

WHEN

The Applicant generates and submits DCTs, or FAA assigns DCTs

The FAA sends a DCT to the CH/A

WHERE

SAS Menu
Certification Request
Data Collection Tools

WHY

To generate, complete, or update DCTs

WHO

Certificate Holders and Applicants

What is it?

Data Collection Tools (DCTs) (External User)

Applicants use the SAS External Portal to generate and perform DCTs.

- Applicants must generate DCTs to be completed and submitted.
- Applicants can begin working on DCTs before the Certification Project Manager (CPM) is assigned. However, the CPM must be assigned before DCTs can be submitted.

Certificate Holders use the SAS External Portal to submit Element Design Data Collection Tools (ED DCTs) requested by the FAA.

Please note that a Custom DCT may be assigned by the FAA in lieu of the ED DCTs.

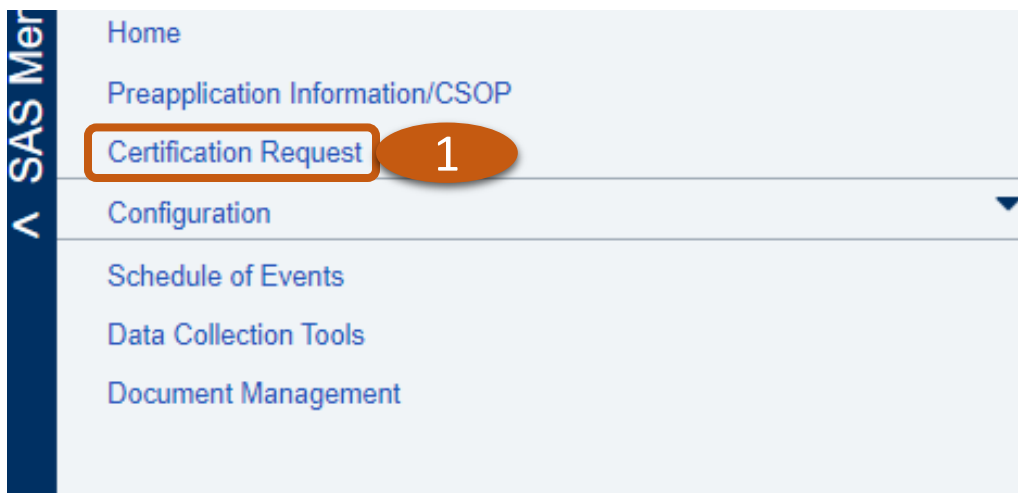
DCT

- 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	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	1. From the SAS Menu, select Certificate Request .



User Role

Certificate Holder/Applicant DCTs

Certificate Holders and Applicants

2. Select the **Generate DCTs** button.

3. You will see a green confirmation message, *"Generate DCTs Completed Successfully."*

Note: You will need to Generate DCTs again if you modify your Configuration Data, or if a DCT is returned to you. The button will not be available again until then.

Country: US

Zip: 98837

Applicant Comments

Comments:

Attachments:

[Attach Document](#)

[Delete](#)

FAA Information

Certification Project Manager (CPM): Troup, Henry

CPM Phone: (954) 641-6157

☐ Pre Application Checklist Complete?

FAA Comments:

Obfuscation Comment

[Withdraw](#)

[Generate DCTs](#)

2

[Save](#)

3



Generate DCTs Completed Successfully.





User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	<p>4. Optionally, your Certification Project Manager (CPM) can choose to assign a Custom DCT for you to complete in lieu of the Element Design Data Collection Tools (ED DCTs). You will see a Notification when you log into SAS. Select the Subject hyperlink to read the Notification.</p> <p>5. The Notification Details window will open. Select the Close button.</p>

Home > Notifications

[Change CH/A](#)

Welcome Andrew Roshell Charlie's Fast Repairs [Log out](#)

Notifications

[Reset Grid](#)

Notification Date	Subject	Read?
02/28/2025 08:23:57 AM	Charlie's Fast Repairs - DCT(s) for Initial Certification added	No

1 - 1 of 1 items

Messages (0)

Broadcasts (0)

