

All SAS Users
SAFETY ASSURANCE SYSTEM (SAS)



SAS External Portal

User Guide 4.8

Contents

1	PREFACE	7
1.1	DOCUMENT OVERVIEW.....	7
1.2	DOCUMENT AUDIENCE	8
1.3	DOCUMENT CONVENTIONS	8
1.4	TERMINOLOGY	8
1.5	GETTING HELP	9
2	INTRODUCTION.....	9
2.1	WELCOME TO THE NEW EXTERNAL PORTAL HOME SCREEN.....	9
2.1.1	Top Navigational Bar	11
2.1.2	Learn the SAS Process.....	14
2.1.3	Existing Users – Login with MyAccess.....	15
2.1.4	New Users – Create an Account.....	17
2.2	THE SAS PROGRAM	18
2.3	SAS SYSTEM AND BROWSER REQUIREMENTS	18
2.4	SAS EXTERNAL PORTAL LOG-IN AND NAVIGATION FEATURES.....	20
2.4.1	System Use Notice and Privacy Act Statement	20
2.4.2	Two Factor Authentication	22
2.4.3	Pop up screens and Transient Messages.....	22
2.4.4	Captcha Screen during Registration	22
2.4.5	Spell Check	23
2.5	SAS MODULES AND LIFE CYCLE	24
2.6	ABOUT THE SAS EXTERNAL PORTAL	24
2.7	WHAT CAN I DO IN THE SAS EXTERNAL PORTAL?	24
2.8	ABOUT THE SAS MASTER LIST OF FUNCTIONS.....	25
3	SAS REGISTRATION AND PREAPPLICATION INFORMATION.....	27
3.1	ABOUT THE SAS REGISTRATION PROCESS	27
3.2	WHO CAN REGISTER?	27
3.3	HOW TO REGISTER FOR ACCESS TO THE SAS EXTERNAL PORTAL.....	27
3.4	HOW TO REGISTER FOR ACCESS AS A NEW CERTIFICATION APPLICANT AND PREAPPLICATION INFORMATION HAS NOT YET BEEN SUBMITTED FOR YOUR COMPANY (OPTION 1).....	30
3.5	HOW TO REGISTER FOR ACCESS AS A NEW CERTIFICATION APPLICANT AND PREAPPLICATION INFORMATION HAS NOT YET BEEN SUBMITTED FOR YOUR ICOMPANY (CFR PART 141, 142, 147 - OPTION 1)	38

3.6	HOW TO REGISTER FOR ACCESS AS A NEW CERTIFICATION APPLICANT AND PREAPPLICATION INFORMATION HAS ALREADY BEEN SUBMITTED FOR YOUR COMPANY (OPTION 2)	43
3.7	HOW TO START A NEW APPLICATION FOR FAA CERTIFICATE	52
3.7.1	How to Log Out of SAS.....	55
3.8	HOW TO MAINTAIN YOUR SAS ACCOUNT	56
3.9	IF YOU FORGET YOUR SAS USER NAME OR PASSWORD	56
4	GETTING STARTED USING SAS	57
4.1	ABOUT THE SAS HOME PAGE	57
4.2	ABOUT SAS COMMUNICATIONS	57
4.3	BROADCASTS	57
4.4	NOTIFICATIONS	58
4.5	MESSAGES	59
4.5.1	To Reply to a Message:.....	60
4.5.2	To Create and Send a Message:.....	61
4.6	ABOUT THE SAS MENU	62
4.7	ABOUT TABS	63
4.8	SAS FIELD TYPES	64
4.8.1	Required Fields	64
4.8.2	List Boxes.....	64
4.8.3	Type-to-Search List Boxes	65
4.8.4	Date Fields	66
4.8.5	Name Fields (Persons).....	66
4.9	WORKING WITH TABLES	66
4.9.1	Filtering Table Data	67
4.9.2	Using Table-Level Filters	67
4.9.3	Using Column-Level Filters.....	68
4.9.4	Changing Column Order.....	70
4.9.5	Creating Groups in Tables	70
4.9.6	Exporting Table Data	71
4.10	WORKING WITH FILE ATTACHMENTS	71
4.10.1	File Size	71
4.10.2	File Types.....	71
4.10.3	To Attach a File:	72
4.11	SAVING DATA IN SAS	73
4.11.1	Unsaved Changes	74
4.11.2	Wizards	74
4.12	KEYBOARD NAVIGATION	74
4.13	USER ASSISTANCE	75

4.13.1	SAS Online Help	75
4.13.2	Your FAA Point of Contact.....	76
5	INITIAL CERTIFICATION.....	77
5.1	ABOUT THE CERTIFICATION PROCESS	77
5.2	INITIAL CERTIFICATION PROCESS STEPS.....	78
5.3	HOW TO EDIT PREAPPLICATION INFORMATION	82
5.4	HOW TO USE THE CERTIFICATION REQUEST TAB	83
5.5	HOW TO USE THE CERTIFICATION ITEM SUMMARY TAB.....	84
5.6	MODULES 1, 2, AND 4 OVERVIEW.....	86
5.6.1	Module 1 Overview	86
5.6.2	Module 2 Overview	87
5.6.3	Module 4 Overview	87
5.7	FORM 8310-3.....	88
5.7.1	To Complete and Submit Form 8310-3.....	88
5.7.2	How to View, Edit, or Withdraw a Form 8310-3.....	91
5.7.3	To view a Form 8310-3	91
5.7.4	How to Edit a Form 8310-3.....	92
5.7.5	How to Withdraw a Form 8310-3	93
6	INITIAL AUTHORIZATION	94
6.1	ABOUT THE AUTHORIZATION PROCESS	94
6.2	INITIAL AUTHORIZATION PROCESS STEPS.....	95
6.3	HOW TO EDIT PREAPPLICATION INFORMATION	100
6.4	HOW TO USE THE AUTHORIZATION REQUEST TAB	100
6.5	HOW TO USE THE AUTHORIZATION ITEM SUMMARY TAB.....	101
6.6	MODULES 1 AND 4 OVERVIEW.....	102
6.6.1	Module 1 Overview	102
6.6.2	Module 4 Overview	103
7	CONFIGURATION	105
7.1	ABOUT CONFIGURATION DATA.....	105
7.2	HOW TO ADD AND UPDATE CONFIGURATION DATA.....	107
7.3	ABOUT THE OPERATING PROFILE	107
7.3.1	How to Access the Operating Profile	108
7.3.2	How to Access a Baseline Operating Profile View.....	108
7.3.3	The Operating Profile Tab Left Pane.....	109
7.3.4	The Operating Profile Tab Right Pane	110
7.4	HOW TO ENTER OPPTS AUTHORIZING DOCUMENTS	112
7.5	HOW TO ENTER VITALS	113

7.6	ENTERING CONTRACTOR DATA	131
7.6.1	How to Import Contractor Data from an Excel File.....	134
7.6.2	How to Add a Maintenance Contractor (For Part 121 Operators)	137
7.6.3	How to Add a Training Contractor (For Part 121 and 135 Operators)	139
7.6.4	How to Add a Maintenance Contractor (For Part 145 Operators)	139
7.6.5	How to Delete a Contractor	140
7.6.6	Auto-Generated Contractor Change Request.....	141
7.6.7	Save versus Approve.....	141
7.6.8	Contractor Data and Change Requests	141
8	CONFIGURATION CHANGES	142
8.1	ABOUT CONFIGURATION CHANGES	142
8.1.1	Types of Configuration Changes.....	142
	Configuration Data Changes	142
	Contractor Data changes:	143
8.1.2	Configuration Data Change Requests.....	143
8.1.3	How to Create a Configuration Data Change Request.....	143
9	DATA COLLECTION	150
9.1	HOW TO SELECT A DCT FOR DATA COLLECTION	150
10	DATA COLLECTION TOOLS (DCTS)	152
10.1	ABOUT THE DATA COLLECTION TOOLS PAGE	152
10.2	HOW TO ACCESS YOUR DATA COLLECTION TOOLS	152
10.3	WHEN ARE DCTS PERFORMED?	153
10.4	HOW TO GENERATE DCTS	153
10.5	ABOUT REGENERATING DCTS	156
10.6	PERFORM DCT	157
10.7	FILTERING DCT QUESTIONS	160
10.8	HOW TO PERFORM A DCT	161
10.9	ANSWERING DCT QUESTIONS	163
10.10	CHECK DCT	167
10.11	HOW TO SUBMIT A DCT	168
10.12	SELECT DCT	169
10.13	HOW TO ACCESS YOUR DATA COLLECTION TOOLS	171
10.14	ABOUT THE DATA COLLECTION TOOLS PAGE	171
10.15	HOW TO PREPARE FOR DATA COLLECTION	173
10.16	TO VIEW OR PRINT THE DCT-TO-GO	175
10.17	ENTERING DCT COMMON DATA	178

10.18	TO VIEW OR PRINT THE DCT-TO-GO	180
10.19	ENTER COMMON DATA FIELD	182
10.20	THE SCHEDULE OF EVENTS (SOE).....	184
10.20.1	SOE Statuses.....	184
10.20.2	How to Complete and Submit an Initial SOE.....	185
	To complete an initial SOE	186
10.20.3	Saving and Submitting the SOE.....	187
10.20.4	How to Update and Submit a Revised SOE.....	187
10.20.5	To Revise the SOE	187
10.20.6	To Save or Submit the Revised SOE.....	187
10.21	THE MEETINGS TAB.....	188
10.21.1	To Add a Meeting	188
10.21.2	To Edit or Delete a Meeting	189
10.22	WITHDRAWING A CERTIFICATION REQUEST	190
10.23	ASSIGNED EXTERNAL PORTAL CUSTOM DCT	192
11	DOCUMENT MANAGEMENT	195
11.1	ABOUT THE DOCUMENT MANAGEMENT PAGE	195
11.2	AUTO-FILED DOCUMENTS.....	197
11.3	DOCUMENT MANAGEMENT LIMITATIONS.....	197
11.3.1	File Size	197
11.3.2	File Types.....	198
11.4	MOVING AND DELETING DOCUMENTS.....	198
11.5	FORMAL APPLICATION DOCUMENTS	198
11.6	OTHER DOCUMENTS SUPPORTING THE APPLICATION PROCESS	199
11.7	SUBMITTING DOCUMENTS	199
11.7.1	Resubmitting Documents	199
11.8	DOCUMENT STATUS	200
11.9	HOW TO UPLOAD A FORMAL APPLICATION DOCUMENT	201
11.10	UPLOADING ADDITIONAL DOCUMENTS	203
11.11	HOW TO OVERWRITE A FORMAL APPLICATION DOCUMENT	204
11.12	HOW TO OVERWRITE AN OTHER CERTIFICATION DOCUMENT.....	206
11.13	HOW TO UPLOAD AN OTHER CERTIFICATION DOCUMENT.....	207
11.14	HOW TO SUBMIT A DOCUMENT	209
11.15	HOW TO DELETE A DOCUMENT	210
11.16	HOW TO VIEW A FILE'S VERSION HISTORY.....	210
12	AXH PASSENGER MODULE	213

12.1	ABOUT AXH PASSENGER MODULE.....	213
12.2	HOW TO ENTER SAS PASSENGER DISCREPANCY	213
12.3	REPORTING OF PASSENGER DISCREPANCIES TO THE FAA.....	221
13	AXH RESTFUL WEB API.....	231
13.1	SUMMARY	231
13.2	PREREQUISITES.....	231
13.3	IMPLEMENTATION	231
13.3.1	Request Authorization	231
13.3.2	Report Discrepancies.....	232
13.4	DATA DESCRIPTIONS.....	236
13.4.1	Discrepancy data field description:	236
13.4.2	Hazmat types.....	238
13.4.3	Hazmat classes.....	239
14	OAPS 3RD PARTY ACCESS.....	241
15	VDRP (VOLUNTARY SELF DISCLOSURE FUNCTIONALITY).....	243
16	REFERENCES.....	252
16.1	COMMON DATA FIELDS MATRIX.....	252
16.2	CONTRACTOR TAB DATA FIELDS	254
16.3	CONTRACTOR DATA EXCEL IMPORT REFERENCE	256
16.3.1	Contractor Import Excel File Instructions and Field Reference.....	257
16.3.2	Contractor Import Excel File Key.....	275
17	GLOSSARY / ACRONYMS.....	276

1 Preface

1.1 Document Overview

The *SAS External Portal User Guide* presents conceptual, procedural, and reference information for SAS External Portal users. The SAS External Portal enables certificate holders and applicants (CH/A) to interact with their FAA Field Support District Office (FSDO) or Certificate Management Office (CMO) or FAA International Field Office (IFO). The External Portal supports CH/As for CFR Parts 121, 129, 135, and 145 certificates.

This guide is not a policy document. All procedures in this guide should be viewed as instructions on how to work with the software and not as statements of FAA policies and processes. FAA policies and processes pertaining to SAS can be found in Designee Management System (DMS).

1.2 Document Audience

This document is intended for current and prospective certificate holders operating under 14 CFR Parts 121, 129, 135, and 145.

1.3 Document Conventions

The conventions used in this document are derived from the *Microsoft Manual of Style for Technical Publications*. These include:

- Window, dialog, page, and tab screen names are capitalized and bold. Examples: "Next, click the **Select DCT** tab."
- Button and link names are capitalized and bolded. Example: "To save and submit the form, click **Submit**."
- Field, screen section, and table column names are bold. Their capitalization matches their appearance in the application interface. Examples: "Verify the value in the **Tracking Number** column."
- Statuses, states, and user roles are capitalized and italicized. Example: "The record's status changes to *Accepted*."
- List values, variables, and user input are shown in mono space font. Example: "Enter a search string (for example, `mysearchstring`)."
- Information that requires particular emphasis (such as exceptions or common oversights) is prefaced with the word **Note** in bold. Example: "**Note**: Your SAS User Name and password are case-sensitive."

1.4 Terminology

FSDO, CHDO, and CMOs:

An *FSDO* (Flight Standard District Office) is an FAA district office. This primarily applies to FAA offices with oversight of CFR Part 135 or 145 certificates.

A *CHDO* (Certificate Holder District Office) is an FSDO that has oversight responsibility for one or more certificates.

A *CMO* (Certificate Management Office) is an FAA district office. This primarily applies to FAA offices with oversight of CFR Part 121 certificates.

An IFO (International Field Office) is an FAA office that authorizes and conducts surveillance on CFR Part 129 foreign air carriers. IFOs also conduct certification and surveillance for US. Foreign Repair Stations.

The term FSDO/CMO and CHDO are often used interchangeably. This document uses the term as it appears on the associated screen or FSDO/CMO as a default.

1.5 Getting Help

If you require assistance with SAS please contact your FAA point of contact (typically the Certification Project Manager or Principal Inspector). Chapter 1: Introduction

This chapter provides an introduction to the SAS External Portal, the SAS program, and some of the major concepts you will encounter when using the application.

2 Introduction

2.1 Welcome to the new External Portal Home Screen

Our new screens are designed using the PEGA system

Formerly, SAS automation had a legacy version of the external portal for the user interface. SAS external portal has been given a modern look and feel with various tiles and frequently used links rendered on the page. The portal also allows users to login to SAS landing page with their existing Login.Gov ID, even if they are not associated with a CH/A. From the landing portal user can either submit a new Preapplication Information or associate themselves with an existing CH/A.

The following image shows the new SAS external portal home page, this screen is accessible to everyone, no log in needed on this landing page. However, MyAccess log-in will be required after the user makes certain selections.


Note: not all screens have been re-designed using PEGA in this version of SAS.

Safety Assurance System (SAS) External Portal


Home Resources Information Guide Start a New Application Register Sign In

Transforming world across borders

Secure access to Federal Aviation Administration systems and services for external users, businesses, and other government agencies.




Earn your air carrier or air agency certificate




Learn the Process
Start with FAA to get certificate.

[How it Works](#)



My Application
Use your portal to get started.


[Sign In](#)



New Application
New application for FAA certificate.

[Start a New Application](#)


Your Safety Assurance System Hub and Resource Center



SAS Sign In

Access your Safety Assurance System account and manage your data.


[Sign In to SAS](#) [Create Account](#)



Passenger Module


Safety Assurance System (SAS) External Portal for Hazardous Materials Passenger Discrepancy Reporting.

[Access Passenger Module](#)



SAS Training

Access free SAS External Portal Resources here.



Information Guide

Learn more about the SAS External Portal.

Important Legal Information

System Use Notice

- You are accessing a U.S. Government authorized information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, (4) all devices and storage media attached to this network or to a computer on this network, and (5) all cloud services and hosting environments supporting this information system. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By logging in and using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding communications or data transiting or stored on this information system.
 - At any time, and for any lawful Government purpose, communication between the user and this information system, data transiting to/from the system, or stored on this system is subject to monitoring, interception, and search.
 - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
- **WARNING:** The information in the Voluntary Self Disclosure document is protected from disclosure under 49 U.S.C., section 40123 and/or section 44735, and/or 14 CFR Part 193.

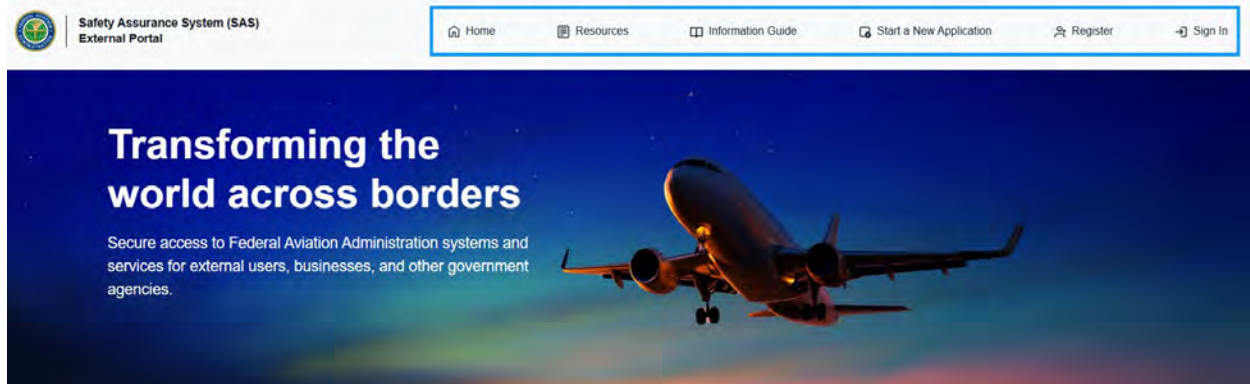
Privacy Act Statement

Paperwork Reduction Act Burden Statement

- A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0774. Public reporting for this collection of information is estimated to be approximately 320 hours per applicant/certificate holder including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

2.1.1 Top Navigational Bar

As shown in the image below, the top navigational header allows users quick access to the following links:



- **Home**
 - This link brings you back to the main landing page for SAS External Portal.
- **Resources**
 - This link opens the FAA License and Certificates page inside a new tab:



Overview

[Air Carrier and Air Agency Certification](#) >

[Aircraft Certification](#) >

[Airmen Certification](#)

[Airport Certification](#)

[Medical Certification](#)

Licenses & Certificates

From pilots and aircraft to airports and spaceports, we provide procedures and tools to help you apply for, receive, and maintain FAA licenses and certificates.

Airmen

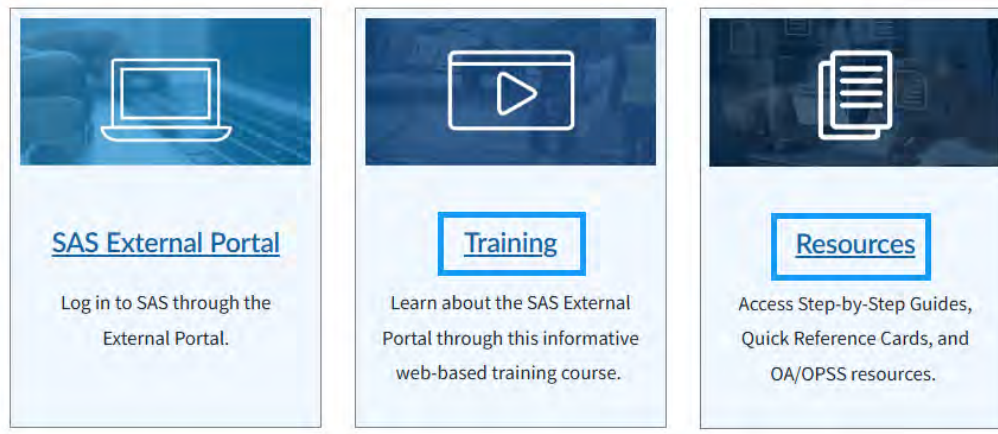
- [Airmen Certification](#)
 - [Airmen Certification FAQ](#)
 - [Integrated Airmen Certification and/or Rating Application \(IACRA\)](#)
 - [Become a Pilot](#)
 - [Become a Mechanic](#)
 - [Contact the Airmen Certification Branch](#)
 - [Search Airmen Certificate Information](#)
- [Airmen Online Services](#)
 - [Update Your Address](#)
 - [Replace an Airman Certificate \(License\)](#)
- [Airmen Practical Test Standards \(PTS\)](#)

- **Information Guide**

- This link opens the FAA's Safety Assurance System (SAS) External Portal Information Guide in a new tab. This page is a good resource for users needing help about the External Portal. It contains a training course and even quick-reference cards (known as "Q cards").

SAS External Portal, Training, and Resources

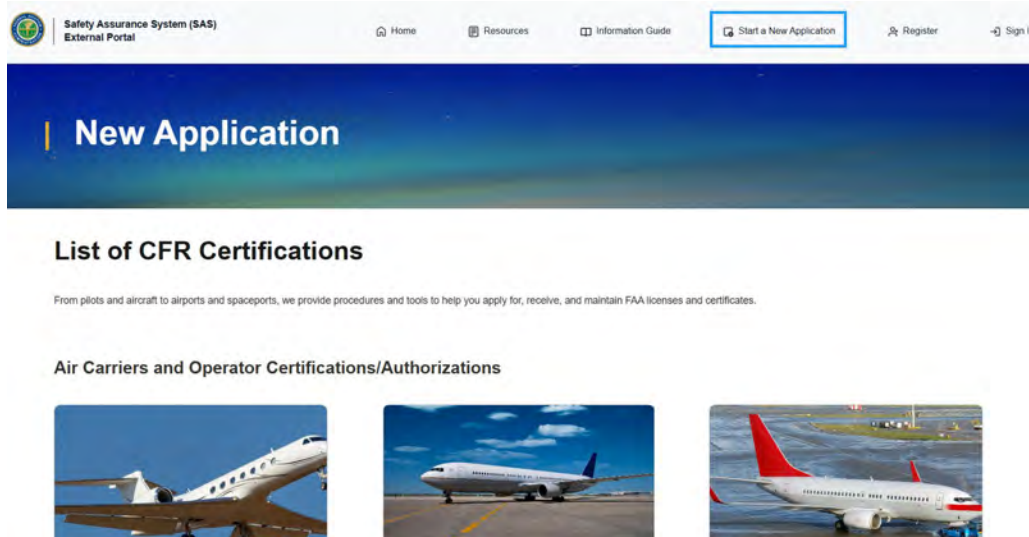
Certificate Holders, Operators, and Applicants are encouraged to access SAS using the External Portal. The FAA has created training and resources to introduce SAS and its features.



The image shows three promotional cards arranged horizontally. Each card has a blue header with a white icon and a light blue body with text. The first card features a laptop icon and the text 'SAS External Portal' with a subtext 'Log in to SAS through the External Portal.' The second card features a play button icon and the text 'Training' with a subtext 'Learn about the SAS External Portal through this informative web-based training course.' The third card features a document icon and the text 'Resources' with a subtext 'Access Step-by-Step Guides, Quick Reference Cards, and OA/OPSS resources.'

- **Start a New Application**

- This link brings you to the new applicant page:



The screenshot shows the top navigation bar of the 'Safety Assurance System (SAS) External Portal'. The navigation items are 'Home', 'Resources', 'Information Guide', 'Start a New Application' (highlighted with a blue box), 'Register', and 'Sign In'. Below the navigation bar is a large blue banner with the text 'New Application'. Underneath the banner is the section 'List of CFR Certifications' with a subtext: 'From pilots and aircraft to airports and spaceports, we provide procedures and tools to help you apply for, receive, and maintain FAA licenses and certificates.' Below this is the heading 'Air Carriers and Operator Certifications/Authorizations' followed by three images of commercial airplanes: a white jet, a white jet with a blue tail, and a white jet with a red tail.

- **Register**

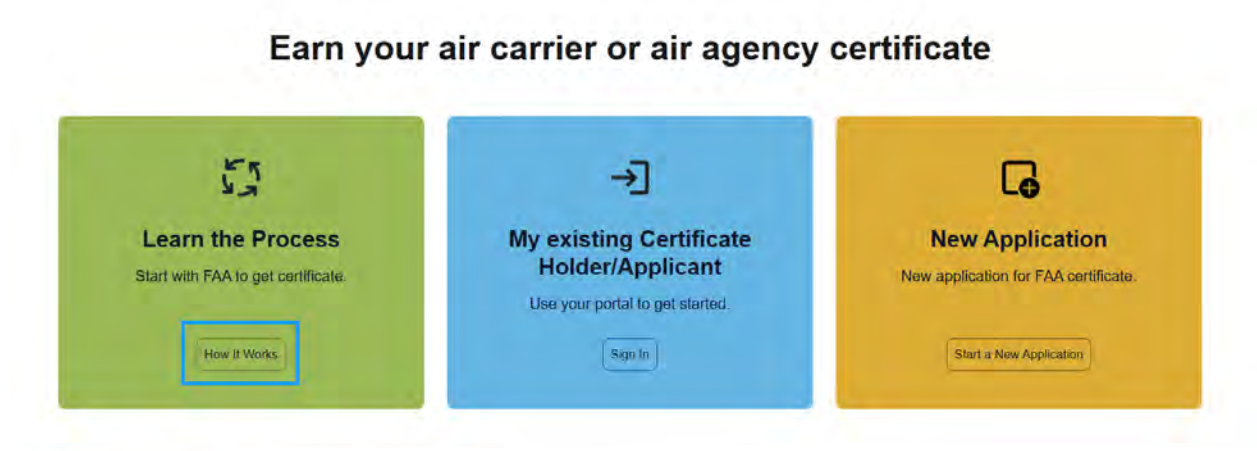
- This link brings you to the registration screen for new External Portal users.

- **Sign in**

- Returning SAS External Portal users can log in to here to see their certification, and progress.

2.1.2 Learn the SAS Process

Click the **How it Works** button under the green **Learn the Process** area to navigate to FAA website regarding the Air Carrier and Air Agency Certification. This website contains useful links about external portal initial certification.



Home / Licenses & Certificates / Air Carrier and Air Agency Certification

Air Carrier and Air Agency Certification

ANNOUNCEMENT

The FAA Flight Standards Service (FS) is making key improvements to application processing by combining elements of the certification process.

Effective January 24, 2024, FS is utilizing a new process to increase applicant readiness for initial certifications, which is applicable to applicants for an air carrier, air operator, or air agency certificate, or the issuance of management specifications (MSpec) in accordance with Title 14 of the Code of Federal Regulations (14 CFR) parts 91 subpart K (part 91K), 125, 133, 135, 137, 141, 142, 145 (Domestic), and 147.

This new process is a continuation of our efforts to enhance the certification process. FS is committed to designing long term, sustainable improvements that reduce certification wait times and improve application processing times. Please see [FAA Notice 8900.766](#) for further information.

SAS External Portal: Use of the SAS External Portal for Initial Certification is voluntary for AC Parts 121, 135, and 145. Additional resources to help Certificate Holders and Applicants (CH/As) use the SAS External Portal include [training for CH/As, What is SAS? — An Overview for CH/As](#) (PDF), and the [SAS External Portal Information Guide](#), all available free of charge.

- [14 AC Part 121 Air Carrier Certification](#)
- [14 CFR Part 125 Air Carrier and Operator Certification](#)
- [14 CFR Part 91, Subpart K \(Part 91K\) Fractional Ownership Program Application Approval Process](#)
- [14 CFR Part 133 Rotorcraft External-Load Operations](#)

Overview

Air Carrier and Air Agency Certification >

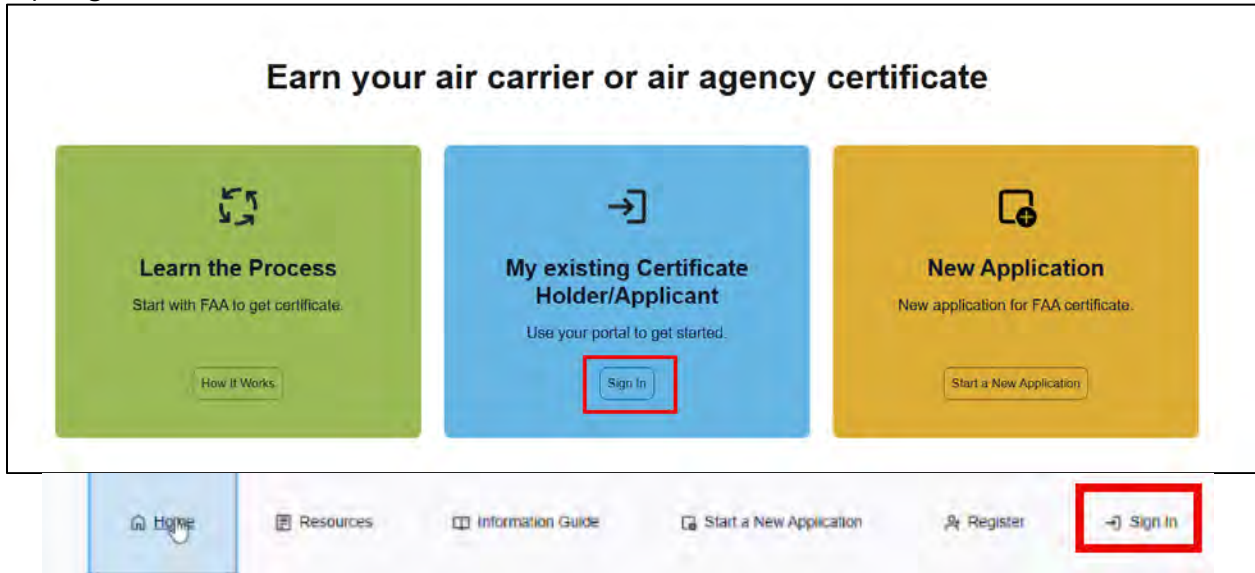
- Overview
- 14 CFR Part 121 Air Carrier Certification
- 14 CFR Part 125 Air Carrier and Operator Certification
- 14 CFR Part 135 Air Carrier and Operator Certification
- 14 CFR Part 141 Pilot Schools
- 14 CFR Part 145 Repair Station (Air Agency) Certification
- 14 CFR Part 147 Aviation Maintenance Technician School (AMTS) Certification
- Major Change Process Document (MCPD)
- Aircraft Conformity

Aircraft Certification >

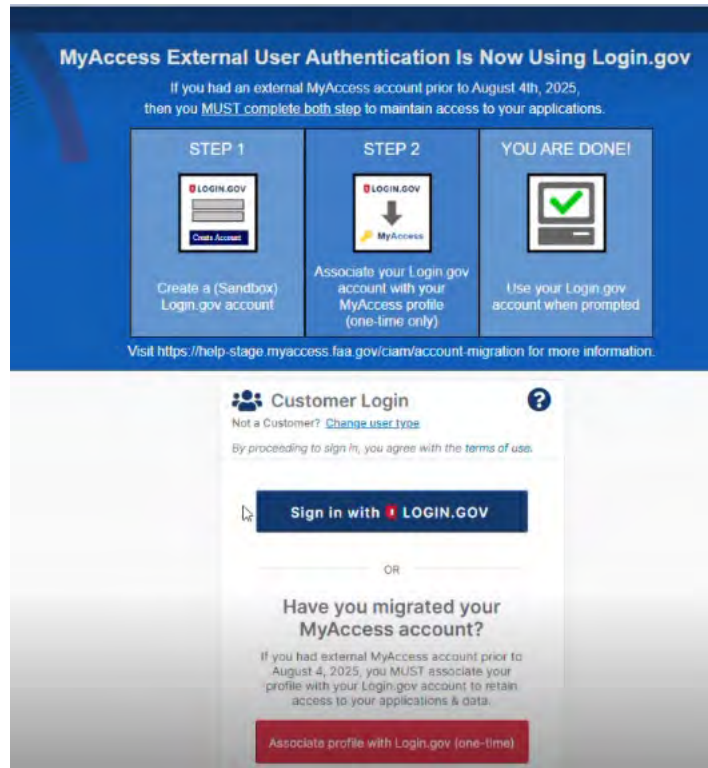
Airmen Certification

2.1.3 Existing Users – Login with MyAccess

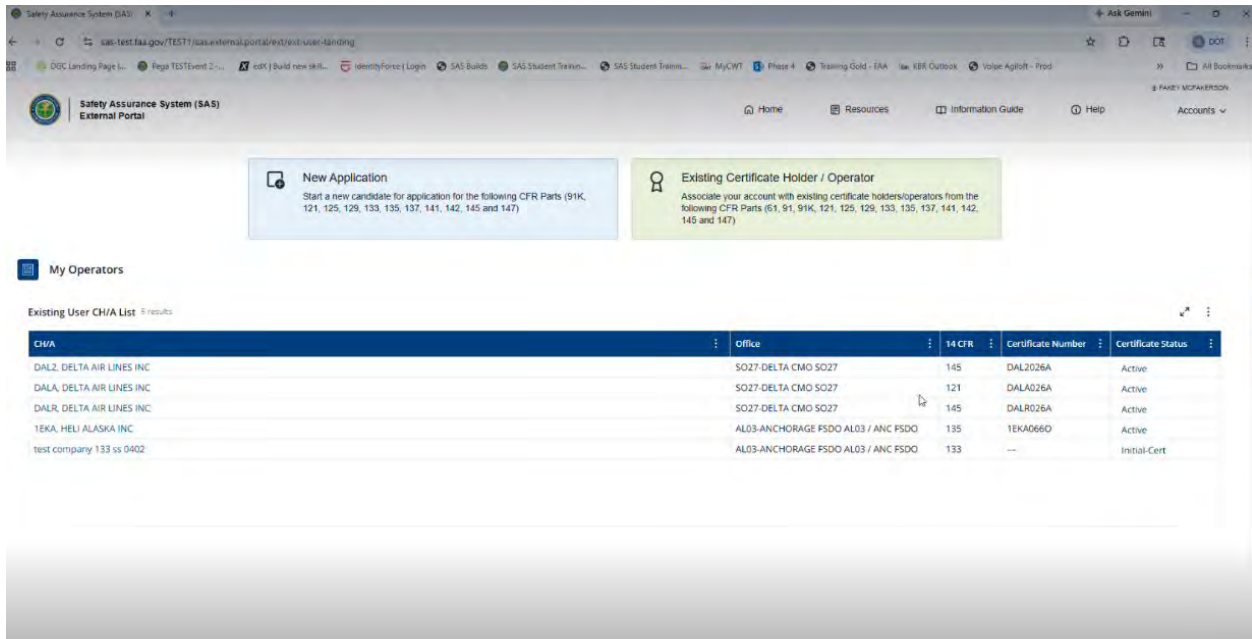
If you are a returning user, click on the **Sign In** button in the blue “My existing Certificate Holder/Applicant” box. Alternatively, you can also click the **Sign In** link at on the top right of the top nagivational menu.



The system will navigate you to the log in page, users must click the blue **Sign In with LOGIN.GOV** button and enter their credentials to continue.

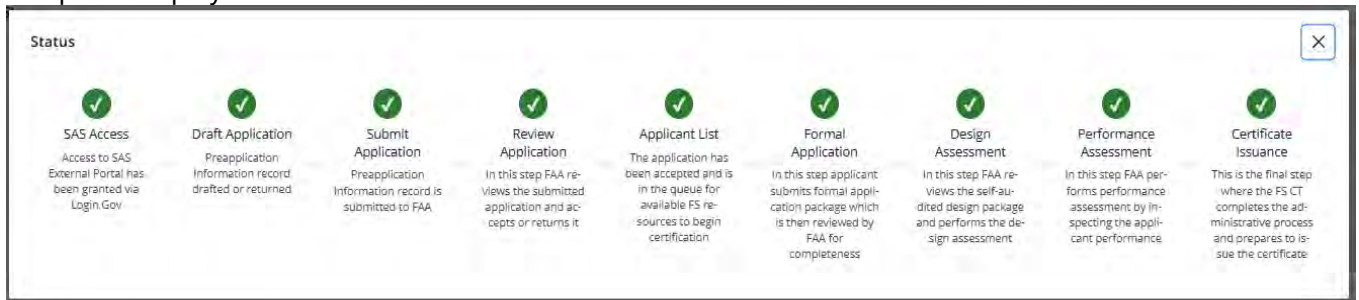


After successful login, users will arrive to the landing page. Existing users can pick up where they left off in the SAS External Portal. SAS also displays a grid with a list of CH/A that the user is associated with. The grid will be empty if the user is not associated with any CH/A. SAS also displays a list of frequently used links on top of the page, including option to maintain profile or Sign Out from the Accounts dropdown.



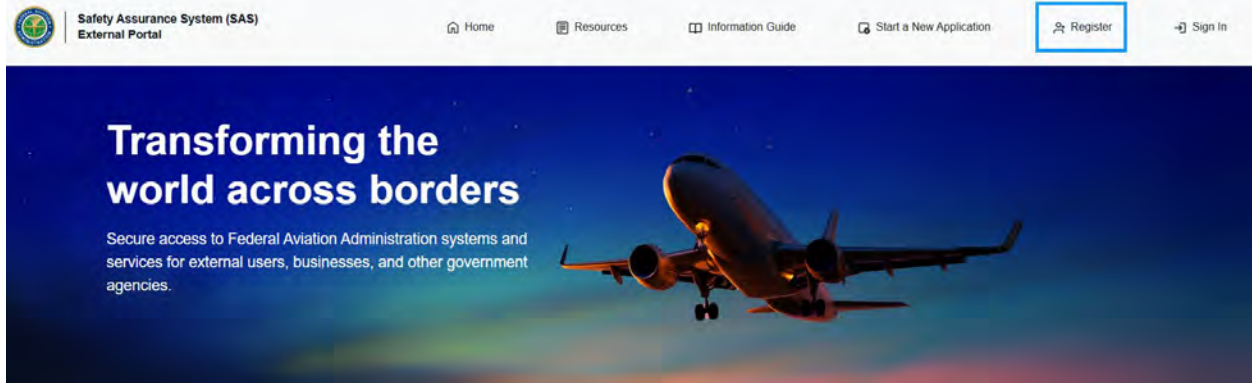
Note: The External Portal Login Page for an unauthenticated user has various tiles to earn your air carrier or air agency certificate, Safety Assurance System Hub and Resource Center, Important Legal Information. Also, on the top of the page there are various frequently access links like Home, Resources, Start New Application, Register, Sign In etc.

The Certificate Status column on the above grid for an existing CH/A is a hyperlink. Clicking on it displays a progress bar based on the status of the CH/A on where in the process the CH/A is. A sample is displayed below for an Active status certificate.





2.1.4 New Users – Create an Account

If you are a new SAS External Portal user, please click on the **Register** link on the top navigational bar.



Once you click the **Register** link on the top navigational bar, the system will send the new user to the registration screen. From here, users can enter their email address, click **Next** and follow the credential directions to create an account.

