the Federal Aviation Regulations.	☐ Yes ☐ No, Explain

		Sources: 121.311(i)	
	4.	Check at the aircraft cockpit that a crewmember turns on the "Fasten Seat Belt" sign during any movement on the surface, for each takeoff, for each landing, and at any other time considered necessary by the pilot in command in accordance with the Certificate Holder's design. *Sources:* 121.317(b)	
	5.	Check at the aircraft that the pilot in command of an airplane engaged in a supplemental operation may authorize smoking on the flight deck (if it is physically separated from any passenger compartment), but not in any of the following situations: During airplane movement on the surface or during takeoff or landing; during scheduled passenger-carrying public charter operations conducted under part 380 of this title; or during any operation where smoking is prohibited by part 252 of this title or by international agreement in accordance with the Certificate Holder's design. *Sources:* 121.317(g)(1)	
	6.	Check at the aircraft that the pilot in command of an airplane engaged in intrastate domestic operations, except during airplane movement on the surface or during takeoff or landing, may authorize smoking on the flight deck if it is physically separated from the passenger compartment, if smoking on the flight deck is not otherwise prohibited by part 252 of this title; the flight is conducted entirely within the same State of the United States (a flight from one place in Hawaii to another place in Hawaii through the airspace over a place outside of Hawaii is not entirely within the same State); and the airplane is either not turbojet-powered or the airplane is not capable of carrying at least 30 passengers in accordance with the Certificate Holder's design. *Sources:* 121.317(g)(2)	
	7.	Check at the aircraft cockpit that, when operating reciprocating engine powered airplanes, for operations at cabin pressure altitudes above 10,000 feet up to and including 12,000 feet, oxygen must be provided for, and used by, each member of the flight crew on flight deck duty, and must be provided for other crewmembers, for that part of the flight at those altitudes that is of more than 30 minutes duration in accordance with the Certificate Holder's design. *Sources:* 121.327(b)(1)	
	8.	Check at the aircraft cockpit that, when operating reciprocating engine powered airplanes at cabin pressure altitudes above 12,000 feet, oxygen must be provided and used by each member of the flight crew on flight deck duty, and must be provided for other crewmembers, during the entire flight time at those altitudes in accordance with the Certificate Holder's design. *Sources:* 121.327(b)(2)	
	9.	Check at the aircraft cockpit that, when operating reciprocating engine powered airplane, when a flight crewmember is required to use oxygen, he must use it continuously, except when necessary to remove the oxygen mask or other dispenser in connection with his regular duties in accordance with the Certificate Holder's design. *Sources:* 121.327(b)(3)	
	10.	Check at the aircraft cockpit that, when operating turbine engine powered airplanes at cabin pressure altitudes above 12,000 feet, oxygen must be provided for, and used by, each member of the flight crew on flight deck duty, and must be provided for other crewmembers, during the entire flight time at those altitudes in accordance with the Certificate Holder's design.	

		Sources: 121.329(b)(1)	
	11.	Check at the aircraft cockpit that, when operating turbine engine powered airplanes, how the pilot in command and other crewmembers on flight deck duty must use oxygen at cabin pressure altitudes above 12,000 feet, and must be provided for other crewmembers, during the entire flight time at those altitudes in accordance with the Certificate Holder's design.	
		Sources: 121.329(b)(2)	
	12.	Check in the aircraft cockpit that, when operating turbine engine powered airplanes with pressurized cabins and at flight altitudes above flight level 250, one pilot at the controls of the airplane shall at all times wear and use an oxygen mask secured, sealed, and supplying oxygen, in accordance with the following: The one pilot need not wear and use an oxygen mask at or below the following flight level if each flight crewmember on flight deck duty has a quick-donning type of oxygen mask that the Certificate Holder has shown can be placed on the face from its ready position, properly secured, sealed, and supplying oxygen upon demand, with one hand and within five seconds: For airplanes having a passenger seat configuration of more than 30 seats, excluding any required crewmember seat, or a payload capacity of more than 7,500 pounds, at or below flight level 410 in accordance with the Certificate Holder's design.	