Notification Details

CH/A: Charlie's Fast Repairs

Notification Date: 02/28/2025 08:23:57 AM

Subject: Charlie's Fast Repairs - DCT(s) for Initial Certification added

Go To: Initial Certification

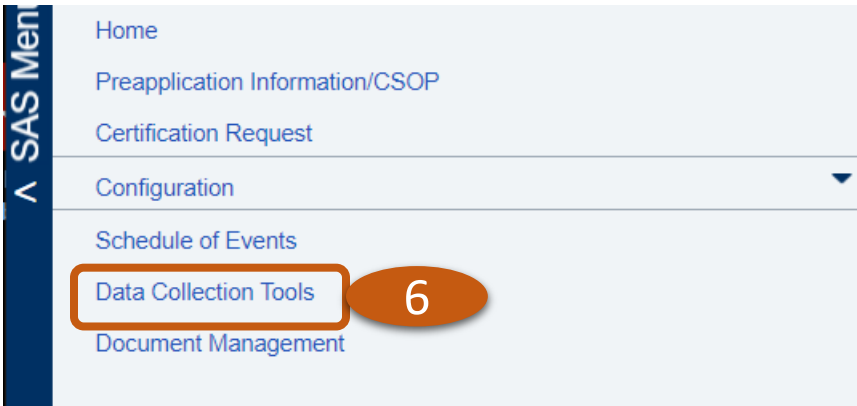
Message: DCT(s) have been added to your Data Collection Tool Module for your review and requested completion.

5

[Close](#)



User Role	Certificate Holder/Applicant Custom DCT
Certificate Holders and Applicants	<p>6. To navigate to your ED DCTs and/or Custom DCT, expand the SAS Menu, select Data Collection Tools. The Custom DCT is titled <i>Repair Station Initial Certification</i> and will not have a Label.</p> <p>7. Select the Title <i>Repair Station Initial Certification</i> to work on the Custom DCT. Start on Page 14 to complete ED DCTs.</p> <p>Note: Your CPM may require the Custom DCT and/or the ED DCTs to be completed. FAA Order 8900.1 Volume 2 Chapter 11, Section 1 states – Phase 3: Design Assessment (DA) ends when all DAs, a National/Divisional Custom DCT, or a combination of both have been successfully completed, are satisfactory to the CPM, and have met all the requirements.</p>



Data Collection Tools > Select DCT

Welcome Andrew Roshell Charlie's Fast Repairs [Log out](#)

Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert) Specialty: Both

Select a DCT

Optional Columns

Drag a column header and drop it here to group by that column

Label	Title	DCT Status	Specialty
	Repair Station Initial Certification	Not Started	Airworthiness

1 2

11 - 11 of 11 items



User Role	Certificate Holder/Applicant Custom DCT
Certificate Holders and Applicants	<p>8. On the <i>Prepare DCT</i> tab, you can select the blue hyperlinks, which allows you to review the Regulations, and FAA Policy & Guidance associated with the DCT. You can view the Data Quality Guidelines, which may be useful when providing responses, comments, and attachments.</p> <p>9. Select the DCT-to-Go hyperlink to print and review the DCT in either PDF or MS Word format.</p> <p>10. Select the Continue button.</p>

Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

Summary Information

Purpose: To develop procedures that ensures the facility meets the requirements for certification under 14 CFR Part 145.

Objective: Determine if an applicants manuals meet the requirements for certification under 14 CFR part 145.

DCT Repair Station Initial Certification

DCT-to-Go

[Review and Print DCT](#)

Regulations

[145.161](#)

[145.163](#)

[145.203](#)

[145.205](#)

FAA Policy & Guidance

OPSS. Guidance and Advisory Circulars (AC)

[AC-145-10](#)

[AC-145-9](#)

[8900.1 Vol 10 Ch 1 Sec 1](#)

[8900.1 Vol 10 Ch 1 Sec 4](#)

[Data Quality Guidelines](#)

10

[Continue](#)



User Role	Certificate Holder/Applicant Custom DCT
Certificate Holders and Applicants	<p>11. On the <i>Enter Common Data Fields</i> tab, enter a Start Date and an End Date. Complete any other applicable fields.</p> <p>12. Select the Save button.</p> <p>13. Select the Perform DCT tab.</p>

Data Collection
Enter Common Data Fields
Welcome Andrew Roshell Charlie's Fast Repairs
?
Log out

Select DCT
Prepare DCT
Enter Common Data Fields
Perform DCT
Check DCT
Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)
DCT Repair Station Initial Certification

Start Date:
02/28/2025
End Date:
02/28/2025

Location: (Nearest) Airfield:
Search Airport...