 **DOT/FAA Federal Login** 


Not a DOT/FAA Employee or Contractor? [Change user type](#)

By proceeding to sign in, you agree with the terms of use.

Sign in with MyAccess Workforce

OR

Email Address

 **This field cannot be left blank**

Next

[MyAccess Help](#)

2.2 The SAS Program

The *Safety Assurance System (SAS)* is the FAA system for the certification, surveillance, and oversight of CH/As operating under 14 CFR Parts 121, 129, 135 and 145, in accordance with Office of Aviation Safety (AVS) Safety Management System requirements. SAS encompasses the people, processes, and technology that are involved in the safety management of CH/As.

SAS promotes safety through:

- Initial certification,
- Initial authorization,
- The assurance of continued operational safety (COS),
- Certificate Holder Evaluation Program (CHEP), etc.

It also provides flexibility for targeted oversight and resources where areas of highest risk exist.

SAS ensures overall safety of the operational systems of CH/As. It assesses both the design and performance of these systems to ensure that CH/As effectively manage these systems and are operating safely.

SAS's systems are divided as airworthiness (AW) and operations (OP) specialties. Systems assessed through SAS include (but are not limited to):

- Organizational Management (OP and AW)
- Flight Operations (OP only)
- Operational Control (OP only)
- Aircraft Technical Operations (AW only)
- On-Board Operations (OP only)
- Ground/Station Operations (OP and AW)

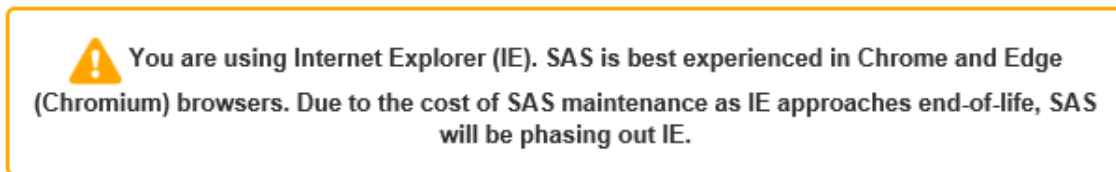
These systems include personnel, training programs, equipment, and facilities.

2.3 SAS System and Browser Requirements

It is recommended that you use Firefox, Safari, Chrome, or Microsoft Edge to access SAS. Beginning with SAS v3.2, access to SAS using Internet Explorer as a browser, will be blocked with the message and screen below:



For older versions of SAS such as v3.0 and v3.1, you may still see the following warning message when trying to access the application:



SAS is an HTML-5 application. It is supported on browser/operating system platforms that support HTML5. At present, these include:

Operating System	IE 11	Firefox	Safari	Chrome	Edge
Windows 10	Supported	Supported	N/A	Supported	Supported
Windows 8.1	Supported	Supported	N/A	Supported	N/A

Windows 7 SP1	Supported	Supported	N/A	Supported	N/A
Mac OS 10.12 - 10.14	N/A	Supported	Supported	Supported	N/A

SAS supports a minimum screen resolution of 1024 by 768 pixels.

restricted from access

2.4 SAS External Portal Log-in and Navigation Features

This section will discuss a few log-in and navigation features in the External Portal that you may find to be helpful.

2.4.1 System Use Notice and Privacy Act Statement

Every time you try to log into SAS external portal, below the **SAS login** box, you will see a brief section called **System Use Notice**. Please read this section carefully as it pertains to consent and authorized access of SAS, which is for U.S. Government use only.



Click " Sign Up for SAS" if you wish to request access to one or more certificate holder/applicant (CH/A).

To access the SAS External Portal training, before you sign up for SAS, [click here](#).
To access the SAS External Portal Information Guide, [click here](#).

SYSTEM USE NOTICE

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all other computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only.
- Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system you consent to the following:
 - You have no reasonable expectation of privacy regarding any communications or information transiting or stored in this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Furthermore, below the **System Use Notice**, you will see the **Privacy Act Statement**. Please read through the entire statement and make sure you agree and consent with the information

provided before accessing the SAS system. The **Privacy Act Statement** can be seen in the image below.

PRIVACY ACT STATEMENT

This statement is provide pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a as amended:

Authority:The authority for collecting information on Safety Assurance System (SAS) external portal is [49 U.S.C. §40113\(a\)](#) and [14 CFR part 13](#).

Purpose:The SAS collects information to create user accounts and allow an individual access to the SAS external portal to start their initial certification process.

Routine Uses:The information collected will be included in the system of records notice [DOT/ALL 13 - Internet/Intranet Activity and Access Records](#). Records may be disclosed in accordance with the routine uses that appear in DOT/ALL 13 Internet/Intranet Activity and Access Records including:

1. to provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
2. to an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
3. to contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
4. to other government agencies where required by law.

The Department has also published 14 additional routine uses applicable to all DOT Privacy Act systems of records, including the Civil Aviation Registry. These routine uses are published in the Federal Register at 75 FR 82132, December 29, 2010, and 77 FR 42796, July 20, 2012, under "Prefatory Statement of General Routine Uses" available at www.transportation.gov/privacy/privacyactnotices.

Disclosure:Submission of the information is voluntary, however, failure to submit requested information will result in FAA's inability to grant you access to the system.

Below the **Privacy Act Statement**, you will see the **Paper Reduction Act**. Please read through the statement before continuing on with SAS.

PAPERWORK REDUCTION ACT BURDEN STATEMENT

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0774. Public reporting for this collection of information is estimated to be approximately 320 hours per applicant/certificate holder including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

All responses to this collection of information are voluntary to obtain or retain certificates under 49 U.S.C. 44701(c). The following requirements in 49 U.S.C. are also applicable to SAS; § 44702, Issuance of Certificates, § 44705, Air Carrier Operating Certificates, and §44707, Examining and Rating Air Agencies. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524

2.4.2 Two Factor Authentication

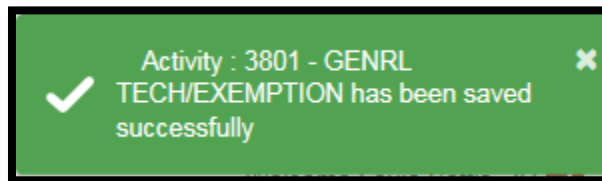
SAS has the ability to provide additional security through a two-factor authentication when accessing the Flight Standards and Office of Hazardous Materials Safety External Portal". After you log in from the External Portal log-in page with the correct username and password, the SAS system will email you a message that contains a SAS specific URL link and a respective key stored within. Now, click the URL contained in the email message and reenter your username and password information one more time. The system will now let you log in. This extra step provides an additional layer of protection in case your SAS username or password ever becomes compromised.

2.4.3 Pop up screens and Transient Messages

Throughout SAS, you may often see pop-up screens, warning messages, or status notifications.

Some of the pop ups you will encounter are **Transient Messages** which are green in color like the example below. These typically appear for 5 seconds in the upper right corner of the screen after certain actions are completed to inform you a button was clicked or a status was saved. Both AFS and AXH users will see transient messages throughout the application.

Note: Transient messages are not applicable to dialogue boxes, or boxes that require user's input (i.e. "Yes/No" or "Ok/Cancel"), or dialog boxes that shows error messages from external system, such as eFSAS.



2.4.4 Captcha Screen during Registration

When you first register for SAS, you will encounter a CAPTCHA challenge at the external user registration page. Enter the required registration information and provide a correct response to the **CAPTCHA** challenge. Then click the **Submit** button. If you would like to refresh the CAPTCHA challenge, click on the circular vortex icon to the right of the image and try again.

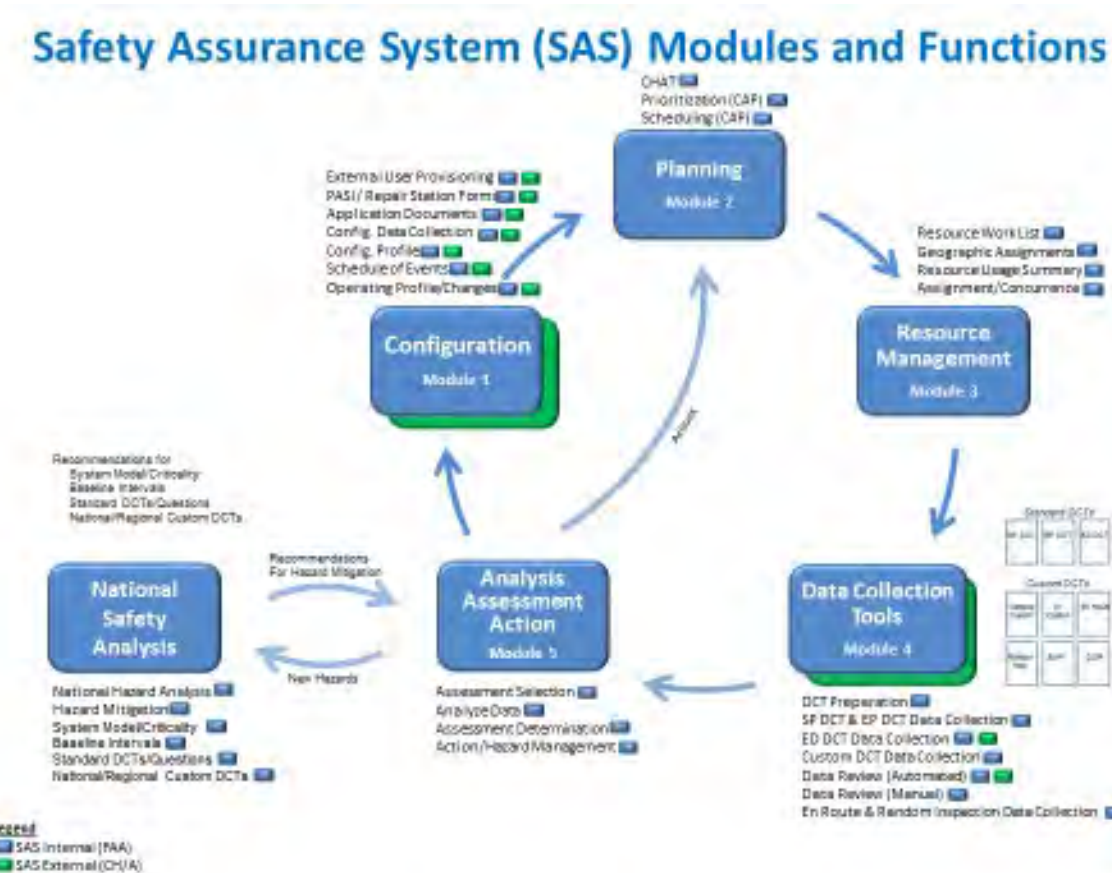
Alternatively, you may click on the sound icon to listen to the correct digits and letters, this is useful if you are having trouble seeing the CAPTCHA lettering.



2.4.5 Spell Check

Spell Check is enabled in *all* the text fields within the SAS application. This provides External Users the option to correct the manually entered text in the external application.

2.5 SAS Modules and Life Cycle



2.6 About the SAS External Portal

The SAS External Portal is a web browser-based application that allows CH/As to interact with their local FSDO/CMO/IFO. SAS supports CH/As operating under 14 CFR parts 121, 129, 135, and 145.

There are no role or privilege differences within the SAS External Portal. All registered users have equal access to the system, its functionality, and data. Only data pertaining to your CH/A is available to you. The FAA can view your data but other CH/As cannot.

2.7 What Can I Do in the SAS External Portal?

If you are an applicant for certification, you can use the SAS External Portal to:

- Submit Preapplication Information.
- Submit your responses to DCT questions and view FAA feedback on your responses.
- Submit required documentation.
- Manage the Schedule of Events (SOE) in coordination with FAA personnel who oversee your application.
- View notifications and broadcast messages from the FAA.
- Message with the FAA regarding your CH/A (only once an FAA Certification Project Manager (CPM) is assigned to your CH/A)

If you are a current certificate holder, you can use the SAS External Portal to:

- Manage the list of maintenance and training contractors that your company contracts with.
- Request changes to the programs your company is authorized to perform through configuration changes.
- Submit documentation to the FAA for review.
- View notifications and broadcast messages from the FAA.
- Message with the FAA PI regarding your CH/A.
- Submit passenger discrepancies to the Office of Hazardous Materials Safety

2.8 About the SAS Master List of Functions

In SAS, a comprehensive, hierarchical *Master List of Functions* (MLF) defines how the FAA organizes the areas in which it oversees safety. Individual systems are divided into subsystems and elements.

For example, in this segment of the SAS MLF *Ground and Station Operations* constitutes the system level. *Cargo and Acceptance Handling* is one of its subsystems. And finally, *Carriage of Cargo and Hazardous Materials* are elements.

6.0 – Ground and Station Operations

6.3 – Cargo and Acceptance Handling

6.3.1 - (OP) Carriage of Cargo

6.3.2 - (OP) Hazardous Materials

Systems, subsystems, and elements are then associated with applicable regulations, guidance, and system configuration attributes. Based on those associations, the FAA uses SAS to create *Data Collection Tools* (or DCTs). DCTs are a group of questions used to provide data necessary to complete the associated assessment of design or performance.

3 SAS Registration and Preapplication Information

This chapter describes how to access SAS, request and maintain your SAS account. This also describes how a new CH/A can provide initial preapplication information to the FAA on the proposed operations.

3.1 About the SAS Registration Process

To access and use the SAS External Portal, you must first submit a SAS registration request. Your request will go through an approval process.

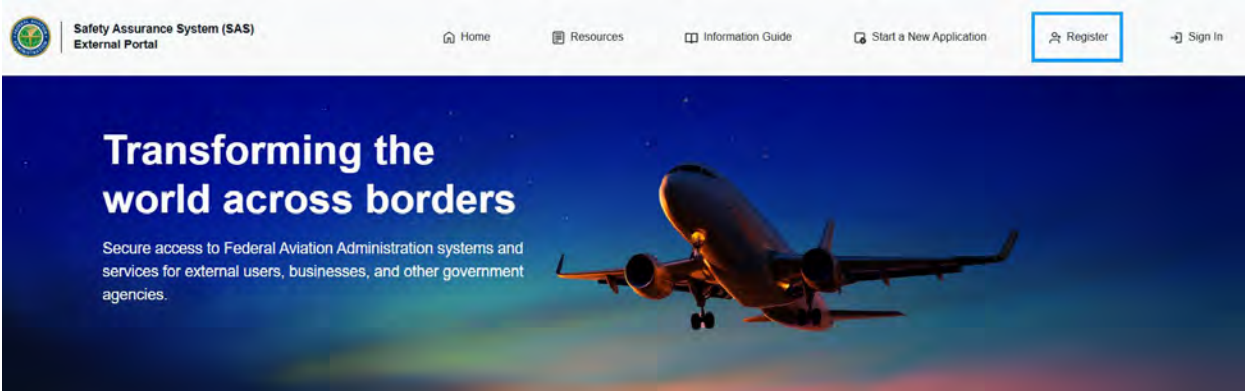
- You will need to provide an email address to submit a request for a SAS account. SAS then sends you an automated email with a registration link. After clicking the link, SAS walks you through the process of entering your registration information and your registration request is sent for review to the FAA point of contact at your FSDO/CMO/IFO. The FAA reviews the registration request and may approve the request, disapprove it, or request more information.
- If you do not already have an FAA ID, the FAA will send you links to go and apply for an FAA ID through the FAA's Provisioning System.
- If you are already a registered user of other FAA applications you will use the same FAA ID for SAS, but you must still register for SAS access.
- When your registration request is approved by the FAA, you will be notified via email.

3.2 Who Can Register?

To register for SAS, you should be associated with an FAA CH/A under 14 CFR Parts 121, 129, 135, or 145. If your company has not already begun the certification process or the authorization process (CFR Part 129 only) you will be required to enter preapplication information as part of your registration request.

3.3 How to Register for Access to the SAS External Portal

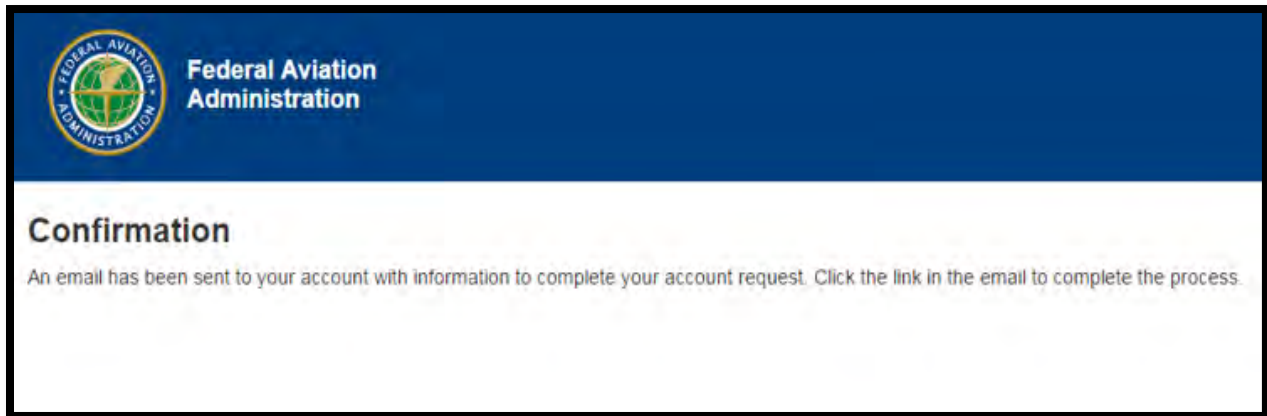
Once you have completed the appropriate training on the SAS External Portal, navigate to **sas.faa.gov** to begin the Registration process. If you are a new SAS External Portal user, please click on the **Register** link on the top navigational bar.



Once you click the **Register** link on the top navigational bar, the system will send the new user to the registration screen. From here, users can enter their email address, click **Next** and follow the credential directions to create an account.

After completing the steps, you will receive an email response to continue the registration process. This email has a link which is good for one use only and must be used within 24 hours. If your link expires before you can use it, you must resubmit your registration request by going

to the Sign Up for SAS link. If your email does not arrive, 1) check your junk/spam folder; 2) resubmit your registration request.



A browser window will open, displaying the SAS User Registration screen. There are three options:

Option 1. You are a new certification applicant and Preapplication Information has not yet been submitted for your company. The steps for this option follows immediately in Section 2.3.

Option 2. The Preapplication Information for your application has already been submitted. The steps for this process are located in Section 2.4.

Option 3. Your company already hold a certificate. The steps for this process are located in Section 2.5.

#	Option	When to Use	What SAS will need
1	I want to submit a Preapplication Information for a new certificate application	You work for a company that intends to apply for certification and you are the first user in your company registering for a user account.	In addition to your own contact details, you will also be asked to enter the name of the FSDO in your service area and the Preapplication Information for your company.
2	My company's Preapplication Information has already been submitted	You work for a company that has already applied for certification, and you are not the first user in the company registering for a user account.	You will need to provide the name of your company and your contact details.
3	My company already holds a certificate	You work for a company that that is already certificated	You will need to provide the name of your company and your contact details.

3.4 How to Register for Access as a new certification applicant and Preapplication Information has not yet been submitted for your company (Option 1)

If you intend to apply for certification, before proceeding:

- Familiarize yourself with the certification process.
 - For Part 121 and 135 certificates, see http://www.faa.gov/licenses_certificates/
 - For Part 145 certificates, see <http://www.faa.gov/aircraft/repair/>
 - Determine the correct FSDO/CMO for your location. You will need to enter this information later. You can find your FSDO at http://www.faa.gov/about/office_org/field_offices/fsdo/
 - For Part 129, you can find your IFO at [International Field Offices \(IFOs\) | Federal Aviation Administration](#)
1. Select Option 1, "I want to submit a Preapplication Information for a new certificate application".
 2. You will then be directed to the My Contact Information screen where you will need to complete basic information regarding you and your company.
 - a. In the **Company** field, enter the name of your company.
 - b. In the **FSDO/IFO** field, enter the first few characters of your FSDO's or IFO's code or name and then select it from the list.



To continue the process of registering for a SAS User ID, please provide the requested information.

My Contact Information

* required field.

* Company:

Enter Company Name

Required

* FSDO:

a

* First Name:

AC01 - ACADEMY TRAINING, AMA-240

Middle Initial:

AC02 - ACADEMY AMA-200

* Last Name:

AC03 - ACADEMY TRAINING, AMA-240

Title:

AC75 - FEDERAL AVIATION ADMINISTRATION

* Address Line 1:

AL01 - FAIRBANKS FSDO AL01 / FAI FSDO

Address Line 2:

AL03 - ANCHORAGE FSDO AL03 / ANC FSDO

AL05 - JUNEAU FSDO AL05 / JUN FSDO

* City:

* State:

* Zip Code:

* Country:

US - UNITED STATES

Phone:

Phone

Email:

998749b5-4389-416a-9bf6-9d61743af59d@noresponse.com

Reset

Next

3. Complete the remaining fields on the screen. Those that are required are annotated with a red asterisk.
4. Click **Next**. The information you entered is displayed. Review it for accuracy. Then click **Next** to begin the Preapplication Information for your applicant. For applicants for a CFR Part 129 Authorization, skip to Section 3.7.
5. On the initial **Preapplication Information** page, select the type of certificate you are applying for. Then in **Section 1A**, complete the information in boxes **1** through **5**.

6. Click **Next**. **Section 1B** (for Parts 121 and 135) or **Section 1C** (for Part 145) opens. Select the proposed type of operation or agency according to the requested certificate type.

Preapplication Information
* required field
Section 1B. To Be Completed By Air Operators (Part 121)
* 6. Proposed Type of Operation
 Air Carrier Certificate
 Operating Certificate
 Passengers and Cargo
 Cargo Only
Reset Previous Next

7. Click **Next**. For Part 121 or 135 certificate requests, **Section 1D** opens. (**Note:** For Part 145 requests, skip the remainder of this step and proceed to the next one.)

In box **8**, identify each of the aircraft the applicant will fly.

- If an aircraft's configuration is Pax/Cargo, or Combined, specify the number of seats in the plane.
- If an aircraft's configuration is Pax/Cargo or Cargo Only, specify the payload.

In box **9**, specify the intended geographic area of operation. Click **Next**.

Section 1D. To Be Completed By Air Operators
* 8. Aircraft Data

Make/Model/Series	Number of Aircraft	Configuration	Seats
BEECH BE-200-A200C SUPER KING AIR	1	Pax/Cargo	9

Add Row Delete Row
* 9. Geographic area of intended operations
US
Reset Previous Next

- For all CFR Parts (121, 135, 145), in Section **1E**, attach a scanned, signed copy of the current, signed Form 8400-6 Preapplication Statement of Intent (PASI). Optionally, enter a detailed explanation of the proposed operation or business. Provide enough information for the FAA to assess the size and scope of the proposed operation.
- In Section **1F**, enter the applicant's name and job title.

Preapplication Information

* required field

* Section 1E. Additional Information That Provides A Better Understanding Of Proposed Operation Or Business

Description

* Attach required current and applicable FAA application form, or application letter for the associated CFR type

Attachments:

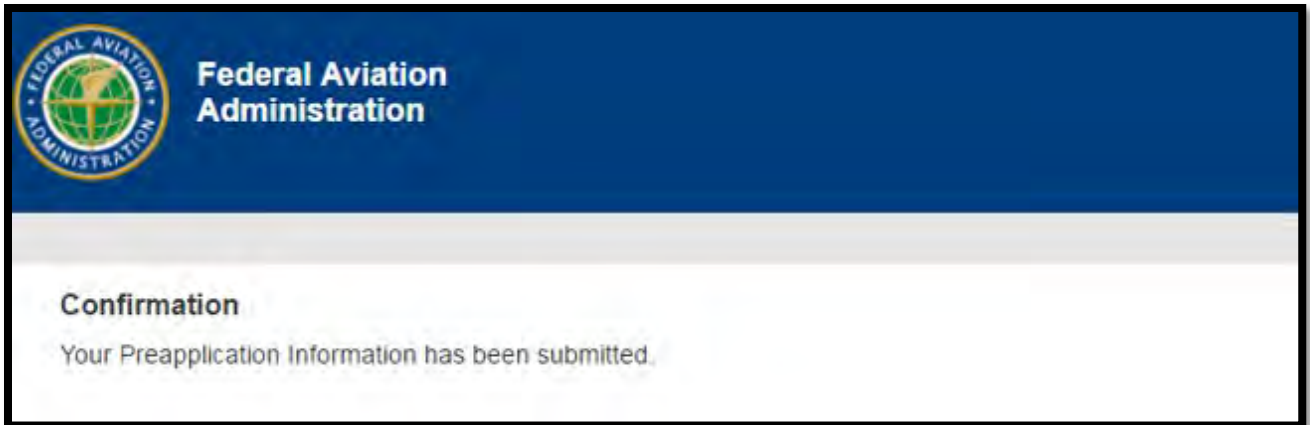
* Section 1F. The Statements And Information Contained In This Form Denote An Intent To Apply For FAA Certification

Date: 04/30/2020

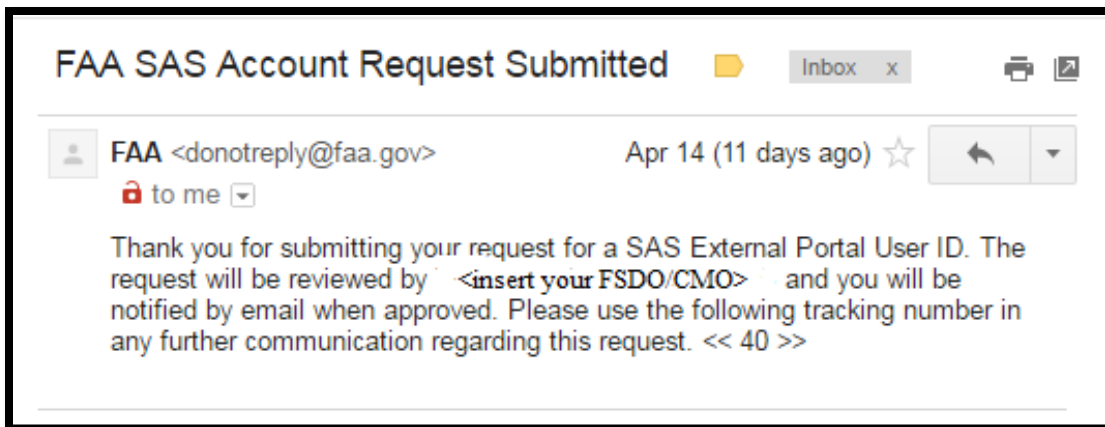
* Name:
Required

* Title:

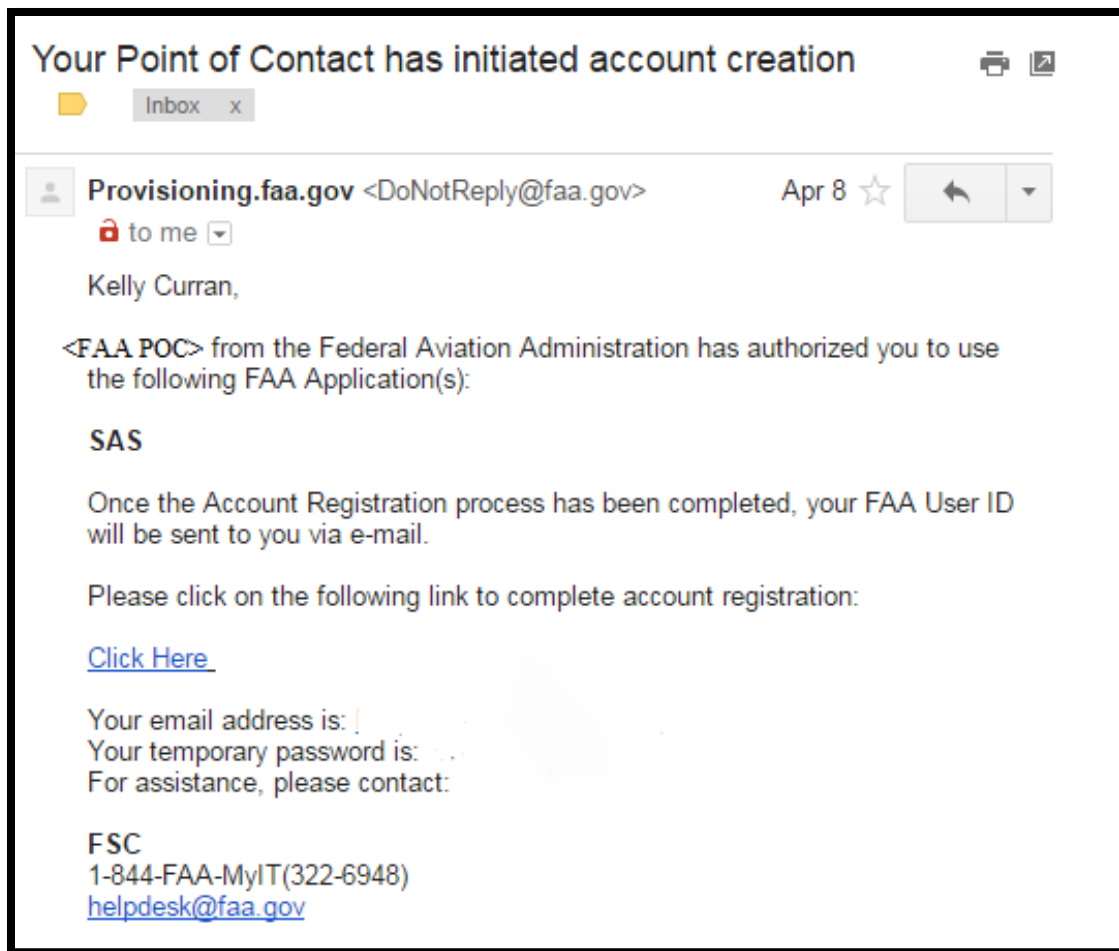
- Click **Submit**. A confirmation message displays.



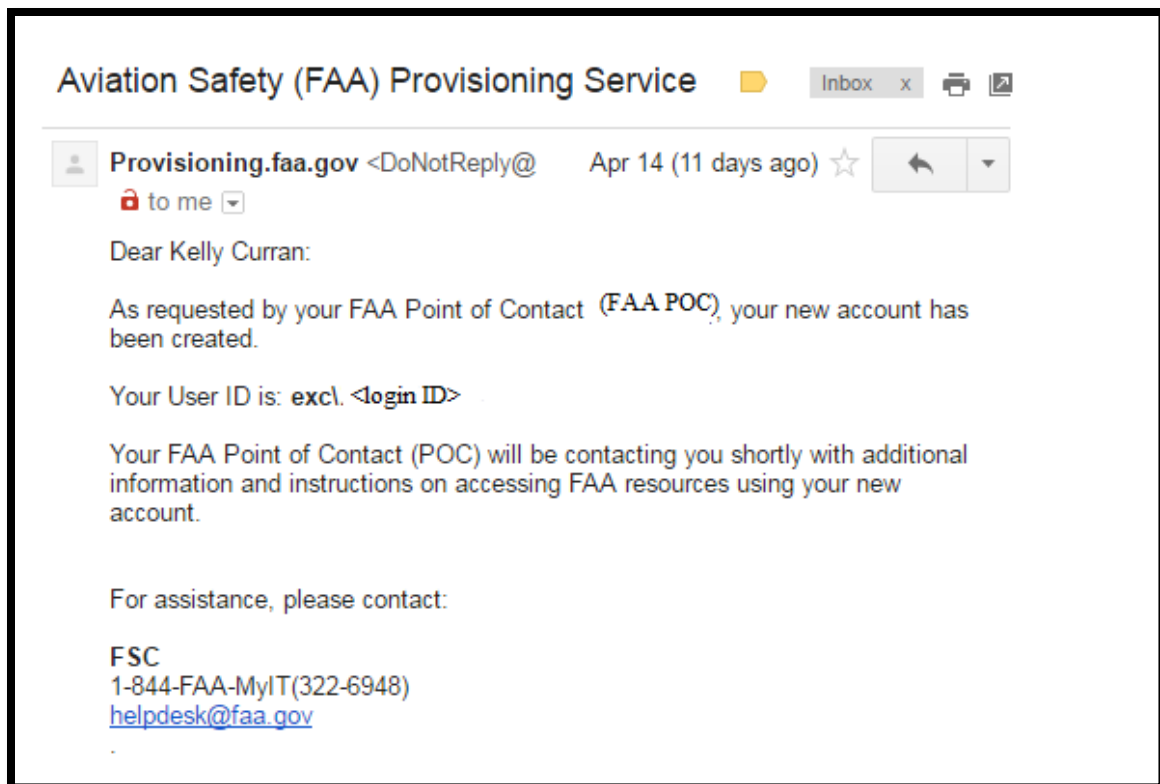
11. SAS sends you an email confirming that your registration request has been received.



12. If you have not been provisioned by the FAA for other applications, your access will need to be provisioned by the FAA. You will receive an email from Provisioning.faa.gov with your email address and a temporary password.



13. You must then log in to the FAA Account Registration site using the provided email address and temporary password to complete your FAA Provisioning. Once completed you will receive your FAA User ID.



14. Additionally, your SAS External Portal registration request must be approved by the FAA SAS point of contact from the FSDO/CMO. Once this is approved, you will receive an email notification.

From: FAA <donotreply@faa.gov>
Date: Sun, Sep 20, 2015 at 11:30 AM
Subject: FAA SAS Account Request Approved
To:someuser@universlairways.com

Your request for access to the SAS External Portal has been approved by Sam Chatterjee at AL01. You may now login with your user EXC\Arthur.Carlson at <https://sas.faa.gov/sas.external.portal>

Note: If your SAS External Portal registration is approved before your provisioning in the FAA is completed, you will get a different email and you will have to complete your provisioning to be allowed access into SAS.

From: FAA <donotreply@faa.gov>
Date: Sun, Sep 20, 2015 at 11:30 AM
Subject: FAA SAS Account Request Approved
To: someuser@universlairways.com

Your request for access to the SAS External Portal has been provisionally approved by <FAA User> at the <FSDO/CMO>. Your FAA User Provisioning still needs to be completed as you cannot access the SAS External Portal until you receive your User ID and create a password.
When you receive notification that your User ID and password are created, go to sas.faa.gov to log into SAS.
If you have any issues, please contact your FAA SAS point of contact.

15. Separately, the FAA POC will accept the Preapplication Information. Once this is accepted, you will get an email.

From: FAA <donotreply@faa.gov>
Date: Sun, Sep 20, 2015 at 11:30 AM
Subject: Your Preapplication Submission has been accepted by the Field Office
To: someuser@universalairways.com

Your request for Preapplication Information to be associated with Universal Airways has been accepted by Sam Chatterjee at the FSDO AL01.

16. At this time you can log into SAS using the sas.faa.gov link.

SAS Login

* required field

* User Name:

* Password:

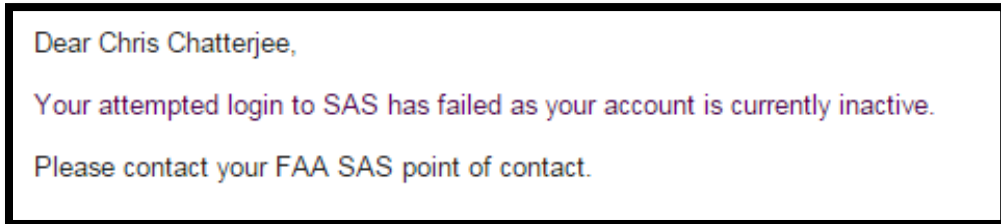
[Log In](#) OR [Sign up for SAS](#) OR [Passenger Module](#)

[Forgot your password?](#)

Note: Your SAS user name is not case-sensitive. Your password *is* case-sensitive.

Note: If you log in and receive a message denying you access, it is likely that your SAS account has not yet been approved or is inactive.

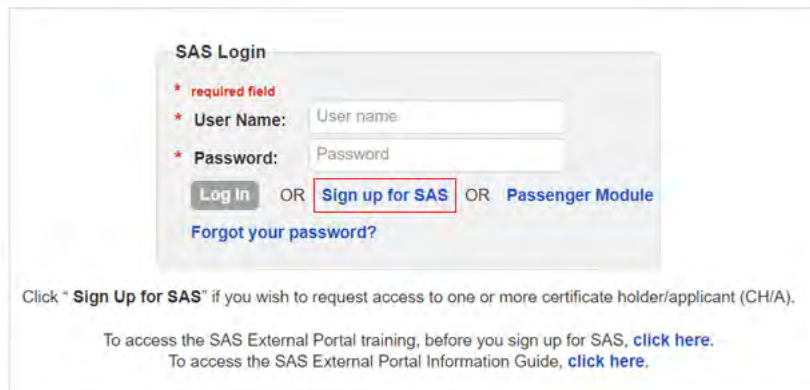
If your account is inactive, you will receive an email informing you of this. Contact your FAA FSDO point of contact.



17. To continue with the initial certification, refer to Chapter 4.

3.5 How to Register for Access as a new certification applicant and Preapplication Information has not yet been submitted for your icompany (CFR Part 141, 142, 147 - Option 1)

1. Go to the **SAS External Portal** home screen and click on the **Sign up for SAS** link.



2. Select the radio button against **Applicants for Certification** and select the checkbox: *Initial Inquiry conducted with the FAA. I have read and understood the certification process and associated requirements.*

3.

*** Applicants for Certification**

- Before applying for a certificate you should first familiarize yourself with information about the certification process.
 - For 14 CFR parts 121 and 135 this information is available at: http://www.faa.gov/licenses_certificates/airline_certification/.
 - For 14 CFR part 145 this information is available at: <http://www.faa.gov/aircraft/repair/>
 - For 14 CFR parts 141, 142 and 147 this information is available at: <http://www.faa.gov/>
 - Initial Inquiry conducted with the FAA. I have read and understood the certification process and the associated requirements.**
- You will also need to determine which FSDO is in your Local Service Area by visiting the Flight Standards Service website at http://www.faa.gov/about/office_org/field_offices/fsdo/
- After completing steps 1 and 2, return here to request an account to the SAS External Portal. The portal will allow you to manage a range of processes, including:
 - Preapplication Information
 - Provide the company data needed by FAA, such as phone numbers, addresses, and names of company officials
 - Provide further details of the types of program that you want to perform
 - Review the customized data collection tools that FAA will use to approve your application
 - Submit your responses to design assessment questions and view FAA's feedback on your responses.
 - Submit the required documentation and view FAA comments
 - Manage the schedule of events in coordination with FAA personnel assigned to oversee your application.

*** Current Certificate Holders**

Current certificate holders can use the SAS External Portal to coordinate with the FAA office and personnel assigned to oversee your certificate. The portal allows you to manage a range of processes, including

- Review the data collection tools that FAA uses to oversee your operating certificate
- Keep company data needed by FAA up-to-date, such as phone numbers, addresses, and names of company officials
- Request changes to the programs that your company is authorized to perform.
- Submit results of design assessments requested by FAA in connection with major changes in programs, and view FAA acceptance and approvals.
- Submit documentation to the FAA for review and view FAA comments

I have made my initial inquiry with my local FAA FSDO/CMO/FO. I have read and understood the certification process and the associated requirements, if applicable.

***New Applicant for Certification:** Select this option if this is for an applicant that has not already submitted their initial certification application or not an existing certificate holder.

***Existing Applicant for Certification:** Select this option if this access is for an applicant that has already submitted their initial certification application and is not an existing certificate holder.

