



WHEN

A notification will appear on the SAS External Portal Home Page following the acceptance of the Applicant's Preapplication Information

WHERE

Configuration Data on the SAS Menu (under Configuration Data)

WHY

To supply initial Configuration Data for FAA approval of proposed operations

WHO

Applicants

What is it?

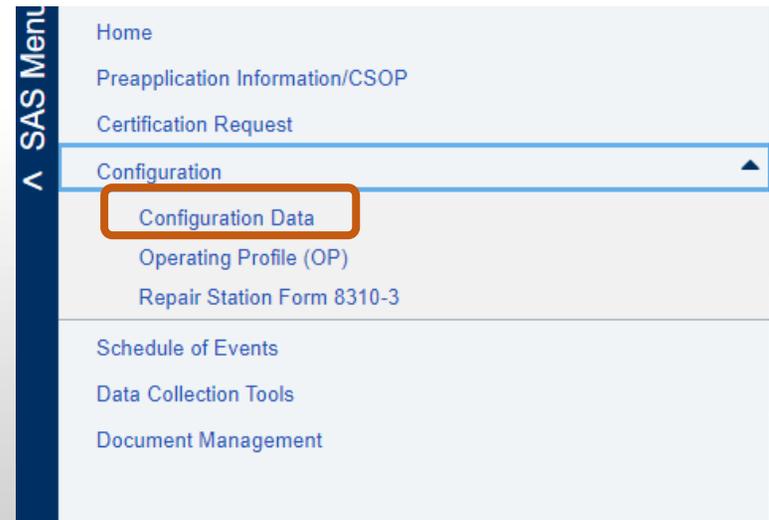
Configuration Data is a set of unique characteristics or attributes that defines an Applicant's proposed scope of operation (Operating Profile).

Configuration Data is Grouped into Three Categories

- **Operations Specifications:** includes information on how the Applicant's operation will be conducted
- **Vitals:** includes basic information about the organization's base of operations and senior management, its route structure, fleet type, fleet size, domestic versus international operations, extended operations, etc.
- **Contractors:** includes information about maintenance and flight training providers contracted by the Applicant

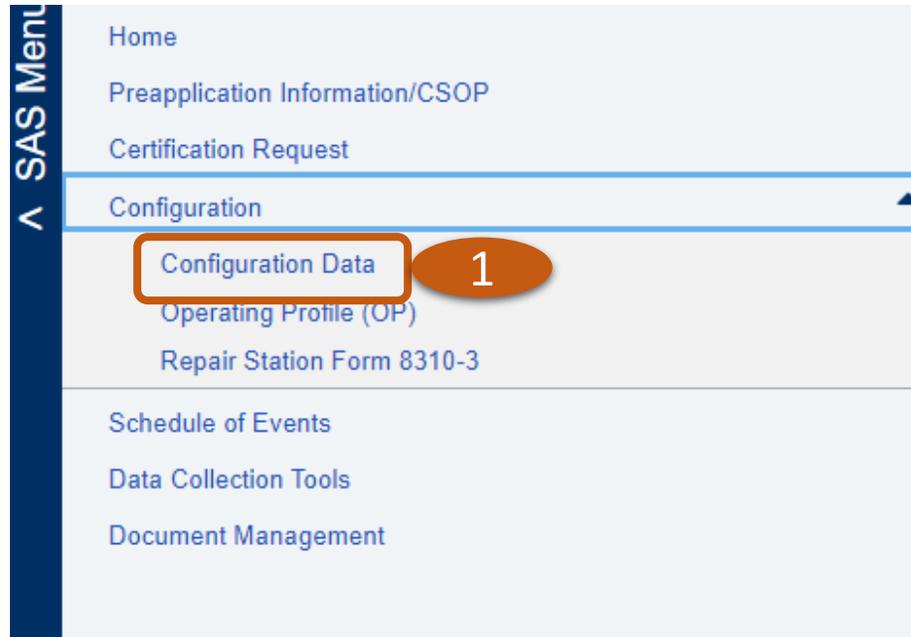
Operating Profile

- The Applicant's Configuration Data is used to generate the proposed Operating Profile
- The Operating Profile consists of a list of functions the Applicant performs
- The Operating Profile also consists of a list of all DCTs that are applicable to this Applicant





User Role	Configuration Data
Applicants	1. From the <i>SAS Menu</i> , select <i>Configuration > Configuration Data</i> . This will open the <i>OPSS Authorizing Documents</i> sub-tab.