☐ *If work is offsite of the airfield, include one of the following

Address:

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code:

Country:

☐ Latitude/Longitude:

Latitude
Longitude

Format: 'CDD.MM.SS'
Format: 'CDDD.MM.SS'

Example: 'N90.00.00'
Example: 'E180.00.00'

Attached Documents

! Warning: Do not add attachments containing Confidential Information. (i.e. Hotline Complaints, Voluntary Disclosures, ...)

Attach
OR
Drag and drop file here

Delete
Download

Reset
Save

Certificate Holders and Applicants

Certificate Holder/Applicant Custom DCT

14. On the Perform DCT tab, select the **Question** in the left panel.

15. Answer the question in the **Question Detail View** on the right panel. The first response is always favorable, all other responses are unfavorable.

16. Selecting **Yes** requires a **Design/Manual Reference** as indicated by the red asterisk *. This places a green + in the Response Status column. Selecting No or Not Applicable is addressed on the next page.

17. Select **Next** to move to the next question. When selecting Next, all your previous responses are saved. You may also select a question in any order by selecting the questions in the left panel. This also saves the previous response.

Note: Do not use the Supporting Comment field for your Design/Manual Reference.

Data Collection Tools > Perform DCT

Welcome Andrew Roshell Charlie's Fast Repairs ? Log out

Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT Repair Station Initial Certification

Version: 1 - 02/28/2025

DCT-to-Go

Review and Print DCT

Perform DCT

Drag a column header and drop it here to group by that column

Response Status	Ques #	Question
+	1	Does the Repair Station Manual contain a description of the system used to identify and control sections of the repair station manual?
+	2	Does the manual include an organizational chart identifying each management position with authority to act on behalf of the Repair Station, and their:
+	3	Does the repair station manual contain procedures for maintaining and revising rosters?
N/A	4	Does the repair station manual contain a description of the certificated repair operations, including the housing, facilities, equipment, and materials as required by subpart C part 145?
	5	Does the repair station manual contain procedures for use of a capability list including;
	6	Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?

1. Does the Repair Station Manual contain a description of the system used to identify and control sections of the repair station manual?

- ☒ Yes
☐ No
☐ Not Applicable

Response Details

[Preview Negative Response Details](#)




Design/Manual Reference:

Repair Station Manual Chapter 2 Page 4

Supporting Comment:


5 of 37 Complete

Flag Clear Save Previous Next

User Role	Certificate Holder/Applicant Custom DCT
Certificate Holders and Applicants	<p>18. a) To flag questions to return to later, select the Flag button. b) A <i>blue flag</i>  will appear next to the question.</p> <p>19. a) For responses that are answered with No or Not Applicable, <i>Response Details</i> and <i>Supporting Comment</i> becomes mandatory. b) Selecting <i>No</i> places a red  sign next to the question.  for <i>Not Applicable</i> will appear next to the question.</p> <p>20. Select the Response Details button.</p>

V SAS Menu


Data Collection Tools > Perform DCT

Welcome Andrew Roshell Charlie's Fast Repairs   [Log out](#)


Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT Repair Station Initial Certification







 Version: 1 - 02/28/2025

DCT-to-Go

 [Review and Print DCT](#)

Perform DCT

[List View](#) | [Question Detail View](#) | [Full View](#)

Drag a column header and drop it here to group by that column		
Response Status	Ques #	Question
	1	Does the Repair Station Manual contain a description of the system used to identify and control sections of the repair station manual?
	2	Does the manual include an organizational chart identifying each management position with authority to act on behalf of the Repair Station, and their:
	3	Does the repair station manual contain procedures for maintaining and revising rosters?
	4	Does the repair station manual contain a description of the certified repair station's operations, including the housing, facilities, equipment, and materials as required by subpart C part 145?
	5	Does the repair station manual contain procedures for use of a capability list including;
	6	Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?

6. Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?

☐ Yes
☒ No
☐ Not Applicable

[Response Details](#)

[Preview Negative Response Details](#)

(1) Procedures/guidance are not current, inaccurate, unclear, conflicting, or otherwise not followable.

Design/Manual Reference:

Supporting Comment:

Repair station manual is missing procedures governing work performed at locations other than at the repair station's fixed location.

18a

[Flag](#) [Clear](#) [Save](#) [Previous](#) [Next](#)

5 of 37 Complete

User Role	Certificate Holder/Applicant Custom DCT
Certificate Holders and Applicants	<p>21. This opens a Response Details pop-up box. In the <i>Response Details</i> pop-up box, select all the responses that apply.</p> <p>22. Enter a Supporting Comment.</p> <p>23. Select the OK button.</p>

Response Details - Repair Station Initial Certification

6. Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?