		Sources: 121.333(c)(2)(i)(A)	
	13.	Check in the aircraft cockpit that, when operating turbine engine powered airplanes with pressurized cabins at flight altitudes above flight level 250, one pilot at the controls of the airplane shall at all times wear and use an oxygen mask secured, sealed, and supplying oxygen, in accordance with the following: One pilot need not wear and use an oxygen mask at or below the following flight level if each flight crewmember on flight deck duty has a quick-donning type of oxygen mask that the Certificate Holder has shown can be placed on the face from its ready position, properly secured, sealed, and supplying oxygen upon demand, with one hand and within five seconds for airplanes having a passenger seat configuration of less than 31 seats, excluding any required crewmember seat, and a payload capacity of 7,500 pounds or less, at or below flight level 350 in accordance with the Certificate Holder's design.	
		Sources: 121.333(c)(2)(i)(B)	
	14.	Check at the aircraft cockpit that no pilot crewmember, if for any reason at any time it is necessary for one pilot to leave his station at the controls of the airplane when operating at flight altitudes above flight level 250, the remaining pilot at the controls shall put on and use his oxygen mask until the other pilot has returned to his duty station when operating turbine engine powered airplanes with pressurized cabins in accordance with the Certificate Holder's design.	
		Sources: 121.333(c)(3)	
	15.	Check in the aircraft cockpit that, when operating turbine engine powered airplanes with pressurized cabins, before the takeoff of a flight, each flight crewmember shall personally preflight his oxygen equipment to insure that the oxygen mask is functioning, is fitted properly, is connected to appropriate supply terminals, and that the oxygen supply and pressure are adequate for use, in accordance with the Certificate Holder's design.	
		Sources: 121.333(c)(4)	
	16.	Check at the aircraft cockpit that each flight crewmember who will use the equipment, before each flight, checks each item of PBE at their flight duty station that the equipment, for other than chemical oxygen generator	

		systems, is functioning, is serviceable, fits properly (unless a universal-fit type), and is connected to supply terminals and that the breathing gas supply and pressure are adequate for use and that the equipment for chemical oxygen generator systems is serviceable in accordance with the Certificate Holder's design. *Sources:* 121.337(c)	
	17.	Check at the aircraft that a person who is qualified in the emergency evacuation procedures at stops where passengers remain on board, on each airplane for which a flight attendant is not required by Sec. 121.391, and who is identified to the passengers, remains: on board the airplane; or nearby the airplane, in a position to adequately monitor passenger safety with the engines shut down in accordance with the Certificate Holder's design. *Sources:* 121.393(a)(2)(i)	
	18.	Check at the aircraft the pilot in command shuts down the airplane engines at stops where passengers remain on board for which flight attendants are required by Sec. 121.391(a), but the number of flight attendants remaining on board is fewer than required by Sec. 121.391(a) in accordance with the Certificate Holder's design. *Sources:* 121.393(b)(1)(i)	
	19.	Check at the aircraft cockpit that the pilot in command does not engage in, nor permit, any activity during a critical phase of flight which could distract any flight crewmember from the performance of his or her duties or which could interfere in any way with the proper conduct of those duties in accordance with the Federal Aviation Regulations. *Sources:* 121.542(b)	
	20.	Check at the aircraft cockpit that each required flight crewmember on flight deck duty remains at the assigned duty station with seat belt fastened, while the aircraft is taking off or landing and while it is en route in accordance with the Federal Aviation Regulations. *Sources:* 121.543(a)	
	21.	Check in the aircraft that each required flight crewmember on flight deck duty may leave the assigned duty station if the crewmember's absence is necessary for the performance of duties in connection with the operation of the aircraft in accordance with the Federal Aviation Regulations. *Sources:* 121.543(b)(1)	