***Current Certificate Holder:** Select this option if this access is for an existing certificate holder that has already completed initial certification.

Register for SAS User ID

Complete and submit this if you are requesting access to an initial or additional CH/A. If you are not requesting access to a new CH/A, please [click here](#).


* required field

* **First Name:**

* **Last Name:**

* **Email Address:**

* **Re-enter Email:**

* **CAPTCHA:** 

Retype the characters from the picture:

* **Update Email Address:** Eg. user@mydomain.com

4. Enter your name and email address and click the **Submit** button.

Register for SAS User ID

Complete and submit this if you are requesting access to an initial or additional CH/A. If you are not requesting access to a new CH/A, please [click here](#).

* required field

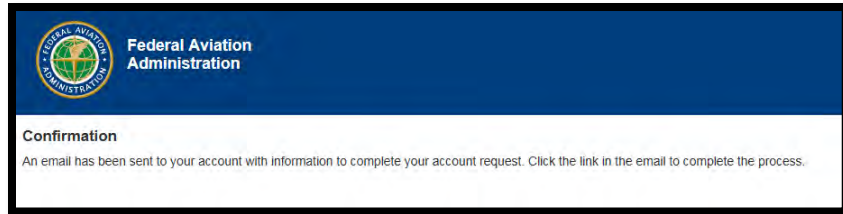
* **First Name:**

* **Last Name:**

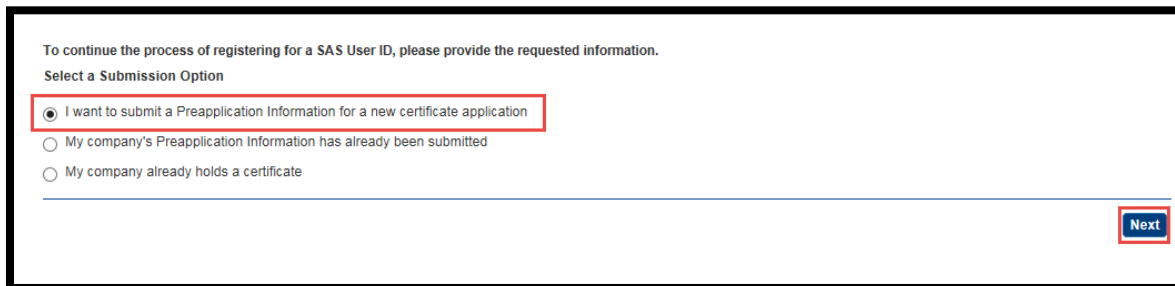
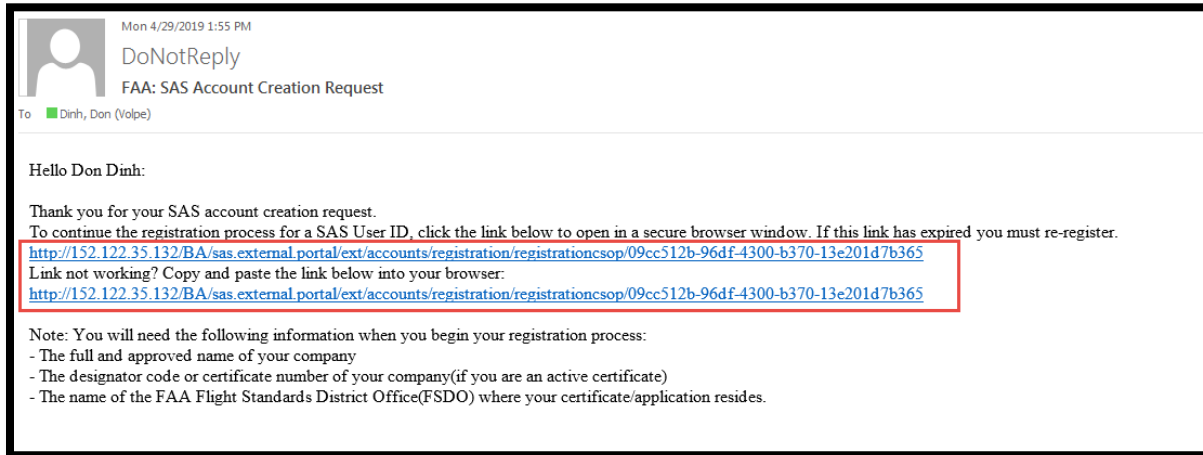
* **Email Address:**

* **Re-enter Email:**

A confirmation is then sent to your email address.



5. Navigate to the temporary link received in your email, and click on the link supplied. Select the radio button: *I want to submit a Pre-application Information for a new certificate application*, and click on the **Next** button.



6. Enter all required fields on the page and click the **Next** button. Select the **Next** button whenever prompted.

To continue the process of registering for a SAS User ID, please provide the requested information.

My Contact Information

* required field

* Company: New England Air

* FSDO: SO09 - ALABAMA AND NORTHWEST FLOF ?

* First Name: Don

Middle Initial: Middle Initial

* Last Name: Dinh

Title: Enter Title

* Address Line 1: 123 Broadway

Address Line 2: Enter Address Line 2

* City: Cambridge

* State: MA - MASSACHUSETTS

* Zip Code: 02142

* Country: US - UNITED STATES

* Phone: (111) 222-3333

Email: don.dinh@dot.gov

Reset Next

7. Select the appropriate option for CFR Part 141, 142, or 147

Preapplication Information

* required field

* Type of Certificate Applied For

Part 142 - Training Centers

Part 121 - Domestic, Flag and Supplemental Operations

Part 135 - Commuter and On Demand Operations

Part 141 - Pilot Schools

Part 142 - Training Centers

Part 145 - Repair Stations

Part 147 - Aviation Maintenance Technician Schools

8. Enters information in **Section 1A** against the required and optional fields (as needed). Click on the **Next** button whenever prompted.

Section 1A - To Be Completed By All Applicants

▼ 1. Name and Mailing Address of the Company

* Company Name:

DBA:

Company Phone Number:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code:

* Country:

▼ 3. Proposed Start-up Date

*

▼ 4. Requested Three-Letter Identifier in Order of Preference

1. 2. 3.

▼ 5. Management Personnel

Position	First Name	Middle	Last Name	Title	Telephone	Email
*	Don		Dinh	CEO	Phone	

1 - 1 of 1 items

9. Enter any required information in **Section 1D**, adds rows as needed, and click on the **Next** button. Attach applicable FAA application form in the Section.

Preapplication Information

* required field

Principal/Main

Section 1D. To Be Completed By Air Operators

Input Validation Messages

Curriculum Validation: At least one entry for Proposed Core Curriculum or Proposed Specialty Curriculum is required

Proposed Core Curriculum	Proposed Specialty Curriculum	Other Curriculum
* <input type="text" value="Enter M/M/S and certification to be achieved"/>	<input type="text" value="Enter regulation to be satisfied"/>	<input type="text" value="General description"/>

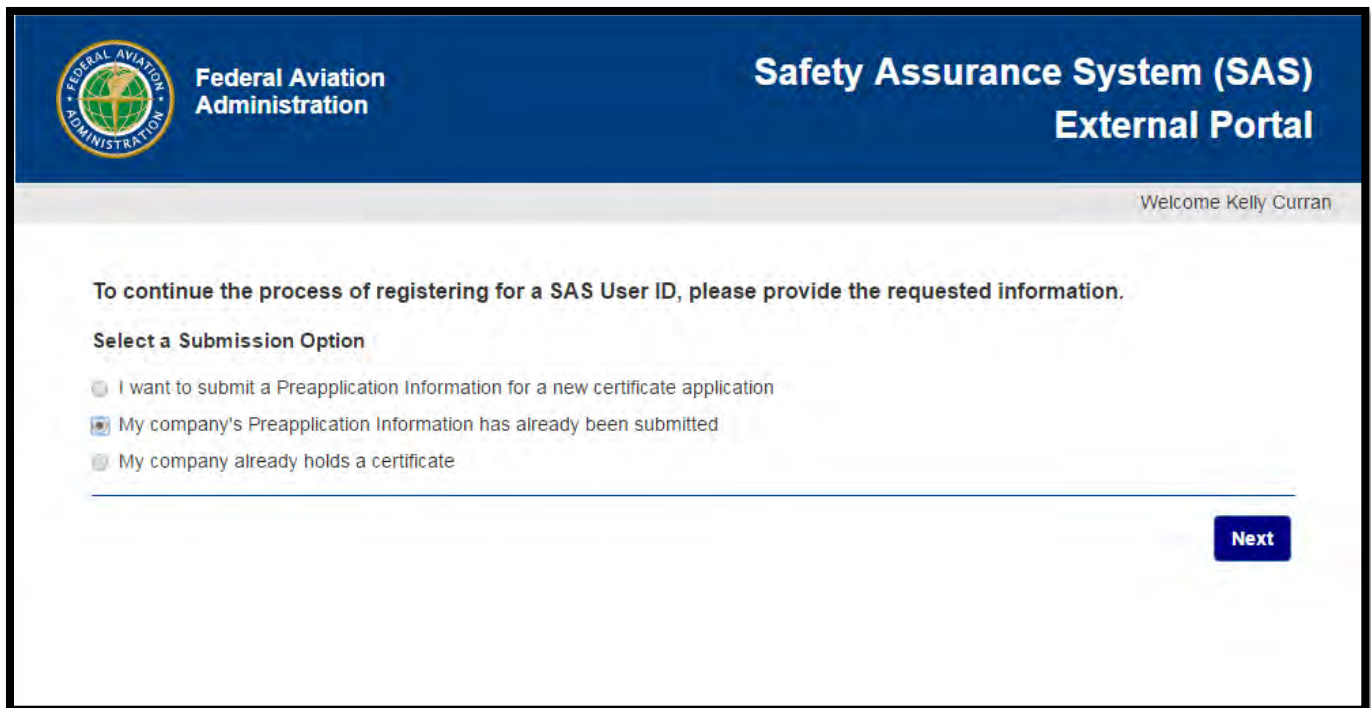
FSTD(s) not yet Qualified

Qualified or Qualifying Flight Simulator Training Devices (FSTD)
* <input type="text" value="Enter and Select the Simulator ID or M/M/S or Location"/>

10. Electronically sign and click the **Submit** button.

3.6 How to Register for Access as a new certification applicant and Preapplication Information has already been submitted for your company (Option 2)

1. Select Option 2, "My company's Preapplication Information has already been submitted".



The screenshot shows the 'Safety Assurance System (SAS) External Portal' interface. At the top left is the Federal Aviation Administration logo. The page title is 'Safety Assurance System (SAS) External Portal'. A user greeting 'Welcome Kelly Curran' is visible in the top right. The main content area contains the instruction: 'To continue the process of registering for a SAS User ID, please provide the requested information.' Below this is a section titled 'Select a Submission Option' with three radio button options: 'I want to submit a Preapplication Information for a new certificate application', 'My company's Preapplication Information has already been submitted' (which is selected), and 'My company already holds a certificate'. A blue 'Next' button is located at the bottom right of the form area.

NOTE: Please ensure you have your correct applicant's name and the FSDO in which the applicant was submitted.

You will then be directed to the My Contact Information screen where you will need to complete basic information regarding you and your company.

- a. In the **Company** field, enter the name of your company. This is a type ahead where you can type the name and then select from the list.
- b. In the **FSDO** field, enter the first few characters of your FSDO's code or name and then select it from the list.

The screen below shows an entry in the **Company** field, and a list of FSDOs in New York.

My Contact Information

* required field

* **Company:**

* **First Name:** **Required**

Middle Initial:

* **Last Name:** **Required**

Title:

* **Address Line 1:**

Address Line 2:

* **City:**

* **State:** ▼

* **Zip Code:**

* **Country:** ▼

* **Phone:**

Email: don.dinh@dot.gov

Attachments:

2. Complete the remaining fields on the screen. Those that are required are annotated with a red asterisk. The Company field will show the designator code (if applicable), name of the company and then in parenthesis the name and code for the FSDO associated to that company.

To continue the process of registering for a SAS User ID, please provide the requested information.

My Contact Information

* required field

* **Company:**

* **FSDO:** ?

* **First Name:**

Middle Initial:

* **Last Name:**

Title:

* **Address Line 1:**

Address Line 2:

* **City:**

* **State:**

* **Zip Code:**

* **Country:**

Phone:

Email:

3. Click **Next**. The information you entered is displayed. Review it for accuracy.
4. On the initial **Preapplication Information** page, select the type of certificate you are applying for. Then in **Section 1A**, complete the information in boxes **1** through **5**.
5. Click **Next**. **Section 1B** (for Parts 121 and 135) or **Section 1C** (for Part 145) opens. Select the proposed type of operation or agency according to the requested certificate type.

Preapplication Information
* required field

Section 1B. To be completed by Air Operators (part 121)

*** 6. Proposed Type of Operation**

Air Carrier Certificate
 Operating Certificate

Passengers and Cargo
 Cargo Only

Scheduled Operations
 Non Scheduled Operations

Single Pilot Operator
 Pilot-in-Command Operator
 Basic Part 135 Operator

6. Click **Next**. For Part 121 or 135 certificate requests, **Section 1D** opens. (**Note:** For Part 145 requests, skip the remainder of this step and proceed to the next one.)

In box **8**, identify each of the aircraft the applicant will fly.

- If an aircraft's configuration is Pax/Cargo, or Combi, specify the number of seats in the plane.
- If an aircraft's configuration is Pax/Cargo or Cargo Only, specify the payload.

In box **9**, specify the intended geographic area of operation. Click **Next**.

Section 1D. To Be Completed By Air Operators

*** 8. Aircraft Data**

Make/Model/Series	Number of Aircraft	Configuration	Seats
<input type="checkbox"/> BEECH BE-200-A200C SUPER KING AIR	1	Pax/Cargo	9

*** 9. Geographic area of intended operations**

US

7. For all CFR Parts (121, 135, 145), in Section 1E, attach a scanned, signed copy of the current, signed Form 8400-6 Preapplication Statement of Intent (PASI). Optionally, enter a detailed explanation of the proposed operation or business. Provide enough information for the FAA to assess the size and scope of the proposed operation.

*** required field**

*** Section 1E. Additional information that provides a better understanding of proposed operation or business**

*** Attachments:**

PASI.docx

Attach a copy of FAA Form 8400-6, Pre-Application Statement of Intent (current version). The form may be downloaded from www.faa.gov/forms

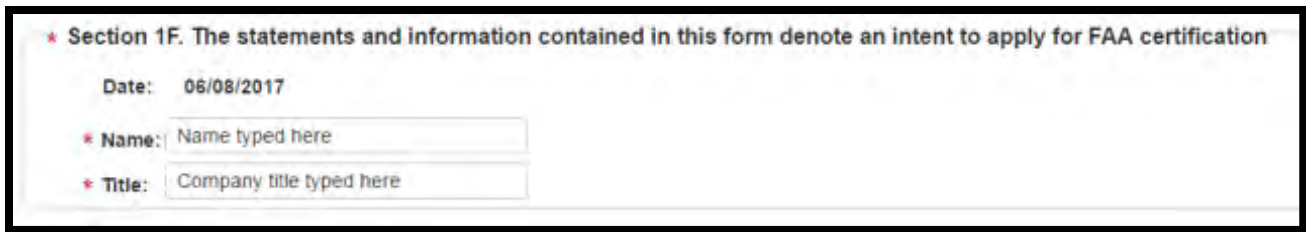
*** Section 1F. The statements and information contained in this form denote an intent to apply for FAA certification**

Date: 06/08/2017

*** Name:**

*** Title:**

8. In Section 1F, enter the applicant's name and job title.



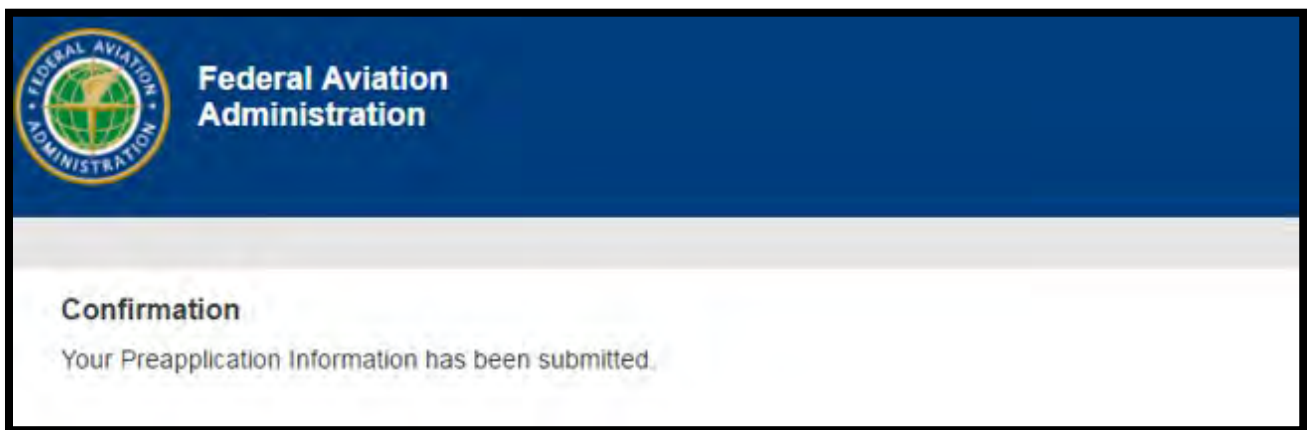
★ Section 1F. The statements and information contained in this form denote an intent to apply for FAA certification

Date: 06/08/2017

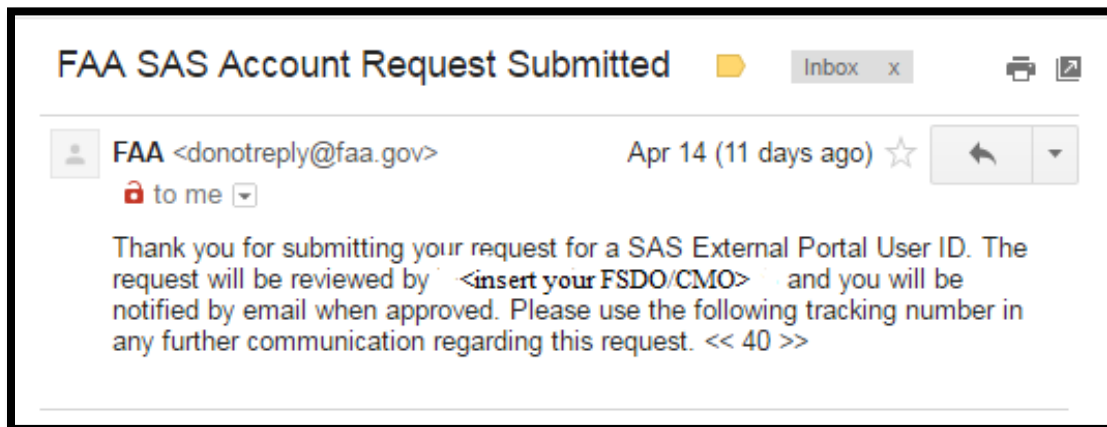
★ Name:

★ Title:

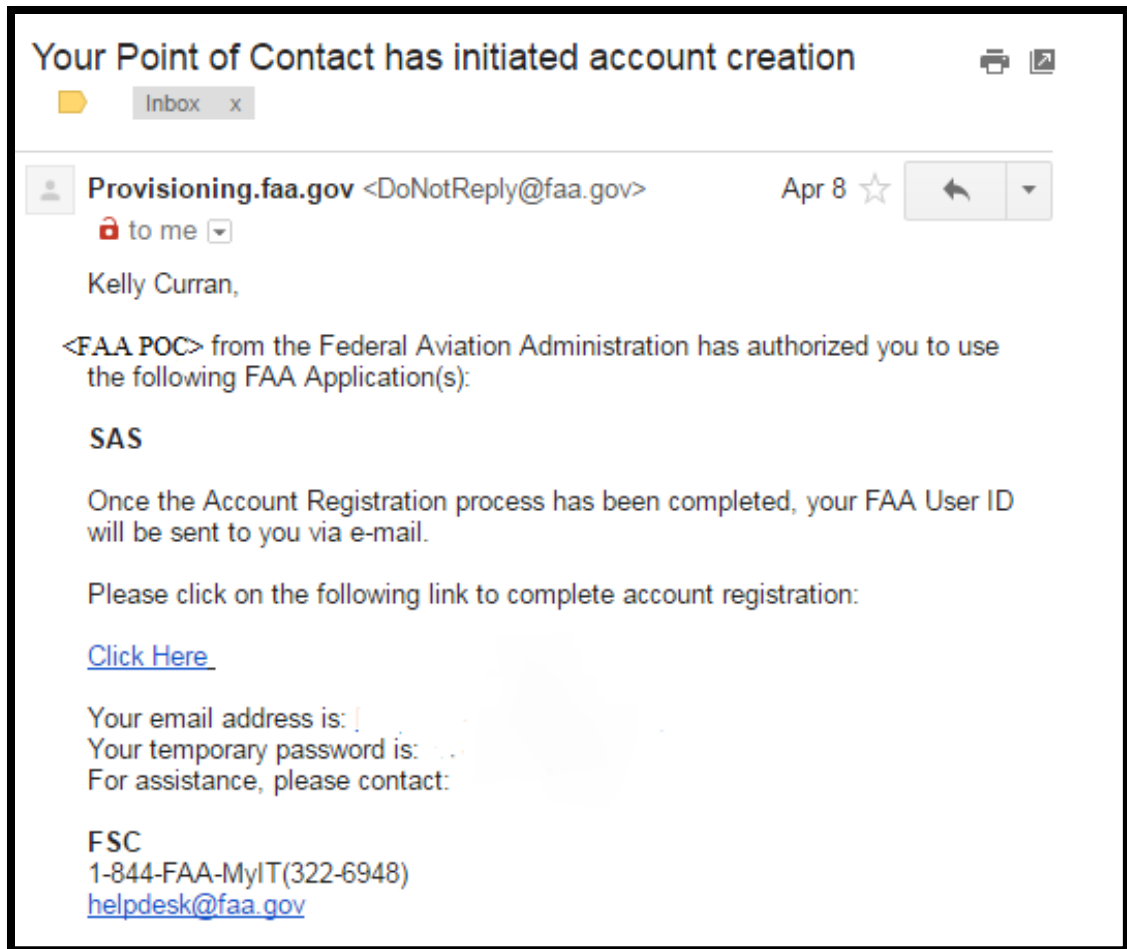
9. Click Submit. A confirmation message displays.



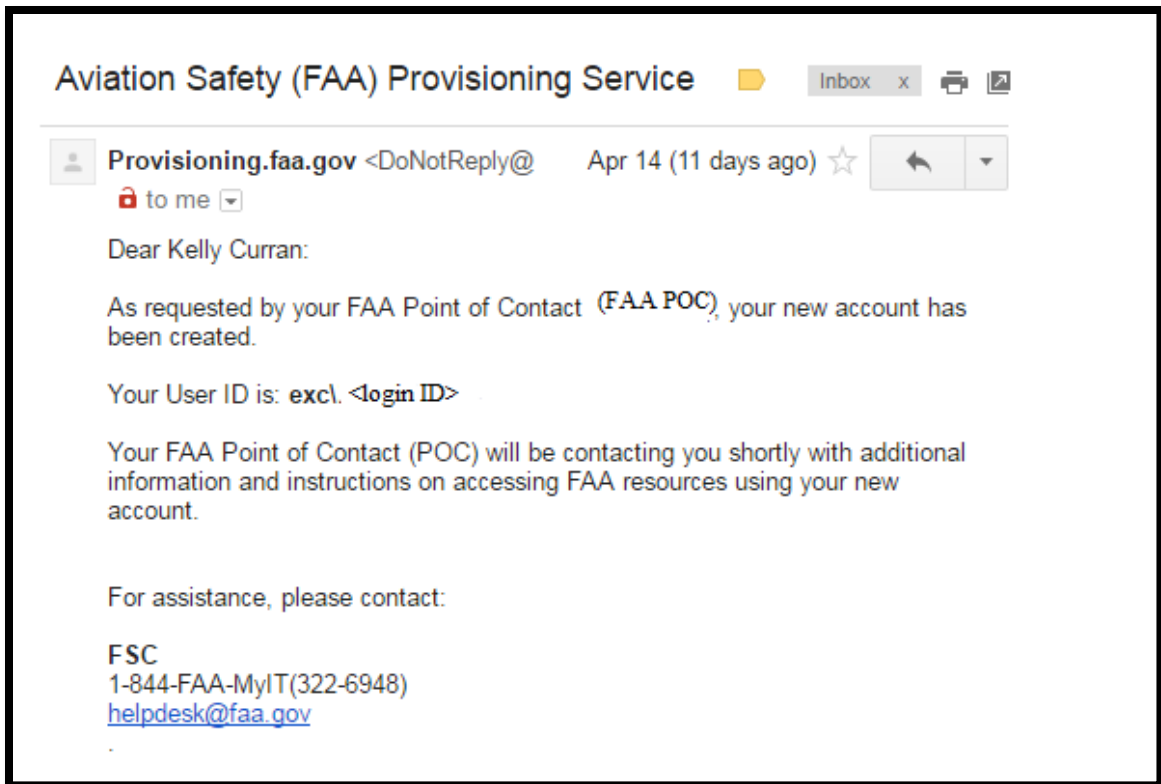
10. SAS sends you an email confirming that your registration request has been received.



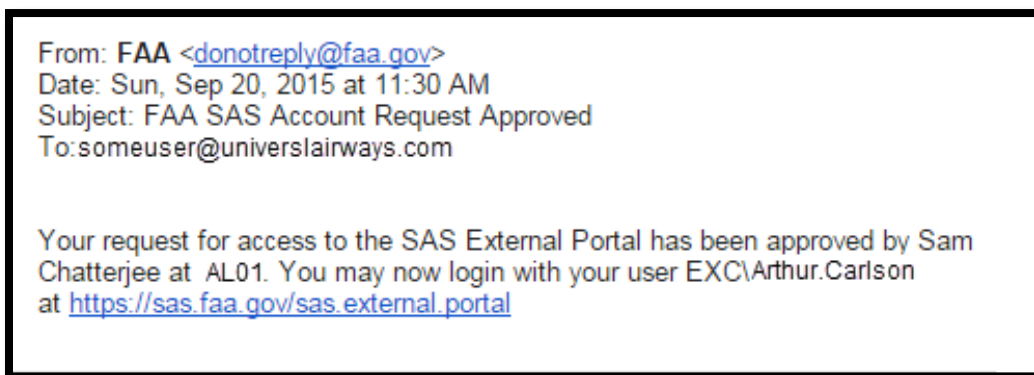
11. If you have not been provisioned by the FAA for other applications, your access will need to be provisioned by the FAA. You will receive an email from Provisioning.faa.gov with your email address and a temporary password.



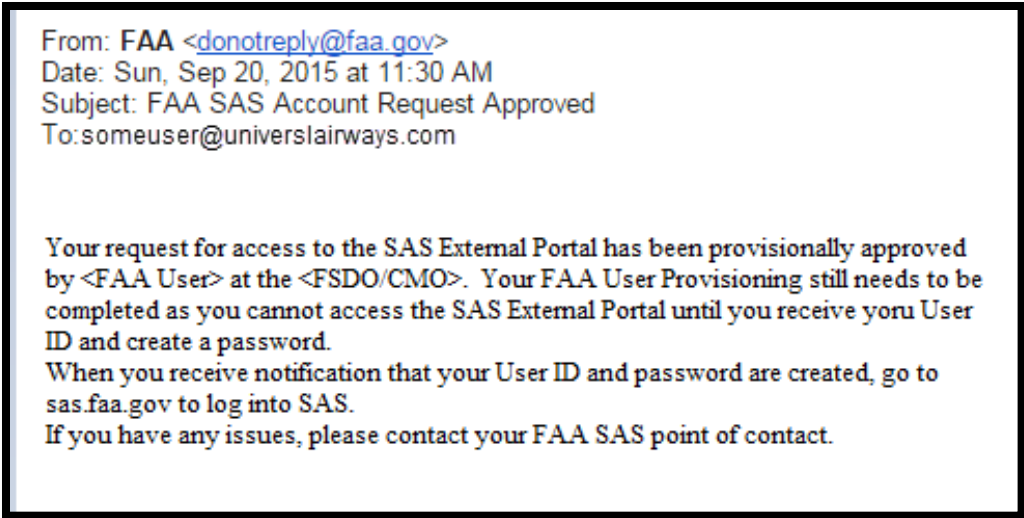
12. You must then log in to the FAA Account Registration site using the provided email address and temporary password to complete your FAA Provisioning. Once completed you will receive your FAA User ID.



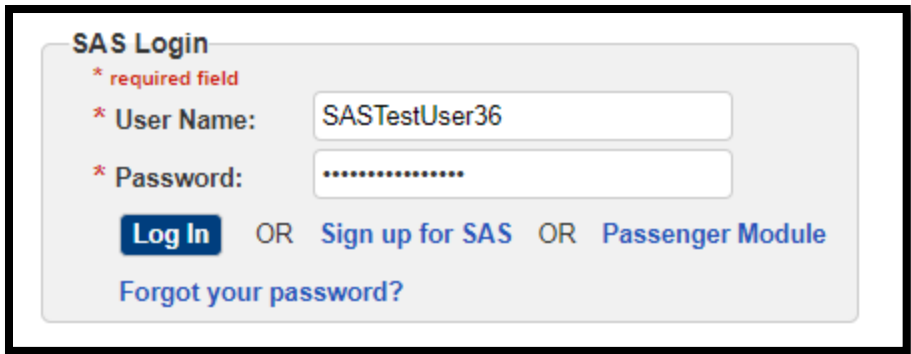
13. Additionally, your SAS External Portal registration request must be approved by the FAA SAS point of contact from the FSDO/CMO. Once this is approved, you will receive an email notification.



Note: If your SAS External Portal registration is approved before your provisioning in the FAA is completed, you will get a different email and you will have to complete your provisioning and then wait overnight to be allowed access into SAS.



14. At this time you can log into SAS using the sas.faa.gov link.



Note: Your SAS user name is not case-sensitive. Your password *is* case-sensitive.

Note: If you log in and receive a message denying you access, it is likely that your SAS account has not yet been approved or is inactive.

If your account is inactive, you will receive an email informing you of this. Contact your FAA FSDO point of contact.

Dear Chris Chatterjee,
Your attempted login to SAS has failed as your account is currently inactive.
Please contact your FAA SAS point of contact.

15. To continue with the initial certification, refer to Chapter 4.

3.7 How to start a New Application for FAA certificate

High-level overview of the steps for entering a new application

Note: User must have a valid Login.Gov account, if they want to submit a new application for an applicant. Once user clicks on Start New Application and then select a CFR Part, SAS will navigate user to the Login.Gov page to login or register for an account.

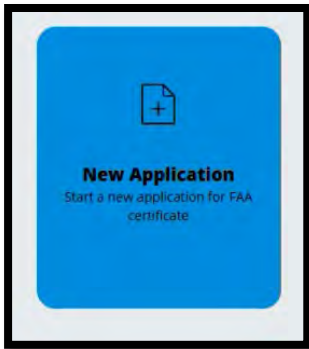
These new screens have been designed using the PEGA system. The overall goal was to improve the UI (user interface) design, by offering a cleaner and more streamlined experience for the end user. Buttons, textboxes, hyperlinks, and are now designed in a more thought-out and efficient process. This will help clear confusion from the legacy web-pages that were being used prior to this new SAS release.



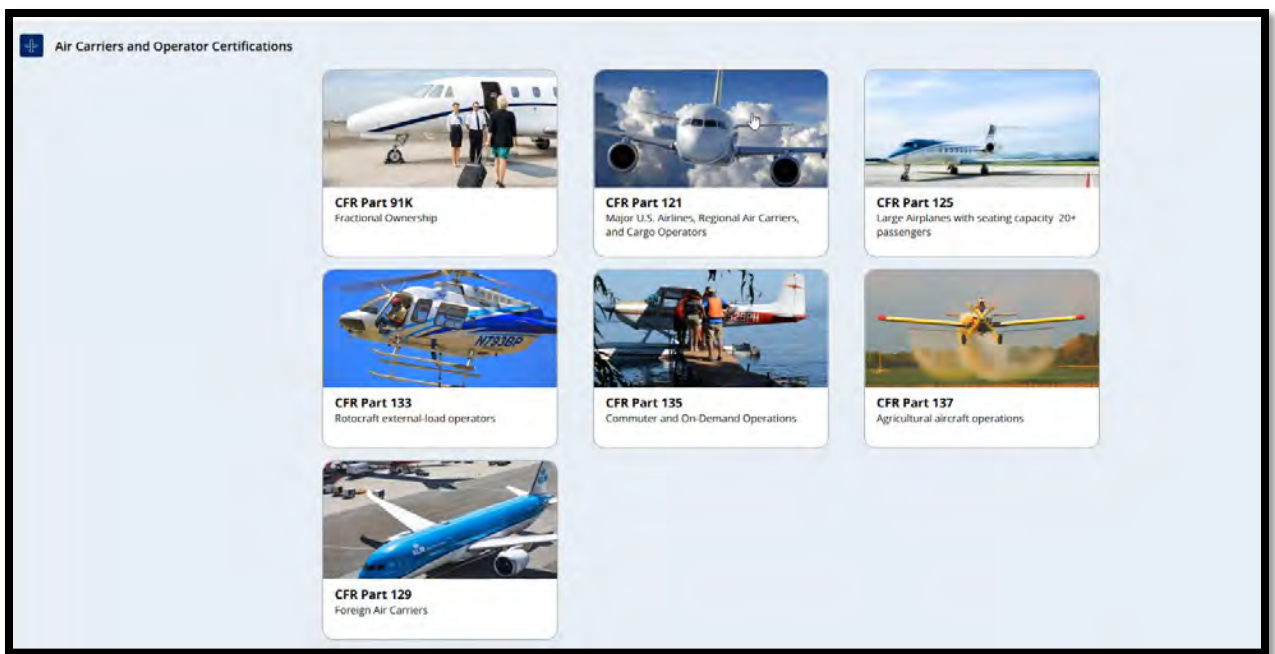
Please follow the steps below for a simplified flow of the process.

New Application (Example)

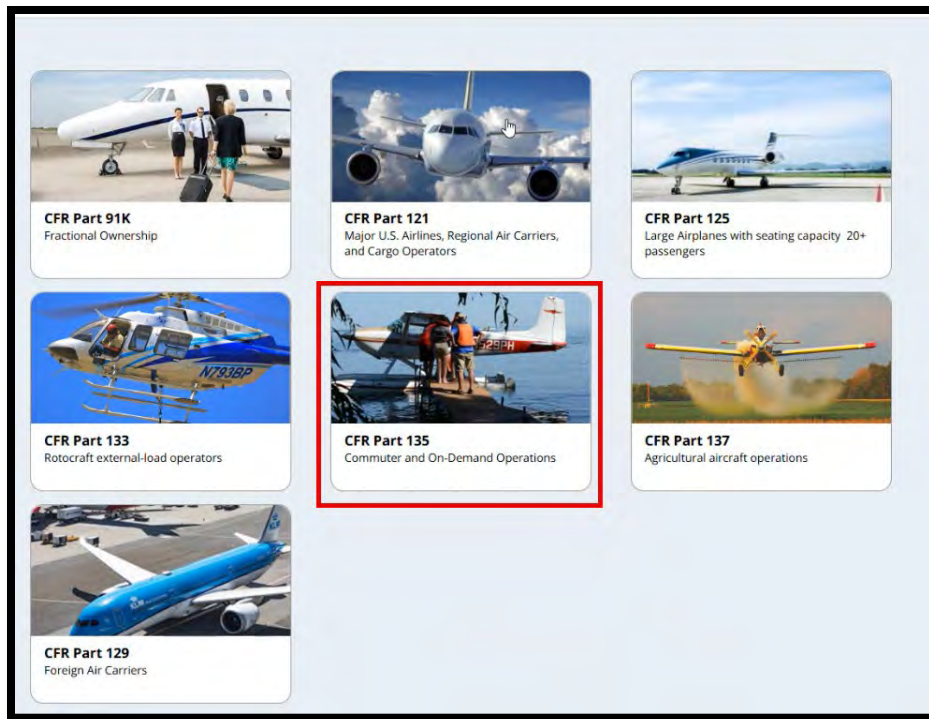
1. From the main home page, click on **New Application** blue square.



2. The system displays the **Air Carriers and Operator Certifications** screen.



3. You may scroll to the correct CFR FAR Part and select the image that pertains to your application/operation. In the example below, Part 135 operators should click on the **CFR Part 135** tile/image.



4. Once user selects a CFR Part from the list, SAS displays the contact information page.

5. Once the user enters the contact information and clicks "Next", the review page is displayed. Once user reviews and clicks "Next" again, the Preapplication Information page for the selected CFR is displayed with the Type of Certificate Applied For dropdown is pre-filled and read-only based on the selection made by the user in the previous pages. In the sample screenshot below, CFR Part 135 was selected earlier.

Preapplication Information

* required field

* Type of Certificate Applied For

Part 135 - Commuter and On Demand Operations



Section 1A - To Be Completed By All Applicants

1. Name And Mailing Address Of The Company

* Company Name:

* Address Line 1:

Address Line 2:

* City:

* State: x v

* Zip Code:

* Country: x v

2. Address Of Principal Base Where Operations Will Be Conducted

Check here if address is same as mailing address

Address Line 1:

Address Line 2:

City:

State: v

Zip Code:

Country: x v

Note: the vertical bullets on the right-side of the page act as a progress bar.

6. Please fill out all the required fields and continue following the instructions on screen to submit the new application. Note: instructions may vary slightly for each CFR FAR Part.

3.7.1 How to Log Out of SAS

To ensure security, at the end of each session you should log out of SAS by clicking the **Logout** link in the upper-right part of the screen.

Note: If you close your browser without first logging out of SAS, there will be a brief period where you cannot log back in.

Note: If you leave your browser unattended, after ten minutes of inactivity SAS will display the message "Application Inactive – Press OK to continue." If no response is received within several seconds, SAS will automatically log you out and load the faa.gov page.

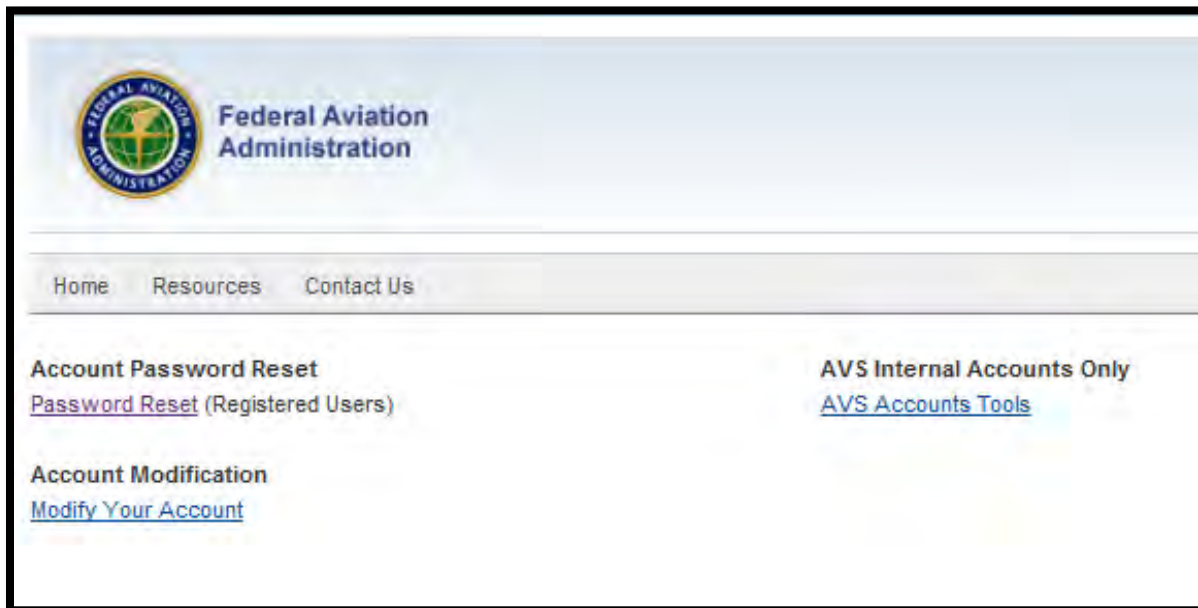
3.8 How to Maintain Your SAS Account

You can use the FAA AVS Portal <https://avsportal.faa.gov> to modify details of your SAS account such as your password, security questions, address, and so on.

