

**Element Performance Inspection (EPI) Data Collection Tool  
1.3.13 Designated Alteration Station (DAS) (AW)**

**ELEMENT SUMMARY INFORMATION**

**Purpose of This Element** (Certificate Holder's responsibility):

- To ensure the Certificate Holder develops and uses appropriate data for major alterations or for the issuance of a Supplemental Type Certificate (STC), in accordance with its DAS privileges, limitations and ACO-approved DAS procedures manual.

**Objective** (FAA oversight responsibility):

- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Designated Alteration Station (DAS) process.
- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Designated Alteration Station (DAS) process.

**Specific Instructions:**

- To accomplish this EPI the Inspector will review the DAS policies and procedures, the DAS letter of authority and limitations, and the engineering data applicable to alterations performed at this location. Additionally, the Inspector will observe any work in progress to ensure it meets the engineering data provided for the alteration. If the work observed is a major alteration, ensure the work is performed in accordance with FAA approved data.

**Related EPI(s):**

- 1.2.1 Airworthiness Release / Logbook Entry (AW)
- 1.2.2 Major Repairs and Alterations Records (AW)
- 1.2.3 Maintenance Log / Recording Requirements (AW)
- 1.3.10 Parts / Material Control / SUP (AW)
- 1.3.12 SFAR 36 (AW)
- 1.3.14 General Maintenance Manual / Equivalent (AW)
- 1.3.17 Weight and Balance Program (AW)
- 1.3.2 Inspection Program (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.4 Required Inspection Items (RII) (AW)
- 1.3.9 Engineering / Major Repairs and Alterations (AW)

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirement(s) (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 121.379(b)
  - 21.439(a)(1)
  - 21.439(a)(3)
  - 21.441(a)
  - 21.441(a)(1)
  - 21.441(a)(2)(i)
  - 21.441(b)
  - 21.451(a)(2)
  - 21.451(c)
  - 21.477(a)

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:
  - 21.439(a)(4)
- FAA Policy/Guidance:
  - FAA Order 8100.7A, Appendix 17, AC 21.431-1A

<b>EPI SECTION 1 – PERFORMANCE OBSERVABLES</b>	
<b>Objective:</b> (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Designated Alteration Station (DAS).	
<b>Tasks</b>	
To meet this objective, the inspector must accomplish the following tasks:	
1	Review the information listed in the Supplemental Information section of this data collection tool.
2	Review the policies, procedures, instructions and information for the Designated Alteration Station (DAS) process contained in the Certificate Holder's manual.
3	Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
4	Observe the Designated Alteration Station (DAS) process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Designated Alteration Station (DAS) process with the personnel (other than management) who perform the duties and responsibilities required by the process?
<b>Questions</b>	
To meet this objective, the inspector must answer the following questions:	
1	Were the following Performance Measures met:
1.1	<p>Did the Certificate Holder perform only DAS alterations on products covered by its certificate and ACO–approved manual?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier operated maintenance facility that the certificate holder's records, operations specifications, and maintenance manuals that the certificate holder is only performing DAS alterations on products covered by their certificate and maintenance manual.</p> <p><i>Sources:</i> 8100.xx, Chapter 4, Paragraph 4–1d; ; 8100.7A, Appendix 17 21.451(a)(2)</p>
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2	<p>Did the Certificate Holder comply with any additional limitations prescribed by the Administrator (ACO)?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier operated maintenance facility and in the records repository that the certificate holder complies with any additional limitations prescribed by the Administrator (ACO).</p> <p><i>Sources:</i> 8100.xx, Chapter 4, Paragraph 4–1d, 8100.7A, Appendix 17 21.451(c)</p>
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3	<p>Did the Certificate Holder, upon notification by the cognizant ACO, investigate a product and report the findings, for which an STC was issued that did not meet the airworthiness requirements?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier operated maintenance facility and in the records repository that the DAS, upon notification by the cognizant ACO, investigates that a product for which an STC was issued under this subpart does not meet the applicable airworthiness requirements.</p>
	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p><i>Sources:</i> 8100.xx, Chapter 2, Page 8, Paragraph e, 8100.7A, Appendix 17 21.477(a)</p> <p>2. Check at the air carrier operated maintenance facility and in the records repository that the DAS, upon notification by the cognizant ACO, reports the results of findings that a product for which an STC was issued under this subpart contains an unsafe feature or characteristic caused by a defect in design or manufacture. <i>Sources:</i> 8100.xx, Chapter 2, Page 8, Paragraph e 8100.7A, Appendix 17 21.477(a)</p>	
<p>1.4 Did the observed aircraft alterations comply with DAS technical data?</p> <p><i>Related Performance JTI's:</i></p> <p>1. Check at the air carrier operated maintenance facility that the Certificate Holder uses approved data to perform major alterations. <i>Sources:</i> AC 21.431-1A, Paragraph 10, Page 8 121.379(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>2 Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Designated Alteration Station (DAS) process followed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>3 Were the Designated Alteration Station (DAS) process controls followed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>4 Did the records for the Designated Alteration Station (DAS) process comply with the instructions provided in the Certificate Holder's manual?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>5 Were the process measurements for the Designated Alteration Station (DAS) process effective in identifying problems or potential problems and providing corrective action for them?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>6 Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu</b>
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.

<b>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES</b>	
<b>Objective:</b> To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Designated Alteration Station (DAS) is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)	
<b>Tasks</b>	
To meet this objective, the inspector must accomplish the following tasks:	
1	Identify the person who has overall responsibility for the Designated Alteration Station (DAS) process.
2	Identify the person who has overall authority for the Designated Alteration Station (DAS) process.
NOTE: If no personnel or major program changes (as defined by the Principal Inspector) 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. Answer questions 2.1 & 2.2, and provide the name/title.	
3	Review the duties and responsibilities for the person(s) who manage the Designated Alteration Station (DAS) process documented in the Certificate Holder's manual.
4	Review the appropriate organizational chart.
5	Discuss the Designated Alteration Station (DAS) 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.
<b>Questions</b>	
To meet this objective, the inspector must answer the following questions:	
2	Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Designated Alteration Station (DAS) process:
2.1	Is there a clearly identified person who is responsible for the quality of the Designated Alteration Station (DAS) process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.2	Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Designated Alteration Station (DAS) process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input type="text"/>
2.3	Does the responsible person know that he/she has responsibility for the Designated Alteration Station (DAS) process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4	Does the person with authority know that he/she has authority for the Designated Alteration Station (DAS) process? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5	Does the person with responsibility for the Designated Alteration Station (DAS) process meet the qualification standards? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.6 Does the person with authority to establish and modify the Designated Alteration Station (DAS) process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

**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.