	22.	Check in the aircraft cockpit that each required flight crewmember on flight deck duty leaves the assigned duty station if the crewmember is taking a rest period, and relief is provided. In the case of the assigned pilot in command during the en route cruise portion of the flight, by a pilot who holds an airline transport pilot certificate and an appropriate type rating, is currently qualified as pilot in command or second in command, and is qualified as pilot in command of that aircraft during the en route cruise portion of the flight, however, the relief pilot need not meet the recent experience requirements of Sec. 121.439(b) in accordance with Certificate Holder's design. *Sources:* 121.543(b)	
	23.	Check at the aircraft cockpit that no required flight crewmember on flight deck duty allows any person to manipulate the controls of an aircraft during flight unless that person is a qualified pilot of the Certificate Holder operating that aircraft or that person is an authorized pilot safety representative of the Administrator or of the National Transportation Safety Board who has the permission of the pilot in command, is qualified in the aircraft, and is checking flight operations, or that person is a pilot of another Certificate Holder who has the permission of the pilot in	

		command, is qualified in the aircraft, and is authorized by the Certificate Holder operating the aircraft in accordance with Certificate Holder's design. *Sources:* 121.545	
	24.	Check at the aircraft cockpit that no crewmember may admit any person to the flight deck of an aircraft unless the person being admitted is a crewmember, or is an FAA air carrier inspector, or an authorized representative of the National Transportation Safety Board, who is performing official duties in accordance with the Certificate Holder's design. *Sources:* 121.547(a)	
	25.	Check in the aircraft cockpit that no person may be admitted to the flight deck of an aircraft unless that person has the permission of the pilot in command, an appropriate management official of the part 119 Certificate Holder, and the Administrator and is an employee of the United States, or a part 119 Certificate Holder who's duties are such that admissions to the flight deck is necessary or advantageous for safe operation, or an aeronautical enterprise certificated by the administrator and whose duties are such that admission to the flight deck is necessary or advantageous for safe operation in accordance with the Certificate Holder's design. *Sources:* 121.547(a)	
	26.	Check in the aircraft cockpit that no person may be admitted to the flight deck of an aircraft unless there is a seat available for their use in the passenger compartment, except an FAA air carrier inspector or an authorized representative of the Administrator or National Transportation Safety Board who is checking or observing flight operations, or. an air traffic controller who is authorized by the Administrator to observe ATC procedures in accordance with the Certificate Holder's design. *Sources:* 121.547(c)	
	27.	Check in the aircraft cockpit that no person may be admitted to the flight deck unless there is a seat available for their use in the passenger compartment, except an employee of the part 119 Certificate Holder operating the aircraft whose duty is directly related to the conduct or planning of flight operations or the in-flight monitoring of aircraft equipment or operating procedures, if his presence on the flightdeck is necessary to perform his duties and he has been authorized in writing by a responsible supervisor, listed in the Operations Manual as having that authority, or a technical representative of the manufacturer of the aircraft or its components whose duties are directly related to the in-flight monitoring of aircraft equipment or operating procedures, if his presence on the flightdeck is necessary to perform his duties and he has been authorized in writing by the Administrator and by a responsible supervisor of the operations department of the part 119 Certificate Holder, listed in the Operations Manual as having that authority in accordance with the Certificate Holder's design. *Sources:* 121.547(c)(5); 121.547(c)(6)	
	28.	Check in the aircraft cockpit or air carrier specified location that the pilot in command checks the form FAA 110A, "Aviation Safety Inspector's Credential," and gives free and uninterrupted access to the pilot's compartment to a FAA inspector while conducting an inspection, in accordance with the Certificate Holder's design. *Sources:* 121.548	
	29.	Check in the aircraft that each crewmember has on each flight, readily available for his use, a flashlight that is in good working order in accordance with the Certificate Holder's design.	