Select All Those that Apply

☒ 1. Procedures/guidance are not current, inaccurate, unclear, conflicting, or otherwise not followable.
 ☐ 2. Personnel failed to follow process (procedures, guidance, etc.).
 ☐ 3. Procedures/guidance not available.
 ☐ 4. Undocumented procedure(s).
 ☐ 5. Minor typographical error(s) (i.e., record entries).
 ☐ 6. Information missing.
 ☐ 7. Communication failure.
 ☐ 8. Personnel failed to perform task.
 ☐ 9. Process failed to meet desired outcome.
 ☐ 10. Other.

* Supporting Comment:

Repair station manual is missing procedures governing work performed at locations other than the repair station's fixed location.

23

OK

Cancel

QUICK

REFERENCE CARD

Q9-09 Design DCTs for External Users



User Role

Certificate Holder/Applicant Custom DCT

Certificate Holders and Applicants

24. After answering the last question, select the **Save** button.
25. When all questions have been answered, you will see **37 of 37 Complete**.
26. Select the **Check DCT** tab.

V SAS Menu

Data Collection Tool 26 DCT

Welcome Andrew Roshell Charlie's Fast Repairs [Log out](#)

Select DCT Prepare DCT Enter Common Data Fields Perform DCT **Check DCT** Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT Repair Station Initial Certification

Version: 1 - 02/28/2025

DCT-to-Go

[Review and Print DCT](#)

Perform DCT

Drag a column header and drop it here to group by that column

Response Status	Ques #	Question
	1	Does the Repair Station Manual contain a description of the system used to identify and control sections of the repair station manual?
	2	Does the manual include an organizational chart identifying each management position with authority to act on behalf of the Repair Station, and their:
	3	Does the repair station manual contain procedures for maintaining and revising rosters?
	4	Does the repair station manual contain a description of the certificated repair station's operations, including the housing, facilities, equipment, and materials as required by subpart C part 145?
	5	Does the repair station manual contain procedures for use of a capability list including;
	6	Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?

37. Does the process design require that individuals understand their safety role and how it contributes to the safety performance of this element?

- ☒ Yes
☐ No

[Response Details](#)

[Preview Negative Response Details](#)

* Design/Manual Reference:

Repair Station Manual Chapter 2 Page 4

Supporting Comment:

24

37 of 37 Complete

25

[Flag](#) [Clear](#) **[Save](#)** [Previous](#) [Next](#)



User Role

Certificate Holder/Applicant Custom DCT

Certificate Holders and Applicants

27. a) If there are any errors, it will show or describe the error(s). In this example below for Question 8, the Design/Manual Reference was not entered. In this example, you may correct your error directly on this screen. b) Select the **Save** button when finished. A discrepancy under the Common Data Fields, will require returning to the *Enter Common Data Fields* tab.

28. If you do not have any errors or corrected all errors, you will see **No records available**.

29. Select the **Submit DCT** tab.

Data Collection Tools > Check DCT

Welcome Andrew Roshell Charlie's Fast Repairs Log out

Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT **Submit DCT**

29

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT Repair Station Initial Certification

Version: 1 - 02/28/2025

DCT-to-Go

Review and Print DCT

Check DCT

Drag a column header and drop it here to group by that column

Response Status	Ques #	Question
Required	8	Does the manual include procedures to maintain, revise, and provide the FAA with contract maintenance information, including:

27a

8. Does the manual include procedures to maintain, revise, and provide the FAA with contract maintenance information, including:

- #1 - FAA-approved functions to be contracted to outside sources;
- #2 - The name of each contracted facility and their certificate type (if any); and
- #3 - The frequency of FAA notification?

- ☒ Yes
- ☐ No
- ☐ Not Applicable

Response Details

[Preview Negative Response Details](#)

* Design/Manual Reference:

27b

Flag Clear **Save** Previous Next

Check DCT

Drag a column header and drop it here to group by that column

Response Status	Ques #	Question
		No records available.

28

No records available.