User Role

Configuration Data

Applicants

2. Review the list of **OPSS Authorizing Documents** that apply to the 14 CFR Part that you are requesting certification for. *Mandatory OPSS Authorizing Documents* are automatically selected by the system and are grayed out and cannot be unchecked.
3. **Select the checkbox(s)** for paragraphs you wish to add that are applicable to this applicant.
4. Select the **Save** button only if you add any paragraphs. **Reset** will clear your selection(s).



Federal Aviation
Administration

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Configuration > Configuration Data

Welcome Annette Carpenter Air Agency 57796 ? Log out

Peer Groups: (145 F) Part 145 Within US | Version: Initial Cert | Status: Draft | Last Updated: 01/27/2020

Configuration Data **Operating Profile**

View Baseline

OPSS Authorizing Documents **Vitals** Contractors

Standard Templates for Parts A, B, and D OPSS Authorizing Documents for Part 145 Repair Stations

Proposed / Approved	Part/Para	Paragraph Name
- Part A Operations Specifications for Part 145 Repair Stations		
<input checked="" type="checkbox"/>	A001	Issuance and Applicability
<input checked="" type="checkbox"/>	A002	Definitions and Abbreviations
<input checked="" type="checkbox"/>	A003	Ratings and Limitations
<input checked="" type="checkbox"/>	A004	Summary of Special Authorizations and Limitations
<input type="checkbox"/>	A005	Exemptions
<input checked="" type="checkbox"/>	A007	Designated Persons
<input checked="" type="checkbox"/>	A025+	Electronic/Digital Recordkeeping System, Electronic/Digital Signature, and Electronic Media
<input type="checkbox"/>	A060	Ratings for Repair Stations Located Outside the United States Under a Bilateral Aviation Safety Agreement with Maintenance Provisions
<input type="checkbox"/>	A101	Additional Fixed Locations
<input checked="" type="checkbox"/>	A410+	Antidrug and Alcohol Misuse Prevention Program
- Part B Operations Specifications for Part 145 Repair Stations		
<input type="checkbox"/>	B050	Geographic Authorizations for Repair Stations Located Outside the United States
- Part D Operations Specifications for Part 145 Repair Stations		
<input checked="" type="checkbox"/>	D100+	Work to be Performed at a Place Other Than the Repair Station Fixed Location(s)
<input type="checkbox"/>	D107+	Line Maintenance Authorization

† Changes to daggered configuration items may modify the DCTs/Questions for this certificate holder.

4
Reset Save



User Role	Configuration Data
Applicants	<p>5. Select the Vitals sub-tab.</p> <p>6. Complete all required fields as indicated by the red asterisk * and all other applicable fields. The boxes will indicate which fields are editable.</p> <p>Note: To quickly navigate within the <i>Vitals</i> data, use the <i>Table of Contents</i> on the left.</p>

SAS Menu

Configuration Data **Open** 5

OPSS Authorizing Documents **Vitals** Contractors

Identification / BASA / Physical Location

* required field 6

Authorizations

14 CFR: †

14 CFR 145 Name: RTF Avionics, Inc

CHDO: SO19

Airport ID: Search Airport...

Non-U.S.

Certificate Information for Repair Stations Located in the U.S.