If an employee has left your company and you need to have his or her SAS account disabled, please contact your FAA point of contact.

3.9 If You Forget Your SAS User Name or Password

If you forget your SAS user name or password, on the SAS Login page, click the **Forgot Your Password?** link and follow the prompts for resetting your password.



If you need assistance with other aspects of your account, such as updating your email address, contact your FAA point of contact.

4 Getting Started Using SAS

This chapter describes features and functionality common throughout SAS.

4.1 About the SAS Home Page

When you log into the SAS External Portal, the SAS **Home Page** opens. The Home Page displays communications between you and the FAA. Communications of different types (broadcasts, messages, and notifications) are grouped into boxes called *tiles*. Maximize a tile to expand its contents. The tile that is currently maximized displays on left side of the Home Page. Only one tile at a time can be maximized. To maximize a different tile, click the maximize button which is the icon on the top right of the tile. You can also double-click the tile's title bar. When you open the Home Page, the Notifications tile is maximized by default.

4.2 About SAS Communications

SAS supports several different forms of communications:

- *Broadcasts* are alerts sent by FAA headquarters. They are used to communicate news of general interest such as system downtime or the announcement of a new or changed policy.
- *Notifications* are auto-generated by SAS and sent to inform users of updates to work items or changes to their data. For example, if you are a user filing to be a certificate holder you will receive a notification when your preapplication information is accepted.
- *Messages* are direct communications between you and your FAA points of contact. This is similar to email inside of SAS.

4.3 Broadcasts

Broadcasts are alerts sent by FAA headquarters. They are used to communicate news of general interest such as system downtime or the announcement of a new or changed policy.

Broadcasts display in the Broadcast tile on the SAS Home Page. The tile lists the new (unread) broadcasts that you have. (You may need to expand the tile to view the full list).

1. On the SAS **Home Page**, expand the **Broadcasts** tile.
2. Click the subject of the broadcast you want to view. The broadcast displays in the **Broadcast** dialog box.

Note: You can also display a broadcast by clicking its Subject when the **Broadcasts** tile is minimized.

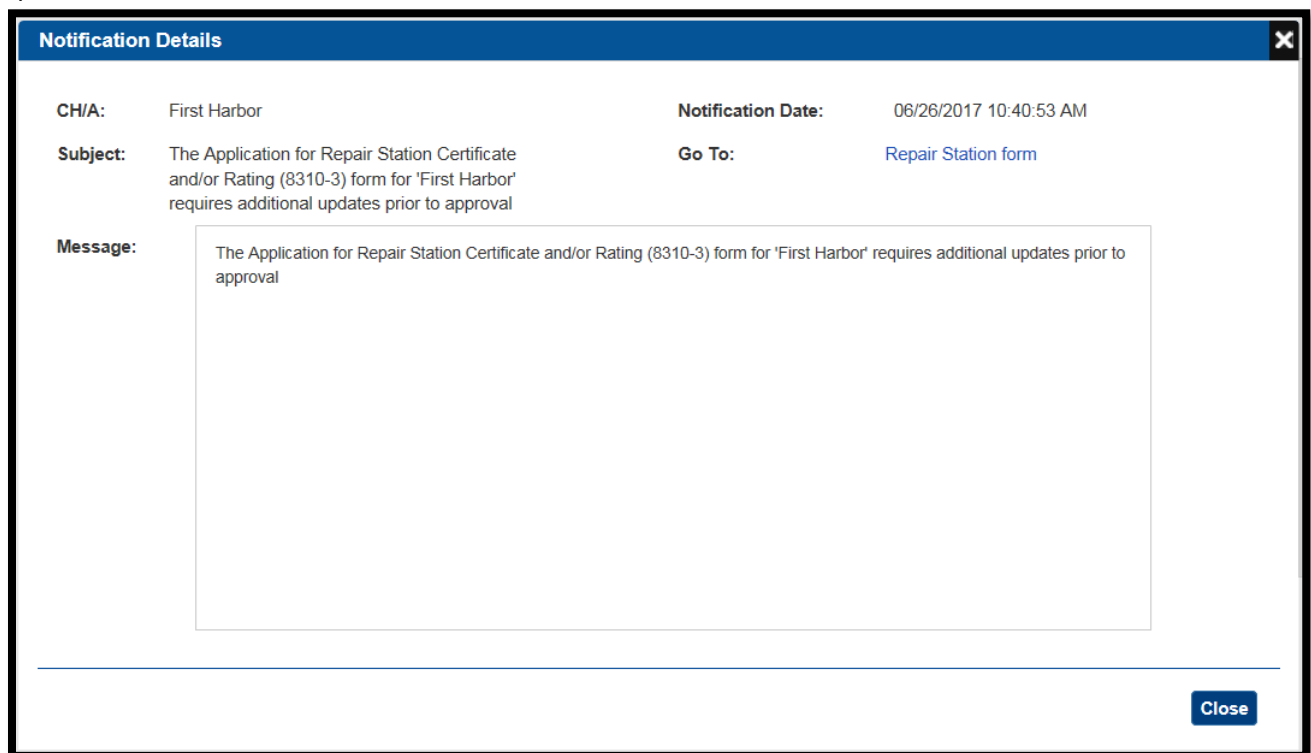
3. Once you have read the Broadcast, you can click the **Close** button and the Broadcast will now show **Yes** in the **Read** column.

4.4 Notifications

Notifications are auto-generated by SAS and sent to inform users of updates to work items or changes to their data. Notifications display in the **Notifications** tile on your SAS **Home Page**. The tile lists your new (unread) notifications. You may need to expand the tile to view the full list of notifications.

1. On the SAS **Home Page**, expand the **Notifications** tile.

2. Click the subject of the notification you wish to view. The **Notification Details** dialog box opens.



3. For additional information or to act on the notification, click the link next to the label **Go to**

4. If the notification includes a file attachment, you can open it by clicking the attachment link. This is currently only supported with notifications generated by returned DCTs.

Note: You can also display a notification by clicking its subject when the **Notifications** tile is minimized.

5. Once you have viewed a notification, you can click the Close button.

4.5 Messages

Messages allow direct back and forth communication between you and your FAA Certification Project Manager (CPM) or Principal Inspector (PI).

Messages display in the **Messages** tile on the SAS **Home Page**. The tile lists the new (unread) messages that you have.

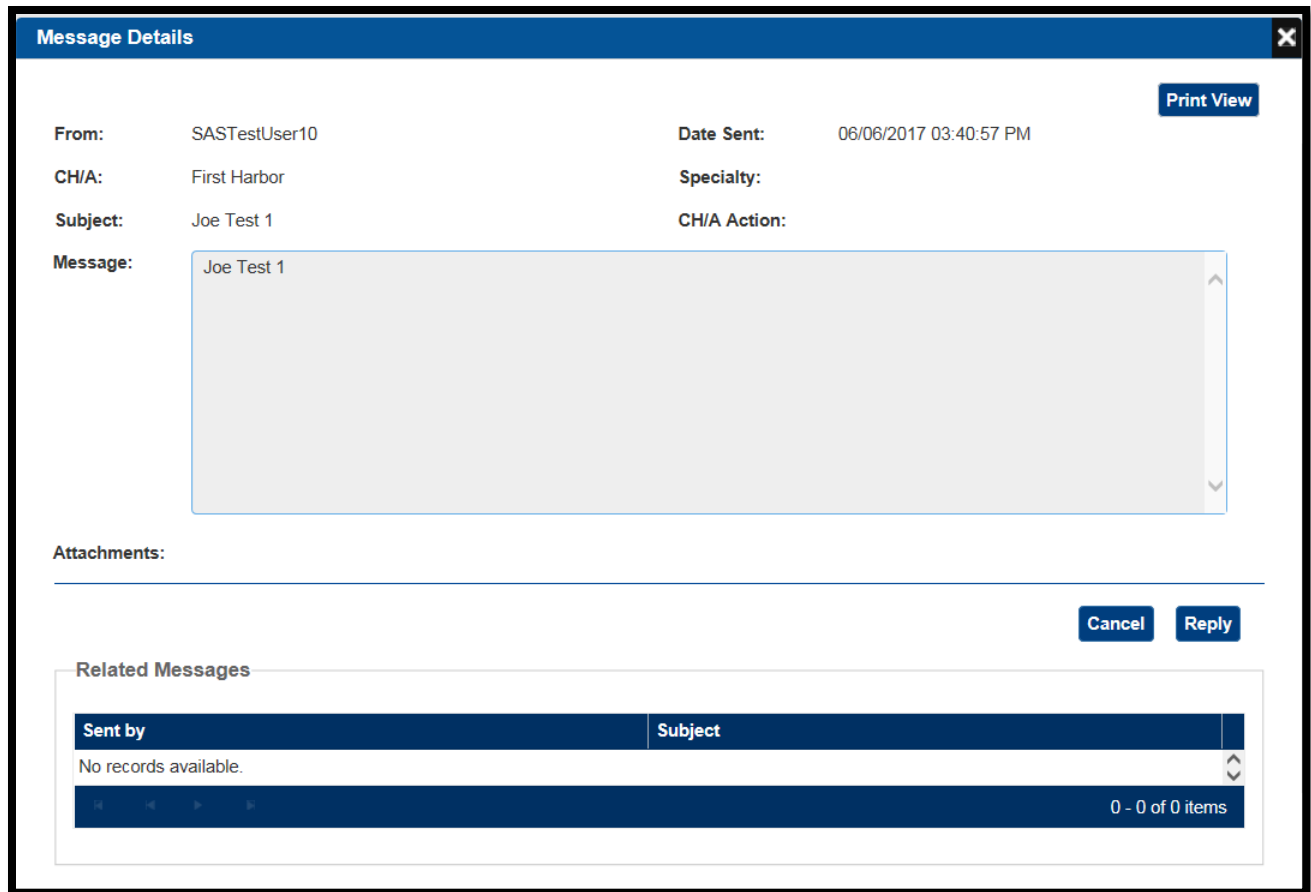
1. On the SAS **Home Page**, expand the Messages tile. Your messages display on the **Inbox** tab. (Messages you have sent display on the **Sent** tab.)

The screenshot shows the 'Messages' interface with the 'Inbox' tab selected. There are 12 new messages listed. The table below represents the data shown in the screenshot.

From	CH/A	Date Received	Subject	Read?	Attachment
Stanton, Timothy W	DELTA AIR LINES INC	03/30/2020 01:10 PM	RE: test monday	No	No
White, Kariton	DELTA AIR LINES INC	03/30/2020 01:05 PM	test monday	No	No
Martin, Curtis	DELTA AIR LINES INC	03/24/2020 02:51 PM	RE: Tuesday	No	No
Stanton, Timothy W	DELTA AIR LINES INC	03/24/2020 02:48 PM	Tuesday	No	No
Toth, Shawn	DELTA AIR LINES INC	03/20/2020 02:40 PM	RE: Friday	No	No
Stanton, Timothy W	DELTA AIR LINES INC	03/20/2020 02:40 PM	Friday	No	No
Toth, Shawn	DELTA AIR LINES INC	03/19/2020 01:51 PM	test	No	No
Stanton, Timothy W	DELTA AIR LINES INC	03/19/2020 01:50 PM	Thursday	No	No
Stanton, Timothy W	DELTA AIR LINES INC	03/19/2020 09:25 AM	test	No	Yes
SASTestUser10	DELTA AIR LINES INC	03/17/2020 03:58 PM	Test from Joe 2	No	Yes

Messages that include attachments display a read-only check box with a checkmark in the **Attachment** column. Messages that include an action item from the FAA include the word *required* in the CH/A Action column.

2. Click the subject of the message you want to view. The message opens in the **Message Details** dialog.



3. You can open attachments by clicking on the hyperlink of the attachment under the message text box.
4. You can review any related messages in the Related Messages section.
5. You can elect to select the Cancel button to close the Message Details window or you can select Reply to send a message back to the FAA.

4.5.1 To Reply to a Message:

1. Open the message in the **Message Details** dialog box.
2. Click **Reply**. The **Reply to Message** dialog box opens.

Reply to Message

* required field

* CHIA: DELTA AIR LINES INC Mark as CH/A Action Required

* Subject: RE: test monday Specialty:

* Message:

Attachments:

Related Messages

Sent by	Subject
Stanton, Timothy W	RE: test monday

1 - 1 of 1 items

3. Enter your reply message in the required Message text box.
4. Optionally, attach one or more documents. You can attach a maximum of fifteen files with a collective total of 40 MB.
5. Click **Send**.

4.5.2 To Create and Send a Message:

1. On the SAS **Home Page**, expand the **Messages** tile.
2. On the Inbox tab, click **Add Message**. The **Add New Message** dialog box opens.

The screenshot shows a dialog box titled "Add Message". It features a blue header bar with the title and a close button. The main area contains two required input fields: "Subject" and "Message". Below the message field is an "Attachments:" section with "Attach Document" and "Delete" buttons. At the bottom right, there are "Send" and "Cancel" buttons.

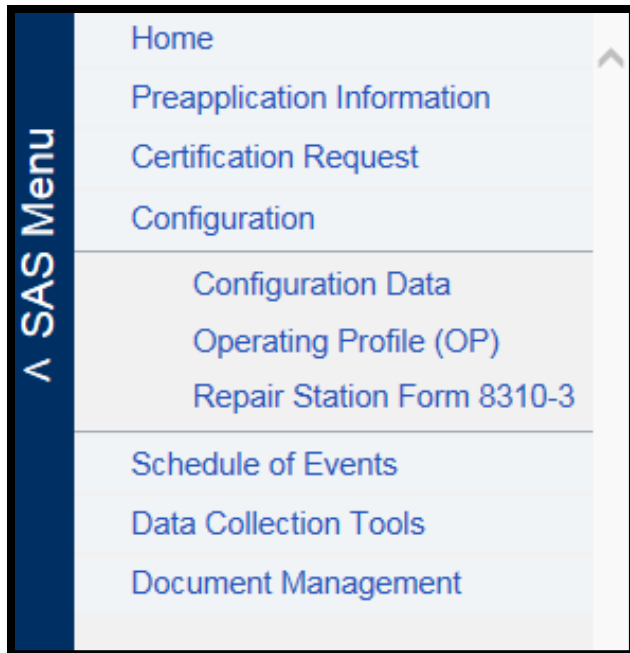
3. Enter a subject for the message.
4. Enter the text of the message.
5. Optionally, attach one or more documents. You can attach a maximum of fifteen files with a collective total of 40 MB.
6. Click **Send**.

4.6 About the SAS Menu

The SAS menu is the means to navigate between SAS screens. The menu is on the left side of the SAS workspace.

To expand the menu, click on the SAS menu bar. To close the menu, click anywhere on the screen.

To go to the SAS **Home Page**, select **Home** from the SAS menu.



Note: Your SAS Menu may be different. The items available are dependent on the status of your certification (Applicant or Certificate Holder)

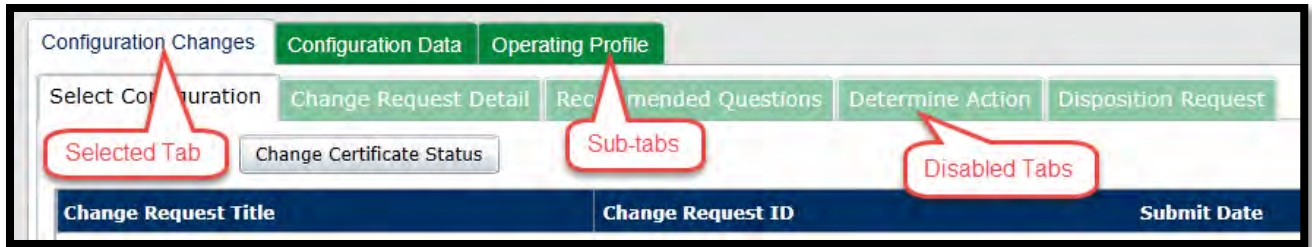
4.7 About Tabs

The majority of SAS pages organize information using tabs.

Often the tabs on a page constitute a mini-workflow; each tab supports a specific step in a process and the tabs are arranged left to right in the order those steps are performed. Some tabs may contain sub-tabs (as shown in the example below).

Tabs are color-coded, as follows:

- The currently selected tab is white.
- Non-current tabs which are enabled (accessible) are dark green.
- Non-current tabs which are disabled (not accessible) are pale green. Typically, when a tab is disabled it is because it is part of a workflow and some action is required before you can access it. For example, in the image below, a user must select a record from the Select Configuration sub-tab before proceeding to other sub-tabs.



4.8 SAS Field Types

4.8.1 Required Fields

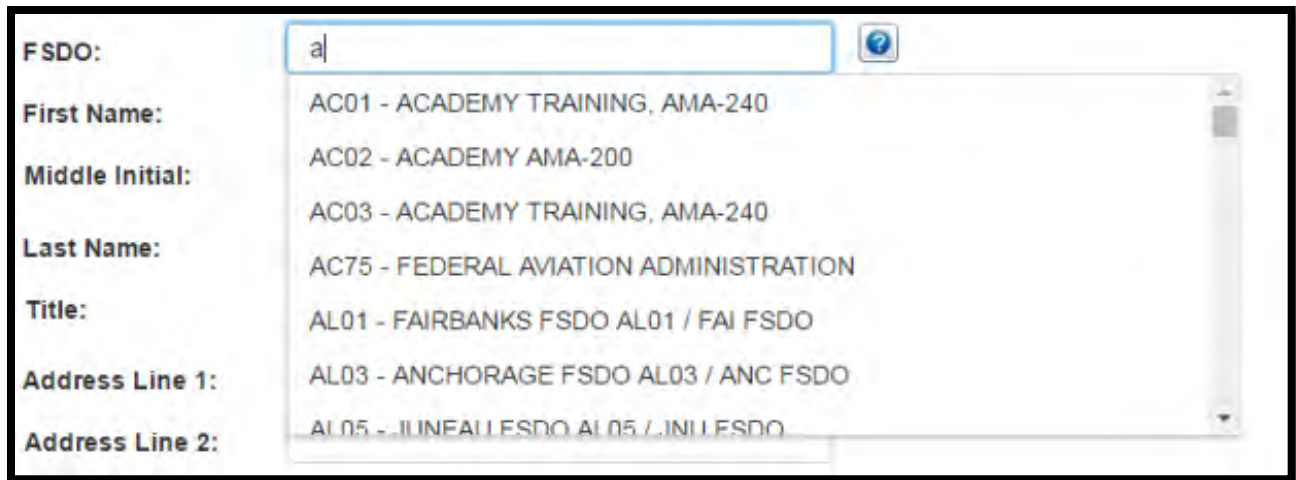
Most data entry pages in SAS contain at least some required fields. These are fields that must be completed. Required fields are denoted by a red asterisk (*) to the left of their label.

A screenshot of a SAS form. It contains three rows of fields. The first row has the label 'CH/A:' followed by the value 'Universal Airways'. The second row has the label 'Status:' followed by the value 'New'. The third row has the label 'Change Request Title:' followed by an empty text input field. A red asterisk (*) is circled next to the 'Change Request Title:' label, indicating it is a required field.

In some cases, a field may be required only in certain contexts (for example, based upon input in a preceding field). Fields are not marked with an asterisk until they become required. If you attempt to save a screen with incomplete required fields, SAS identifies and prompts you to fill in the incomplete fields.

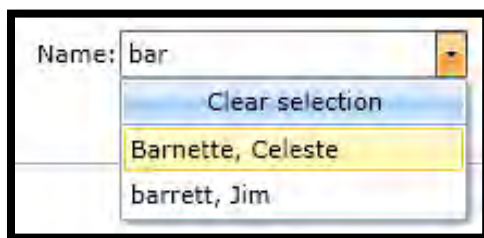
4.8.2 List Boxes

A list box allows you to select a value from a list. To select a single item, click it.



4.8.3 Type-to-Search List Boxes

A type-to-search list does not display items until you type at least one character into the field. The list displays all the items from the database that begin with the character(s) you typed.



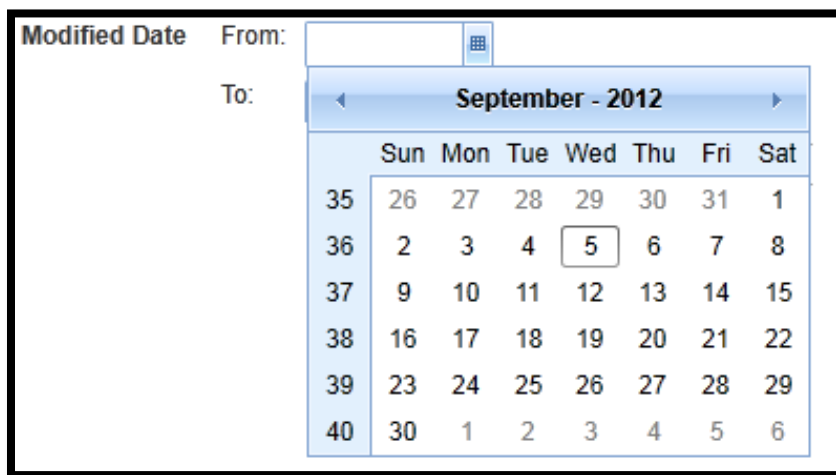
There are several important notes regarding type-ahead lists:

- Type-ahead searches are not case-sensitive.
- To find an item, your entry must match a part of the item's string as it appears in the database, including any special characters. For instance, entering *dc-9* will find items that contain the string *DC-9*; entering *dc9* will not.
- In some cases, the items in the field you search for may have two parts (such as a first/last name, or a designator code/company name). SAS will match your entry string against either part. For example, entering *hen* will find both *H+endricks, Tom* and *Smith, Henry*.
- Some type-ahead fields may limit the number of items they return. If the string you enter does not initially return the item you want, try a longer, more targeted entry.

- After typing in text to find the item you want, you must select it from the list; simply typing in the item name is not sufficient.

4.8.4 Date Fields

All date fields in SAS are accompanied by a calendar icon that you can use to select the date. Click the icon once to open the calendar. Click a date in the calendar to populate the date field and close the calendar. Alternately, you can type dates directly into date fields. SAS requires the format MM/DD/YYYY.



Note: At times you will not be allowed to put a date into the future or in the past. If that is the situation, those dates will not be populated in the calendar.

4.8.5 Name Fields (Persons)



Person name fields in SAS always list the last name first. When using a name field to search for an individual, enter the last name first. If you want to include the first name in the search, separate it with a comma, for example, `Smith, Steven`.

4.9 Working with Tables

Much of the data presented in SAS is displayed in tables. There are a number of ways to manipulate tables to display the data you want in the way you want to see it. You can:

- Filter and sort data

- Change column order
- Create data groupings

Drag a column header and drop it here to group by that column		
Label ▲	Title	DCT Status
Select ▼ 	<input type="text"/>	Select ▼ 
1.4.1	Personnel Records	Returned
1.4.2	Certificate Requirements	Not Started
1.4.3	Manuals	Not Started
1.4.4	Quality Control System	Not Started
4.1.4	Training and Qualification	Not Started

4.9.1 Filtering Table Data

By default, when a tab, screen or page with a table opens, SAS retrieves all records from the database and displays the records one page at a time. Filtering after the initial retrieve lets you narrow the scope of the data included in a table. There are two levels of filters: table-level and column-level.

4.9.2 Using Table-Level Filters

Table-level filters appear above the table in the Search box. They apply to the table as a whole. The search fields may or may not reflect column data that appears in the table.

To use table-level filters:

1. Enter the desired search criteria in the table's search fields.
 - Multiple selections across filter fields use AND logic. Multiple selections within a single filter field use OR logic.
 - Entering no search criteria is the same as selecting all values for each of the search criteria fields.
 - If the search box includes a **Keyword(s)** field, SAS searches for the text you entered in the record's text-based columns (for example, IDs, titles, descriptions, and so on).

To specify multiple keywords, separate them by either a comma or semi-colon. SAS will return records that contain any of the keywords you enter.

- If necessary, to clear the **Search** form click the **Reset** button.

2. Click **Search**.

4.9.3 Using Column-Level Filters

Column-level filters are associated with individual columns in a table.

Note: If a table's data spans multiple pages, column-level filters only affect the currently displayed page.

Note: There are both type-ahead filters and Select filters.

To use column-level filters:

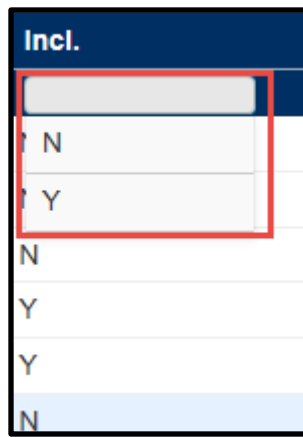
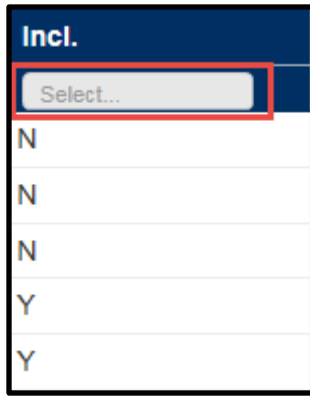
1. In the column's header, enter the text you wish to filter on in the text box at the top of the column.





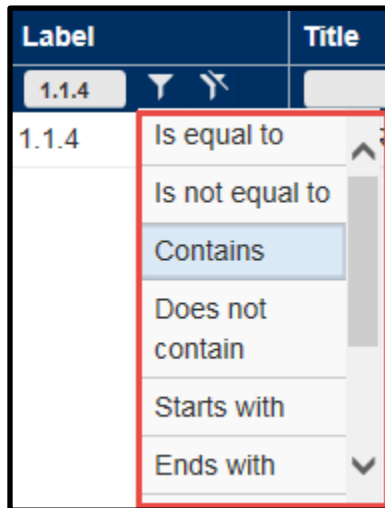
Select enter and the column will filter on the entered text.



2. Alternatively, if there are selections to pick, click on the "Select" box and the options will appear in a window.



3. To clear a filter, select the  icon.
4. To change the filter criteria, right click on the  icon and a selection box will open to change the filter criteria:



The default is "Contains".

4.9.4 Changing Column Order

You can change the position a column appears in a table by dragging its column header left or right.

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

Label ▲	Title
Select ▼ ↕	
1.2.1	(OP) Part 119 Required Personnel
1.2.2	(OP) Manual Management
1.3.1	(AW) Part 119 Required Personnel
1.3.2	(AW) Manual Management
2.1.1	(OP) Training of Flight Crewmembers
2.1.5	(OP) Appropriate Airmen / Crewmembers Checks and Qualifications
2.1.7	(OP) Flight Crewmember Flight / Duty / Rest Time
2.2.1	(OP) Airmen Duties / Flight Deck Procedures

4.9.5 Creating Groups in Tables

Many tables in SAS let you group records according to the data in one or more columns. For ease of viewing, these groups can be expanded or collapsed. For example, you can create collapsible groups of notifications by whether Read?=No or Read?=Yes.

▲ DCT Status ×

Label ▲	Title	DCT Status
Select ▼ ↕		Select ▼ ↕
▼ DCT Status: Not Started		
1.2.1	(OP) Part 119 Required Personnel	Not Started
1.2.2	(OP) Manual Management	Not Started
1.3.1	(AW) Part 119 Required Personnel	Not Started
1.3.2	(AW) Manual Management	Not Started
2.1.1	(OP) Training of Flight Crewmembers	Not Started

- To add grouping criteria, click on and drag each column header into the table's **Grouped By** area. The **Grouped By** area is located at the top left of the table. The main grouping is determined by the header at the left of the **Grouped By** area. Each successive header becomes a sub-group within its parent. You can also re-arrange the order of headers in the **Grouped By** area by dragging them right or left.
- To remove a column as a grouping criterion, drag its header out of the **Grouped By** area. Or, while the header is still in the **Grouped By** area, click its **X** button.

- To expand a group, click its down arrow. To collapse it, click its up arrow.

4.9.6 Exporting Table Data

Many tables in SAS have an **Export to Excel** button that lets you export table data to an MS Excel file. Exported data takes into account any filters you have applied to the data. All data in the table is exported--not just the data on the currently displayed page.

To export table data:

1. Click **Export to Excel**. The **Save As** dialog box opens.
2. Specify a name for the exported file and select a location.
3. Click **OK**.

4.10 Working with File Attachments

Many SAS screens include an Attachments section that lets you attach supporting files to a record. You can subsequently remove attached files, as necessary.



You can also include file attachments with messages you send in SAS.

4.10.1 File Size

The number of files that can be attached to a record at one time is 15. The collective size of those files is 30 MB.

Note: There is no limit on the number and size of files that can be attached to a record cumulatively. For example, you can attach 15 files totaling 30MB to a DCT, and then later in a separate upload attach another 15 files totaling another 30 MB to that same DCT.

4.10.2 File Types

Extension	Type
.bmp	Bitmap images
.doc, .docx	MS Word documents
.gif	GIF images
.html	HTML documents
.jpg, .jpeg	JPEG images

.pdf	PDF documents
.ppt, .pptx	PowerPoint documents
.rtf	Rich Text documents
.tif	TIF images
.txt	Text documents
.xls, .xlsx	Excel spreadsheets

4.10.3 To Attach a File:

1. Click **Attach Document**. The **Open** dialog box opens.
2. Select the file(s) you want to attach from your computer or network drive and click **Open**. The dialog closes and the file name is displayed in the **Attachments** section. Alternatively, you may drag and drop the file into the window.
3. Click **Save**.

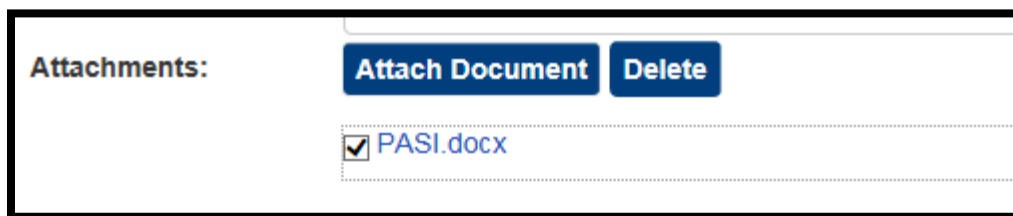
To view an attached file:

1. In the screen's **Attachments** section, click the name of the file you want to view.

Note: Attachments can also be seen in Document Management.

To remove an attached file:

1. In the screen's **Attachments** section, check the boxes of the files you want to remove.

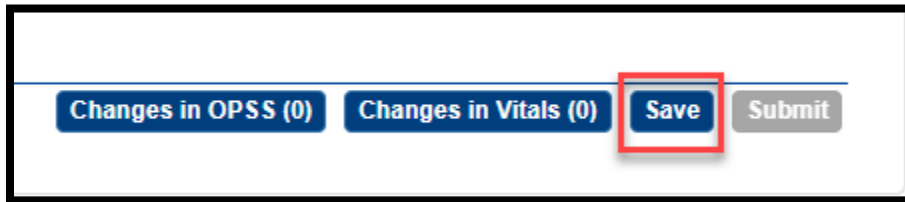


2. Click **Delete**.

4.11 Saving Data in SAS

With the exception of your responses to questions in the **Perform DCT** tab, SAS does not save data automatically. To save changes on a SAS page, tab, or dialog box, you must initiate a save by clicking a button on the screen. The button(s) may vary from screen to screen:

- A **Save** button saves data on the current page, tab, or dialog box only.



- A **Submit** button saves the current page or tab *and* moves the record to the next step in the workflow.
- Some screens have both a **Save** and a **Submit** button. Where this occurs, the **Save** button allows you to save the data in draft form without submitting it. **Save** in this context may also omit certain data integrity checks--for example, completing all required fields--that will be enforced when you submit. The expectation is that the data will eventually be submitted after it is complete.

* Original Proposed Date (Appl)	Current Proposed Date (Appl)	Accepted Baseline Date (FAA)	Actual Completion Date (FAA)	Applicant Comment
06/30/2017	06/22/2017	06/30/2017	06/09/2017	<input type="text" value="Applicant Comment"/>
07/28/2017	<input type="text" value="06/23/2017"/>	06/23/2017		<input type="text" value="Applicant Comment"/>
07/27/2017	<input type="text" value=""/>	07/27/2017		<input type="text" value="Applicant Comment"/>
06/30/2017				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
06/05/2017				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>

4.11.1 Unsaved Changes

Throughout SAS, when you try to navigate away from a page or tab with unsaved changes, SAS displays a message alerting you to save.

Note: SAS will not warn you of unsaved changes when you exit the application (for example, by closing your browser).

4.11.2 Wizards

SAS contains several wizards. A wizard is a series of screens that guide you through a multi-page process, such as completing Preapplication Information. When you complete a particular screen in a wizard, the **Next** button is enabled, allowing you to move to the next screen. In SAS, clicking **Next** in a wizard does NOT save that screen's data. Data is only saved when you click **Save** or **Submit** on the wizard's final screen.

4.12 Keyboard Navigation

SAS supports standard Windows keyboard navigation to navigate between fields and buttons and to perform clicks. These include:

Use	To
Tab	To advance to the next field, button, or tab

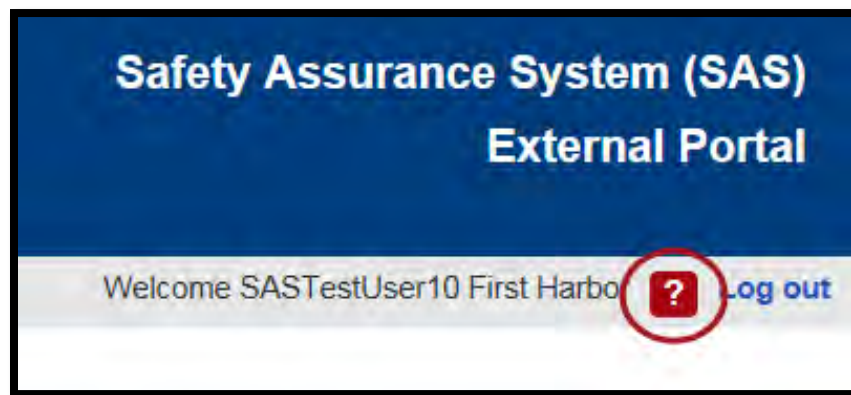
Shift/Tab	To go back to the previous field, button, or tab
Space Bar or Enter	Perform a mouse-click
Down Arrow	Scroll down through a drop-down list
Up Arrow	Scroll up through a drop-down list

4.13 User Assistance

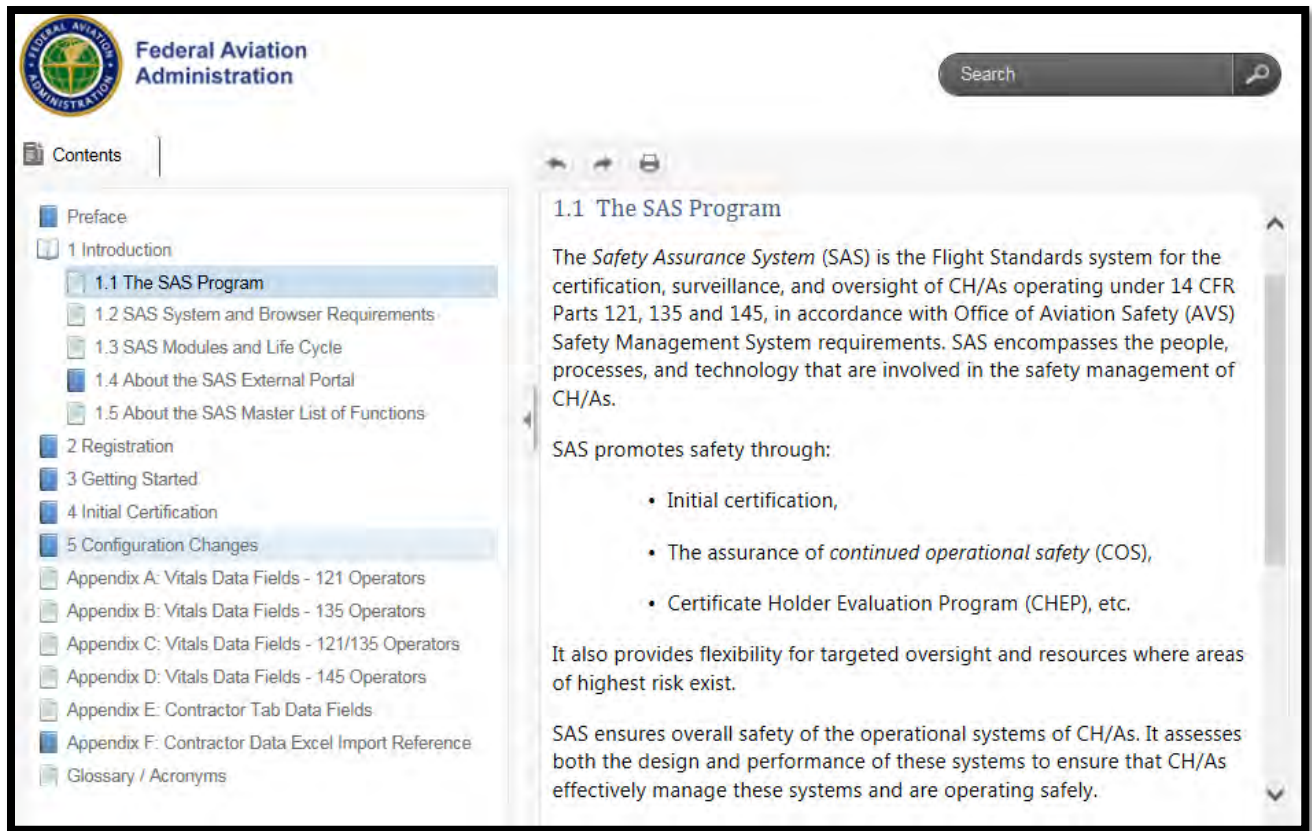
The following assistance is available to aid you in using SAS.

4.13.1 SAS Online Help

SAS includes full-featured online Help. Open it by clicking the **?** button located in the top right corner of your screen. SAS Help includes a Table of Contents (TOC), Search, and Glossary.



The Quick Search feature (located at the top of the Help window) searches the currently displayed topic for the text you enter.



SAS Help is context-sensitive; when you click the Help button, SAS Help automatically opens at instructions for the page, tab, or dialog box you are currently viewing.