User Role	Certificate Holder/Applicant Custom DCT
Certificate Holders and Applicants	<p>30. Check the box in front of the Repair Station Initial Certification row.</p> <p>31. Select the Submit to FAA button.</p> <p>Note: Once a DCT is submitted, it cannot be modified by the CH/A unless it is returned by the FAA.</p>

Data Collection Tools > Submit DCT
Welcome Andrew Roshell Charlie's Fast Repairs [Log out](#)

Select DCT
Prepare DCT
Enter Common Data Fields
Perform DCT
Check DCT
Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert) | Specialty: Both | Timeframe: All | Resources: Roshell, Andrew

31

Submit to FAA

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Label ↑	Title	DCT Status	Timeframe	DCT Type	CH/A Name	Specialty
<div>30</div> <input checked="" type="checkbox"/>		Repair Station Initial Certification	Validated	FY25Q3	DCT	Charlie's Fast Repairs	Airworthiness

1
1 - 1 of 1 items

Rev Date: 7.9.2025 | FAA Order 8900.1 | SAS Automation v 4.6 | Page 13 of 26

User Role	Certificate Holder/Applicant ED DCTs
Certificate Holders and Applicants	<p>32. Select Specialty for the list of the DCTs applicable to <i>Airworthiness</i> or <i>Operations</i>. The <i>Specialty</i> defaults to <i>Both</i>.</p> <p>33. Use the Optional Columns to assist in filtering.</p> <p>34. Select the hyperlink under the Title column or Label column.</p>

Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

Specialty: Both Both Airworthiness Operations

32

Select a DCT

33

Optional Columns ►
 Show Status Date
 Show Number of Questions
 Show # of Completed

Drag a column header and drop it here to group by that column

Label	Title	DCT Status	Specialty
1.4.1	Personnel Records	Not Started	Airworthiness
1.4.2	Certificate Requirements	Not Started	Airworthiness
1.4.3	Manuals	Not Started	Airworthiness
1.4.4	Quality Control System	Not Started	Airworthiness
4.1.4	Training and Qualification	Not Started	Airworthiness
4.2.6	Technical Data	Not Started	Airworthiness
4.4.6	Record Systems	Not Started	Airworthiness
4.5.4	(AW) Housing and Facilities	Not Started	Airworthiness
4.7.3	Tools and Equipment	Not Started	Airworthiness
4.7.4	Parts and Materials	Not Started	Airworthiness

34

User Role	Certificate Holder/Applicant ED DCTs
Certificate Holders and Applicants	<p>35. This will take you to the Prepare DCT tab.</p> <p>36. By selecting the blue hyperlinks, you can review the Regulations, and FAA Policy & Guidance associated with the DCT. You can view the Data Quality Guidelines, which may be useful when providing responses, comments, and attachments.</p> <p>37. Select the DCT-to-Go hyperlink to print and review the DCT in either PDF or MS Word format.</p> <p>38. Select the Continue button.</p>

35

Data Collection Tools > Prepare DCT

Welcome Andrew Roshell Charlie's Fast Repairs   [Log out](#)

Select DCT

Prepare DCT

Enter Common Data Fields

Perform DCT

Check DCT

Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

Summary Information


Purpose: To have personnel records of the accountable persons available and maintained on a roster.

Objective: Determine if the CH will be able to; (1) Comply with regulations; (2) Have personnel records of the accountable persons available and maintained on a roster

DCT 1.4.1 Personnel Records



DCT-to-Go

 [Review and Print DCT](#)

37

Regulations

[145.151](#)

[145.153](#)

[145.155](#)

[145.157](#)

FAA Policy & Guidance

OPSS. Guidance and Advisory Circulars (AC)

[AC-145-10](#)

[AC-145-9](#)

[8900.1 Vol 10 Ch 1 Sec 1](#)

[8900.1 Vol 10 Ch 1 Sec 4](#)

[Data Quality Guidelines](#)

36

38

[Continue](#)



User Role	Certificate Holder/Applicant ED DCTs
Certificate Holders and Applicants	<p>39. You are now on the Enter Common Data Fields tab.</p> <p>40. Enter Start Date, End Date, Location, and Attach document(s), as applicable.</p> <p>41. Select the Save button to save your entered information or Reset to clear all the fields.</p> <p>42. Select the Perform DCT tab.</p>

Select DCT

39

Enter Common Data Fields

Perform DCT

42

Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records

40

Start Date:

02/28/2025

End Date:

02/28/2025

Location: (Nearest Airfield):

ANC - TED STEVENS ANCHORAGE INTL

☐ *If work is offsite of the airfield, include one of the following

☐ Address:

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code:

Country:

☐ Latitude/Longitude:

Latitude

Format: 'CDD.MM.SS'

Example: 'N90.00.00'

Longitude

Format: 'CDDD.MM.SS'

Example: 'E180.00.00'

Attached Documents

! Warning: Do not add attachments containing Confidential Information. (i.e. Hotline Complaints, Voluntary Disclosures, ...)