		Sources: 121.549(b)	
	30.	Check at the aircraft that when conducting supplemental operations or when a pilot in command knows of conditions, including airport and runway conditions, that are a hazard to safe operations, the pilot in command shall restrict or suspend operations until those conditions are corrected in accordance with the Certificate Holder's design. *Sources:* 121.553	
	31.	Check in the aircraft cockpit that, whenever a pilot in command exercises emergency authority, he shall keep the appropriate ATC facility and dispatch centers fully informed of the progress of the flight in accordance with the Certificate Holder's design. *Sources:* 121.557(c)	
	32.	Check in the aircraft cockpit that, whenever emergency authority is exercised, the pilot in command keeps the appropriate ground radio station fully informed of the progress of the flight in accordance with the Certificate Holder's design. *Sources:* 121.559(c)	
	33.	Check in the aircraft cockpit that, when a flight crewmember encounters a meteorological condition or an irregularity in a ground or navigational facility in flight, the knowledge of which he considers essential to the safety of other flights, that the pilot in command notifies an appropriate ground station as soon as practicable in accordance with the Certificate Holder's design. *Sources:* 121.561(a)	
	34.	Check in the aircraft cockpit or in the air carrier specified location, that the pilot in command ensures all mechanical irregularities occurring during flight time are entered in the maintenance log of the airplane at the end of that flight time in accordance with the Certificate Holder's design. *Sources:* 121.563	
	35.	Check in the aircraft cockpit that the pilot in command reports each stoppage of engine rotation in flight to the appropriate ground radio station as soon as practicable and keeps that station fully informed of the progress of the flight in accordance with the Certificate Holder's design. *Sources:* 121.565(c)	
	36.	Check in the aircraft that no flight crewmember moves an airplane on the surface, takes off, or lands when any food, beverage, or tableware furnished by the Certificate Holder is located at any passenger seat or unless each food and beverage tray and seat back tray table is secured in its stowed position in accordance with the Certificate Holder's design. *Sources:* 121.577(a); 121.577(b)	
	37.	Check in the aircraft cockpit that the pilot in command makes available in each airplane that has more than one observer's seat, in addition to the seats required for the crew complement for which the airplane was certificated, the forward observer's seat or the observer's seat selected by the Administrator in accordance with the Federal Aviation Regulations. *Sources:* 121.581(b)	
	38.	Check in the aircraft that, before each takeoff, the pilot in command operating an airplane carrying persons, who may be authorized, shall ensure that all such persons have been orally briefed by the appropriate crewmember on smoking, the use of seat belts, the location and operation of emergency exits, the use of oxygen and emergency oxygen equipment, and for extended overwater operations, the location of life rafts, and the location and operation of life preservers including a	

		demonstration of the method of donning and inflating a life preserver in accordance with the Certificate Holder's design. *Sources:* 121.583(c)	
	39.	Check at the aircraft that no pilot in command taxis or pushes back unless at least one required crewmember has verified that no exit seat is occupied by a person a crewmember determines is likely to be unable to perform the applicable functions specified in the Certificate Holder's exit seating restrictions in accordance with the Certificate Holder's design. *Sources:* 121.585(g)	
	40.	Check in the aircraft cockpit that the pilot in command of an airplane that has a lockable flightcrew compartment door, and that is carrying passengers, ensures that the door separating the flightcrew compartment from the passenger compartment is closed and locked at all times when the aircraft is being operated in accordance with the Certificate Holder's design. *Sources:* 121.587(a)	
	41.	Check in the aircraft cabin that no crewmember allows all passenger entry doors of an airplane to be closed in preparation for taxi or pushback unless at least one required crewmember has verified that each article of baggage is stowed in accordance with the Certificate Holder's design. *Sources:* 121.589(b)	
	42.	Check that in the aircraft cockpit no pilot being used in the conduct of operations governed by part 121, operates an airplane designated for at least 31 passenger seats into a land airport of any State of the United States, the District of Columbia, or any territory or possession of the United States, unless that airport is certificated under part 139 of this chapter. Unless the Certificate Holder has designated for use a required alternate airport for departure or destination, an airport that is not certificated under part 139 of this chapter may be used in accordance with the Certificate Holder's design. *Sources:* 121.590(a)	
