

CH/A:	ENRA - MARITIME HELICOPTERS INC
MLF Label:	4.4.5 (AW) Weight and Balance (Released)
DCT Type:	ED DCT
Specialty:	Airworthiness
DCT Revision:	12.0 on 03/08/19 (Released)

Summary Information

Purpose (Certificate Holder Responsibility):	To accurately maintain the aircraft weight, center of gravity, and the associated records through an approved weight and balance control program.
Objective (FAA Responsibility):	Determine if the CH will be able to; (1) Comply with regulations; (2) Accurately maintain the aircraft weight, center of gravity, and the associated records.

Common Data Fields

Start Date	
End Date	
Location: (Nearest) Airfield	
Related/Affiliated Designator	
CH/A Provided	
If work is offsite of the airfield, include one of the following	
☐ Address 1	
Address 2	
Address 3	
City	
State	
Postal Code	
Country	
☐ Latitude	
Longitude	

Supplemental Information

Questions	Answers	References
4.4.5 (AW) Weight and Balance		
2 Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element? NOTE: Safety Attribute: Management Responsibility, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:48 PM, QID: 00051943, Response Details: Responsibility ED/EP/SP DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No	
4 Is the person with authority clearly identifiable, qualified and knowledgeable to effectively plan, direct and control resources, change procedures and make key determinations including safety risk acceptance decisions for this element? NOTE:	☐ Yes ☐ No	

Questions	Answers	References
Safety Attribute: Management Authority, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:48 PM, QID: 00051944, Response Details: Authority ED/EP/SP DCTs (Both OP and AW), Status: Released		
6 Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary? NOTE: Safety Attribute: Process Measurement, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:48 PM, QID: 00051945, Response Details: Process Measurement ED/EP/SP DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No	
10 Does the weight and balance program require that the certificate holder develop and submit for approval a program that includes procedures for: # Ensuring the source data used to develop the program is identified; # Ensuring aircraft are configured according to approved data; # Establishing and maintaining basic operating weight equipment lists for each aircraft; # Maintaining the aircraft weight and center of gravity within approved limits; # Ensuring weight and balance controls are consistent with the OpSpec; and # Identifying that any current and future changes to the weight and balance controls require FAA approval? NOTE: Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135") THEN ACTIVATE, Rev. 3 9/9/2015 2:55:59 PM, QID: 00006151, Response Details: EP & ED DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No ☐ Not Applicable	Camp MM
16 Does the manual include procedures for ensuring compliance with aircraft weight and balance limitations? NOTE: Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135") THEN ACTIVATE QUESTION, Rev. 2 1/5/2018 8:18:56 AM, QID: 00006189, Response Details: EP & ED DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No ☐ Not Applicable	Camp MM
17 Did the manual include procedures for determining empty weight and center of gravity for multi engine aircraft that are calculated from values established by actually weighing the aircraft within the preceding 36 calendar months? NOTE: Certificate holders issued OPSPEC E096 must follow procedures referenced for aircraft in E096. Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135") AND (PROPULSION = "MULTIENGINE") THEN ACTIVATE QUESTION, Rev. 4 12/17/2018 2:59:15 PM, QID: 00006190, Response Details: EP & ED DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No ☐ Not Applicable	Camp MM
18 Do the Operator's procedures for ensuring compliance with aircraft weight and balance limitations specify current manufacturer procedures available in the approved AFM or POH? NOTE:	☐ Yes ☐ No ☐ Not Applicable	Camp MM

Questions	Answers	References
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135") THEN ACTIVATE QUESTION, Rev. 2 1/5/2018 8:18:56 AM, QID: 00006191, Response Details: EP & ED DCTs (Both OP and AW), Status: Released		
19 Do the manufacturer's weight and balance procedures cover all aspects of the certificate holder's or applicant's intended operation? NOTE: The certificate holder has the option of using the procedures developed by the manufacturer, available in the approved Aircraft Flight Manual (AFM) or pilot's operating handbook (POH). Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135") AND ((OPSPEC = "D101") OR (OPSPEC = "D102") OR (OPSPEC = "D104")) THEN ACTIVATE, Rev. 2 1/5/2018 8:18:56 AM, QID: 00006192, Response Details: EP & ED DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No ☐ Not Applicable	Camp MM
20 Do the procedures specify who is responsible for updating weight and balance information? NOTE: Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135") THEN ACTIVATE QUESTION, Rev. 2 1/5/2018 8:18:57 AM, QID: 00006193, Response Details: EP & ED DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No ☐ Not Applicable	Camp MM
21 Does the certificate holder have a training program for personnel involved with weight and balance calculations? NOTE: Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "121" OR "135") THEN ACTIVATE, Rev. 1 6/22/2017 11:00:49 AM, QID: 00048753, Response Details: EP & ED DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No ☐ Not Applicable	
22 Do the procedures include instructions for completing all weight and balance forms and records? NOTE: Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135") AND (FLT OPERATION CONFIGURATION = "CARGO") THEN ACTIVATE, Rev. 1 9/9/2015 2:55:58 PM, QID: 00049009, Response Details: EP & ED DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No ☐ Not Applicable	Camp MM
24 Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results? NOTE: Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:47 PM, QID: 00051940, Response Details: EP & ED DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No ☐ Not Applicable	
26 Do controls exist within this element that ensure risks are reduced to an acceptable level?	☐ Yes ☐ No	