Attach

OR

Drag and drop file here

Delete

Download

41

Reset

Save

Rev Date: 7.9.2025 | FAA Order 8900.1 | SAS Automation v 4.6 | Page 16 of 26



User Role

Certificate Holder/Applicant ED DCTs

Certificate Holders and Applicants

43. Select the **Question** in the left panel.

44. Answer the question in the **Question Detail View** on the right panel. The first response is always favorable, all other responses are unfavorable.

45. Selecting **Yes** (or Positive Response) requires a **Design/Manual Reference** as indicated by the red asterisk *. This places a green + in the Response Status column. Selecting No or Not Applicable is addressed on the next page.

46. Select **Next** to move to the next question. When selecting Next, all of your previous responses are saved. You may also select a question in any order by selecting the questions in the left panel. This also saves the previous response.

Data Collection Tools > Perform DCT

Welcome Andrew Roshell Charlie's Fast Repairs ? Log out

Select DCT Prepare DCT Enter Common Data Fields **Perform DCT** Check DCT Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records

Version: 19 - 06/28/2024

DCT-to-Go

Review and Print DCT

Perform DCT

Drag a column header and drop it here to group by that column

Response Status	Ques #	Question
+	1	Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?
	2	Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?
	3	Do the procedures require the Repair Station to:
	4	Do the procedures require that supervisors employed by Repair Stations in the United States be appropriately certificated under 14 CFR Part 65?
	5	Do the procedures require that inspection personnel be evaluated to ensure they are:
	6	Do the procedures require the Repair Station to maintain and make available in a format acceptable to the FAA a roster with the names of:

1. Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?

- ☒ Yes
☐ No
☐ Not Applicable

Response Details

Preview Negative Response Details

* Design/Manual Reference:

RSM/QCM Chapter 2 Section 3 Page 5

Supporting Comment:

1 of 16 Complete

Flag Clear Save Previous **Next**

QUICK

REFERENCE CARD

Q9-09 Design DCTs for External Users



User Role

Certificate Holder/Applicant ED DCTs

Certificate Holders and Applicants

47. a) To flag questions to return to later, select the **Flag** button. b) A blue flag will appear next to the question.

48. For responses that are answered with **No** or **Not Applicable**, **Response Details** becomes mandatory. Selecting **No** places a red - sign next to the question. **N/A** for **Not Applicable** will appear next to the question.

49. Select the **Response Details** button.

Data Collection Tools > Perform DCT

Welcome Andrew Roshell Charlie's Fast Repairs ? Log out

Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records

Version: 19 - 06/28/2024

DCT-to-Go

Review and Print DCT

Perform DCT

List View | Question Detail View | Full View

Drag a column header and drop it here to group by that column

Response Status	Ques #	Question
+	1	Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?
47b		Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?
48		Do the procedures require the Repair Station to:
N/A		Designate an employee as the accountable manager;
	3#2	Provide qualified personnel to plan, supervise, perform, and approve for return to service articles receiving maintenance, preventive maintenance, or alterations performed; and
	3#3	Ensure it has a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance, or alterations to ensure all work is performed per 14 CFR Part 43?

3. Do the procedures require the Repair Station to:

#1 - Designate an employee as the accountable manager;
 #2 - Provide qualified personnel to plan, supervise, perform, and approve for return to service articles receiving maintenance, preventive maintenance, or alterations performed; and
 #3 - Ensure it has a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance, or alterations to ensure all work is performed per 14 CFR Part 43?

☐ Yes
☐ No
☒ Not Applicable

* Response Details

49 Review Negative Response Details

Design/Manual Reference:

47a

Flag

Clear

Save

Previous

Next

2 of 18 Complete



User Role	Certificate Holder/Applicant ED DCTs
Certificate Holders and Applicants	<p>50. This opens a Response Details pop-up box. In the Response Details pop-up box, select all the responses that apply.</p> <p>51. Enter a Supporting Comment.</p> <p>52. Select the OK button.</p>

Response Details - 1.4.1 Personnel Records

3. Do the procedures require the Repair Station to:

3#1. Designate an employee as the accountable manager;

Select All Those that Apply

- ☐ 1. Procedures/guidance are not current, inaccurate, unclear, conflicting, or otherwise not followable.
- ☐ 2. Personnel failed to follow process (procedures, guidance, etc.).
- ☐ 3. Procedures/guidance not available.
- ☐ 4. Undocumented procedure(s).
- ☐ 5. Minor typographical error(s) (i.e., record entries).
- ☐ 6. Information missing.
- ☐ 7. Communication failure.
- ☐ 8. Personnel failed to perform task.
- ☐ 9. Process failed to meet desired outcome.
- ☒ 10. Other.