4.13.2 Your FAA Point of Contact

If you require additional assistance or the software is not operating as it should, capture screen shots by using the Print Screen (PrtScn) functionality or any other screen capture functionality you have available to you. Send this as well as a full description of the issue as well as steps you performed prior to experiencing the issue and contact the FAA Help Desk.

5 Initial Certification

This chapter describes SAS automation steps required for initial certification in SAS.

5.1 About the Certification Process

The purpose of the certification process is to provide a means by which prospective air operators or air agencies are authorized to conduct business in a manner which complies with all applicable regulations, the Federal Aviation Act (FA Act) of 1958, and Federal Aviation Administration (FAA) directives.

5.2 Initial Certification Process Steps

The following table provides a summary of applicant steps of the initial certification process as well as some of the FAA steps during the interaction.

	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
1	<p>The applicant navigates to the SAS External Portal and registers for a SAS External Portal account by selecting Sign up for SAS.</p>		<p>If a user already has an account, they can log in and then navigate to the part of the checklist that applies.</p>
2	<p>The applicant receives an email from the FAA with a link to complete account creation request which includes contact information and Preapplication Information including attaching a signed PASI (Form 8400-6).</p> <p>When selecting the link in the email, a browser window will open with fields for My Contact Information. Complete at least all required fields (noted by a red asterisk) and select the Next button on the bottom right of the screen. There will be a summary page which completes the User Registration request. To continue, select Next.</p> <p>The Preapplication Information page opens and the applicant should fill out the information as necessary. When all required field are completed, the Next button will enable. Select Next to continue through the screens until Section 1F is completed. The</p>	<p>The FAA will coordinate user provisioning, accepting user registration to SAS, and dispositioning the Preapplication Information.</p>	<p>The screens to complete will be different based upon the CFR Part selected in <i>Type of Certificate Applied For</i>.</p> <p>In Section 1E, it is required to attach a document. This document should be a signed current version of the PASI Form 8400-6.</p> <p>Note: Only the first user from a company should submit the Preapplication Information. All subsequent users should select Option 2 in User Registration.</p>

	<p>Submit button will then replace the Next button. Select Submit.</p> <p>The applicant will receive confirmation that the Preapplication Information has been submitted.</p>		
3	The applicant is able to log in to the External Portal and will see the Home Page which includes SAS Automated Notifications tile.		It is important that External Portal users review all notifications and messages in SAS.
4	The applicant is able to send and receive messages with their FAA point of contact using the Messages tile on the Home Page . To enlarge the tile, click on the boxes on the right of the header for messages.		The applicant cannot send or receive messages until a CPM is assigned by the FAA.
5	The applicant is able to receive broadcast messages from the FAA in the Broadcast tile. To enlarge the tile, click on the boxes on the right of the header for broadcasts.		
6	<p>The applicant can review the certification request and certification item summary pages by selecting the link in the SAS menu.</p> <p>The applicant can withdraw their application by selecting the Withdraw button on the bottom of the Certification Request tab.</p>		<p>The applicant cannot submit any uploaded information until a CPM is assigned by the FAA.</p> <p>The Certification Item Summary tab will have links to the various areas that should be completed as a part of the Initial Certification process.</p>

<p>7</p>	<p>The applicant prepares and uploads documents by navigating to Certification Documents link in the Certification Item Summary tab or the Document Management link from the SAS menu.</p> <p>To add a document, select the document folder in the left pane and then the Attach Document button on the top of the right pane.</p> <p>To upload a document, the applicant will get a pop-up window which will allow the applicant to browse to upload the document.</p>		<p>Steps 7-12 can be completed in any order.</p> <p>Applicant cannot submit documents until a CPM is assigned by the FAA.</p> <p>For the Formal Application, there is a list of required documents that all must be uploaded before it can be submitted.</p>
<p>8</p>	<p>The applicant edits or enters additional configuration data as necessary by navigating to the Configuration Data page.</p>		<p>Configuration data includes Vitals, OpSpecs, and Contractors.</p> <p>Configuration data cannot be submitted until a CPM is assigned by the FAA.</p>
<p>9</p>	<p>To generate DCTs, the applicant navigates to the Certification Request page from the SAS menu and clicks on Generate DCTs button at the bottom of the page.</p> <p>The applicant reviews and completes DCTs by navigating to Data Collection from the SAS menu or the Certification Item Summary tab from Certification Request. The applicant can resubmit DCTs as necessary back and forth with the FAA CPM.</p>		<p>DCTs cannot be submitted until a CPM is assigned by the FAA.</p> <p>If the applicant chooses to complete the DCTs prior to completing the Configuration Data, then the DCTs required for the proper configuration could change and the user would need to select Generate DCTs again.</p> <p>A new applicant may need to talk with their FAA POC regarding completing the proper Configuration Data to scope the proper DCTs.</p>

10	The applicant navigates to the Operating Profile tab to review the Operating Profile from the SAS menu or the Certification Item Summary tab from Certification Request .		
11	The applicant edits the Schedule of Events (SOE) by navigating to the Schedule of Events link on the SAS menu or the Certification Item Summary tab.		Applicant cannot submit SOE until a CPM is assigned by the FAA. Applicant must fill out either N/A or a planned date in every row in order to be able to submit to the FAA.
12	The applicant completes and submits the Repair Station Form 8310-3, if required, by navigating to the Repair Station Form 8310-3 link on the SAS menu or the Certification Item Summary tab.		Required for repair stations (CFR Part 145) only.
13		The FAA will assign a CPM and can accept or return any of the submitted items	
14		Certification team transitions the application from <i>Initial Cert</i> (N) status to <i>Precert</i> (P) status. This occurs with the Acceptance of the Formal Application. The FAA team members perform and	Once an applicant has transitioned to a <i>Precert</i> (P) status, the applicant can no longer withdraw the application. If they wish to terminate the process, they will need to coordinate with the FAA to have the FAA complete this process.

		submit Design Assessments (DAs). They can also add and complete Performance Assessments (PAs) and/or Custom DCTs.	
15		FAA can change configuration data.	Once the applicant is in a P status, the applicant can no longer make changes to configuration data and will need to be coordinated with the FAA. The applicant will be able to generate, complete, and submit DCTs until the CPM generates a CAP.
16		CPM can generate the CAP to move the process so the remainder is completed by the FAA.	Once the CPM has received all of the applicant submitted DCTs they need, the CPM can generate the CAP to move the certification process along. When this occurs the applicant will receive a notification. At this point, the applicant will no longer be able to complete or submit DCTs.
17			Once the FAA has reviewed and completed all assessments for the applicant, they complete the process to transition the applicant from <i>Precert</i> (P) status to <i>Active</i> (A) status, issues OpSpecs and notifies the CH/A that the certificate has been issued.

5.3 How to Edit Preapplication Information

As necessary, you can modify the Preapplication Information. To edit the form, its status must be either *Draft* or *Returned*.

1. From the SAS menu, select **Preapplication Information**. The **Preapplication Forms** tab opens.

Submitted Preapplication Information				
Company Name	14 CFR Part	Date Submitted	Status	Status Date
First Harbor	CFR145	05/26/2017	Accepted	05/26/2017

2. In the **Company Name** column, click the link for the preapplication. The record opens in the **Section 1** tab.
3. Make the necessary changes to the form's data.
4. Click **Save** or **Submit**.

5.4 How to Use the Certification Request Tab

Use the **Certification Request** link to view your basic company information and the type of certificate your company is applying for.

On the tab you can also:

- Add applicant comments to the record
- Attach documents to the request record

Certification Request		Certification Item Summary	Meetings
Certification Information			
Designator Code:			
Applicant Name:	First Harbor		
SAS ID:	84777		
FSDO:	ST LOUIS FSDO CE03 / STL FSDO		
FAA Precertification Number:			
Proposed Type of Operation:	(145 F) Part 145 Within US		
Date of proposed start-up:	05/27/2017		
Certification Status:	Initial-Cert		
Last Updated By:	SAS System, SASTestUser10		
Last Updated:	06/01/2017 09:46 AM		

5.5 How to Use the Certification Item Summary Tab

Use the **Certification Item Summary** tab as the go-to location when working through the certification process. This tab contains links to all of the information within SAS connected to the certification project.

Certification Request	Certification Item Summary	Meetings
Certification Information		
Designator Code:		
Applicant Name:	First Harbor	
SAS ID:	84777	
FSDO:	ST LOUIS FSDO CE03 / STL FSDO	
FAA Precertification Number:		
Proposed Type of Operation:	(145 F) Part 145 Within US	
Date of proposed start-up:	05/27/2017	
Certification Status:	Initial-Cert	
Last Updated By:	SAS System, SASTestUser10	
Last Updated:	06/01/2017 09:46 AM	

The **Certification Item Summary** tab provides links to the deliverables that make up the initial certification process, as well as listing the date last updated and status. When you navigate via the **Certification Item Summary** links to other modules, a button appears on the left hand part of the screen in the module that you navigated to that allows the user to navigate directly back to the **Certification Item Summary** tab.

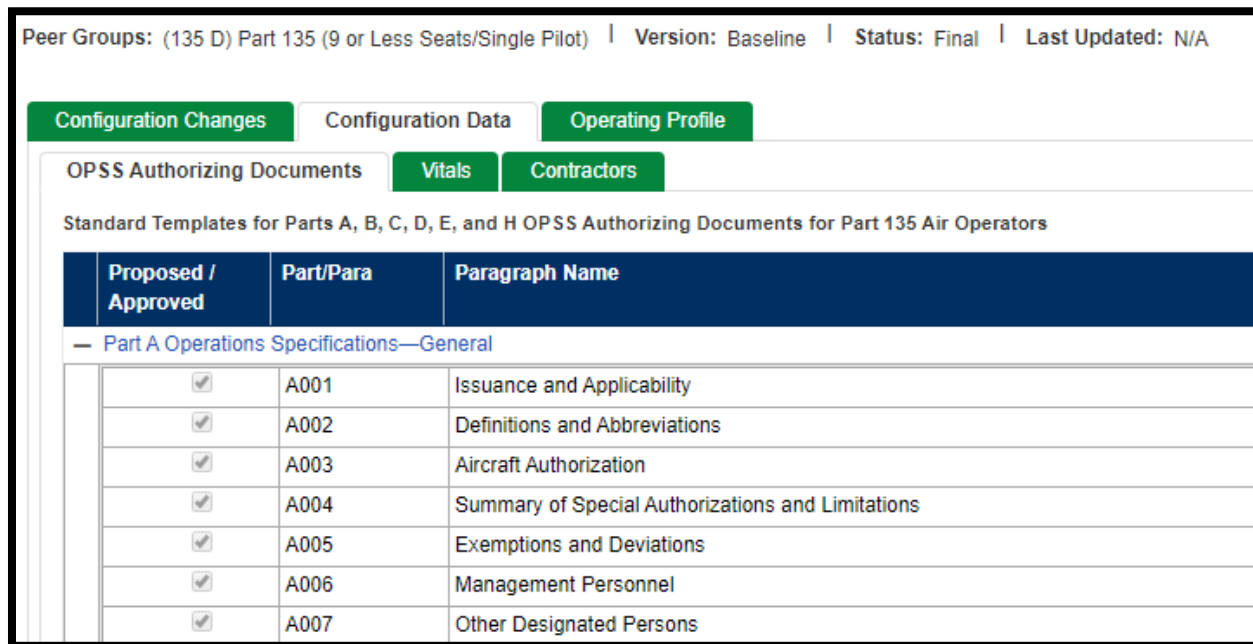
5.6 Modules 1, 2, and 4 Overview

5.6.1 Module 1 Overview

Preapplication Information – This link brings you to your Preapplication Information.

FAA Form 8310-3 – This link brings you to your Form 8310-3 data (for repair stations).

Configuration Data – This link brings you to your Configuration Data and Operating Profile.



Peer Groups: (135 D) Part 135 (9 or Less Seats/Single Pilot) | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile

OPSS Authorizing Documents | Vitals | Contractors

Standard Templates for Parts A, B, C, D, E, and H OPSS Authorizing Documents for Part 135 Air Operators

Proposed / Approved	Part/Para	Paragraph Name
- Part A Operations Specifications—General		
<input checked="" type="checkbox"/>	A001	Issuance and Applicability
<input checked="" type="checkbox"/>	A002	Definitions and Abbreviations
<input checked="" type="checkbox"/>	A003	Aircraft Authorization
<input checked="" type="checkbox"/>	A004	Summary of Special Authorizations and Limitations
<input checked="" type="checkbox"/>	A005	Exemptions and Deviations
<input checked="" type="checkbox"/>	A006	Management Personnel
<input checked="" type="checkbox"/>	A007	Other Designated Persons

Operating Profile – This link will bring you directly to your Operating Profile.

Peer Groups: (135 D) Part 135 (9 or Less Seats/Single Pilot) | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile | View Baseline

Specialty: AW Assessment Type: DA View Scoped DCT Summary View | Question View

Incl.	Label	Title
Y	4.1.2	(AW) Maintenance Certificate Requirements
Y	4.2.1	(AW) Maintenance/Inspection Requirements
Y	4.2.2	(AW) Maintenance/Inspection Schedule
Y	4.2.3	(AW) AD Management
Y	4.2.4	(AW) Recordkeeping
Y	4.2.5	(AW) Maintenance Control Functions
Y	4.3.1	(AW) Airworthiness Release/Maintenance Log Requirements
Y	4.3.3	(AW) MEL/CDL/NEF and Other Deferred Maintenance
Y	4.3.4	(AW) Major Repairs & Alterations
Y	4.4.2	(AW) Mechanical Interruption Summary (MIS) / Service Difficulty Reports (SDR)

5.6.2 Module 2 Overview

Schedule of Events – This link brings you to your Schedule of Events.

5.6.3 Module 4 Overview

Data Collect Tools (DCT) – This link brings you to the **Select DCT** tab in **Data Collection Tools** for the DCTs assigned as a result of the Operating Profile.

Certification Documents – This link brings you to Document Management where you can view and manage any documents uploaded during the certification process.

5.7 Form 8310-3

5.7.1 To Complete and Submit Form 8310-3

1. From the SAS menu, select **Configuration > Repair Station Form 8310-3**. The **8310-3 Forms** tab opens.
2. Click **Create 8310-3**. The **8310-3 (Applicant)** tab opens.
3. Complete the required fields in **Section 1**.
4. In **Section 2**, specify the reason(s) the form is being submitted.



* **Section 2. Reasons for Submission**

- Original Application for Certification and Rating
- Change in Rating
- Change in Location or Housing and Facilities
- Change in Ownership
- Other Specify

5. In **Section 3**, select the rating(s) being applied for.

*** Section 3. Ratings Applied for:**

Airframe:	Powerplant:	Propeller:	Radio:	Instrument:	Accessories:
<input checked="" type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1
<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2
<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3		<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3
<input type="checkbox"/> Class 4				<input type="checkbox"/> Class 4	

Limited:

<input type="checkbox"/> Airframe	<input type="checkbox"/> Accessories	<input type="checkbox"/> Rotor Blades
<input type="checkbox"/> Engine	<input type="checkbox"/> landingGear	<input type="checkbox"/> Fabric
<input type="checkbox"/> Propeller	<input type="checkbox"/> Float	<input type="checkbox"/> Emergency Equipment
<input type="checkbox"/> Instrument	<input type="checkbox"/> Radio	<input type="checkbox"/> Non-Destructive Testing for Limited

Specialized Services (specify)

6. In **Section 4**, optionally, enter the list of maintenance functions contracted to outside agencies or non-certificated service providers.

Section 4. List of Maintenance Functions Contracted to Outside Agencies

Attachment(s):

Additional Information:

7. In **Section 5**, enter the **Owner, Authorized Signer** on the 8310-3, **Date** and **Title** of the authorized signer.

Section 5. Applicant Certification

* **Name of Owner:**
 (include names(s) of individual owner, all partners, or corporation name giving state and date of incorporation)

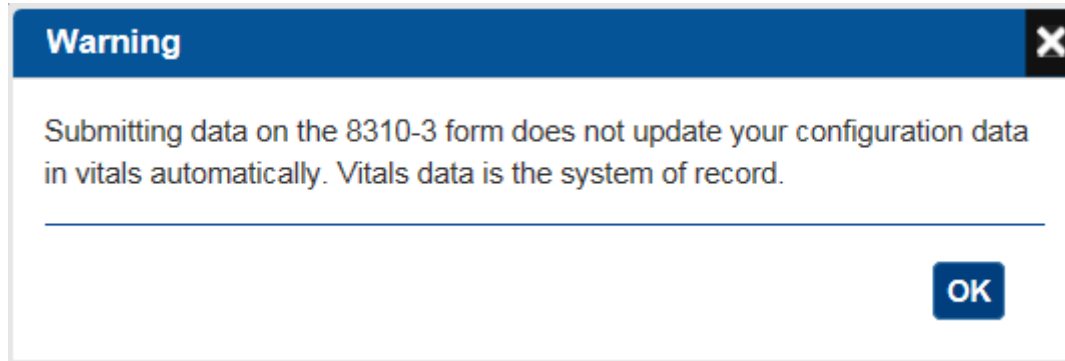
* **Authorized Signer:**

* **Date:**

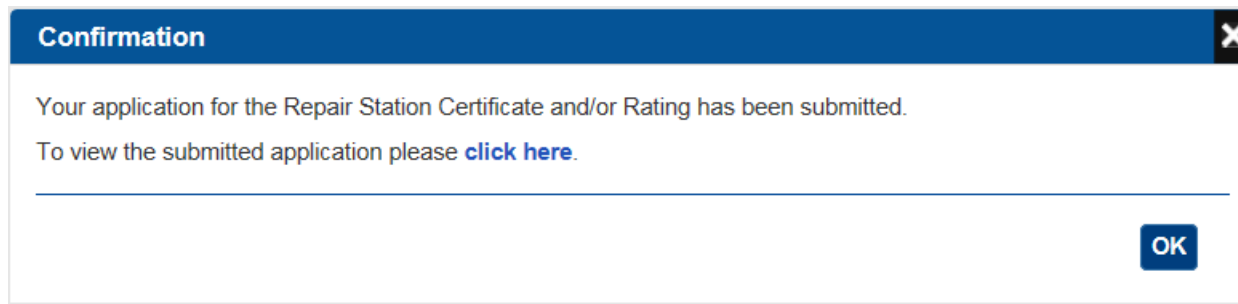
* **Title:**

8. To save the form without submitting it for approval, click **Save**. You will be able to make further changes to it prior to submission. Otherwise, to submit the completed form to the FAA, click **Submit**.

A message displays alerting you that saving an 8310-3 does not automatically update the operator's Vitals data. Changes to these fields must be completed manually on the **Configuration Data > Vitals** tab.



9. Click **OK**. A confirmation message displays.



5.7.2 How to View, Edit, or Withdraw a Form 8310-3

As necessary, you can view, edit, or withdraw a Form 8310-3.

5.7.3 To view a Form 8310-3

1. From the SAS menu, select **Configuration > Repair Station Form 8310-3**. The **8310-3 Forms** tab opens.

8310-3 Forms		8310-3 (Applicant)				
Application for Repair Station Certificate and/or Rating (Form8310-3)						
						Create 8310-3
Tracking Number ▲	Submitted By	Date Submitted	Status...	Status Date	Withdra...	
483		06/27/2017 11:19:16 AM	Submitted	06/27/2017 11:19:16 AM		^ v

- For the form whose details you want to view, in the **Tracking Number** column, click its link. The form opens in the **8310-3 (Applicant)** tab. **Note:** The tracking number is a sequentially-created unique identifier for the form. It is generated automatically by SAS.

5.7.4 How to Edit a Form 8310-3

To edit a Form 8310-3, you must be its originator and the form's status must be either *Draft* or *Returned* (by the FAA). Once the FAA accepts the 8310-3, the submitter is not able to edit it and must communicate changes to their FAA point of contact directly.

To edit a Form 8310-3:

- From the SAS menu, select **Configuration > Repair Station Form 8310-3**. The **8310-3 Forms** tab opens.
- For the form you want to edit, in the **Tracking Number** column, click its link. The form opens in the **8310-3 (Applicant)** tab.
- Click the **Edit 8310-3** button at the bottom right of the page. Make changes to the form's data, as desired.

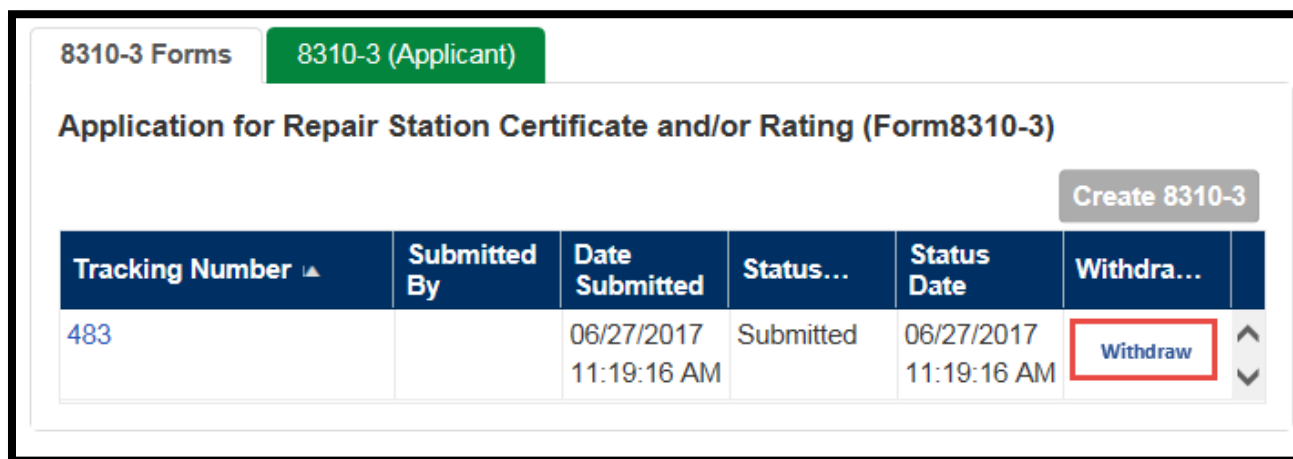
4. Click **Save** or **Submit**.

5.7.5 How to Withdraw a Form 8310-3

To withdraw a Form 8310-3 you must be its originator and the form's status must be either *Draft* or *Returned* (by the FAA).

To withdraw a Form 8310-3:

1. From the SAS menu, select **Configuration > Repair Station Form 8310-3**. The **8310-3 Forms** tab opens.
2. For the form you want to edit, in the **Withdraw** column, click its **Withdraw** link.



The screenshot shows a web interface for managing Form 8310-3 applications. At the top, there are two tabs: '8310-3 Forms' and '8310-3 (Applicant)'. Below the tabs is the title 'Application for Repair Station Certificate and/or Rating (Form8310-3)' and a 'Create 8310-3' button. A table with the following columns is displayed: 'Tracking Number', 'Submitted By', 'Date Submitted', 'Status...', 'Status Date', and 'Withdra...'. The first row contains the tracking number '483', an empty 'Submitted By' field, the date and time '06/27/2017 11:19:16 AM', the status 'Submitted', and the date and time '06/27/2017 11:19:16 AM'. In the 'Withdra...' column for this row, a 'Withdraw' button is highlighted with a red border. Up and down arrow icons are visible to the right of the table.

Tracking Number ▲	Submitted By	Date Submitted	Status...	Status Date	Withdra...
483		06/27/2017 11:19:16 AM	Submitted	06/27/2017 11:19:16 AM	Withdraw

6 Initial Authorization

6.1 About the Authorization Process

The purpose of the authorization process is to provide a means by which foreign air operators and 91 PUB air operators are authorized to conduct business in a manner which complies with all applicable regulations, the Federal Aviation Act (FA Act) of 1958, and Federal Aviation Administration (FAA) directives.

6.2 Initial Authorization Process Steps

The following table provides a summary of applicant steps of the initial authorization process as well as some of the FAA steps during the interaction. This information applies only to CFR Part 129 applicants.

For more information on the authorization process for CFR Part 129, please see [International Program Division | Federal Aviation Administration](#)

	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
1	The applicant navigates to the SAS External Portal and registers for a SAS External Portal account by selecting Sign up for SAS .		If a user already has an account, they can log in and then navigate to the part of the checklist that applies.
2	<p>The applicant receives an email from the FAA with a link to complete account creation request which includes contact information and Preapplication Information including attaching a signed PASI (Form 8400-6).</p> <p>When selecting the link in the email, a browser window will open with fields for My Contact Information. Complete at least all required fields (noted by a red asterisk) and select the Next button on the bottom right of the screen. There will be a summary page which completes the User Registration request. To continue, select Next.</p>	The FAA will coordinate user provisioning, accepting user registration to SAS, and dispositioning the Preapplication Information.	Note: Only the first user from a company should submit the Preapplication Information. All subsequent users should select Option 2 in User Registration.

	<p>The Preapplication Information page opens and the applicant should fill out the information as necessary. When all required fields are completed, the Next button will enable. Select Next to continue through the screens until the final section, Section 1H. The user will have to enter their title in the Title field to enable the Sign Preapplication button. Clicking on this button will digitally sign the preapplication, which is required in order to submit the application to the FAA. Follow the instructions closely prior to clicking on the Sign Preapplication button. Once the preapplication is digitally signed, the Submit button will be enabled and can be clicked on to submit the preapplication to the FAA.</p> <p>The applicant will receive confirmation that the Preapplication Information has been submitted.</p>		
<p>3</p>	<p>The applicant is able to log in to the External Portal and will see the Home Page which includes SAS Automated Notifications tile.</p>		<p>It is important that External Portal users review all notifications and messages in SAS.</p>
<p>4</p>	<p>The applicant is able to send and receive messages with their FAA point of contact using the Messages tile on the Home Page. To enlarge the tile, click on the boxes on the right of the header for messages.</p>		<p>The applicant cannot send or receive messages until a CPM is assigned by the FAA.</p>

5	<p>The applicant is able to receive broadcast messages from the FAA in the Broadcast tile. To enlarge the tile, click on the boxes on the right of the header for broadcasts.</p>		
6	<p>The applicant can review the authorization request and authorization item summary pages by selecting the link in the SAS menu.</p> <p>The applicant can withdraw their application by selecting the Withdraw button on the bottom of the Authorization Request tab.</p>		<p>The applicant cannot submit any uploaded information until at least one Principal Inspector (PI) is assigned by the FAA.</p> <p>The Authorization Item Summary tab will have links to the various areas that should be completed as a part of the Initial Authorization process.</p>
7	<p>The applicant prepares and uploads documents by navigating to Authorization Documents link in the Authorization Item Summary tab or the Document Management link from the SAS menu.</p> <p>To add a document, select the document folder in the left pane and then the Attach Document button on the top of the right pane.</p> <p>To upload a document, the applicant will get a pop-up window which will allow the applicant to browse to upload the document.</p>		<p>Steps 7-12 can be completed in any order.</p> <p>Applicant cannot submit documents until a PI is assigned by the FAA.</p> <p>For the Formal Application process, there is a list of required documents that must be uploaded before the formal application can be submitted.</p>
8	<p>The applicant edits or enters additional configuration data as necessary by navigating to the Configuration Data page.</p>		<p>Configuration data includes Vitals and OpSpecs.</p> <p>Configuration data cannot be submitted until a PI is assigned by the FAA.</p>

<p>9</p>	<p>To generate Data Collection Tools (DCTs),, the applicant navigates to the Authorization Request page from the SAS menu and clicks on Generate DCTs button at the bottom of the page.</p> <p>The applicant reviews and completes DCTs by navigating to Data Collection from the SAS menu or the Authorization Item Summary tab from Authorization Request tab. The applicant may resubmit DCTs as necessary back and forth with the FAA PI.</p>		<p>DCTs cannot be submitted until a PI is assigned by the FAA.</p> <p>If the applicant chooses to complete the DCTs prior to completing the Configuration Data, then the DCTs required for the proper configuration could change and the user would need to select Generate DCTs again.</p> <p>A new applicant may need to talk with their FAA POC regarding completing the proper Configuration Data to scope the proper DCTs.</p>
<p>10</p>	<p>The applicant navigates to the Operating Profile tab to review the Operating Profile from the SAS menu or the Authorization Item Summary tab from Authorization Request.</p>		
<p>11</p>		<p>The FAA will assign up to three PIs and can accept or return any of the submitted items</p>	

12		<p>The authorization team transitions the application from <i>Initial Auth</i> (N) status to <i>Preauth</i> (P) status. This occurs with the Acceptance of the Formal Application. The FAA team members perform and submit Design Assessments (DAs). They can also add and complete Performance Assessments (PAs) and/or Custom DCTs.</p>	<p>Once an applicant has transitioned to a <i>Preauth</i> (P) status, the applicant can no longer withdraw the application. If they wish to terminate the process, they will need to coordinate with the FAA to have the FAA complete this process.</p>
13		<p>FAA can change configuration data.</p>	<p>Once the applicant is in a P status, the applicant can no longer make changes to configuration data and will need to be coordinated with the FAA. The applicant will be able to generate, complete, and submit DCTs until one of the PIs generates a Comprehensive Assessment Plan (CAP)..</p>
14		<p>PIs can generate the CAP to move the process so the remainder is completed by the FAA.</p>	<p>Once the PIs have received all of the applicant submitted DCTs they need, the PIs can generate the CAP to move the authorization process along. When this occurs the applicant will receive a notification. At this point, the applicant will no longer be able to complete or submit DCTs.</p>
15			<p>Once the FAA has reviewed and completed all assessments for the applicant, they complete the process to transition the applicant from <i>Preauth</i> (P) status to <i>Active</i> (A) status, issue OpSpecs and notify the CH/A that the authorization has been issued.</p>

6.3 How to Edit Preapplication Information

As necessary, you can modify the Preapplication Information. To edit the form, its status must be either *Draft* or *Returned*.

5. From the SAS menu, select **Preapplication Information**. The **Preapplication Forms** tab opens.

Submitted Preapplication Information				
Company Name	14 CFR Part	Date Submitted	Status	Status Date
First Harbor	CFR145	05/26/2017	Accepted	05/26/2017

6. In the **Company Name** column, click the link for the preapplication. The record opens in the **Section 1** tab.
7. Make the necessary changes to the form's data.
8. Click **Save** or **Submit**.

6.4 How to Use the Authorization Request Tab

Use the **Authorization Request** link to view your basic information about the authorization project..

On the tab you can also:

- Add applicant comments to the record
- Attach documents to the request record
- Withdraw from the authorization process
- Generate DCTs

Authorization Request
Authorization Item Summary
Meetings

Authorization Information

Designator Code:	*0UF
Applicant Name:	EP Test ApplicantAEC July 14 2025
SAS ID:	458898
FSDO:	LOS ANGELES IFO FS-58/LAX-IFO
Authorization Number:	*0UF123P
Proposed Type of Operation:	(129 L) Part 129 Foreign Air Carriers
Date of proposed start-up:	12/10/2025
Authorization Status:	Preauth Issued
Last Updated By:	Williams, Randy
Last Updated:	07/14/2025 10:42:00 AM

Applicant Information

Applicant Point of Contact/CEO

Name:	FAKEY MCFAKERSON
-------	------------------

Contact Information

Email:	
Phone:	

Withdraw
Generate DCTs

Save

6.5 How to Use the Authorization Item Summary Tab

Use the **Authorization Item Summary** tab as the go-to location when working through the authorization process. This tab contains links to all of the information within SAS connected to the authorization project.

[Authorization Request](#) | **Authorization Item Summary** | [Meetings](#)

Applicant Name: EP Test ApplicantAEC July 14 2025 | Authorization Status: Preauth Issued | Last Updated By: Williams, Randy | Last Updated: 07/14/2025 10:52:00 AM

[Refresh](#)

Module 1 (Configuration)	Last Updated	Status
Preapplication Information	07/14/2025	Accepted
Configuration Data	07/14/2025	Draft
Maintain Authorization Documents (WebOPSS)	07/14/2025	
Operating Profile (CHOP)	07/14/2025	Draft

Module 4 (Data Collection Tools)	Last Updated	Status
Data Collection Tools (DCTs) - Applicant Assigned	07/14/2025	Not Started
Authorization Documents		

The **Authorization Item Summary** tab provides links to the deliverables that make up the initial authorization process, as well as listing the date last updated and status. When you navigate via the **Authorization Item Summary** links to other modules, a button appears on the left hand part of the screen in the module that you navigated to that allows the user to navigate directly back to the **Authorization Item Summary** tab.

6.6 Modules 1 and 4 Overview

6.6.1 Module 1 Overview

Preapplication Information – This link brings you to your Preapplication Information.

Configuration Data – This link brings you to your Configuration Data and Operating Profile.

Maintain Authorizing Documents (WebOPSS) – This link will bring you directly to the module to maintain authoring documents. This tab will not be enabled until the project has a status of Preauth.

Operating Profile (CHOP) – This link will bring you directly to your Operating Profile.

The screenshot displays the 'Operating Profile' section of a web application. On the left is a navigation menu with categories like 'AuthDoc Data Panel' and 'Configuration Data Panel'. The main area is titled 'Operator Addresses' and contains a table with columns for Address Type, Street (Line 1-3), City, State/Province, Postal Code, and Country. Two rows are visible: 'Primary Business' and 'Mailing', both located at '123 Airport Lane' in 'Aberdeen, Aberdeen City, A123, United Kingdom'. The interface includes buttons for 'Add', 'Edit', 'Copy', 'Column Options', 'Reset Grid', and 'Export to Excel'. A footer note states: '† Changes to daggered configuration items may modify the DCTs/Questions for this certificate holder.'

	Address Type	Street (Line 1)	Street (Line 2)	Street (Line 3)	City	State/Province	Postal Code	Country
<input type="checkbox"/>	Primary Business	123 Airport Lane	address 2	address3	Aberdeen	Aberdeen City	A123	United Kingdom
<input type="checkbox"/>	Mailing	123 Airport Lane			Aberdeen	Aberdeen City	A123	United Kingdom

6.6.2 Module 4 Overview

Data Collection Tools (DCTs) – Applicant Assigned – This link will bring you directly to the data collection module where you can perform your data collection. You will land on the **Select DCT** tab, where you will find DCTs assigned as a result of the operating profile.

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

CH/A: *0UF, EP Test ApplicantAEC July 14 2025 - 129 (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	UAS	AAM
7.1.1	(AWOP) Foreign Air Carrier 129 US Operations	Not Started	AWOP	N	N
7.1.2	(AWOP/OP) Foreign Air Carrier 129 FAA Authorizations	Not Started	Operations	N	N

1 - 2 of 2 items

Authorization Documents – This link will bring you to the Document Management module where you can attach the requested documents in the Authorization Application folder

Document Management

Attach Document Submit Documents Delete Document(s)

EP Test ApplicantAEC July 14 2025

Authorization Application

Note(s): This item is the location where you will upload and submit documents that are required during the Authorization process, but not a part of the formal application package.

Reset Grid

Document Category	Aircraft Registration Number	OpSpec	File Name	File Type	ID	Status	Created	Modified
No records available.								

0 - 0 of 0 items

7 Configuration

7.1 About Configuration Data

A CH's configuration data is the set of unique characteristics or attributes that define what the CH does.

Configuration data is grouped into three categories:

- Operations specifications are those paragraphs that provide the authorizations, limitations, standards and procedures that are applicable to a specific CH under 14 CFR Parts 121, 135, 145.

Peer Groups: (121 A) Part 121 Air Operators | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile

OPSS Authorizing Documents | Vitals | Contractors

Standard Templates for Parts A, B, C, D and E OPSS Authorizing Documents for Part 121 Air Operators

Proposed / Approved	Part/Para	Paragraph Name
— Part A Operations Specifications—General		
<input checked="" type="checkbox"/>	A001	Issuance and Applicability
<input checked="" type="checkbox"/>	A002	Definitions and Abbreviations
<input checked="" type="checkbox"/>	A003	Airplane Authorization
<input checked="" type="checkbox"/>	A004	Summary of Special Authorizations and Limitations

- *Vitals* include a broad description of air operator or air agency operational data.

Peer Groups: (121 A) Part 121 Air Operators | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile

OPSS Authorizing Documents | Vitals | Contractors

General Information	General Information	
CEO	Air Operator Name:	DALA, DELTA AIR LINES INC
Personnel / Training / AW Agreement	14 CFR: †	121
RO-DO / PI / Certificated Kinds of Operation / Authorization	Certificate Type:	A
Proposed or Current Terminal and Enroute Procedures	CHDO:	SO27
Operating Configuration	Previous Designator:	DALA
Scheduled Operations / Maintenance and Reliability Info.	Certificate Number:	DALA026A
Name / Address	Previous Certificate	3

Note: See the Vitals Data Fields lists in the Appendices of this document for descriptions of all of the configuration data Vitals fields. It will be located in Appendix A, B, C, or D for CFR Part 121, 135, 121/135, and 145 respectively.

- *Contractors* include information about service providers that the company contracts with.

Peer Groups: (145 F) Part 145 Within US | Version: Initial Certification | Status: Draft | Last Updated: 05/26/2017 9:28:21 AM

Configuration Data | Operating Profile

Operations Specifications | Vitals | **Contractors**

Add Contractor | Delete Contractor

Contractor	Type
Select...	Select
11NR, AERO NAUTICAL INTERIORS INCORPORATED	Maintena...
1EMA, ELITE MEDICAL AIR TRANSPORT	Maintena...

General Information

Type: Maintenance

Designator/Name: 11NR, AERO NAUTICAL INTERIORS INCORPORATED

Certificate Number: 11NR197B

14 CFR: 145

Address 1: 5351 HIGHWAY 280 EAST

7.2 How to Add and Update Configuration Data

When your Preapplication Information has been accepted, you will receive a notification on your **Home** page to provide your Configuration Data. Configuration Data describes your proposed operations and includes items such as fleet composition, route structure, and operations specifications. If you are applying for a Part 145 repair station certificate, it includes your proposed ratings and capabilities list. The **Vitals** section of your Configuration Data will be pre-populated with information from your Preapplication Information and you will need to enter additional information that was not provided in that form. After you provide your Configuration Data, SAS generates the Operating Profile (CHOP)

7.3 About the Operating Profile

Every CH/A has an Operating Profile. The operating profile is the list of assessments that the FAA conducts as a part of the oversight of the CH/A. The content of a CH/A's operating profile is determined by the configuration data (Operations Specifications and Vitals).

Based on a CH's configuration data, SAS creates the *Operating Profile*, also referred to as the Certificate Holder Operating Profile or CHOP.

THE CHOP HAS 2 PANES THAT DISPLAY:

- Summary details of that assessment (purpose, objective, and the regulations/guidance statements it addresses)
- The individual questions that make up the assessment. For each question you can view: 1) its scoping rule and, 2) the regulations/guidance statements the question addresses.

7.3.1 How to Access the Operating Profile

Use the **Operating Profile** tab to view the operating profile. There are two different ways to view an operating profile:

- Baseline operating profile view - The baseline operating profile represents the current, in-use operating profile.
- Configuration change operating profile view – The configuration change operating profile view represents the operating profile resulting from an open configuration change.

7.3.2 How to Access a Baseline Operating Profile View

The baseline operating profile represents the current, in-use operating profile. To access a baseline operating profile view:

1. From the SAS menu, select **Configuration > Operating Profile**. The **Operating Profile** tab opens.
2. The tab displays the baseline operating profile. This can be confirmed by looking at the top of the screen at **Status: Baseline**.