Questions	Answers	References
NOTE: Safety Attribute: Controls, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:47 PM, QID: 00051941, Response Details: Controls ED/EP/SP DCTs (Both OP and AW), Status: Released		
28 Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element? NOTE: Safety Attribute: Interfaces, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:47 PM, QID: 00051942, Response Details: Interfaces ED/EP/SP DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No	
30 Does the process design require that individuals understand their safety role and how it contributes to the safety performance of this element? NOTE: Safety Attribute: Safety Ownership, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:48 PM, QID: 00051946, Response Details: Safety Ownership ED/EP/SP DCTs (Both OP and AW), Status: Released	☐ Yes ☐ No	

Response Details List EP & ED DCTs (Both OP and AW) (Released, 1.0)

1	Unclear procedure(s)
2	Conflicting procedure(s)
3	Used workaround(s)
4	Skipped process step(s)
5	Personnel failed to follow process (procedures, guidance, etc)
6	Procedures/guidance not available
7	Procedures/guidance not current
8	Inconsistent procedure(s)
9	Undocumented procedure(s)
10	Minor typographical error(s) (i.e. record entries)
11	Information missing
12	Communication failure(s)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available
17	Equipment/tools not adequate
18	Equipment/tools not calibrated
19	Facilities not adequate
20	Other

Response Details List N/A Response Detail (Released, 2.0)

1	Not applicable or authorized for the certificate holder or applicant
2	Other

Response Details List Controls ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)

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1	Failure to identify hazards or ineffective risk controls
2	Failure to develop and maintain risk controls
3	Failure to effectively mitigate risk before applying risk controls
4	Risk controls ineffective
5	Unclear risk controls
6	Failure to assess risk for a new system
7	Failure to assess risk when revising an existing system
8	Failure to assess risk when developing operational procedures
9	Failure to maintain records of outputs of risk control assessments
10	Other

Response Details List	Interfaces ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)
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1	Internal communication failure(s)
2	External communication failure(s)
3	Lack of interfaces
4	Inconsistent interfaces
5	Poor coordination between departments and employees
6	Failure of interfaces between processes or procedures
7	Other

Response Details List	Responsibility ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)
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1	Failed to provide financial resources
2	Failed to provide sufficient human resources
3	Individual not clearly identified
4	Failure to ensure safety of process
5	Failure to oversee operations conducted under the certificate
6	Failed to ensure quality performance of process
7	Process oversight failure
8	Communication failure(s)
9	Other

Response Details List	Authority ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)
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1	Process oversight failure
2	Unacceptable safety risk acceptance
3	Ineffective planning of resources
4	Ineffective use of resources
5	Ineffective control of resources
6	Failure to implement safety risk processes
7	Process owner not clearly identified
8	Unqualified
9	Other

Response Details List	Process Measurement ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)
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1	Inadequate monitoring of operations processes
2	Ineffective evaluations of processes or systems
3	Undocumented or insufficient investigations
4	Failure to conduct audits
5	Ineffective audits
6	Failure to detect changes in the operational environment
7	Personnel failed to perform/follow process (procedures, guidance, etc.)
8	Process failed to meet desired outcome
9	Process oversight failure
10	Other

Response Details List	Safety Ownership ED/EP/SP DCTs (Both OP and AW) (Released, 3.0)
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1	Unaware of or ineffective safety policies or processes
2	Unaware of or ineffective safety related reporting tools
3	Unclear safety policy
4	Ineffective safety related training
5	Lack of safety culture
6	Unclear safety objectives