* Supporting Comment: Accountable Manager was not identified

52

OK

Cancel



User Role	Certificate Holder/Applicant ED DCTs
Certificate Holders and Applicants	<p>53. Provide Responses to the remaining questions. The status bar at the bottom will indicate your progress.</p> <p>54. After answering the last question, select the Save button.</p> <p>55. Select the Check DCT tab.</p>

Data Collection Tool **55** DCT

Welcome Andrew Roshell Charlie's Fast Repairs [Log out](#)

Select DCT Prepare DCT Enter Common Data Fields Perform DCT **Check DCT** Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records

Version: 19 - 06/28/2024

DCT-to-Go

[Review and Print DCT](#)

Perform DCT

Drag a column header and drop it here to group by that column

Response Status	Ques #	Question
	1	Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?
	2	Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?
	3	Do the procedures require the Repair Station to:
	4	Do the procedures require that supervisors employed by Repair Stations in the United States be appropriately certificated under 14 CFR Part 65?
	5	Do the procedures require that inspection personnel be evaluated to ensure they are:
	6	Do the procedures require the Repair Station to maintain and make available in a format acceptable to the FAA a roster with the names of:
	7	Do the procedures require a summary of the employment of each individual on the personnel rosters that contains enough information to show compliance with the

16. Does the process design require that individuals understand their safety role and how it contributes to the safety performance of this element?

☒ Yes
☐ No

[Response Details](#)

[Preview Negative Response Details](#)

* **Design/Manual Reference:**

RSM/QCM Chapter 2 Section 3 Page 5

Supporting Comment:

16 of 16 Complete

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54

[Flag](#) [Clear](#) **[Save](#)** [Previous](#) [Next](#)



User Role	Certificate Holder/Applicant ED DCTs
Certificate Holders and Applicants	<p>56. Questions requiring attention will be identified in the <i>Response Status</i> column.</p> <ul style="list-style-type: none"> Blue Flag: Marked for Later Review. Yellow Box: The Question was left unanswered. Red Required Box: A required field was not populated (such as Response Details for a <i>No Response</i>). <p>Correct any discrepancies to clear the questions from the left column.</p> <p>Note: A discrepancy under the Common Data Fields, will require returning to the <i>Enter Common Data Fields</i> tab.</p>

Select DCT Prepare DCT Enter Common Data Fields Perform DCT **Check DCT** Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records

Version: 19 - 06/28/2024

DCT-to-Go

Review and Print DCT

Check DCT

Drag a column header and drop it here to group by that column

Response Status	Ques #	Question
	2	Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?
	2	Do the procedures require the Repair Station to:
	5	Do the procedures require that inspection personnel be evaluated to ensure they are:

56

2. Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?

- ☒ Yes
☐ No
☐ Not Applicable

Response Details

[Preview Negative Response Details](#)

Design/Manual Reference:

RSM/QCM Chapter 2 Section 3 Page 5

Supporting Comment:

14 of 16 Complete

[Clear Flag](#)
[Clear](#)
[Save](#)
[Previous](#)
[Next](#)



User Role	Certificate Holder/Applicant ED DCTs
Certificate Holders and Applicants	<p>57. Select the Submit DCT tab.</p> <p>58. Check the box next to the DCT(s) you wish to submit to the FAA.</p> <p>59. Select the Submit to FAA button.</p> <p>Note: Once a DCT is submitted, it cannot be modified by the CH/A unless it is returned by the FAA.</p>

V SAS Menu

Data Collection Tools > Submit DCT

Welcome Andrew Roshell Charlie's Fast Repairs [Log out](#)

Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT **Submit DCT**

57

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert) | Specialty: Both | Timeframe: All | Resources: Roshell, Andrew