EASA Listed†

Physical Location

* Address 1: 10870 NW 138th ST

Address 2: #3

Address 3:

* City: Hialeah Gardens

* State: FL - FLORIDA

Note



User Role

Configuration Data

Applicants

7. Some fields, if selected, will change your *Operating Profile*, as indicated by the dagger. †

8. Select the **Contractors** subtab.

The screenshot shows the 'Contractors' subtab selected in the 'Repair Station Operations' section. The 'Records and Technical Data' section contains the following checkboxes:

- Issued in the Form of Controlled Documents[†]
- Component Testing Software[†]
- Form 337[†]
- Master Library[†]
- Records Stored Offsite[†]
- Performs Airworthiness Directives[†]



User Role

Configuration Data

Applicants

9. If applicable, select the **Add Contractor** button.
10. Select the appropriate radio button for the **Type** of Contractor.
11. Fill in the required fields as indicated by the red asterisk * plus all other applicable fields.
12. Select the **Save** button.



Federal Aviation
Administration

Safety Assurance System (SAS)

External Portal

OMB Control Number 2120 - 0774

Configuration > Configuration Data

Welcome Annette Carpenter Air Agency 57796 [Log out](#)

Peer Groups: (145 F) Part 145 Within US | Version: Initial Cert | Status: Draft | Last Updated: 05/29/2020

Configuration Data

Operating Profile

OPSS Authorizing Documents

Vitals

Contractors

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Add Contractor

Delete Contractor

Contractor	Type	Sub. Type
N/A, Charlie's Repair Station	Maintenance	Non-Cert
RU2S, Air Agency 1508	Maintenance	FAA Certificated

* required field

General Information

Type: 10
 FAA-Certificated Repair Station Part 65 AMO AME Non-Cert

Other Aviation Authority:

Other Aviation Authority Certificate Number:

* Name: 11

Address 1:

Address 2:

Address 3:

City:

Country:

Contractor Phone:

Mobile Phone:

Fax:

Email Address:

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[Import Excel](#) [Create Excel](#)

[Cancel](#) [Save](#)



User Role	Configuration Data
Applicants	<p>13. You can select the name of the Contractor to edit any information.</p> <p>14. You can also Delete Contractor if needed.</p> <p>15. Optionally, select the Create Excel button. This will create a table for you to enter your Contractors on and allows you to Import the spreadsheet whenever you make updates. This may be advantageous if you have a lot of Contractors.</p>

SAS Menu

Configuration Data
Operating Profile

OPSS Authorizing Documents
Vitals
Contractors

Add Contractor
Delete Contractor

Contractor	Type	Sub Type
N/A, Charlie's Repair Station	Maintenance	Non-Cert
RU2S, Air Agency 1508	Maintenance	FAA Certificated

14

13

15

Import Excel
Create Excel

13

14

15

General Information

Maintenance

FAA-Certificated Repair Station
 Part 65
 AMO
 AME
 Non-Cert

Other Aviation Authority:

Other Aviation Authority Certificate Number:

* Name:

Address 1:

Address 2:

Address 3:

City:

Country:

Contractor Phone:

Mobile Phone:

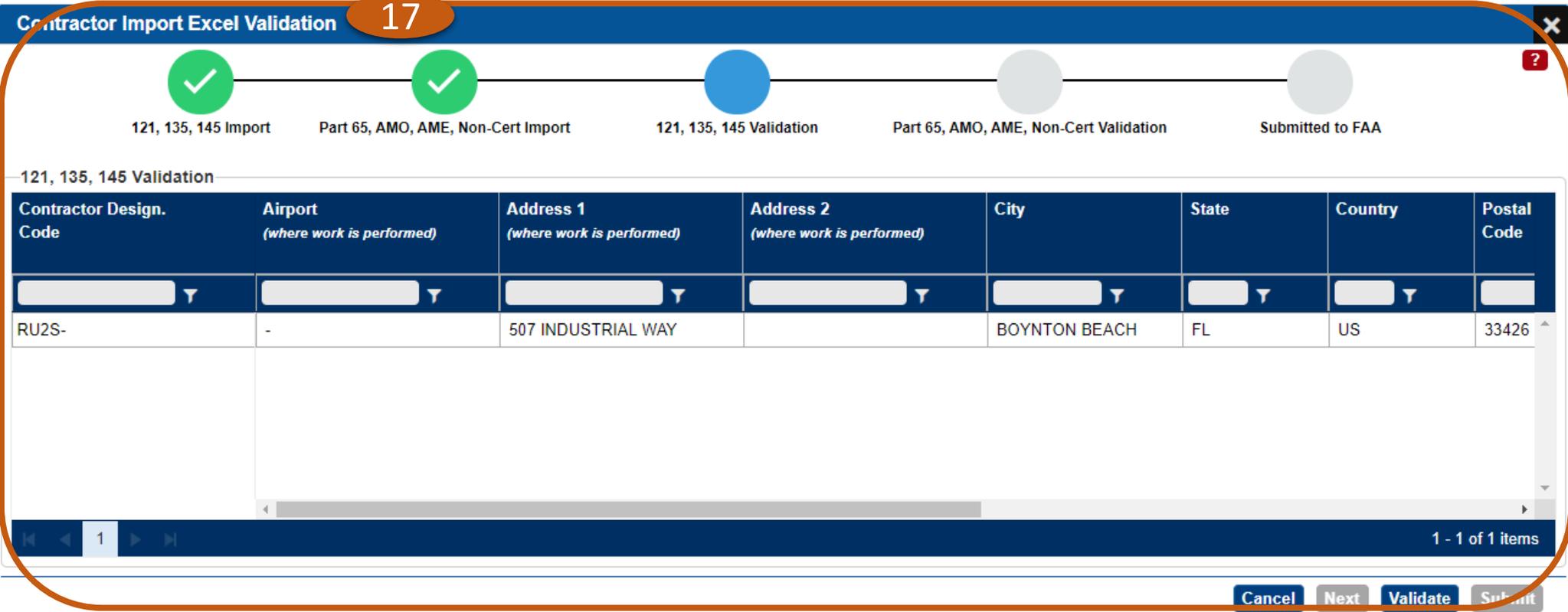
Fax:

Email Address:

Cancel
Save



User Role	Configuration Data
Applicants	<p>16. You will receive an Information popup box: "Template is created. Click OK to continue." Select the OK button.</p> <p>17. Fill out and save the template. When selecting the Import Excel button, you will have to Validate each Contractor by following the prompts on the Contractor Import Excel Validation.</p>





User Role	Configuration Data
Applicants	<p>18. Select the Operating Profile tab to review the questions that will be populated in the DCTs depending on selections made in Configuration Data.</p> <p>19. Select the Question View button.</p> <p>20. Select each row on the left to view the actual question(s) on the right.</p>

Peer Groups: (145 F) Part 145 Within US | Version: Initial Cert | Status: Draft | Last Updated: 05/29/2020

SAS Menu

Configuration Data
Operating Profile
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View Scoped DCT
Summary View
Question View
19

Specialty: Assessment Type:

Incl.	Label	Title	Incl.	#	Label	Specialty	DCT Questions	Scoping Rules	SRRs etc.
Y	1.4.1	Personnel Records							
Y	1.4.2	Certificate Requirements							
Y	1.4.3	Manuals							
Y	1.4.4	Quality Control System							
Y	4.1.4	Training and Qualification							
Y	4.2.6	Technical Data	Y	51943	4.7.3	AW	Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element?	👁️	👁️
Y	4.4.6	Record Systems	Y	51944	4.7.3	AW	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?	👁️	👁️
Y	4.5.4	(AW) Housing and Facilities							
Y	4.7.3	Tools and Equipment	Y	51945	4.7.3	AW	Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary?	👁️	👁️
Y	4.7.4	Parts and Materials	Y	7612	4.7.3	AW	Do the procedures specify responsibility for tool calibration?	👁️	👁️
			Y	7613	4.7.3	AW	Do the procedures specify who is responsible for maintaining calibration	👁️	👁️