	43.	Check at the aircraft cockpit that the pilot in command under passenger-carrying operations with airplanes designed for less than 31 passenger seats may operate those airplanes into airports not certificated under part 139 of this chapter and for an airplane carrying passengers at night, the pilot may not take off from, or land at, an airport unless the pilot has determined the wind direction from an illuminated wind direction indicator or local ground communications or, in the case of takeoff, that pilot's personal observations in accordance with the Certificate Holder's design. *Sources:* 121.590(b)(2)(i)	
	44.	Check at the aircraft cockpit that the pilot in command under passenger-carrying operations with airplanes designed for less than 31 passenger seats may operate those airplanes into airports not certificated under part 139 of this chapter if the following conditions are met: For an airplane carrying passengers at night, the pilot may not take off from, or land at, an airport unless the limits of the area to be used for landing or takeoff are clearly shown by boundary or runway marker lights. If the area to be used for takeoff or landing is marked by flare pots or lanterns, their use must be approved by the Administrator in accordance with the Certificate Holder's design. *Sources:* 121.590(b)(2)(ii)	
	45.	Check at the air carrier specified location the flight release that indicates the pilot in command did not release an aircraft, continue to operate an aircraft en route, or land an aircraft when in the opinion of the pilot in command, icing conditions were expected or met that might adversely	

		affect the safety of the flight in accordance with the Certificate Holder's design. *Sources:* 121.629(a)	
	46.	Check at the air carrier specified location the flight release that indicates the pilot in command did not allow a flight to continue to an airport to which it had been released unless the weather conditions at an alternate airport that was specified in the flight release were forecast to be at or above the alternate minimums specified in the operations specifications for that airport at the time the aircraft would arrive at the alternate airport in accordance with the Certificate Holder's design. However, the flight release may be amended en route to include any alternate airport that is within the fuel range of the aircraft as specified in Secs. 121.639 through 121.647. *Sources:* 121.631(b)	
	47.	Check at the air carrier specified location the flight release that indicates the pilot in command did not change an original destination or alternate airport that was specified in the original flight release to another airport while the aircraft was en route unless the other airport is authorized for that type of aircraft and the appropriate requirements of Secs. 121.593 through 121.661 and 121.173 are met at the time of amendment of the flight release in accordance with the Certificate Holder's design. *Sources:* 121.631(c)	
	48.	Check at the aircraft cockpit that no pilot in command may, except as provided in paragraph (b) of this section, regardless of any clearance from ATC, takeoff or land an airplane under VFR when the reported ceiling or visibility is less than the following: for day operations 1,000 foot ceiling and one-mile visibility in accordance with the Certificate Holder's design. *Sources:* 121.649(a)(1)	
	49.	Check at the aircraft cockpit that no pilot in command may, except as provided in paragraph (b) of this section, regardless of any clearance from ATC, takeoff or land an airplane under VFR when the reported ceiling or visibility is less than the following: for night operations 1,000 foot ceiling and two-mile visibility in accordance with the Certificate Holder's design. *Sources:* 121.649(a)(2)	
	50.	Check at the aircraft cockpit that no pilot continues an approach past the final approach fix, or where a final approach fix is not used, begins the final approach segment of an instrument approach procedure at any airport, unless the U.S. National Weather Service, a source approved by that Service, or a source approved by the Administrator, issues a weather report for that airport in accordance with the Certificate Holder's design. *Sources:* 121.651(b)(1)	
	51.	Check at the aircraft cockpit that no pilot may begin the final approach segment of an instrument approach procedure (where a final approach fix is not used) or continue an approach past the final approach fix at airports within the United States and its territories or at U.S. military airports, unless the latest weather report for that airport issued by the U.S. National Weather Service, a source approved by that Service, or a source approved by the Administrator, reports the visibility to be equal to or more than the visibility minimums prescribed for that procedure in accordance with the Certificate Holder's design. For the purpose of this section, the term "U.S. military airports" means airports in foreign countries where flight operations are under the control of U.S. military	

		authority. *Sources:* 121.651(b)(2)	
	52.	Check at the aircraft cockpit that each pilot making an IFR takeoff, approach, or landing at a foreign airport shall comply with the applicable instrument approach procedures, unless otherwise authorized in the Certificate Holder's operations specifications. *Sources:* 121.651(f)	
	53.	Check at the aircraft cockpit that each pilot making an IFR takeoff, approach, or landing at a foreign airport shall comply with the applicable weather minimums prescribed by the authority having jurisdiction over the airport, unless otherwise authorized in the Certificate Holder's operations specifications. *Sources:* 121.651(f)	