Submit DCT

Submit to FAA

59

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Label ↑	Title	DCT Status	Timeframe	DCT Type	CH/A Name	Specialty
<input checked="" type="checkbox"/>		Repair Station Initial Certification	Validated	FY25Q3	DCT	Charlie's Fast Repairs	Airworthiness
<input checked="" type="checkbox"/>	1.4.1	Personnel Records	Validated	FY25Q2	DCT	Charlie's Fast Repairs	Airworthiness

58

1 - 2 of 2 items



User Role	Certificate Holder/Applicant Returned DCTs
Certificate Holders and Applicants	<p>60. If a DCT is returned by the FAA, you will receive a <i>Notification</i>. Select the Subject.</p> <p>61. Review the message and select the Data Collection hyperlink.</p>

Notifications

Reset Grid

Notification Date	Subject	Read?
02/28/2025 09:30:40 AM	Charlie's Fast Repairs - DCT has been returned by FAA (244654-FY25Q2-1.4.1-0001)	No
02/28/2025 08:23:57 AM	Charlie's Fast Repairs - DCT(s) for Initial Certification added	Yes

1 - 2 of 2 items

CH/A: Charlie's Fast Repairs

Notification Date: 02/28/2025 09:30:40 AM

Subject: Charlie's Fast Repairs - DCT has been returned by
FAA (244654-FY25Q2-1.4.1-0001)

Go To:

[Data Collection](#)

Message:

Please re-answer question number 4. It appears that inspection personnel do not meet the regulatory requirements. Please attach proof of personnel records. 5#1 - Thoroughly familiar with applicable regulations; 5#2 - Thoroughly familiar with inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed; 5#3 - Proficient with inspection equipment and visual inspection aids appropriate for the article being inspected; and 5#4 - Able to understand, read, and write English?.

Close



User Role	Certificate Holder/Applicant Returned DCTs
Certificate Holders and Applicants	<p>62. This will take you directly to the DCT. Correct any discrepancies noted, then select the Save button.</p> <p>63. Select the Check DCT tab.</p>

Data Collection Tool DCT

63

Welcome Andrew Roshell Charlie's Fast Repairs ? Log out

Select DCT Prepare DCT Enter Common Data Fields Perform DCT **Check DCT** Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records

Version: 19 - 06/28/2024

DCT-to-Go

Review and Print DCT

Perform DCT

List View | Question Detail View | Full View

Drag a column header and drop it here to group by that column			
DR	Response Status	Ques #	Question
N	+	1	Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?
N	+	2	Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?
N	+	3	Do the procedures require the Repair Station to:
N	+	4	Do the procedures require that supervisors employed by Repair Stations in the United States be appropriately certificated under 14 CFR Part 65?
N	+	5	Do the procedures require that inspection personnel be evaluated to ensure they are:
N	+	6	Do the procedures require the Repair Station to maintain and make available in a format acceptable to the FAA a roster with the names of:
N	+	7	Do the procedures require a summary of the employment of each

1. Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?

- ☒ Yes
☐ No
☐ Not Applicable

Response Details

Preview Negative Response Details

Design/Manual Reference:

RSM/QCM Chapter 2 Section 3 Page 5

Supporting Comment:

62

16 of 16 Complete

Flag Clear **Save** Previous Next



User Role	Certificate Holder/Applicant Returned DCTs
Certificate Holders and Applicants	64. If there are no discrepancies or after corrections are made, select the Select DCT tab.

V SAS Menu

Select DCT

Prepare DCT

Enter Common Data Fields

Perform DCT

Check DCT

Submit DCT

64

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records
 Version: 19 - 06/28/2024

DCT-to-Go

[Review and Print DCT](#)

Check DCT

[List View](#) | [Question Detail View](#) | [Full View](#)

Drag a column header and drop it here to group by that column		
Response Status	Ques #	Question
No records available.		



User Role	Certificate Holder/Applicant Returned DCTs
Certificate Holders and Applicants	<p>65. Select the DCT(s) by checking the box(es).</p> <p>66. Select the Submit to FAA button.</p>

V SAS Menu

Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT

CH/A: Charlie's Fast Repairs - 145 (Initial-Cert) | Specialty: Both | Timeframe: All | Resources: Roshell, Andrew

Submit DCT

Submit to FAA 66

Drag a column header and drop it here to group by that column

<input checked="" type="checkbox"/>	Label ↑	Title	DCT Status	Timeframe	DCT Type	CH/A Name	Specialty
<input checked="" type="checkbox"/> 65		Personnel Records	Returned	FY25Q2	DCT	Charlie's Fast Repairs	Airworthiness

1 - 1 of 1 items