Peer Groups: (121 A) Part 121 Air Operators | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | **Operating Profile** | View Baseline

Specialty: AW | Assessment Type: DA | View Scoped DCT | Summary View | Question View

Incl.	Label	Title	Description
Y	1.1.3	(AW) Continuous Analysis and Surveillance System (CASS)	Description: (AW) Continuous Analysis and Surveillance System (CASS) Label: 1.1.3 Purpose: To develop an effective CASS that provides continuous analysis, surveillance, identifies deficiencies and implements corrective actions. Objective: Determine if the CH will be able to; (1) Comply with regulations; (2) Develop an effective CASS that provides continuous analysis, surveillance, identifies deficiencies and implements corrective actions. Scoping Rule: (PEER GROUP = "121 A" OR "135 B") OR ((PEER GROUP = "135 C" OR "135 E") AND (MX PROGRAMS = "CASS")) SRRs/Guidance: • 121.373
Y	1.1.4	(AW) Reliability Program	
Y	1.1.6	(AW) Safety Program	
Y	1.3.1	(AW) Required Personnel	
Y	1.3.2	(AW) Manual Management	
Y	1.3.3	(AW) Coordinating Agencies for Suppliers Evaluation (CASE)	
Y	4.1.1	(AW) RII Personnel	

In addition to the list of assessments that make up the operating profile, for each assessment the Operating Profile tab lets you view:

- Summary details of that assessment (purpose, objective, and the regulations/guidance statements it addresses)
- The individual questions that make up the assessment. For each question you can view: 1) its scoping rule and, 2) the regulations/guidance statements the question addresses.

7.3.3 The Operating Profile Tab Left Pane

The left pane of the **Operating Profile** tab lists the assessments. This will be filtered by Specialty and Assessment Type.

Specialty: Assessment Type:

Incl.	Label	Title
Y	1.1.3	(AW) Continuous Analysis and Surveillance System (CASS)
Y	1.3.1	(AW) Part 119 Required Personnel
Y	1.3.2	(AW) Manual Management
Y	4.1.1	(AW) RII Personnel
Y	4.1.2	(AW) Maintenance Certificate Requirements

By default the left pane filters the list of assessments on only those that are currently included based upon your Configuration Data. If you wish to see those that are not currently included in your configuration, you can change the filter on the column labelled **Incl.**

7.3.4 The Operating Profile Tab Right Pane

The right pane of the **Operating Profile** tab displays either:

- A summary of the assessment selected in the left pane (this is the default view) via the **Summary View**

- The questions that make up the assessment selected in the left pane via the **Question View**

View Scored DCT
Summary View | Question View

Description

Description: (AW) Continuous Analysis and Surveillance System (CASS)

Label: 1.1.3

Purpose: To develop an effective CASS that provides continuous analysis, surveillance, identifies deficiencies and implements corrective actions.

Objective: Determine if the CH will be able to; (1) Comply with regulations; (2) Develop an effective CASS that provides continuous analysis, surveillance, identifies deficiencies and implements corrective actions.

Scoping Rule: (PEER GROUP = "121 A" OR "135 B") OR ((PEER GROUP = "135 C" OR "135 E") AND (MX PROGRAMS = "CASS"))

SRRs/Guidance:

- 121.373
- 5.21
- 5.23
- 5.25
- 5.51
- 5.53
- 5.55

View Scoped DCT
Summary View | **Question View**

Incl.	#	Label	Specialty	DCT Questions	Scoping Rules	SRRs etc.
Y	51915	1.1.3	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	51916	1.1.3	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	51917	1.1.3	AW	Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary?		

While in the **Question View** you can click a question's eye icons to view the scoping rule (the configuration data that SAS uses to include or exclude the question), and its SRRs (Specific Regulatory Requirements that apply to the question).

7.4 How to Enter OPPS Authorizing Documents

To enter your Operations Specifications configuration data:

1. From the SAS menu, select **Configuration > Configuration Data**. The **Configuration Data** screen opens at the **Operations Specifications** tab.

- Review the list of Operations Specifications that apply to the 14 CFR Part that you are requesting certification for. (**Note:** SAS preselects required paragraphs and these may not be changed.)

Peer Groups: (121 A) Part 121 Air Operators | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile

OPSS Authorizing Documents | Vitals | Contractors

Standard Templates for Parts A, B, C, D and E OPSS Authorizing Documents for Part 121 Air Operators

Proposed / Approved	Part/Para	Paragraph Name
- Part A Operations Specifications—General		
<input checked="" type="checkbox"/>	A001	Issuance and Applicability
<input checked="" type="checkbox"/>	A002	Definitions and Abbreviations
<input checked="" type="checkbox"/>	A003	Airplane Authorization
<input checked="" type="checkbox"/>	A004	Summary of Special Authorizations and Limitations
<input checked="" type="checkbox"/>	A005	Exemptions and Deviations

- Select additional paragraphs to describe the programs that you are requesting and click **Save**.

7.5 How to Enter Vitals

To enter your Vitals configuration data:

- Select the **Configuration Data > Vitals** tab.
- Complete all the required fields on the **Vitals** tab. Use the buttons on the left (under **Table of Contents**) to navigate between sections.

Note: The screens below are a sample 14 CFR part 145, the Vitals table and fields are dependent on the CFR part. For more information on each field and the types of information that should be entered, see the Vitals Fields lists in the Appendices.

Vitals > Identification / BASA / Physical Location contains the legal or official name of the air agency, alphanumeric ID identifier, CHDO, certificate information, and physical location.

Configuration Data **Operating Profile** [View BASA](#)

Operations Specifications **Vitals** **Contracts**

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

Authorizations

14 CFR 145 Name:

CHDO: CEO3

Airport ID:

Foreign

Certificate Information

EASA Listed*

Physical Location

Address 1: 123 Main St

Address 2:

Address 3:

City:

State:

Postal Code:

Business Phone: Phone Ext:

Alternate Phone: Phone Ext:

Fax: Phone Ext:

Engine Status:

* Supports Certificate Holder Operating Profile (CHOP)

[Reset](#) [Save](#)

Vitals > Mailing Address/ CEO / Company Location / POC contains mailing address of the company, contact information for your Chief Executive Officer and Liaison.

Configuration Data **Operating Profile**

Operations Specifications Vitals **Contractors**

Identification / BASA / Physical Location

Mailing Address / CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

Mailing Address / CEO / Company Liaison / POC

Mailing Address

Same as Physical Address

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code:

Chief Executive Officer

Name:

Title:

Business Phone: Ext:

Mobile Phone:

Fax:

Email Address:

Company Liaison

Name:

Title:

Vitals > Certificate Information/Personnel lists the certificate dates, QMS contractor, and number of personnel (by type) at the location, names of the PMI and PAI, and Maintenance Functions.

Note: If there are no people in a certain position, you must enter a "0" rather than leaving it blank.

Configuration Data **Operating Profile**

Operations Specifications Vitals **Contractors**

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

QMS Contractor

In-House Quality Monitoring System (QMS)

QMS Contractor:

Number of Personnel at this Location

FAA Cert Mechanics: †

Non-Cert Mechanics: †

Repairmen: †

Total Employees:

Inspectors

Principal Maintenance Inspector:

Principal Avionics Inspector:

Maintenance Functions

Other Maintenance Functions

Work Away from Home Station †

Perform Maintenance/Alteration for Air Carriers

Vitals > Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR lists the class and date of Accessories, Airframe, Instrument, Powerplant, Propeller, Radio and SFAR 36 Authorized.

Operations Specifications Vitals **Contractors**

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio

* required field



























Category	Class	Class	Class	Class	Date
Accessories	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3		<input type="text" value="mm/dd/yyyy"/>
Airframe †	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 4	<input type="text" value="mm/dd/yyyy"/>
Instrument	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 4	<input type="text" value="mm/dd/yyyy"/>
Powerplant	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3		<input type="text" value="mm/dd/yyyy"/>
Propeller	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2			<input type="text" value="mm/dd/yyyy"/>
Radio	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3		<input type="text" value="mm/dd/yyyy"/>
SFAR 36 Authorized	<input type="checkbox"/> Class 1				

Vitals > Tracking Information lists the Associated Reference ID, Special Purpose, National Use, and PTRS Record ID.

Operations Specifications	Vitals	Contractors
Identification / BASA / Physical Location	Tracking Information	
Mailing Address/ CEO / Company Location / POC	Associated Reference ID:	
Certificate Information/Personnel	Special Purpose:	
Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR	National Use:	
Tracking Information	PTRS Record ID:	
Limited Ratings		

Vitals > Limited Ratings lists comments and dates for limited ratings such as Power Plant (L-PP), Landing Gear (L-LG), Emergency Equipment (L-EE), etc.

Operations Specifications Vitals Contractors

Identification / BASA / Physical Location	Limited Ratings		
Mailing Address/ CEO / Company Location / POC	Airframe (L-AF) †		mm/dd/yyyy 
Certificate Information/Personnel	Power Plant (L-PP)		mm/dd/yyyy 
Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR	Propeller (L-PRP)		mm/dd/yyyy 
Tracking Information	Instruments (L-INS)		mm/dd/yyyy 
Limited Ratings	Radio (L-RAD)		mm/dd/yyyy 
Repair Station Operations	Accessories (L-AAC)		mm/dd/yyyy 
Agreements and Authorizations	Landing Gear (L-LG)		mm/dd/yyyy 
Geographic Authorizations - Foreign Only	Float (L-FLO)		mm/dd/yyyy 
Doing Business As (DBA)	Non-Destructive Testing (L-NDT)		mm/dd/yyyy 
Exemptions	Emergency Equipment (L-EE)		mm/dd/yyyy 
Accountable Manager	Rotor Blades (L-RB)		mm/dd/yyyy 
Additional Fixed Locations	Aircraft Fabric (L-FAB)		mm/dd/yyyy 
BASA 145 Listed Line Stations	Specialized Services (L-SS) †		mm/dd/yyyy 
Non-Certified Repair Functions			

Vitals > Repair Station Operations lists the type of Repair Station, Records and Technical Data, Equipment Parts and Materials, and Contract Agreements.

Operations Specifications Vitals Contractors

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

Repair Station Operations

Repair Stations

- Performs Major Alterations †
- Performs Major Repairs †

Records and Technical Data

<input type="checkbox"/> Issued in the Form of Controlled Documents †	<input type="checkbox"/> Master Library †
<input type="checkbox"/> Component Testing Software †	<input type="checkbox"/> Records Stored Offsite †
<input type="checkbox"/> Form 337 †	<input type="checkbox"/> Performs Airworthiness Directives †

Equipment, Parts and Materials

- Fabricates Parts †
- Life Limited Parts †
- Overhaul of Parts †
- Test Cell †

Contract Agreements

- Contracts Out Parts Fabrication †
- Equipment Contracted for Repair †
- Leased/Rented Equipment †

Vitals > Agreements and Authorizations provides information about special authorizations and approvals, other certificates or approvals, and your safety program.

Configuration Data **Operating Profile**

Operations Specifications Vitals **Contractors**

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

Agreements and Authorizations

Special Authorizations and Approvals

HAZMAT Employer †

Transport Canada Civil Aviation (TCCA) Maintenance †

Other Certificates and/or Approvals

Contracts Maintenance to Non-Certificated Contractor †

Contracts Maintenance to Certificated Contractor †

Foreign Air Carrier Maintenance †

Perform Maintenance Outside of Housing †

Performs Air Carrier Essential Maintenance †

Performs Air Carrier Maintenance †

Capability List †

Safety Program

SMS - Safety Management System †

IEP - Internal Evaluation Program †

ASAP - Aviation Safety Action Program †

VDRP - Voluntary Disclosure Reporting Program †

Vitals > Geographic Authorizations – Foreign only provides information on the geographic operations where the air agency provides services as well as the Make/Model/Series of the aircraft on which services are provided.

Configuration Data **Operating Profile** View ID

Operations Specifications Vitals **Contractors**

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Geographic Authorizations - Foreign Only

Current Geographic Authorizations

[Delete Geographic Authorization](#) | [Add New Geographic Authorization](#)

Operator Name	Designator	Airport ID	Airport NM	Contract Number
No records available				

Doing Business As (DBA)

DBA Name

Geographic Authorization Details ✕

* required field

Designator:

*** Operator Name:**

*** Airport Id:**

*** Aircraft MM:**

Contract Number:

OK
Cancel

Vitals > Authorized DBAs lists any other authorized names under which you do business.

Configuration Data
Operatory Profile
View

Operations Specifications
Vitals
Contractors

Doing Business As (DBA)

DBA Name

Delete Selected DBA
Add New DBA

No records available

Exemptions

Current Exemptions

Delete Selected Exemption
Add New Exemption

DBA Details ✕

* required field

*** DBA:**

OK
Cancel

Vitals > Exemptions lists any authorized exemptions along with the number and expiration date

Configuration Data **Operating Profile** View

Operations Specifications **Vitals** Contractions

Identification / BASA / Physical Location
Mailing Address/ CEO / Company Location / POC
Certificate Information/Personnel
Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR
Tracking Information
Limited Ratings
Repair Station Operations
Agreements and Authorizations
Geographic Authorizations - Foreign Only
Doing Business As (DBA)
Exemptions

Exemptions

Current Exemptions Delete Selected Exemption Add New Exemption

Exemption Number	Expiration Date
No records available	

Accountable Manager

Current Accountable Manager Delete Manager Add New Manager

Name	Type	Title	Phone
No records available			

Exemption Details ✕

* required field

* Exemption Number:

* Expiration Date:

OK Cancel

Vitals > Accountable Manager lists contact information for person(s) performing the Accountable Manager duties as well as if they are FAA Approved or EASA Approved.

Configuration Data **Operating Profile** View

Operations Specifications **Vitals** Contractions

Identification / BASA / Physical Location
Mailing Address/ CEO / Company Location / POC
Certificate Information/Personnel
Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR
Tracking Information
Limited Ratings
Repair Station Operations
Agreements and Authorizations
Geographic Authorizations - Foreign Only
Doing Business As (DBA)
Exemptions
Accountable Manager

Accountable Manager

Current Accountable Manager Delete Manager Add New Manager

Name	Type	Title	Phone
No records available			

Additional Fixed Locations

Fixed Locations Delete Fixed Location Add New Fixed Location

Address Line 1	City	State	Zip code
No records available			

Accountable Manager Details ✕

* required field

* **Manager Type:**

* **Name:**

Title:

* **Business Phone:** Phone Ext:

Alternate Phone:

Fax:

Mobile Phone:

E-mail Address:

OK **Cancel**

Vitals > Additional Fixed Location lists the address(es) of any additional physical locations of the air agency.

Configuration Data Operating Profile View All

Operations Specifications Vitals Contractors

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Accountable Manager

Current Accountable Manager

[Delete Manager](#) | [Add New Manager](#)

Name	Type	Title	Phone
No records available.			

Additional Fixed Locations

Fixed Locations

[Delete Fixed Location](#) | [Add New Fixed Location](#)

Address Line 1	City	State	Zip code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Fixed Location Details ✕

* required field

* Address 1:

Address Line 2:

Address Line 3:

* City:

* State:

* Postal Code:

Country: ▼

* Business Phone: Ext:

Alternate Phone:

Fax:

Foreign Phone:

Mobile Phone:

E-mail Address:

Vitals > BASA 145 Listed Line Stations lists the airport of the line station, Make and Model of the aircraft as well as the EASA 145 Rating Code as well as any comments.

Configuration Data Operating Profile View E

Operative Specifications Vitals Contractors

Identification / BASA / Physical Location No records available.

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

BASA 145 Listed Line Stations

Delete Station | Add New Station

Location	Make / Model	Rating	Comments
No records available.			

Non-Certified Repair Functions

Non-Certified Repair Functions

Function(s) Contracted:

<input type="checkbox"/> Welding	<input type="checkbox"/> Plating	<input type="checkbox"/> Plasma Spraying
<input type="checkbox"/> Shot Peening	<input type="checkbox"/> Painting	<input type="checkbox"/> Grit Blasting
<input type="checkbox"/> Machining	<input type="checkbox"/> Balancing	<input type="checkbox"/> Rewinding

Station Details ✕

* required field

*** Location:**

*** Make Model:**

*** Rating:**

Comments:

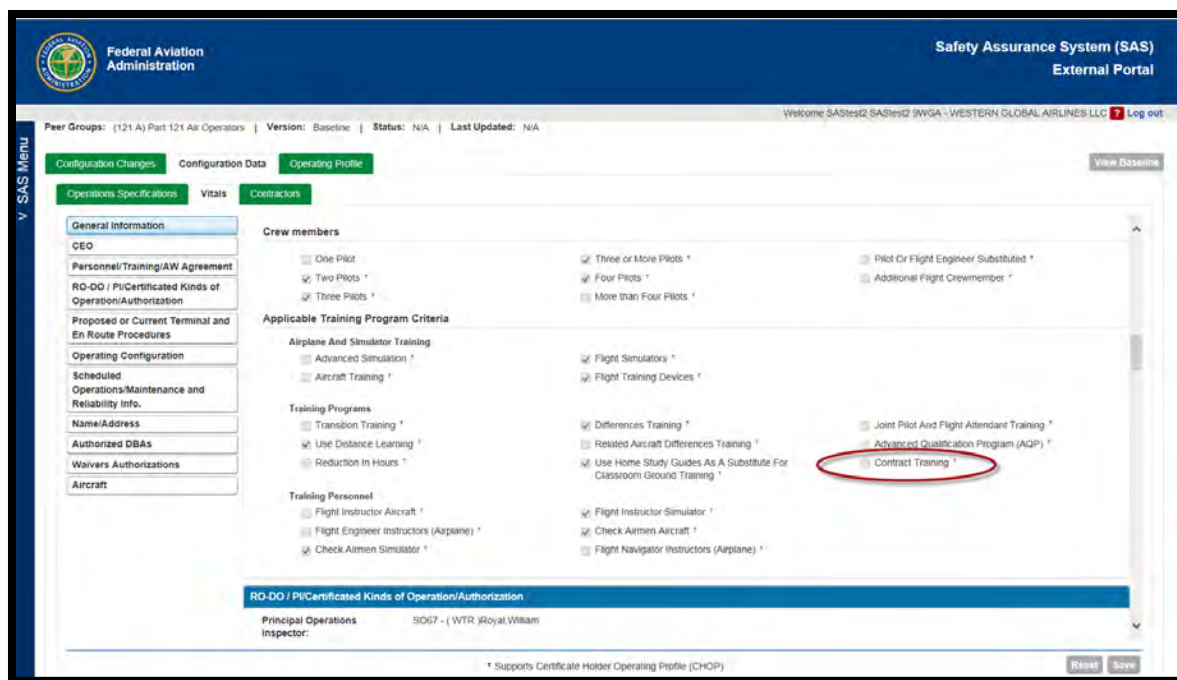
OK
Cancel

Vitals > BASA 145 Listed Line Stations

Geographic Authorizations - Foreign Only	Non-Certificated Repair Functions
Doing Business As (DBA)	Non-Certificated Repair Functions
Exemptions	Function(s) Contracted:
Accountable Manager	<input type="checkbox"/> Welding <input type="checkbox"/> Plating <input type="checkbox"/> Plasma Spraying <input type="checkbox"/> Shot Peening <input type="checkbox"/> Painting <input type="checkbox"/> Grit Blasting <input type="checkbox"/> Machining <input type="checkbox"/> Balancing <input type="checkbox"/> Rewinding
Additional Fixed Locations	Other 1: <input type="text"/>
BASA 145 Listed Line Stations	Other 2: <input type="text"/>
Non-Certificated Repair Functions	Other 3: <input type="text"/>
	Other 4: <input type="text"/>
	Other 5: <input type="text"/>

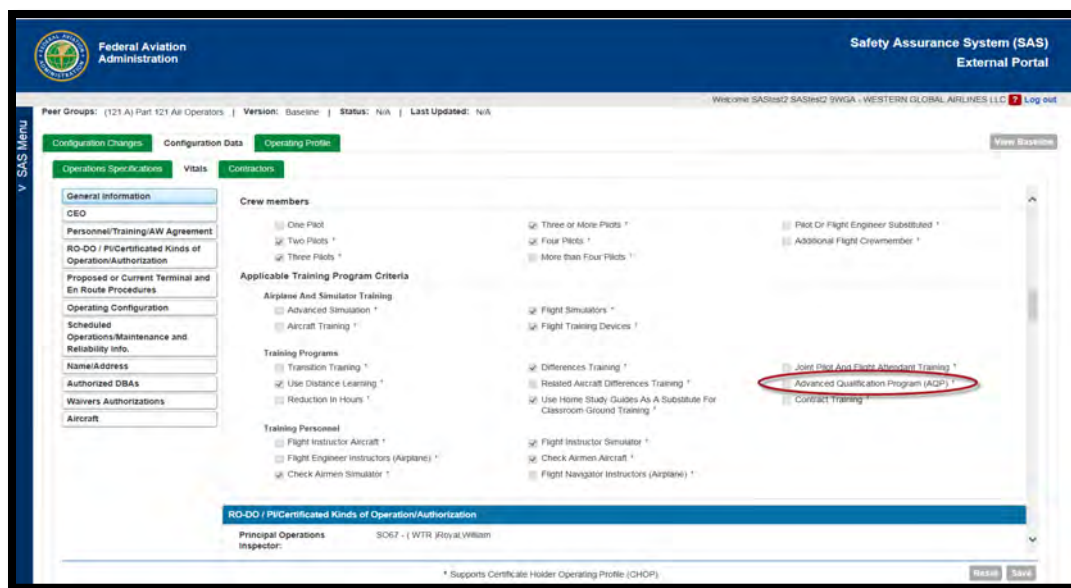
Note: For a CFR Part 121 or 135, you must select each aircraft hyperlink and ensure all required fields are completed in the pop-up window.

Vitals > Personnel/Training/AW Agreement > Applicable Training Program Criteria > Training Programs



Note: A new check box labeled “Contract Training” has been added to the Vitals screen under the section. Pls should review these changes and update their Vitals as a result of the new release, if necessary.

Vitals > Personnel/Training/AW Agreement > Applicable Training Program Criteria > Training Programs



Note: This allows scoping questions for a new training program, Advanced Qualification Program (AQP). This will apply to all CFR Parts 121, 135, and 121/135. You can coordinate with your PI to your Configuration Data with this release. As necessary, you will need to complete a configuration change request to have the applicable options selected.

Vitals > Agreements and Authorizations > Safety Program.

The screenshot displays the SAS External Portal interface. At the top, the FAA logo and 'Federal Aviation Administration' are on the left, and 'Safety Assurance System (SAS) External Portal' is on the right. Below the header, there's a navigation bar with tabs for 'Configuration Changes', 'Configuration Data', and 'Operating Profile'. The 'Operating Profile' tab is active, showing a 'Vitals' section. On the left, a vertical 'SAS Menu' lists various configuration categories. The main content area is divided into several sections: 'General Information', 'Personnel/Training/AW Agreement', 'RO-DO / PI/Certificated Kinds of Operation/Authorization', 'Proposed or Current Terminal and En Route Procedures', 'Operating Configuration', '14 CFR Type', 'Scheduled Operations/Maintenance and Reliability Info.', 'Name/Address', 'Authorized DBAs', 'Waivers Authorizations', and 'Aircraft'. Under 'Scheduled Operations/Maintenance and Reliability Info.', there are sub-sections for 'Operational Management Systems', 'Technical Operations Agreements And Authorizations', and 'Maintenance Programs'. The 'Operational Management Systems' section contains several checkboxes, with 'SMS VP - Safety Management System Voluntary Program' circled in red. Other checkboxes include 'ASAP - Aviation Safety Action Program*', 'FOQA - Flight Operations Quality Assurance*', 'IEP - Internal Evaluation Program*', 'VDRP - Voluntary Disclosure Reporting System*', and 'LOSA - Line Operations Safety Audit*'. The 'Maintenance Programs' section includes '100hr/Annual*', 'Progressive Aircraft Inspection Program*', and 'Continuing Analysis and Surveillance System (CASS)*'. At the bottom, there's a 'Name/Address' field and 'Reset' and 'Save' buttons.

Note: A new check box labeled “SMS VP – Safety Management System Voluntary Program” has been added to the Vitals screen under the section, Scheduled Operations/Maintenance and Reliability Info. > Operational Management Systems. This will apply to CFR parts 135 and 121/135.

Vitals > CFR Part 147 - Additional Training Center

CFR Part 147 (Aviation Maintenance Technician School or AMTS) includes “Additional Training Location”, which is any fixed location other than the school's primary location, where training is being conducted. The additional location must meet all part 147 requirements and be listed in the AMTS’s operations specifications. SAS includes a feature for additional training location in Vitals and various SAS processes involving CFR Part 147 CH/As.

SAS External Portal Users will have to maintain the Vitals separately for each training location. Each location will be treated as an ancillary record of the Certificate Holder, i.e. changes to the location will be a configuration change for a certificate holder, not for a location. The Vitals of the CH/A will have an additional ancillary grid to display the list of current training locations information. One of this location will be a primary location.

When a configuration change request is created for a CH, clicking on the location will display the data in edit mode for the SAS External Portal user and can be updated, including the status of the location.

External Portal user can create a Standard configuration change request for the Part 147 CH, which will enable the 'Add Location' button in the Training Locations section of the screen. Clicking on 'Add Location' will display a popup window with the name for the additional training location prefilled from the CH (but editable). This will be the name displayed under 'Location Name' field in the popup window of the location. Once submitted, the additional training location status will be changed to 'In Review'. Once, the configuration change request is approved, SAS will automatically change the newly added location in 'In Review' status to 'Active'.

Peer Groups: (147 K) Part 147 Aviation Maintenance Technician Schools | Version: Initial Cert | Status: Draft | Last Updated: 07/08/2022

The screenshot shows the 'Training Locations' section of the SAS External Portal. The interface includes a sidebar with navigation tabs like 'Configuration Data', 'Operating Profile', 'Operations Specifications', 'Vitals', and 'Contractors'. The main content area displays a table of 'Current Training Locations' with columns for Training Location Name, Location Identifier, Location Type, Location Status, Physical Location, Airport ID, Location Liaison, Business Phone, Actual Student Enrollment, and Date Last Updated. A red callout bubble highlights the 'Add Location' button, indicating it is enabled for external portal users during initial certification or configuration changes.

Training Location Name	Location Identifier	Location Type	Location Status	Physical Location	Airport ID	Location Liaison	Business Phone	Actual Student Enrollment	Date Last Updated
test company 147 SS	001	Primary	In Review	123 rotorway, Anchorage, AK, 99501				0	07/08/2022 09:49 AM

Identification / Physical Location

^ **Location Liaison**

Name:	<input type="text"/>
Title:	<input type="text"/>
Business Phone:	Phone: <input type="text"/> Ext: <input type="text"/>
Fax:	Phone: <input type="text"/>
Foreign Phone:	<input type="text"/> Ext: <input type="text"/>
Email Address:	<input type="text"/>
Mobile Phone:	Phone: <input type="text"/>

Location Information / Number of Personnel / Curriculum Taught

Comments

Identification / Physical Location
 Location Liaison
Location Information / Number of Personnel / Curriculum Taught

Location Information
 Location Status: In Review
 Location Status Date: 08/03/2022 02:57 PM

Number of Personnel
 Actual Student Enrollment: 2
 Certificated Instructors: 3
 Non-Certificated Instructors: 4
 Total Employees: 5

Curriculum Taught

	Full	Portion	Comments
General	<input checked="" type="radio"/>	<input type="radio"/>	
Airframe	<input type="radio"/>	<input checked="" type="radio"/>	Test Comments
	<input checked="" type="radio"/>	<input type="radio"/>	

7.6 Entering Contractor Data

1. Select the **Configuration Data > Contractors** tab. The left side of the tab lists the service providers that your company contracts with. The right side is where you enter and edit contractor data.

The screenshot shows the 'Contractors' configuration page. At the top, there are tabs for 'Configuration Changes', 'Configuration Data', and 'Operating Profile'. Below these are sub-tabs for 'OPSS Authorizing Documents', 'Vitals', and 'Contractors'. The main content area is divided into two sections: a table of contractors and a 'General Information' form.

Contractor	Type	Sub. Type
15LR, LUFTHANSA TECHNIK COMPONENT SERVICES	Maintenance	FAA Certified
19GR, GENERAL MRO AEROSPACE INC	Maintenance	FAA Certified
19LR, AIRWAY AEROSPACE, INC.	Maintenance	FAA Certified
1ARR, XTRA AEROSPACE LLC	Maintenance	FAA Certified
1E1R, STS REPAIR AND MODIFICATION LLC	Maintenance	FAA Certified
11LR, INFLIGHT WARNING SYSTEMS INC	Maintenance	FAA Certified

The 'General Information' form on the right includes the following fields:

- Type: Maintenance (selected)
- FAA-Certificated Repair Station (selected)
- Part 65 (unselected)
- AMO (unselected)
- AME (unselected)
- Non-Cert (unselected)
- Contractor Designator/Name: 15LR, LUFTHANSA TECHNIK COMPONENT SERVICES
- Certificate Number: 15LR725Y
- 14 CFR: 145
- Address 1: 7424 EAST 30TH STREET NORTH

2. Click **Add Contractor**.

This is a close-up view of the 'Contractors' sub-tab. The 'Add Contractor' button is highlighted with a red rectangular box. The 'Delete Contractor' button is also visible to its right. Below the buttons, the top portion of the contractor table is visible, showing columns for 'Contractor', 'Type', and 'Sub. Type'.

Note: A capability was added to specify a CFR Part 135 with OpSpec D072 contractor as an Essential Maintenance Provider (EMP).

- For Part 121 operators, you can select either Maintenance or Operations contractors. For part 135 and 145 certificates, you can only select Maintenance.
- Specify whether or not the contractor is FAA-Certificated:

- If FAA-Certificated, enter/select its **Designator** code.

* required field

General Information

Type: Maintenance ▾

FAA-Certificated Not FAA-Certificated

* Designator/Name

Certificate Number:

14 CFR:

Address 1:

Address 2:

Address 3:

City:

State:

Country:

Postal Code:

Contractor:

Save Submit

- If not FAA-Certificated, enter other aviation authority certificate information (if any) and the company's name, address, and contact info.
5. If the contractor is an Essential Maintenance Provider check the corresponding box and enter the list of **Required Inspection Items** it is responsible for, if applicable.

6. Enter the locations where maintenance is performed. Use the **Airport** field to select airports from the SAS database. Use the **Maintenance Category** boxes to specify the types of maintenance and specialized services the contractor provides.
7. Continue adding contractors to list all service providers that your company contractors with. Click **Save**.

7.6.1 How to Import Contractor Data from an Excel File

SAS allows contractor data to be uploaded from an Excel file. This method can be used to add, modify, and delete contractor records.

Only PIs and their proxies can add and maintain a CH/A's list of current contractors on the **Contractors** tab.

Because maintaining a large list of contractors can be time consuming, SAS lets the PI load a CH/A's contractor data from an Excel file. This method can be used to add, modify, and delete contractor records.

To import contractor data from an Excel file:

1. From the SAS menu, select **Configuration Data**. The **Configuration Data** screen opens.
2. Select the CH/A you want to work with from the CH/A drop down.
3. Click **Contractors** to display the **Contractors** tab. The left side of the tab lists the contractors that are already in the system.

Click the **Create Excel** button. This will create an Excel file for your contractor data. The file will contain any contractor data that is already in SAS.

Note: Even if you already have a copy of the Contractor Excel template from a previous session, it is highly recommended that you download a copy to ensure that you are working with the latest data.

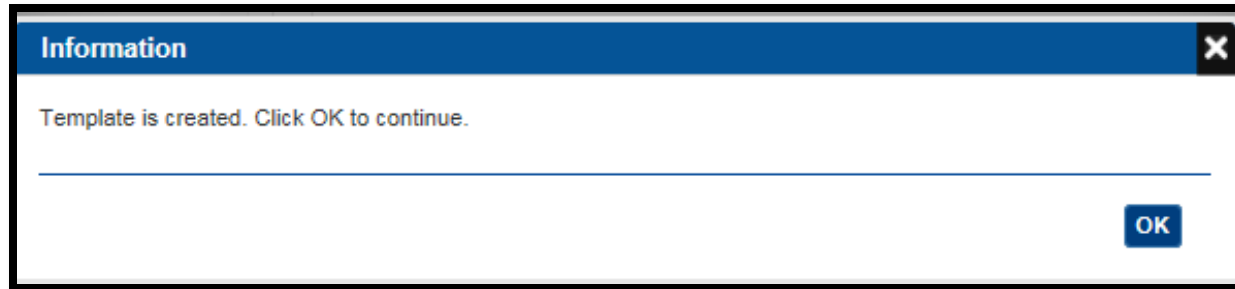
Add Contractor | Delete Contractor

Contractor	Type	Sub. Type
1YZR, UNICAL MRO INC	Maintenance	FAA Certificated
2AMR, AMETEK AEROSPACE AND DEFENSE	Maintenance	FAA Certificated
2IHR, IHI-ICR LLC	Maintenance	FAA Certificated
2TEY, SHANGHAI TAIKOO AIRCRAFT ENGINEERING SERVICES CO	Maintenance	FAA Certificated
2TOR, HAECO CABIN SOLUTIONS LLC	Maintenance	FAA Certificated
311R, AIRCRAFT COMPONENT RECOVERY LLC	Maintenance	FAA Certificated
39HR, HAECO AMERICAS LINE SERVICES, LLC	Maintenance	FAA Certificated
3BER, B/E AEROSPACE, INC.	Maintenance	FAA Certificated
3BSY, BOEING SHANGHAI AVIATION SERVICES COMPANY LIMITED	Maintenance	FAA Certificated
3KRR, KELLSTROM REPAIR SERVICES INC	Maintenance	FAA Certificated
3MEY, MEGGITT AEROSPACE LIMITED	Maintenance	FAA Certificated
3NFY, NARITA FACILITY OF	Maintenance	FAA

Import Excel

Create Excel

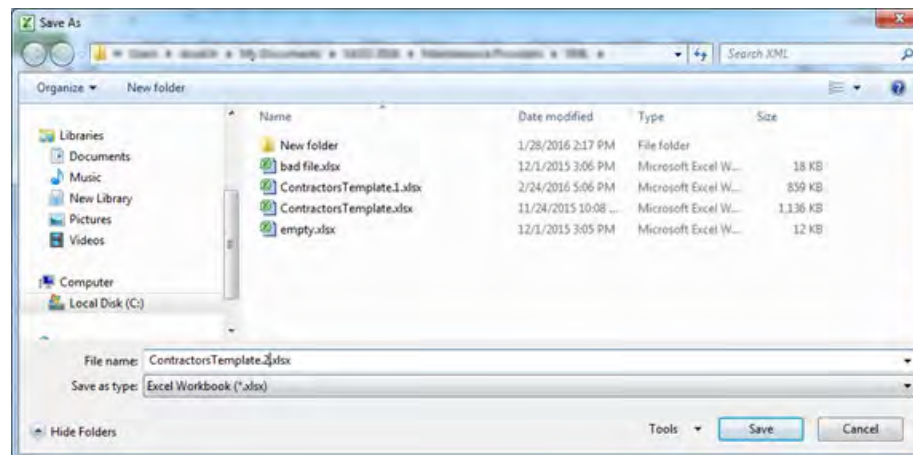
4. SAS displays an information box when the Excel file is created. Click **OK** to continue.



5. SAS displays a message asking if you want to save the Excel file. Click **OK**. The **Save As** dialog box opens.



6. Select a location on your local machine or network to save the file. Click **Save**.



7. Open the file on your desktop in Excel and begin entering/editing data.

8. The first tab is for FAA-Certificated Repair Stations or those that have a designator code/DSGN.
 - For each contractor record, use the **Action** column on the **General Info** tab to specify whether you are adding/updating data, deleting data, or whether no action should be performed for this record during import. The default for existing data is No Change.
9. When you are done editing contractors, remember to save your work and close the file.
10. To import the Excel file, click **Excel Import**. **Note:** The file will not import if it is open.

SAS imports the contents of the file. If the import is successful, the new contractors are displayed in the **Contractors** list on the left side of the tab. SAS also displays an **Import Log** showing your results. You can save the log to a local directory on your computer by selecting the **Save Log** button.
11. If one or more errors are encountered, the log provides detail by showing the name and Excel row number followed by the information error.

Correct the errors in the Excel spreadsheet, and retry the import.
12. Once there are no errors, select **OK** on the **Excel Import Log** window. The **Contractors** tab saves automatically following a successful import. There is no need to save manually (the **Save** button is disabled).

7.6.2 How to Add a Maintenance Contractor (For Part 121 Operators)

1. On the **Contractor** tab, click **Add Contractor**.

Add Contractor		Delete Contractor
Contractor	Type	Sub. Type
15LR, LUFTHANSA TECHNIK COMPONENT SERVICES	Maintenance	FAA Certified
19GR, GENERAL MRO AEROSPACE INC	Maintenance	FAA Certified
19LR, AIRWAY AEROSPACE, INC	Maintenance	FAA Certified

2. For **Type**, select `Maintenance` (the default).
3. Specify whether the contractor is FAA-Certificated Repair Station, A&P, AMO, AME, or Other:
 - If FAA-Certificated Repair Station, enter/select the **Designator**.
 - If not FAA-Certificated Repair Station, enter Name, FFA A&P/AMO/AME Certificate Number (if not Other).
4. Select the **Add Location** hyperlink on the table "Locations where Maintenance is Performed".
5. In the **Address Details** window enter:
 - Either an Airport code or the Physical Address where work is performed.
 - Maintenance Type for that location – EMP, Regularly Scheduled Maintenance and/or RII
 - Optionally, select the Maintenance Categories that apply.
6. Select **OK**.
7. Add any additional locations, as applicable.

8. Click **Save**.

You can now make additional contractor changes. You cannot combine contractor changes with changes to Vitals and Operations Specifications. When you are ready to approve the Change Request for your changes, click **Approve**.

7.6.3 How to Add a Training Contractor (For Part 121 and 135 Operators)

1. On the **Contractor** tab, click **Add Contractor**.
2. For **Type**, select `Training`.
3. Enter/select the **Designator**.
4. Click **Save**.

You can now make additional contractor changes. You cannot combine contractor changes with changes to Vitals and Operations Specifications. When you are ready to approve the Change Request for your changes, click **Approve**.

7.6.4 How to Add a Maintenance Contractor (For Part 145 Operators)

1. On the Contractor tab, click **Add Contractor**.
2. Specify whether or not the contractor is FAA-Certificated:
 - If FAA-Certificated, enter/select the **Designator**.
 - If not FAA-Certificated, enter Name and FAA A&P/AMO/AME Certificate # (if applicable).
3. For CFR Part 145, there are no additional required fields.
4. Click **Save**.

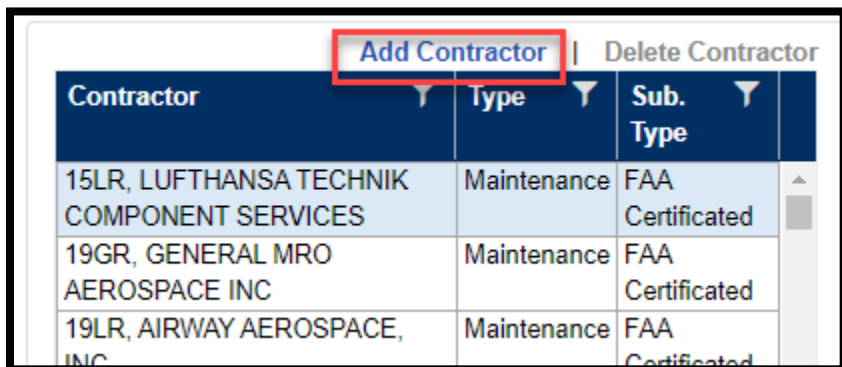
You can now make additional contractor changes. You cannot combine contractor changes with changes to Vitals and Operations Specifications. When you are ready to approve the Change Request for your changes, click **Approve**.

