

Element Performance Inspection (EPI) Data Collection Tool

3.1.8 Carriage of Cargo (OP)

ELEMENT SUMMARY INFORMATION

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

- To ensure that cargo handling and carrying operations are conducted safely.

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 Carriage of Cargo process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Carriage of Cargo process.

Specific Instructions:

- To accomplish this EPI, the inspector should familiarize himself/herself with the certificate holder's cargo procedures, including dangerous goods policies.

Related EPIs:

- 3.2.1 Dispatch / Flight Release (OP)
- 3.2.2 Flight / Load Manifest / Weight and Balance Control (OP)
- 4.2.6 Training of Station Personnel (OP)
- 5.1.5 Station Facilities (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)
 - 121.198
 - 121.285(b)(5)
 - 121.285(b)(8)
 - 121.285(c)
 - 121.285(c)(1)
 - 121.285(c)(2)
 - 121.285(c)(4)
 - 121.285(c)(5)
 - 121.287
 - 121.309(c)(2)

- SRRs:
A.522d

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
Intentionally left blank

EPI Section 1 - Performance Observables	
<p>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.</p>	
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 Carriage of Cargo 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 certificate holder's Carriage of Cargo process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Carriage of Cargo 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.	<p>If cargo was carried in the passenger compartment, was it positioned in a way that did not restrict access to or use of any required emergency exit (or, if not in a bin, to any regular exit), or to the aisle in the passenger compartment, except as provided in 14 CFR part 121, section 285(d)?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check at the aircraft that no bin, used for the carriage of cargo within the passenger compartment, is installed that would restrict access to any required emergency exit, or of the aisle in the passenger compartment in accordance with the certificate holders' instructions. <i>Sources:</i> 121.285(b)(5) 2. Check at the aircraft cabin to ensure that cargo carried in the passenger compartment, aft of a bulkhead or divider, is not loaded in such a way as to restrict access to any required emergency exit, or of the aisle in the passenger compartment in accordance with the certificate holders' instructions. <i>Sources:</i> 121.285(c)(4) 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.2.	<p>If cargo was carried in the passenger compartment, was it positioned so that it did not obscure any passenger's view of the seatbelt sign, no smoking sign, or any required exit sign, unless an auxiliary sign or other approved means of notification was provided?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check at the aircraft cabin that no bin, used for the carriage of cargo within the passenger compartment, is installed in a position that obscures any passenger's view of the "seat belt" sign, "no smoking" sign, or any 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided in accordance with the certificate holders' instructions.</p> <p><i>Sources: 121.285(b)(8)</i></p> <p>2. Check at the aircraft cabin that cargo loaded in the passenger compartment, aft of a bulkhead or divider, does not obscure any passenger's view of the "seat belt" sign, "no smoking" sign, or required exit sign, unless an auxiliary sign or other approved means for proper notification of the passenger is provided in accordance with the certificate holders' instructions.</p> <p><i>Sources: 121.285(c)(5)</i></p>	
1.3.	If cargo was carried aft of a bulkhead/divider in the passenger compartment, was the cargo restrained by a safety belt or other tiedown having enough strength to eliminate the possibility of shifting under normally anticipated flight and ground conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.4.	If cargo was carried aft of a bulkhead/divider in the passenger compartment, was the cargo packaged or covered to avoid possible injury to passengers and passenger compartment occupants?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	If the certificate holder's aircraft has a Class E cargo compartment, was at least one hand fire extinguisher conveniently located for use in each such compartment and accessible to crewmembers during flight?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.	If cargo was carried in cargo compartments that are designed to require the physical entry of a crewmember to extinguish any fire that may occur during flight, was the cargo loaded so as to allow a crewmember to effectively reach all parts of the compartment with the contents of a hand fire extinguisher?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.	Were the certificate holder's policies, procedures, instructions, and information for the Carriage of Cargo process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Carriage of Cargo process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Carriage of Cargo process comply with the instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Carriage of Cargo 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 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 (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 Carriage of Cargo process.
2.	Identify the person who has overall authority for the Carriage of Cargo process.
3.	Review the duties and responsibilities for those who manage the Carriage of Cargo process.
4.	Review the appropriate organizational chart.
5.	Discuss the Carriage of Cargo 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 Carriage of Cargo 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 Carriage of Cargo 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 Carriage of Cargo 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 Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Carriage of Cargo 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 Carriage of Cargo 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 measurements, and interfaces associated with the Carriage of Cargo process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

		<input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Carriage of Cargo 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 Carriage of Cargo 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 Carriage of Cargo 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.