	54.	Check at the aircraft cockpit that the pilot in command may not operate an aircraft below the day VFR or night VFR minimums except when necessary for takeoff or landing, except after considering the character of the terrain, the quality and quantity of meteorological services, the navigational facilities available, and other flight conditions in accordance with the Certificate Holder's design. Outside of the United States the minimums prescribed in this section are controlling unless higher minimums are prescribed in the Certificate Holder's operations specifications or by the foreign country over which the aircraft is operating. *Sources:* 121.657(a)	
	55.	Check at the aircraft cockpit that the pilot in command may not descend an aircraft below the pertinent minimum altitude for initial approach (as specified in the instrument approach procedure for that facility) until his arrival over that facility has been definitely established when making an initial approach to a radio navigation facility under IFR in accordance with the Certificate Holder's design. *Sources:* 121.659(a)	
	56.	Check at the aircraft cockpit that the pilot in command may not commence an instrument approach until his arrival over the radio facility has definitely been established when making an initial approach on a flight being conducted under Sec. 121.657(d) in accordance with the Certificate Holder's design. *Sources:* 121.659(b)	
	57.	Check at the aircraft cockpit that, when making an initial approach to a radio navigation facility under IFR, the pilot in command may not descend below the pertinent minimum altitude for initial approach (as specified in the instrument approach procedure for that facility) until his arrival over that facility has been definitely established in accordance with the Certificate Holder's design. *Sources:* 121.661	
	58.	Check at the aircraft cockpit that each occupant of a seat equipped with a shoulder harness, if installed, or with a combined safety belt and shoulder harness has the shoulder harness or combined safety belt and shoulder harness properly secured about that occupant during takeoff and landing, except that a shoulder harness that is not combined with a safety belt may be unfastened if the occupant cannot perform the required duties with the shoulder harness fastened. *Sources:* 121.311(h)	
	59.	Check at the aircraft cockpit, who is conducting domestic, passenger carrying, day VFR operations, that no pilot operates any aircraft under	

	VFR during the day at an altitude less than 1,000 feet above the surface or less than 1,000 feet from any mountain, hill, or other obstruction to flight. (domestic passenger carrying) *Sources:* 121.657(b) 60. Check at the aircraft cockpit, who is conducting flag operations, that no pilot operates any aircraft under VFR during the day at an altitude less than 1,000 feet above the surface or less than 1,000 feet from any mountain, hill, or other obstruction to flight. (domestic passenger carrying) *Sources:* 121.657(b) 61. Check at the aircraft cockpit, who is conducting supplemental operations, that no pilot operates any aircraft under VFR during the day at an altitude less than 1,000 feet above the surface or less than 1,000 feet from any mountain, hill, or other obstruction to flight. *Sources:* 121.657(b) 62. Check at the aircraft cockpit, for a Certificate Holder who is authorized to conduct night VFR, IFR, and over the top operations, that no pilot operates an aircraft under IFR including over the top or at night under VFR at an altitude less than 1,000 feet above the highest obstacle within a horizontal distance of five miles from the center of the intended course, or, in designated mountainous areas, less than 2,000 feet above the highest obstacle within a horizontal distance of five miles from the center of the intended course *Sources:* 121.657(c) 63. Check at the aircraft cockpit, for a Certificate Holder who is authorized to conduct day over the top operations below minimum enroute altitudes, that a pilot conducts day over the top operations in an airplane at flight altitudes lower than the minimum enroute IFR altitude if (1) the operation is conducted at least 1,000 feet above the top of lower broken or overcast cloud cover, (2) the top of the lower cloud cover is generally uniform and level, (3) flight visibility is at least five miles, (4) the base of any higher broken or overcast cloud cover is generally uniform and level and is at least 1,000 feet above the minimum enroute IFR altitude for the route segment. *Sources:* 121.657(d)(1); 121.657(d)(2); 121.657(d)(3); 121.657(d)(4)	
1.4.	Was the airplane properly configured and operated within all limitations of the AFM for each phase of the flight? *Related Performance JTIs:* 1. Check in the aircraft cockpit that no flight crewmember uses an autopilot during enroute operations, including climb and descent, at an altitude above the terrain that is less than twice the maximum altitude loss specified in the Airplane Flight Manual for a malfunction of the autopilot under cruise conditions or at an altitude above the terrain that is less than 500 feet which ever is higher in accordance with the Certificate Holder's design. *Sources:* 121.579(a) 2. Check in the aircraft cockpit that no flight crewmember, uses an autopilot during approaches, when using an instrument approach facility, at an altitude above the terrain that is less than twice the maximum altitude loss specified in the Airplane Flight Manual for a malfunction of the autopilot under approach conditions, or less than 50 feet below the approved minimum descent altitude or decision height for the facility, whichever is higher excluding coupled approaches unless lower altitudes	☐ Yes ☐ No, Explain