7.6.5 How to Delete a Contractor

You can delete a contractor when you determine it no longer performs services for a CH/A.

To delete a contractor:

1. Select the contractor in the **Contractors** list. You can only select one contractor at a time.
2. Click **Delete Contractor**. The contractor is removed from the list.



Contractor	Type	Sub. Type
15LR, LUFTHANSA TECHNIK COMPONENT SERVICES	Maintenance	FAA Certified
19GR, GENERAL MRO AEROSPACE INC	Maintenance	FAA Certified
19LR, AIRWAY AEROSPACE, INC	Maintenance	FAA Certified

3. The **Contractors** tab saves automatically following a deletion. There is no need to save manually (the **Save** button is disabled).
4. You can now proceed to make additional changes to the list of contractors. When you're ready to approve the Change Request for your changes, click **Approve**.

7.6.6 Auto-Generated Contractor Change Request

When you save changes on the **Contractor** tab, SAS automatically creates a new configuration data change request for you. The Change Request will have a title similar to *Auto generated contractor CR for <CH/A>*. If an open (unsubmitted) contractor change request already exists, SAS will append any subsequent changes to it rather than create a new change request.

7.6.7 Save versus Approve

On the **Contractor** tab, the **Save** button saves contractor data to SAS and creates a Changes Request. The **Approve** button submits the created Change Request.

Note: Periodically, designator codes for certificates that have not been active for several years are purged from the eFSAS database. In such cases, if the certificate whose designator code has been purged is still listed as a contractor in SAS it will be displayed with a light red background. These contractors must first be deleted from SAS to allow it to write contractor data to eFSAS.

7.6.8 Contractor Data and Change Requests

When you save changes on the **Contractor** tab, SAS automatically creates a new configuration data change request for you. The Change Request will have a title similar to *Auto generated contractor CR for <CH/A>*. If an open (unsubmitted) contractor change request already exists, SAS will append any subsequent changes to it rather than create a new change request.

How to View the Maintenance Provider Listing Report

You can open a report showing summary data for a CH/A's contractors directly from the **Contractors** tab. To open it, click **Generate Report**.

8 Configuration Changes

This chapter describes how to submit configuration changes to the FAA as an active certificate holder (CH).

8.1 About Configuration Changes

The Configuration Change is the process by which changes are made to a CH's configuration and contractor data.

The process includes a submission, review, and approval/return of proposed changes. The review process allows the CH and FAA to see how the proposed changes will impact the operating profile.

Once a configuration change is approved, the certificate holder's operating profile is regenerated to reflect the new information.

8.1.1 Types of Configuration Changes

There are several different types of configuration changes in SAS:

Configuration Data Changes:

Configuration Data change requests involve changes to a certificate's Vitals and/or Operations Specifications (OpSpecs).

Limitations on Configuration Data Change Requests

Multiple configuration change requests against the same data are not permitted. While it is permissible to have multiple change requests open at one time for a certificate holder, SAS does not allow concurrent change requests that include a change to the same:

- Operations Specification
- Field on the **Vitals** tab – for example, if you have an open configuration change to update the number of employees and number of PIC Captains, you cannot make another configuration change to change the total number of employees and number of Certified Mechanics because the Total Number of Employees is locked in the first configuration change.

- Table on the **Vitals** tab – for example, if you have an open configuration change to change the PAX Approved / Cargo field for one type of aircraft, you cannot make a change to any of the aircraft data for a different type of aircraft.

If there is a Configuration Data change request in a *Draft, Submitted, Returned, or In Review* state, and a second one is attempted, the user will get an error message. To correct this, the first Configuration Data change request must be approved by the PI or withdrawn before the second can be saved. Except for the examples above, there is no limit to the number of concurrent Configuration Data change requests you can create.

Contractor Data changes: Contractor Data change requests are created when a change to a certificate holder's contractor data is made. The change could include adding a new contractor, deleting a contractor, or editing a particular contractor's data. Contractor Data change requests can be created in the External Portal by a certificate holder, or in the Internal Portal by the FAA.

Limitations on Contractor Data Change Requests

- There can only be one Contractor Data change request open per certificate holder at a time.

8.1.2 Configuration Data Change Requests

8.1.3 How to Create a Configuration Data Change Request

1. Select the **Configuration Changes** hyperlink from the SAS menu.
2. On the **Select Configuration** tab under **Configuration Changes**, select the **Add Request** button. This will open the **Change Request Detail** tab.

Configuration Changes Configuration Data Operating Profile View Baseline

Select Configuration Change Request Detail Recommended Questions

Add Request

Change Request Title	Change Request ID	Submit Date	Status Date	Status
CR.DALA.200114.1520 Auto	CR.DALA.200114.1520		01/14/2020 09:20 AM	In Review
CR.DALA.200319.1425 Auto	CR.DALA.200319.1425		03/19/2020 10:25 AM	In Review
MPL Listings for DALA (Do not delete)	CR.DALA.170814.1659		02/11/2020 06:33 AM	Draft
Add Airbus A321NEO to Delta's Fleet	CR.DALA.200213.1534	02/13/2020 09:41 AM	02/13/2020 09:42 AM	In Review
Add A321NEO to Delta's fleet	CR.DALA.200130.2039	01/30/2020 02:43 PM	01/30/2020 02:44 PM	In Review
Add Airbus A220-300 to Delta Fleet	CR.DALA.200122.1834	01/22/2020 12:37 PM	01/22/2020 12:39 PM	In Review

1 - 6 of 6 items

3. Enter a **Change Request Title**. The **Change Request ID** will be automatically populated. Enter a description. Other fields can be filled in as necessary. Additionally, documents can be uploaded using the **Attach Document** button. (Any documents uploaded here will be available in the **Configuration Changes** file in **Document Management**).

The screenshot displays a web interface for managing configuration changes. At the top, it shows metadata: Peer Groups: (135 C) Part 135 (9 or Less Seats) | Version: Baseline | Status: Final | Last Updated: N/A. Below this are three tabs: Configuration Changes, Configuration Data (selected), and Operating Profile. Under the Configuration Data tab, there are three sub-tabs: Select Configuration, Change Request Detail (selected), and Recommended Questions. A red asterisk indicates a required field. The form contains the following fields: Status (Draft), Change Request Title (empty), Change Request ID (CR 110A.170609.1224), Change Request Description (empty), Certificate Point of Contact (POC) (dropdown menu), Certificate POC Email (empty), Last Updated By (empty), and Update Date (empty). At the bottom, there are two buttons: Attach Document and Delete.

4. Select to **Save** the Configuration Data change. If you choose to submit, there will be a message confirming this request should be submitted along with confirmation this has been submitted.

When you elect to save the Configuration Data change it will be in a *Draft* status.

- The configuration data version changes from *Baseline* to the title of the change request.
- The status of the request changes to *Draft* and the request is now listed on the **Configuration Change Requests** sub-tab. You can select it from the list to resume working on it.
- The **Configuration Data** tab becomes editable. You can now make the changes to Operations Specifications and/or Vitals that make up the change request. After making changes on either of those tabs, click **Save** to save your work.

If you submit the Configuration Data change it will be in a *Submitted* status.

5. Navigate to the **Configuration Data** tab and edit Operations Specifications and/or Vitals, as necessary, and Save.
6. When you have made all necessary changes, navigate back to the **Change Request Details** tab. There are two buttons at the bottom of the screen that will show the number of changes for OPSS and/or Vitals. By selecting on those buttons, you can review a summary of the changes.



Note: The Current Value column in the pop-up window always shows the current (baseline) value for a field.

7. Select to **Submit** or **Withdraw** the Configuration Data change. If you choose to submit, there will be a message confirming this request should be submitted along with confirmation this has been submitted. If you submit the Configuration Data change it will be in a *Submitted* status.

If you withdraw the change, the Configuration Data change will be in a *Withdrawn* status.

8. Review the impact of the configuration change in the **Recommended Questions** tab. You can filter the modified Operating Profile to see which DCTs and questions were added, deleted, or modified. By default, all DCTs included in the Operating Profile are listed. To filter, open the filter for the **Change** column and choose the filter(s) desired: Added, Excluded, Modified, Deleted.

Configuration Changes Configuration Data Operating Profile

Select Configuration Change Request Detail Recommended Questions

Specialty: AW Assessment Type: DA

Change	Label	Title	Description
Included	1.1.3	(AW) Continuous Analysis and Surveillance System (CASS)	Description: (AW) Continuous Analysis Label: 1.1.3
Included	1.1.4	(AW) Reliability Program	Purpose: To develop an effective CAS implements corrective actions.
Included	1.1.6	(AW) Safety Program	Objective: Determine if the CH will be continuous analysis, surveillance, ider
Included	1.3.1	(AW) Required Personnel	Scoping Rule: (PEER GROUP = "12 PROGRAMS = "CASS")
Included	1.3.2	(AW) Manual Management	
Included	1.3.3	(AW) Coordinating Agencies for Suppliers Evaluation (CASE)	

The questions on the right pane can also be filtered to show those questions that have are Added, Included, **or Excluded by selecting the Change filter and selecting those desired.**

The table below summarizes the meanings of the various Change statuses in the left and right panes of the **Recommended Questions** tab:

	Left Pane (DCTs)	Right Pane (Questions)
Added	The DCT is not scoped in under the current Operating Profile, but is scoped in under the Operating Profile that would result from adding the requested configuration changes	The question is not scoped in under the current Operating Profile, but is scoped in under the Operating Profile that would result from adding the requested configuration changes

Modified	The DCT is currently scoped in under the current Operating Profile, and one of more of the questions associated with the assessment have been added or deleted.	The question is currently scoped in under the current Operating Profile, and one of more of the configuration attributes and values (CA/Vals) in the associated Question Scoping Rules have changed.
Deleted	The DCT is currently scoped in under the current, but will not be scoped in under the Operating Profile that would result from approving the requested configuration changes.	The question is currently scoped in under the current Operating Profile, but will not be scoped in under the Operating Profile that would result from approving the requested configuration changes.
Included	The DCT was originally included and remains included.	The question was originally included and remains included. CA/Vals have not changed.
Excluded	The DCT was originally excluded and remains excluded.	The question was originally excluded and remains excluded.

- When you submit the Configuration Change request, a notification is sent to the FAA. The Principal Inspector (PI) will review and can either accept or return the request.

As necessary, you can withdraw a Configuration Data change request.

Note: To withdraw a change request, it must be in *Draft* status. If a change request has been submitted, the FAA must first Return the request. This puts it in *Returned* status. Then you must click **Edit** to open and then save the request. This will return it to *Draft* status.

To withdraw a configuration data change request:

1. From the SAS menu, select **Configuration > Configuration Data**. The **Configuration** tabs open.
2. Click the **Select Configuration** sub-tab. This tab displays all of the configuration change requests, both in progress and approved, for a certificate holder.
3. Click the title of the change request you want to withdraw. The request opens in the **Change Request Detail** tab.
4. Click **Withdraw Request**. The request is withdrawn and no longer appears in the list of change requests.

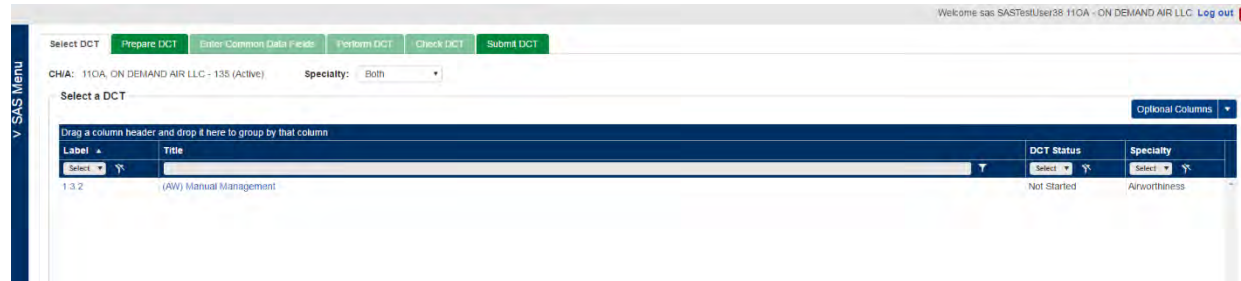
9 Data Collection

The **Data Collection Tools** module in SAS lets you view, enter and submit necessary Data Collection Tools (DCTs) to FAA, as part of the Initial Certification process and/or the Configuration Change process. A DCT is a survey consisting of questions designed to test a target system for safety and compliance. There are different DCTs targeting different design aspects of the system. For example, there may be a DCT for your record keeping system and another for your deicing program.

In performing a DCT, you will go through a list of questions and answer each one of them and check for completeness before you submit the DCT to FAA. Any negative findings are evaluated for risk.

9.1 How to Select a DCT for Data Collection

1. From the SAS menu, select **Data Collection Tools**. The **Select DCT** tab opens.



- The list of DCTs includes columns for **Label**, **Title**, **DCT Status**, **Specialty** and optional columns for **Status Date**, **# Questions** and **# Completed**.
- Click the **Optional Columns** and select to include the selected optional column(s) in the table. Click the **Optional Columns** and select **Hide** to it again to hide the column(s).
- By default, all DCTs that are applicable to your initial certification or the configuration change will appear in the table, regardless of their status. Possible DCT statuses are: *Not Started*, *Draft*, *Validated*, *Submitted*, *In Review*, *Final*, and *Returned*.

- The default sort order of the DCTs in the table is ascending by **Label**, followed by **Title, # of Question, # Completed**, and **DCT Status**. You can change the sort order in the table by clicking on the appropriate column heading.
2. Click the label or title of the DCT you wish to view or work on. Or select the DCT row in the table and click on the **Prepare DCT** tab. This opens the **Prepare DCT** tab for you to prepare for data collection.

10 Data Collection Tools (DCTs)

The **Data Collection Tools** module in SAS lets you view, enter and submit Element Design (ED) Data Collection Tools (DCTs) to the FAA as part of the Initial Certification process. A DCT consists of questions designed to evaluate a target system for safety and compliance. There are different DCTs targeting different design aspects. For example, there may be a DCT for your record keeping system and another for your deicing program.

In performing a DCT, you will go through a list of questions, answer each one of them, and check for completeness before you submit the DCT to FAA. All findings are evaluated for risk.

10.1 About the Data Collection Tools Page

The **Data Collection Tools** page has tabs that step you through preparing, entering data for, validating, and submitting DCTs:

- Use **Select DCT** to select a DCT to view or work on.
- Use **Prepare DCT** to view information to prepare you for data collection. This includes summary information, regulations, and FAA policy and guidance pertinent to the DCT.
- Use **Enter Common Data Fields** to enter the start and end dates, location, and other relevant information about the DCT.
- Use **Perform DCT** to answer the DCT questions.
- Use **Check DCT** to check for and correct errors in your responses.
- Use **Submit DCT** to submit the DCT to the FAA.

10.2 How to Access Your Data Collection Tools

To access the **Data Collection Tools** page, from the SAS menu select **Data Collection Tools**. Or from the **SAS Home Page** click on the **Data Collection** hyperlink from a notification.



10.3 When are DCTs Performed?

During ongoing certificate management, DCTs are used to approve or accept new or changed programs. DCTs verify that your systems are designed to meet the intent of regulatory requirements during new program reviews, performance issues, FAA-initiated change, or when the FAA determines the need.

DCTs are only available in SAS **Data Collection** when the FAA determines a need as a part of a configuration change request and send the appropriate DCT(s) via the External Portal. These will show up in the **Data Collection** module and you will receive a notification.

10.4 How to Generate DCTs

Once you have entered your configuration data, you can then generate and perform your DCTs. Generating DCTs is what causes them to appear in your **Data Collection Tools** list. You can generate and complete DCTs before FAA has assigned a CPM to your certification project, but you cannot submit them until the CPM has been assigned.

Note: Any time a change is made to the Configuration Data or CHOP, you must re-generate the DCTs to ensure you have the DCTs and questions appropriate for your design configuration. See section 4.9.2.1.

Note: Generating DCTs pertains to initial certification only. While you may be requested to perform DCTs after your certificate is active (e.g., if your configuration data changes), those DCTs will appear automatically in your DCT list without action on your part.

To generate your DCTs:

1. From the SAS menu, select **Certification Request**. The **Certification Request** tab opens.
2. In the lower left part of the screen, click **Generate DCTs**.

Certification Request

Certification Item Summary

Meetings

Certification Information

Designator Code:

Applicant Name: Test FAA Demo 05242016

SAS ID: 84863

FSDO: ATLANTA FSDO SO11 / ATL FSDO

FAA Precertification Number:

Proposed Type of Operation: (135 C) Part 135 (9 or Less Seats)

Date of proposed start-up: 06/30/2017

Certification Status: Initial-Cert

Last Updated By: SAS System,

Last Updated: 06/08/2017 12:19 PM

Applicant Information

Applicant Point of Contact/CEO

Name: Name typed here

Contact Information

Email: SASCATUSER8@GMAIL.COM

Phone: 5555551234

Address

Address Line 1: 55 Broadway

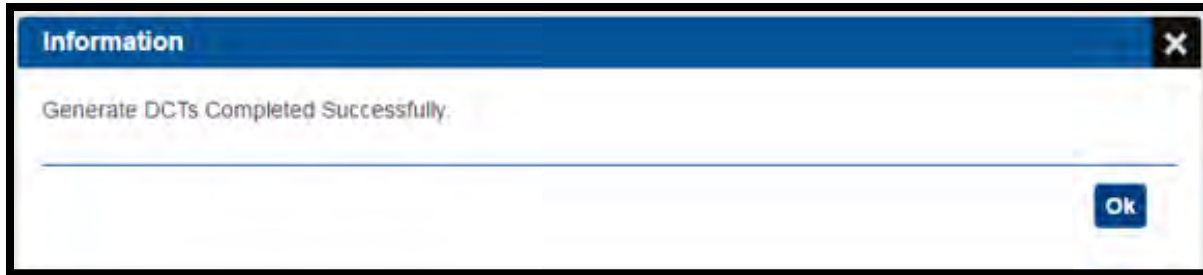
Address Line 2:

Address Line 3:

Withdraw

Generate DC Ts

3. SAS generates your DCTs. When the process is complete SAS displays a confirmation message. Click **OK**. You can now proceed to **Data Collection Tools** to perform your DCTs.



Note: After you generate your DCTs, the **Generate DCT** button is disabled until a change is made to your configuration.

10.5 About Regenerating DCTs

If you change **Configuration Data** you may need to regenerate your DCTs to allow SAS to update the DCTs and questions that apply to your application. The DCTs are generated based upon information in the Configuration Data including Operating Specifications and Vitals and that is why when changes are made in Configuration Data, it is important to regenerate the DCTs.

When you regenerate DCTs:

- Any new DCTs now required as a result of your configuration data change are added to your list of DCTs.
- Any DCTs no longer needed as a result of your configuration data change are removed from your list of DCTs.
- Existing DCTs that are not impacted by the change to your configuration data remain in place. Previously answered questions in the DCT retain their answers.
- Existing DCTs with individual questions impacted by the change to your configuration data remain in place. Impacted questions within the DCT are added, removed, or have their answers removed, as appropriate. Previously answered questions in the DCT not impacted by the change retain their answers.

Note: Once you submit your completed DCT package to the FAA, you cannot regenerate DCTs unless and until the FAA has returned them to you.

At a certain point in your certification process, when the FAA is ready to move to a subsequent phase, they will take action on their SAS application which will prevent you from completing or submitting DCTs. You will get a notification on your **Home** page when this has occurred.

10.6 Perform DCT

The **Perform DCT** tab is where you answer the DCT questions. The tab has three views: **Question Detail View**, **List View**, and **Full View**. From the Enter Common Data Field, you are not automatically progressed to this tab, you must select the tab at the top of the page.

- **Question Detail View** (the default view) is a combination of **List View** and **Full View**. It is perhaps the easiest way of viewing and answering the questions.

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

CH/A: First Harbor - 145 (Initial-Cert) DCT 1.4.1 Personnel Records Version: 17 - 06/16/2017 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	Question #	Question
N	+	1	Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?
N	+	2	Is the individual with authority clearly identifiable, and required to have the knowledge and qualifications necessary to direct, control, or change procedures, and make key decisions, such as safety

15 of 15 Complete

1. Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?

Yes
 No
 Not Applicable

Response Details

Design/Manual Reference: a

Supporting Comment:

Regulations/Guidance:

Attached Documents

Flag Clear Save Previous Next

- **List View** displays the complete list of DCT questions.

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

CH/A: First Harbor - 145 (Initial-Cert)

Perform DCT

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

DR	Response Status	Question #	Question
N	+	1	Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?
N	+	2	Is the individual with authority clearly identifiable, and required to have the knowledge and qualifications necessary to direct, control, or change procedures, and make key decisions, such as safety risk acceptance, associated with this element?
N	+	3	Are there process measurements that provide for the continuous monitoring and measuring of safety performance related to this element, to identify deficiencies or hazards?
N	+	4	Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?
N	+	5	Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?

15 of 15 Complete

- **Full View** contains a complete view of an individual question, including possible responses and response details on the right, and the Response Status and Question # of each question on the left.

List View | Question Detail View | **Full View**

1. Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?

Yes
 No
 Not Applicable

Response Details

Design/Manual Reference:

Supporting Comment:

Regulations/Guidance:

Attached Documents:

15 of 15 Complete

Flag **Clear** **Save** **Previous** **Next**

10.7 Filtering DCT Questions

If you want to focus on certain questions first, you can limit the list using filtering.

To filter the questions:

1. In **List View**, **Question Detail View**, or **Full View**, click the appropriate column filter icon(s) to limit the list of questions to those you wish to focus on.

Perform DCT

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

DR	Response Status	Question #	Question
Select ▼	Select ▼		
N	Select Positive		Is equal to individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, and control activities for this element?
N	+		Contains individual with authority clearly identifiable, and required to have the knowledge and qualifications necessary to direct, control, or coordinate the procedures, and make key decisions, such as safety risk assessments, associated with this element?
N	+		Does not contain Are there process measurements that provide for the continuous monitoring and measuring of safety performance related to this element, to identify deficiencies or hazards?
N	+	4	Starts with Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?
N	+	5	Ends with Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?

2. Click the appropriate column headings to sort the questions in the order you wish to perform data collection.

Note: The final order in which you leave the questions will remain only when you navigate between the tabs for this DCT. If you leave the DCT (by selecting another DCT, for instance) and later select and view it again, the question sequence will revert to its original order.

10.8 How to Perform a DCT

The **Perform DCT** tab is where you answer the DCT questions. The tab has three views: **Question Detail View**, **List View**, and **Full View**.

- **Question Detail View** (the default view) is a combination of **List View** and **Full View**. It is perhaps the easiest way of viewing and answering the questions.

Perform DCT

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

DR	Response Status	Question #	Question
N	+	1	Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?
N	-	2	Is the individual with authority clearly identifiable, and required to have the knowledge and qualifications necessary to direct, control, or change procedures, and make key decisions, such as safety risk acceptance, associated with this element?
N	NA	3	Are there process measurements that provide for the continuous monitoring and measuring of safety performance related to this element, to identify deficiencies or hazards?
N	+	4	Do the procedures specify that manuals will be prepared and kept current and furnished to maintenance personnel?
N	+	5	Do the procedures include maintenance information and instructions acceptable to the Administrator?
N	+	6	Do the procedures specify that copies of the manuals, with all changes and additions, will be made available to FAA representatives and flight and ground operations and maintenance personnel?
N	+	7	Do the procedures specify that copies of manuals not provided in printed form must be retrievable in a form that is acceptable to the Administrator and must be...

21 of 21 Complete

1. Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?

Yes
 No
 Not Applicable

Response Details

Design/Manual Reference: tpst

Supporting Comment:

Regulations/Guidance:

Attached Documents:

Data Reviewer Comments:

Flag Clear Save Previous Next

- **List View** displays the complete list of DCT questions.

Perform DCT

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

DR	Response Status	Question #	Question	Safety Attribute	Question Type	Ques ID
N	+	1	Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?	Management Responsibility	Output Validation	10624
N	-	2	Is the individual with authority clearly identifiable, and required to have the knowledge and qualifications necessary to direct, control, or change procedures, and make key decisions, such as safety risk acceptance, associated with this element?	Management Authority	Output Validation	10630
N	NA	3	Are there process measurements that provide for the continuous monitoring and measuring of safety performance related to this element, to identify deficiencies or hazards?	Process Measurement	Output Validation	10622
N	+	4	Do the procedures specify that manuals will be prepared and kept current and furnished to maintenance personnel?	Procedures	Output Validation	1076
N	+	5	Do the procedures include maintenance information and instructions acceptable to the Administrator?	Procedures	Output Validation	1079
N	+	6	Do the procedures specify that copies of the manuals, with all changes and additions, will be made available to FAA representatives and flight and ground operations and maintenance personnel?	Procedures	Output Validation	1081
N	+	7	Do the procedures specify that copies of manuals not provided in printed form must be provided in a form that is acceptable to the Administrator and must be retrievable in the English language?	Procedures	Output Validation	1082
N	+	8	Do the procedures ensure that associated policies, instructions, duties, responsibilities, and information are consistent across each manual and not contrary to any FARs?	Procedures	Output Validation	1083
N	+	9	Do the procedures specify that the Operator will maintain one complete and current copy of each manual, as required by 135.21, at its principal base of operations?	Procedures	Output Validation	1084
N	+	10	Do the procedures ensure that the appropriate parts of the manuals are carried on airplanes when operations are being conducted away from the...	Procedures	Output Validation	1085

21 of 21 Complete

Flag Clear Save Previous Next

- **Full View** contains a complete view of an individual question, including possible responses and response details on the right, and the Response Status and Question # of each question on the left.









10.9 Answering DCT Questions

The questions and possible responses appear on the right side in **Question Detail View** and **Full View**. Response types include buttons, check boxes, a text box, value selector lists, and pop-up dialog boxes. In addition, **Attach Document** allows you to upload supporting document(s) to a specific question.

To answer DCT questions:

1. Select **Question Detail View** (default) or **Full View**.
2. Select the first question in the list on the left. The question and possible responses options are displayed on the right.

	14	Do the procedures identify the following for personnel serving full time in the Director of Maintenance and Chief Inspector positions:
	15	Do the procedures specify the requirements that individuals who serve in the Director of Maintenance and Chief Inspector positions (or equivalent) be qualified through:
	16	Do the procedures specify that the Director of Maintenance must:
	17	Do the procedures specify that the Chief Inspector must:
	18	Do the procedures specify that the Operator's management personnel will notify the CHDO within 10 days of any change to or vacancy in the Director of Maintenance or Chief Inspector positions?
	19	Do the policies and procedures include a requirement to comply with the DpSpecs, including clearly identified excerpts, references, mandatory compliance requirements, and other information that will keep employees informed of the impact on their duties and responsibilities with this Element?

 18 of 31 Complete

3. Enter your response. Various answer formats are used for different questions, such as Yes/No and multiple choice. In case any question does not apply to you, the question can be answered as **Not Applicable**.
4. If the answer is unfavorable, click **Response Details**. Select the reason(s) for the response.
5. Optionally, enter a supporting comment (required if Other is selected as a response reason).
6. Click **OK**.
7. If the question is responded as **Not Applicable**, click **Response Details**. The **Response Details** dialog box opens.

Response Details - 1.4.1 Personnel Records ✕

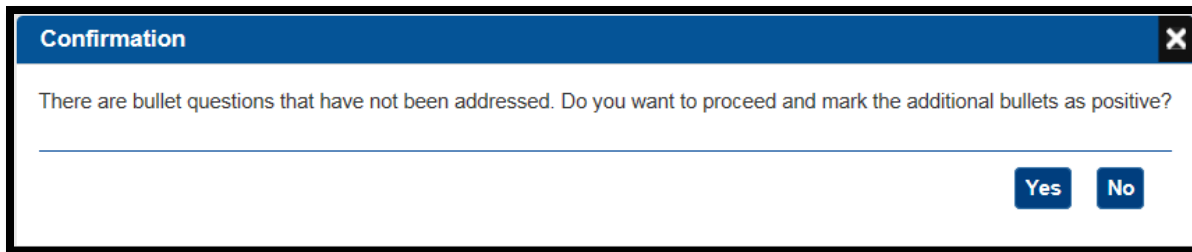
11. Do the procedures require the roster to be updated within 5 business days to show changes caused by:

Select All Those that Apply

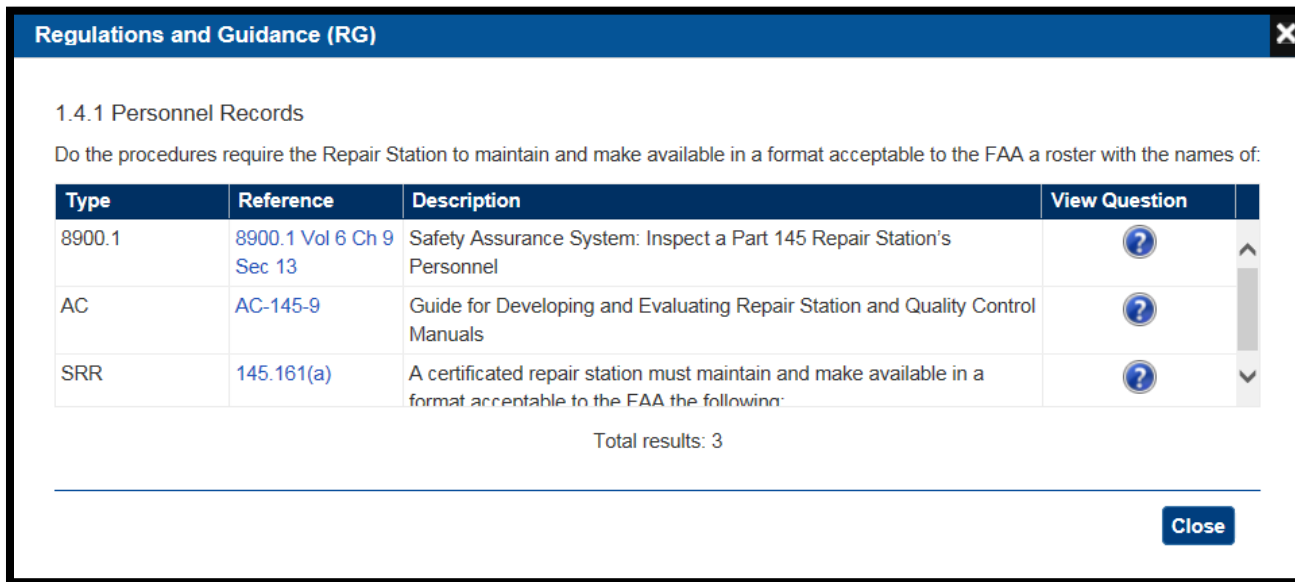
- 1. Operator not authorized by OpSpecs
- 2. Equipment not equipped/authorized
- 3. Not applicable due to exemption, deviation, or exception
- 4. Not authorized by regulation
- 5. Not authorized by Order
- 6. Not authorized by Notice
- 7. Not authorized/recommended by Advisory Circular
- 8. Not authorized by Policy Letter, Legal Interpretation, or other guidance
- 9. Other

Supporting Comment:

8. For bulleted questions, if only one bullet is negative, click the control to indicate that all the other bullets are positive (or answer them individually).



9. In **Design/Manual Reference** enter a description (required only if the question is answered positively).
10. If present, you may click individual **Regulations/Guidance** items. A list of Regulations/Guidance items opens in a new window.



Click the reference number for more information (which opens in a viewer) on a particular item. Click **Close** to close the window.

11. If you think you may need to return to this question later, click **Flag**. (You can use the flag to find the question later to complete or revise your response.)
12. Click **Save**.
13. Click **Next** to proceed to the next question.
14. When you have answered all the questions, click the **Check DCT** tab to initiate an automated validation check of the DCT. (You can also do this at any time to check the questions you have answered so far.)

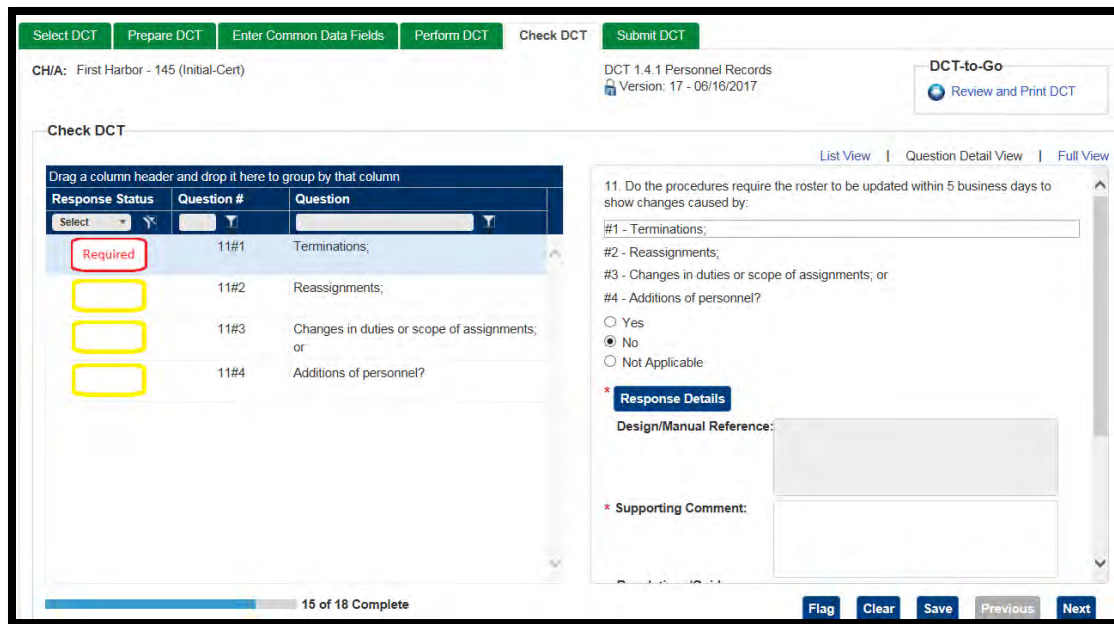
10.10 Check DCT

SAS performs data validation (in the background) on DCTs as you fill them out. On the **Check DCT** tab, SAS lists questions with errors, which have not been answered, or which have been flagged, and allows you to correct them. A DCT cannot be submitted to the FAA until all validation issues have been resolved.

If there are no questions with problems the **Check DCT** tab will be empty.

To correct errors in a DCT:

1. After answering all the questions in the DCT, click the **Check DCT** tab. The tab opens in **Question Detail View** (default). In this view, only questions that have not been answered, with data quality errors or the questions you have flagged appear on the left. Questions that have not been answered are indicated in yellow in the **Response Status** column, and those with missing required fields are indicated in red and the ones that are flagged are indicated with a flag icon.



2. Select a question.
3. Make the necessary changes.
4. Click **Next** to move to the next question, and repeat.

Note: As you fix the errors in each question and save or proceed to the next question, the question disappears from the list.

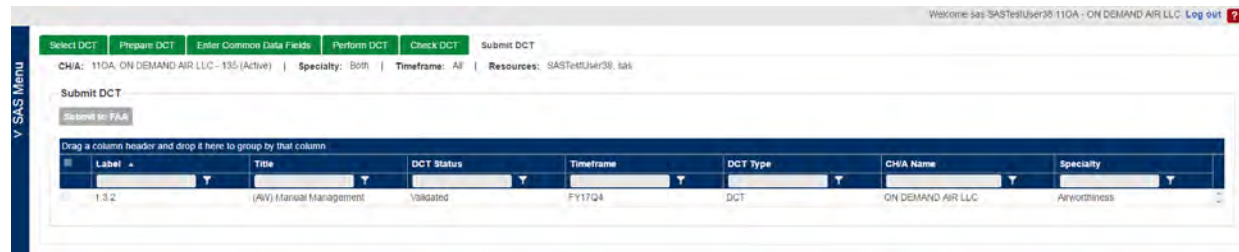
5. After correcting the final question, click **Save**. The list of questions should now be empty, indicating that the validation is successful with no errors and the DCT can be submitted to

10.11 How to Submit a DCT

The **Submit DCT** tab allows you to submit completed DCTs to the FAA.

To submit DCTs to the FAA:

1. Click the **Submit DCT** tab. The tab opens and displays a list of your completed and validated DCTs.



1. Check the box for each DCT you want to submit.
2. Click **Submit to FAA**. The status of the selected DCTs changes from *Validated* to *Submitted*. Once the DCTs are submitted they cannot be modified further.

10.12 Select DCT

1. From the SAS menu, select **Data Collection Tools**. The **Select DCT** tab opens.

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

CH/A: First Harbor - 145 (Initial-Cert) Specialty: Both

Select a DCT Optional Columns

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

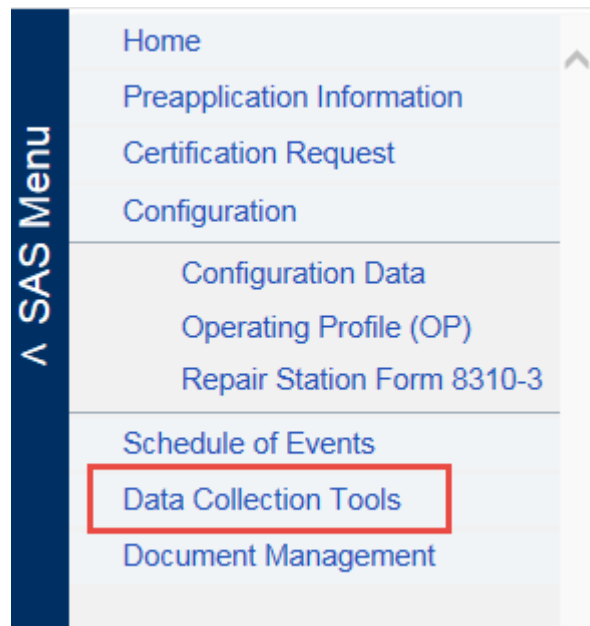
Label	Title	DCT Status	Specialty
1.4.1	Personnel Records	Returned	Airworthiness
1.4.2	Certificate Requirements	Not Started	Airworthiness
1.4.3	Manuals	Not Started	Airworthiness
1.4.4	Quality Control System	Not Started	Airworthiness
4.1.4	Training and Qualification	Not Started	Airworthiness
4.2.6	Technical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

- The list of DCTs includes columns for **Label**, **Title**, **# of Question**, **# Completed**, **DCT Status**, and an optional column for **Status Date**.
- Click the **Optional Columns** and select **Show Status Date** to include **Status Date** column in the table. Click the **Optional Columns** and select **Hide Status Date** to it again to hide the **Status Date** column.
- By default, all DCTs that are applicable to your initial certification will appear in the table, regardless of their status. Possible DCT statuses are: *Not Started*, *Draft*, *Validated*, *Submitted*, *In Review*, *Final*, and *Returned*.
- The default sort order of the DCTs in the table is ascending by **Label**, followed by **Title**, **# of Question**, **# Completed**, and **DCT Status**. You can change the sort order in the table by clicking on the appropriate column heading.