	for specific approaches are authorized by operations specifications. *Sources:* 121.579(b) 3. Check in the aircraft cockpit that, when reported weather conditions are less than the basic VFR weather conditions in Sec. 91.155 of this chapter, no flight crewmember uses an autopilot with an approach coupler for ILS approaches at an altitude above the terrain that is less than 50 feet higher than the maximum altitude loss specified in the Airplane Flight Manual for the malfunction of the autopilot with approach coupler under approach conditions unless lower altitudes for specific approaches are authorized by operations specifications. *Sources:* 121.579(b)(1) 4. Check in the aircraft cockpit that, when reported weather conditions are equal to or better than the basic VFR minimums in Sec. 91.155 of this chapter, no flight crewmember uses an autopilot with an approach coupler for ILS approaches at an altitude above the terrain that is less than the maximum altitude loss specified in the Airplane Flight Manual for the malfunction of the autopilot with approach coupler under approach conditions, or 50 feet, whichever is higher unless lower altitudes for specific approaches are authorized by operations specifications. *Sources:* 121.579(b)(2)	
2	Were the certificate holder's policies, procedures, instructions, and information for the Airman Duties/Flight Deck Procedures process followed? *Related Performance JTIs:* 1. Check at the aircraft that the pilot in command provides a good flight deck/cabin preflight briefing that gives the flight attendants the names of the flight crewmembers, the in-flight weather, the estimated flight time, and any unusual circumstances expected during the flight in accordance with the Certificate Holder's design. Other topics can also be covered such as flight deck entry procedures, a review of emergency communication procedures, details of the meal service, or any topic that any crewmember considers to be important. The briefing should allow crewmembers to solicit information from each other and to bring to the attention of the other crewmembers any information that they believe to be relevant. *Sources:* AC 120-48 2. Check at the aircraft cockpit that flight crews, prior to entering or crossing any runway, scan the full length of the runway, including approach areas, and that they verbally confirm scan results with each other, and aircraft movement is stopped if there is any difference or confusion on the part of any flight crewmember about the scan results in accordance with the Certificate Holder's design. *Sources:* AC 120-74A 3. Check at the aircraft cockpit that flight crews maintain a "sterile" cockpit in accordance with the Federal Aviation Regulations. *Sources:* AC 120-74A 4. Check at the aircraft cockpit that flight crews read back all hold short and runway crossing instructions and clearances, including the runway designator in accordance with the Certificate Holder's design. *Sources:* AC 120-74A	☐ Yes ☐ No, Explain
3	Were the Airman Duties/Flight Deck Procedures process controls followed?	☐ Yes ☐ No, Explain

4	Did the records for the Airman Duties/Flight Deck Procedures process comply with the instructions provided by the certificate holder?	☐ Yes ☐ No, Explain
5	Were the process measurements for the Airman Duties/Flight Deck Procedures process effective in identifying problems or potential problems and providing corrective action for them?	☐ Yes ☐ 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?	☐ Yes ☐ 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:
	NOTE: If no personnel or major program changes 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 Airman Duties/Flight Deck Procedures process.
2.	Identify the person who has overall authority for the Airman Duties/Flight Deck Procedures process.
3.	Review the duties and responsibilities for the person(s) who manage the Airman Duties/Flight Deck Procedures process.
4.	Review the appropriate organizational chart.
5.	Discuss the Airman Duties/Flight Deck Procedures 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 Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ 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 Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain ☐ No Change
4.	Does the person with authority know that he/she has authority for the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain ☐ No Change
5.	Does the person with responsibility for the Airman Duties/Flight Deck Procedures process meet the qualification standards?	☐ Yes ☐ No, Explain ☐ No Change
6	Does the person with authority to establish and modify the Airman Duties/Flight Deck Procedures process meet the qualification standards?	☐ Yes ☐ No, Explain

		☐ No Change
7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain ☐ No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain ☐ No Change
9.	Does the responsible person know who has authority to establish and modify the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain ☐ No Change
10.	Does the individual with authority know who has the responsibility for the Airman Duties/Flight Deck Procedures process?	☐ Yes ☐ No, Explain ☐ 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.