2. Click the label or title of the DCT you wish to view or work on or select the DCT row in the table and click on the **Prepare DCT** tab. This opens the **Prepare DCT** tab for you to prepare for data collection.

10.13 How to Access Your Data Collection Tools

After you have generated the DCTs on the **Certification Request** page, select the **Data Collection Tools** from the SAS menu. To go to specific data collection tool referenced in a notification or message, you can select the hyperlink in the notification or message.



10.14 About the Data Collection Tools Page

The **Data Collection Tools** page has tabs that step you through preparing, entering data for, validating, and submitting DCTs:

- Use **Select DCT** to select a DCT to view or work on.

- Use **Prepare DCT** to view information to prepare you for data collection. This includes summary information, regulations, and FAA policy and guidance pertinent to the DCT.
- Use **Enter Common Data Fields** to enter the start and end dates, location, and other relevant information about the DCT.
- Use **Perform DCT** to answer the DCT questions.
- Use **Check DCT** to check for and correct errors in your responses.
- Use **Submit DCT** to submit the DCT to the FAA.

Note: You cannot submit the DCTs until a CPM has been assigned. You can work them at any point after gaining access to SAS and the Preapplication Information is accepted.

Note: At times the FAA needs to update or change the DCT questions. This may include adding, deleting or changing the wording of questions. When this happens, and you have not submitted the DCT, it will automatically update in SAS. If you have answered a question and it is unchanged, your response will remain; if a question is deleted then you will no longer see it; if a question is changed or added, you will see in the Check DCT tab that it is requiring a response. You cannot submit the DCT without answering all questions in a DCT.

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

CH/A: First Harbor - 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
1.4.1	Personnel Records	Returned	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	Housing and Facilities	Not Started	Airworthiness
4.7.3	Tools and Equipment	Not Started	Airworthiness
4.7.4	Parts and Materials	Not Started	Airworthiness

10.15 How to Prepare for Data Collection

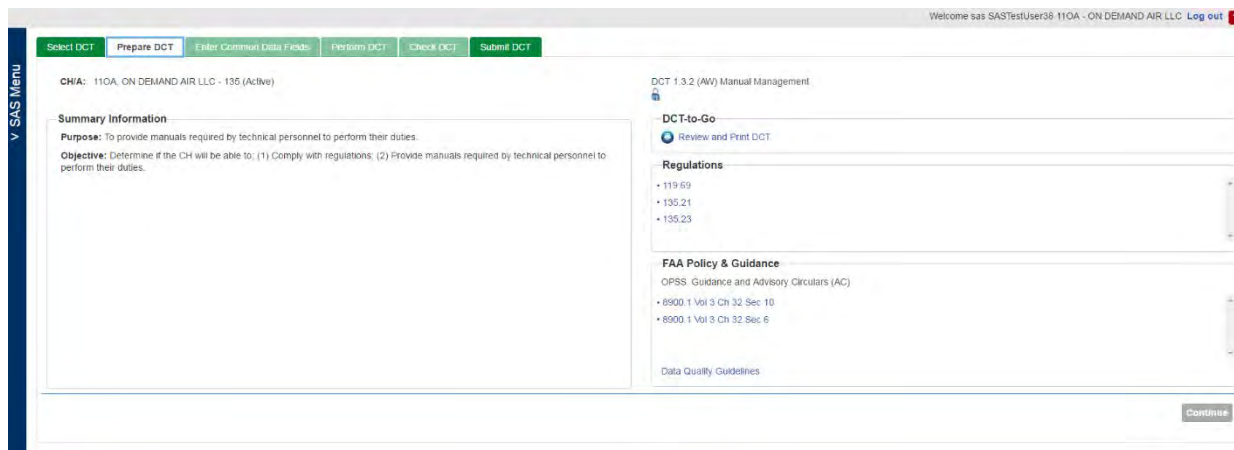
In the **Prepare DCT** tab you can view information to prepare you for data collection. This includes:

- The title of the DCT. The title is derived from the MLF label to which the DCT pertains.
- An icon that represents the locked state of the DCT (for more, see the final step below)
- Version of the DCT and the date that version was published
- The goal and objective of the DCT

- A link to a print version of the DCT (a.k.a., DCT-to-Go)
- Links to the FAA regulations, policy and guidance pertinent to the DCT

To prepare a DCT:

1. After selecting a DCT from the **Select DCT** tab, click the **Prepare DCT** tab.



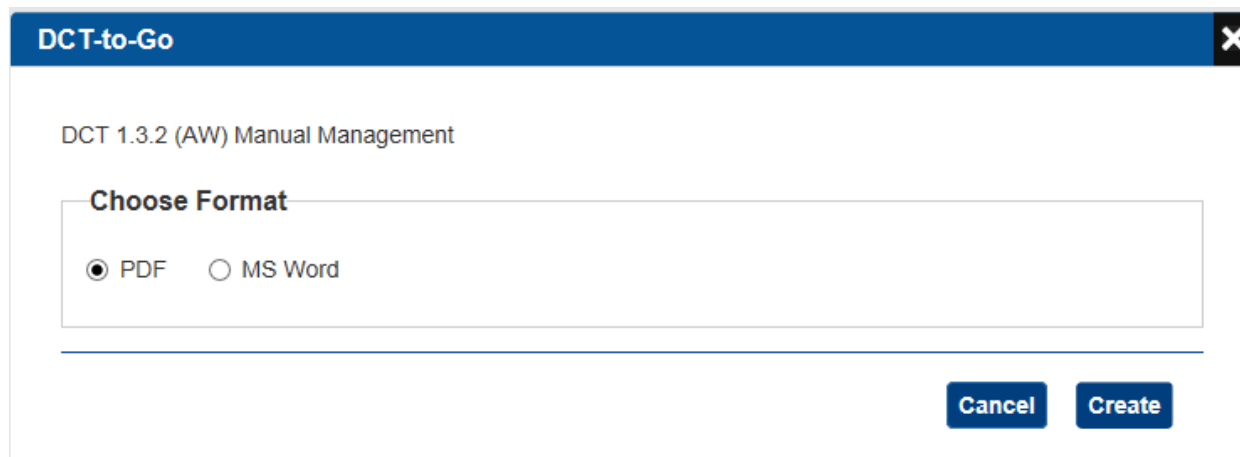
Note: The **Enter Common Data Fields**, **Perform DCT**, and **Check DCT** tabs are disabled until you click **Continue** on the bottom of the **Prepare DCT** tab.

2. Review the **Summary Information** section for the Purpose and Objective of the DCT.
3. Optionally, you can view a print version of the DCT called a DCT-to-Go. The DCT-to-Go allows you to view and print a DCT in PDF or Word format. The DCT-to-Go includes:
 - Summary information for the DCT (e.g., its ID, type, specialty, goal, objective).
 - Common data for the DCT (e.g., state date, end date, location).

- Supplementary Information (e.g., pertinent SRRs, FAA Orders, and Advisory Circulars)
- Any special instructions issued by the PI.
- Each question /answer set in the DCT.

10.16 To view or print the DCT-to-Go

a) Click **Review and Print DCT**. A dialog box opens:



b) Select PDF or MS Word. Click **Create**.

c) The DCT will open a dialog box to **Open, Save,** or **Cancel** the action.



d) If you choose to **Open** the DCT to Go report will open in the format you selected.

DCT To Go Report

CH/A: 110A - ON DEMAND AIR LLC
DCT ID: 110A-FY17Q4-1.3.2-0001
MLF Label: 1.3.2 (AW) Manual Management
DCT Type: ED DCT
Specialty: Airworthiness
DCT Revision: 6.0 on 7/13/2016 (Released)

Summary Information

Purpose (Certificate Holder Responsibility): To provide manuals required by technical personnel to perform their duties.

Objective (FAA Responsibility): Determine if the CH will be able to; (1) Comply with regulations; (2) Provide manuals required by technical personnel to perform their duties.

Common Data Fields

ED DCT 1.3.2
Start Date
End Date
Location: (Nearest) Airfield
If work is offsite of the airfield, include one of the following
<input type="radio"/> Address 1
Address 2

4. Review the **Regulations** section, which is a list of regulations that pertain to the DCT. Click any regulation number to open a browser window that displays the type and description of all listed regulations. Click **Close** to close the window.

1.3.2 (AW) Manual Management(Airworthiness)

Type	Label	Description
SRR	119.69	119.69(a) Each certificate holder must have sufficient qualified management and technical personnel to ensure the safety of its operations. Except for a certificate holder using only one pilot in its operations, the certificate holder must have qualified personnel serving in the following or equivalent positions:
SRR	135.21	135.21(a) Each certificate holder, other than one who uses only one pilot in the certificate holder's operations, shall prepare and keep current a manual setting forth the certificate holder's procedures and policies acceptable to the Administrator. This manual must be used by the certificate holder's flight, ground, and maintenance personnel in conducting its operations. However, the Administrator may authorize a deviation from this paragraph if the Administrator finds that, because of the limited size of the operation, all or part of the manual is not necessary for guidance of flight, ground, or maintenance personnel. 135.21(b) Each certificate holder shall maintain at least one copy of the manual at its principal base of operations. 135.21(c) The manual must not be contrary to any applicable Federal regulations, foreign regulation applicable to the certificate holder's operations in foreign countries, or the certificate holder's operating certificate or operations specifications. 135.21(d) A copy of the manual, or appropriate portions of the manual (and changes and additions) shall be made available to maintenance and ground operations personnel by the certificate holder and furnished to - 135.21(e) Each employee of the certificate holder to whom a manual or appropriate portions of it are furnished under paragraph (d)(1) of this section shall keep it up to date with the changes and additions furnished to them. 135.21(f) Except as provided in paragraph (h) of this section, each certificate holder must carry appropriate parts of the manual on each aircraft when away from the principal operations base. The appropriate parts must be available for use by ground or flight personnel. 135.21(g) For the purpose of complying with paragraph (d) of this section, a certificate holder may furnish the persons listed therein with all or part of its manual in printed form or other form, acceptable to the Administrator, that is retrievable in the English language. If the certificate holder furnishes all or part of the manual in other than printed form, it must ensure there is a compatible reading device available to those persons that provides a legible image of the information and instructions, or a system that is able to retrieve the information and instructions in the English language. 135.21(h) If a certificate holder conducts aircraft inspections or maintenance at specified stations where it keeps the approved inspection program manual, it is not required to carry the manual aboard the aircraft en route to those stations.
SRR	135.23	Manual contents Each manual shall have the date of the last revision on each revised page. The manual must include - (i) Procedures under 135.179 for the release for, or continuation of, flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route. (j) Acceptance. (k) Rejection. (l) Handling. (m) Storage incidental to transport. (n) Packaging of company material. or (v) Loading. (2) Ensure that the procedures and information described in this paragraph are sufficient to assist a person in identifying packages that are marked or labeled as containing hazardous materials or that show signs of containing undeclared hazardous materials. The procedures and information must include - (i) Procedures for rejecting packages that do not conform to the Hazardous Materials Regulations in 49 CFR parts 171 through 180 or that appear to contain undeclared hazardous materials; (ii) Procedures for complying with the hazardous materials incident reporting requirements of 49 CFR 171.15 and 171.16 and discrepancy reporting requirements of 49 CFR 175.31. (iii) The certificate holder's hazard policies and whether the certificate holder is authorized to carry, or is prohibited from carrying, hazardous materials; and (iv) If the certificate holder's operations specifications permit the transport of hazardous materials, procedures and information to ensure the following (A) That packages containing hazardous materials are properly offered and accepted in compliance with 49 CFR parts 171 through 180; (B) That packages containing hazardous materials are properly handled, stored, packaged, loaded and carried on board an aircraft in compliance with 49 CFR parts 171 through 180; (C) That the requirements for Notice to the Pilot in Command (49 CFR 175.33) are complied with; and (D) That aircraft replacement parts, consumable materials or other items regulated by 49 CFR parts 171 through 180 are properly handled, packaged, and

Total results: 3

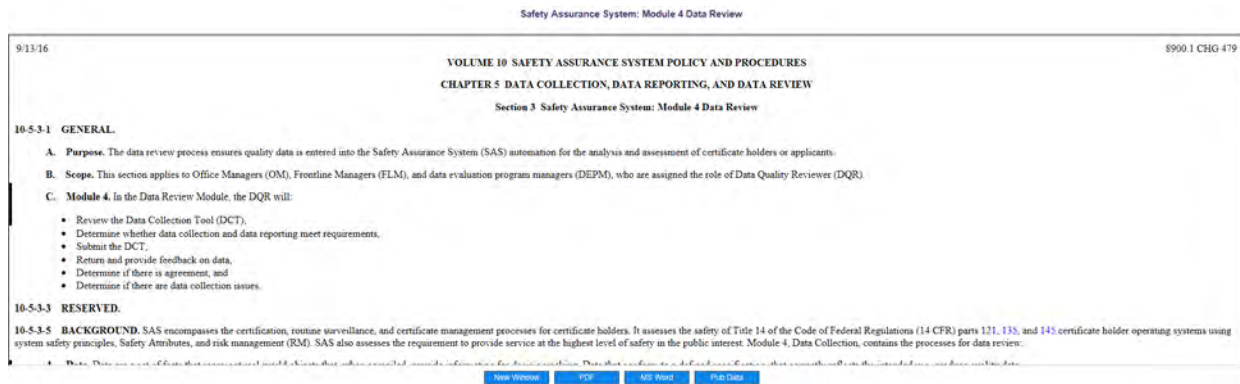
Close

- Review the **FAA Policy & Guidance** section, which is a list of FAA policy and guidance documents that pertain to the DCT. These include *Operations Specifications (OPSS)*, *Guidance*, and *Advisory Circulars (AC)*. Click any document name to open a browser window that displays the type and description of all listed documents. In that browser window, click the **Reference** link for any item to view the full text of that reference. Click **Close** to close the window.

1.3.2 (AW) Manual Management(Airworthiness)

Type	Label	Description
8500.1	8500.1 Vol 3 Ch 32 Sec 6	Safety Assurance System - Evaluating, Accepting or Approving Maintenance-Related Manuals, Procedures, and Checklists

- To view the *Data Quality Guidelines* document, click the hyperlink. This document specifies the acceptable levels of data quality of the information you submit for the DCT.



7. Once you have reviewed the **Prepare DCT** tab, click **Continue**. When you click **Continue**:

- The **Enter Common Data Fields**, **Perform DCT**, and **Check DCT** tabs are enabled and the **Enter Common Data Fields** tab opens.
- The DCT's status is set to *Draft* (visible on the **Select DCT** tab).

10.17 Entering DCT Common Data

The **Enter Common Data Fields** tab is used to enter the start and end dates, location, and other relevant information about the DCT.

To enter the common data fields:

1. Click the **Enter Common Data Fields** tab. The tab opens.

2. Enter data into each of the fields. See the table below for data field descriptions.
3. Click **Attach Document** to upload any supporting documents. Click a listed document to view it.

Note: Any documents you attach apply only to this DCT.

4. Click **Save**.
5. Click the **Perform DCT** tab.

Common Data Fields

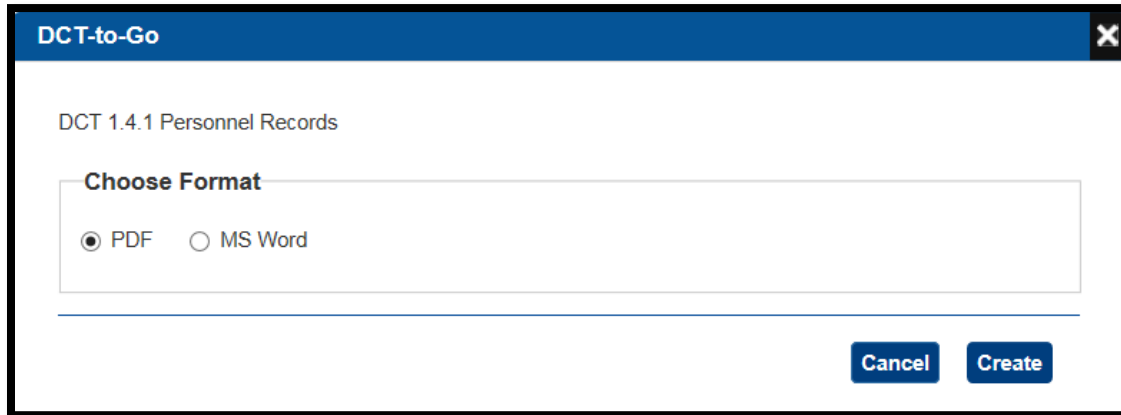
Start Date	Enter the date your self-audit began or click the field's calendar button to open and select the date from a calendar.
End Date	Enter the date your self-audit ended or click the field's calendar button to open and select the date from a calendar.
Location (Nearest) Airfield	Enter/select the code for the airport were your self-audit was performed or the location of your repair station. If the DCT was not performed at an airport, enter the airport closest to where it was performed.

**If work is
offsite...**

If the audit was not performed at an airport, check the ***If work is offsite...*** box. Then select and enter either ***Address*** or ***Latitude/Longitude*** where the audit occurred. While it may be preferable to enter an address when one is available, there are no rules in the software that dictate when address versus latitude/longitude must be used.

10.18 To view or print the DCT-to-Go

1. Click **Review and Print DCT**. A dialog box opens:



2. Select PDF or MS Word. Click **Create**.
3. A second dialog box opens where you can choose whether to save or view the DCT. If you select save, you are prompted to specify a name and location for the saved file. If you select open, a browser window opens displaying the DCT-to-Go.

DCT To Go Report

CHA: First Harbor
DCT ID: 26400-FY17Q4-1.4.3-0001
MLF Label: 1.4.3 Manuals
DCT Type: EDDCT
Specialty: Airworthiness
DCT Revision: 15.0 on 3/1/2017 (Released)

Summary Information

Purpose (Certificate Holder Responsibility): To provide manuals required by personnel to perform their duties.

Objective (FAA Responsibility): Determine if the CH will be able to; (1) Comply with regulations; (2) Provide manuals required by personnel to perform their duties.

Common Data Fields

Start Date
End Date
Location: (Nearest) Airfield
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

Related/Affiliated Designator
CH/A Provided

Supplemental Information

SRR

145.109(a), 145.161(a), 145.203, 145.205(a), 145.205(c), 145.207(a), 145.207(c), 145.209(a), 145.209(b), 145.209(c), 145.209(e), 145.209(f), 145.209(g), 145.209(h), 145.209(i), 145.209(j), 145.209(k), 145.211(c), 145.217(a), 145.221(b)

Advisory Circular (AC)

AC-120-78, AC-145-9

FAA Order 8900.1

8900.1 Vol 6 Ch 2 Sec 27, 8900.1 Vol 6 Ch 9 Sec 11, 8900.1 Vol 6 Ch 9 Sec 13, 8900.1 Vol 6 Ch 9 Sec 18, 8900.1 Vol 6 Ch 9 Sec 23, 8900.1 Vol 6 Ch 9 Sec 4, 8900.1 Vol 6 Ch 9 Sec 7, 8900.1 Vol 8 Ch 5 Sec 6

PI Instructions

10.19 Enter Common Data Field

The **Enter Common Data Fields** tab is used to enter the start and end dates, location, and other relevant information about the DCT.

To enter the common data fields:

1. Click the **Enter Common Data Fields** tab. The tab opens.

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

CH/A: First Harbor - 145 (Initial-Cert) | DCT 1.4.1 Personnel Records

Start Date:

End Date:

**Location:
(Nearest)
Airfield:**

*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:

<input type="text" value="Latitude"/>	<input type="text" value="Longitude"/>
Format: 'CDD.MM.SS'	Format: 'CDDD.MM.SS'
Example: 'N90.00.00'	Example: 'E180.00.00'

Attached Documents

Attach Document
Delete

Reset
Save

2. Enter data into each of the fields. See the table below for data field descriptions.
3. Click **Attach Document** to upload any supporting documents. Click a listed document to view it.

Note: Any documents you attach apply only to this DCT.

4. Click **Save**.

Common Data Fields

Start Date	Enter the date your self-audit began or click the field's calendar button to open and select the date from a calendar.
End Date	Enter the date your self-audit ended or click the field's calendar button to open and select the date from a calendar.
Location (Nearest) Airfield	Enter/select the code for the airport where your self-audit was performed or the location of your repair station. If the DCT was not performed at an airport, enter the airport closest to where it was performed.
If work is offsite...	If the audit was not performed at an airport, check the If work is offsite... box. Then select and enter either Address or Latitude/Longitude where the audit occurred. While it may be preferable to enter an address when one is available, there are no rules in the software that dictate when address versus latitude/longitude must be used.

10.20 The Schedule of Events (SOE)

The *Schedule of Events* (SOE) is a list of the major events that will take place during the certification process, and the dates associated with their completion. The SOE is a collaborative process between the applicant and the FAA. The events that appear on the SOE vary according to the 14 CFR Part the applicant is seeking certification for. The SOE allows the applicant and FAA to track the progress of events in the initial certification process.

The steps for completing and submitting the SOE differs for the original and revised versions of the form.

10.20.1 SOE Statuses

SOE indicates its current state of completion. There are statuses for both the **Schedule of Events** form as a whole, and for individual events on the list.

Schedule Of Events						
Applicant: First Harbor CHDO: CE03 Last Update: 06/26/2017 09:47:36 SOE Status: Returned						
* required field						
Events	Event Status	*Original Proposed Date (Appl)	Current Proposed Date (Appl)	Accepted Baseline Date (FAA)	Actual Completion Date (FAA)	Applicant Comment
Phase 1-Preapplication						
PASI	Complete	06/30/2017	06/22/2017	06/30/2017	06/09/2017	Applicant Comment
Application Form 8310-3	Baselined	07/28/2017	06/23/2017	06/23/2017		Applicant Comment
Formal Application Meeting	Baselined	07/27/2017	mm/dd/yyyy	07/27/2017		Applicant Comment
Phase 2-Formal Application						
Repair Station Manual	Planned	06/30/2017				Applicant Comment
Training Manual	N/A					Applicant Comment
Quality Control Manual	N/A					Applicant Comment

Schedule of Events Form Statuses

Draft	Applicant has saved but not submitted the form.
Submitted	Applicant has submitted the form to the FAA for review.
In Review	FAA is reviewing the form.
Returned	FAA has returned the form to the applicant for modification.
Accepted	FAA has accepted all dates on the form.
Completed	All events on the form are complete.
Terminated	FAA has canceled the form (for example, if the applicant has withdrawn its application for certification).

Individual Event Statuses

Planned	Applicant has entered a date for the event.
Revised	The event date has been revised.
Baselined	The event date has been accepted.
Completed	The event is complete.
N/A	The event does not pertain to the applicant.

10.20.2 How to Complete and Submit an Initial SOE

The first step in completing the SOE is for the applicant to propose a date for each event on the form. The dates are then reviewed by the FAA which either accepts them or requests revision.

Note: Before an applicant can submit an SOE, the FAA must have assigned a Certification Project Manager to the application. Until that time, the **Submit** button for the **Schedule of Events** tab is disabled.

To complete an initial SOE

1. From the SAS menu, select **Schedule of Events**. The **Schedule of Events** tab opens.

Events	Event Status	*Original Proposed Date (Appl)	Current Proposed Date (Appl)	Accepted Baseline Date (FAA)	Actual Completion Date (FAA)	Applicant Comment
Phase 1-Preapplication						
PASI	Complete	06/30/2017	06/22/2017	06/30/2017	06/09/2017	Applicant Comment
Application Form 8310-3	Baselinec	07/28/2017	06/23/2017	06/23/2017		Applicant Comment
Formal Application Meeting	Baselinec	07/27/2017	mm/dd/yyyy	07/27/2017		Applicant Comment
Phase 2-Formal Application						
Repair Station Manual	Planned	06/30/2017				Applicant Comment
Training Manual	N/A					Applicant Comment
Quality Control Manual	N/A					Applicant Comment

2. For each event provide an original proposed date in **Original Proposed Date (Appl)**. When you click in the block a calendar control appears. You can use this or type in a date using MM/DD/YYYY format. This automatically populates the **Event Status** block with `Planned`. This proposed date should represent the date you realistically expect to be able to complete the event.

If the list contains items that do not apply, you can set the value in **Event Status** to N/A by clicking in the **Event Status** block and selecting N/A from the drop-down options. Events with the status N/A do not require a date.

Use the **Comment** column to provide notes for the FAA reviewer. If you entered N/A for an event, you can explain why it is not applicable in this block.

10.20.3 **Saving and Submitting the SOE**

- To save the data without submitting it to the FAA, click **Save**. You will be able to resume editing the form.
- To Save the data and submit it to the FAA for review, click **Submit**. Once the form is submitted, you cannot edit it until /unless the FAA returns it to you for modification.

10.20.4 **How to Update and Submit a Revised SOE**

Once an applicant has submitted its initial SOE, the dates are reviewed by the FAA. Based on the review the FAA can:

- Approve and baseline the proposed dates
- Return the form to the applicant with instructions to revise one or more dates. (Even if all dates are approved, the FAA may subsequently return the form if an original proposed date for an event has passed and the event has not been completed.)

10.20.5 **To Revise the SOE**

1. From the SAS menu, select **Schedule of Events**. The **Schedule of Events** tab opens.
2. For each event that needs to be revised (i.e. does not have `Baseline` or `N/A` in **Event Status**), in **Current Proposed Date** enter a new proposed date.
3. If an event was proposed as `N/A` and was returned (the Event Status says `Returned`) you can enter a proposed date in the Original Proposed Date (Appl) as this is the original date you are proposing to the FAA.
4. You can read any FAA provided comments and add your own as necessary.

10.20.6 **To Save or Submit the Revised SOE**

- To save your data without submitting it to the FAA, click **Save**. You will be able to continue editing the form.

- To save your data and submit it to the FAA for review, click **Submit**. Once the form is submitted, you cannot edit it until /unless the FAA returns it to you for modification.

10.21 The Meetings Tab

Use the **Meetings** tab to record or track meetings during the initial certification process. These meetings are for internal tracking only and cannot be communicated or sent to the FAA.

Meeting Type	Date	Location	Summary	Attachment(s)
Preapplication Meeting	06/30/2017	Cambridge	Test Meeting 1	

To open the Meetings tab:

1. From the SAS menu, select **Certification Request**.
2. Click the **Meetings** tab.

10.21.1 To Add a Meeting

1. Click **Add Meeting**. The **Meetings** dialog box opens.

Add Meeting

* required field

* Meeting Type:

* Meeting Type Description:

* Date:

* Location:

Summary:

Last Updated By:

Date Updated:

Attachments:

2. Enter details of the meeting. You can enter meetings either before or after they occur.
3. Optionally, attach any supporting documents by clicking **Attach Document**.
4. Click **Save**.

10.21.2 To Edit or Delete a Meeting

1. In the Meetings record list table, in the **Meeting Type** column, click the link for the meeting you want to edit or delete. The **Meetings** dialog box opens.
2. To edit the meeting, modify its details as desired. Then click **Save**.
3. To delete the meeting, click **Delete**.
4. Click **Save**.

10.22 **Withdrawing a Certification Request**

As necessary, you can withdraw your certification request. When you withdraw a certification request:

- The FAA is notified that you have decided not to pursue certification.
- Your certification request, along with any data and files related to it, is immediately removed from the system.
- Your SAS External Portal user account associated with that CH/A is removed.

To withdraw a request, it must be in the *Initial-Cert* (N) status. Once your request enters *Pre-Cert* (P) status, if you want your request withdrawn, contact your FAA CPM to have it terminated.

Note: Withdrawing a certification request is not reversible. If you later decide to proceed with the request again, you must register for SAS again and repeat all initial certification steps.

To withdraw a certification request:

1. From the SAS menu, select **Certification Request**. The **Certification Request** tab opens.
2. In the lower left part of the screen, click **Withdraw**.

Certification Request

Certification Item Summary

Meetings

Certification Information

Designator Code:

Applicant Name: First Harbor

SAS ID: 84777

FSDO: ST LOUIS FSDO CE03 / STL FSDO

FAA Precertification Number:

Proposed Type of Operation: (145 F) Part 145 Within US

Date of proposed start-up: 05/27/2017

Certification Status: Initial-Cert

Last Updated By: SAS System, SASTestUser10

Last Updated: 06/01/2017 09:46 AM

Applicant Information

Applicant Point of Contact/CEO

Name:

Contact Information

Email:

Phone:

Address

Address Line 1: asf

Address Line 2:

Address Line 3:

City:

State:

Country:

Zip:

Applicant Comments

Comments:

s

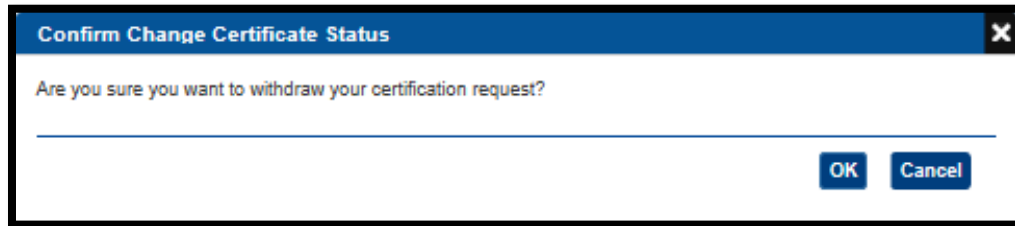
Attachments:

Attach Document

Delete

FAA Information

3. A message displays asking you to confirm the action. Click **OK**.



4. A confirmation message is displayed.

10.23 Assigned External Portal Custom DCT

The assigned Custom DCT will appear in the External Portal by navigating to **Data Collection Tools** from the SAS flyout menu, and clicking the **Certification Item Summary** from **Data Collection Tools (DCTs) – Applicant Assigned** link (for an applicant). The external user can perform and submit the assigned Custom DCT throughout the life cycle of Initial Certification process until the CH/A is in *Active* status.

[Select DCT](#) | [Prepare DCT](#) | [Enter Common Data Fields](#) | [Perform DCT](#) | [Check DCT](#) | [Submit DCT](#)

CH/A: Alpha 145F 1229a - 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
1.4.2	Demo C DCT	Draft	Airworthiness
1.4.3	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 Qualifications	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

Note: The **Enter Common Data Fields** screen will be similar to ED DCT screen, except the **Make/Model/Series** and **Simulator Device ID** (if applicable) also available for the External Portal user.

[Select DCT](#) | [Prepare DCT](#) | [Enter Common Data Fields](#) | [Perform DCT](#) | [Check DCT](#) | [Submit DCT](#)

CH/A: Alpha 145F 1229a - 145 (Initial-Cert) PI Custom Demo C DCT

Start Date: [Show Date](#) [📅](#)

End Date: [Show Date](#) [📅](#)

Location: (Nearest) Airfield:

*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: 'CDDO MM SS'

Example: 'N90.00.00' Example: 'E190.00.00'

Make/Model/Series:

Simulator Device ID:

Attached Documents:

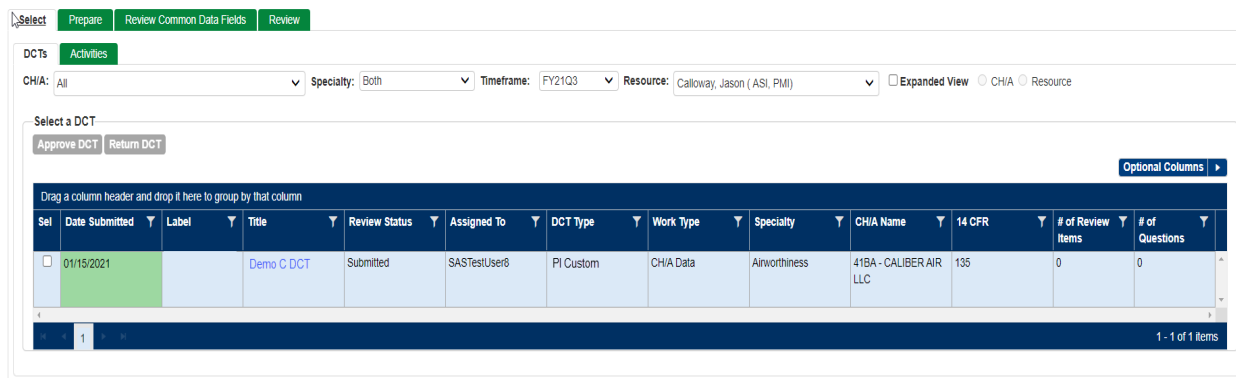
[Attach Document](#) [Delete](#)

[Reset](#) [Save](#)

Note: External Portal user will see the scoped in questions for the CH/A, responds to all the questions and submits to the FAA for review. They can submit the DCT only if a CPM or PI is assigned

Once External Portal user submits the Custom DCT, the CPM or PI will receive the same notification as External Portal submitted ED DCT. The Custom DCT will then appear in the **Data Review** screen of an authorized user (i.e. user with CH/A based *Disposition Applicant Submitted DCTs* function) by navigating to the **Select > Review** menu or via **Certification Item Summary > Data Collection Tools (DCTs) - Applicant Submitted** link.

The authorized user can **Approve** or **Return** the DCT. Once approved, the status will change to *Closed* (in Internal Portal) and *Final* (in External Portal) and the responses will be available in follow-up design DCTs created in the Internal Portal.



The question responses from External Portal submitted Custom DCT will be available in the follow-up Custom DCT with design question in the Internal portal, as long as the QuestionID (QID) matches. Clicking on **View Prior Response** button from the **Perform DCT** tab will show the question response submitted by the External Portal user, if the response is the latest for the QID. **Apply Prior Response** button will apply the prior question response for the selected question. The response will be editable for FAA authorized user

Note: Currently **View Prior Response** works when there is a latest previous response present for the same DCT type, CH/A, MLF, Specialty and QID.

11 Document Management

As part of initial certification there are documents you must submit to the FAA for review and approval. You manage the upload and submission of these documents through the **Document Management** page.

On the **Document Management** page you can:

- Upload required and supporting initial certification documents
- Submit initial certification documents to the FAA for approval
- View an initial certification document's current status (in the review process)
- If necessary, re-submit new versions of an initial certification document

In addition to initial certification documents, **Document Management** also stores and allows you to view files you have attached to DCTs and change requests completed when in an active status.

11.1 About the Document Management Page

To open the **Document Management** page, from the SAS menu, select **Document Management**. The page consists of two parts.

Document Management

Submit Documents View History Delete Document(s)

Formal Application
 Other Certification
 Configuration Changes
 Data Collection

**First Harbor
Formal Application**

Note(s): This item is the location where you will upload and submit documents that are a part of your formal application package.

<input type="checkbox"/>		Document Category	File Name	File Type	ID	Status	C
<input type="checkbox"/>	Upload	* Letter of Compliance - 145	Desert - Copy - Copy (2) - Copy.jpg	IMG	000098717	Returned	06/12/2018
<input type="checkbox"/>	Upload	* Quality Control Manual (QCM)	Desert - Copy (2).jpg	IMG	000098718	Returned	06/12/2018
<input type="checkbox"/>	Upload	* Repair Station Manual (RSM)	02 Test.txt	Text	000098172	Returned	06/08/2018
<input type="checkbox"/>	Upload	* Training Program	02 Test.txt	Text	000098173	Returned	06/08/2018

1

[Click here to upload additional documents](#)

The left side of the page displays the folders in which files are stored:

- The **Formal Application** folder is where you upload those documents that make up the formal certificate application.
- The **Other Certification** folder is for uploading documents that support the certification process but are not part of the formal application.
- The **Configuration Changes** and **Data Collection** folders are read-only; you cannot add to or modify their contents in Document Management. Files added in the Configuration Changes or Data Collection modules will appear in these folders.

The right side of the page lists the documents in the currently selected folder. For each uploaded document, SAS lists its category, file name, date submitted, date uploaded, version number, and comments entered during the most recent upload.

The document list side of the page is where actions pertaining to document management take place. You can:

- View the latest version of an uploaded document
- View a document's version history
- Upload a new document (or new version of an existing one)
- Submit (or re-submit) a document to the FAA for review

11.2 Auto-Filed Documents

In SAS you can attach files to a number of different areas (configuration changes, data collection, etc.). Depending on the record type, SAS will automatically store any attachments in Document Management. The following attachments are stored in Document Management:

Configuration	Configuration Changes
Data Collection	Planned Assessments
	Common Data Fields
	DCT Questions/Answers

11.3 Document Management Limitations

11.3.1 File Size

The number of files that can be attached to a record at one time is 15. The collective size of those files is 30 MB.

Note: There is no limit on the number and size of files that can be attached to a record cumulatively. For example, you can attach 15 files totaling 30MB to a DCT, and then later in a separate upload attach another 15 files totaling another 30 MB to that same DCT.

11.3.2 File Types

.bmp	Bitmap images
.doc, .docx	MS Word documents
.gif	GIF images
.html	HTML documents
.jpg, .jpeg	JPEG images
.pdf	PDF documents
.ppt, .pptx	PowerPoint documents
.rtf	Rich Text documents
.tif	TIF images
.txt	Text documents
.xls, .xlsx	Excel spreadsheets

11.4 Moving and Deleting Documents

You cannot remove a document once it has been submitted. You cannot move documents between folders. Should either of these actions become necessary, contact your FAA representative.

11.5 Formal Application Documents

Documents that make up the formal application (and therefore uploaded to the **Formal Application** folder), are processed as follows:

- You upload the formal application documents as a part of the certification process. If necessary, you can re-upload a new version of a previously uploaded document. When all required documents are ready for review, submit them to the FAA.

- Once submitted, the FAA conducts a preliminary review of submitted documents. Based on that review the FAA may issue an initial approval of the documents or return them to you for correction and resubmission.
- Each 14 CFR part has a list of required documents that must be submitted as part of the Formal Application document submission.
- The Formal Application folder document category lists are updated based on policy.
- Required documents are denoted in the Formal Application folder with a red asterisk.

11.6 Other Documents Supporting the Application Process

Other documents supporting the application process but not required for the package submission can be uploaded to the **Other Certification** folder. These pass through a simpler review process. They can be uploaded and submitted on an individual basis.

11.7 Submitting Documents

When an applicant submits an uploaded document two things happen:

- The document is accessible to FAA review
- SAS automatically notifies the FAA that the document is ready to review

Required documents, documents required as part of the formal application process must be submitted collectively. Once all the required documents are uploaded to SAS the **Submit** button for the **Formal Application** folder (on the **Document Management** page) is enabled to allow submission to FAA.

11.7.1 Resubmitting Documents

Once documents have been submitted all the documents will be marked with *Submitted* status. After documents are submitted they cannot be uploaded, deleted, or resubmitted until they are returned from FAA.

If a set of documents is returned the document’s status will change to *Returned*. SAS will send a notification to the Notification widget on your **Home** page upon return. Once the set is returned the user can revise the set of documents in order to resubmit to FAA. This process can go back and forth as long as necessary.

11.8 Document Status

As documents pass through the certification process, their status changes to reflect their place in the workflow. You can view a document's status on the **Documents** page.

Uploaded	Document has been uploaded (but not yet submitted).	<p>Documents that have been uploaded:</p> <ul style="list-style-type: none"> • Are not visible to the FAA • Can be deleted • Can be re-uploaded (overwritten with a new version)
Submitted	Document has been submitted to FAA. FAA receives notification and will begin a review.	<p>Documents that have been submitted:</p> <ul style="list-style-type: none"> • Are visible to the FAA. • Once submitted, cannot be deleted • Cannot be re-uploaded (overwritten with a new version)
Returned	Document has been reviewed by the FAA and returned for correction. You receive automatic notification when the FAA has returned a document.	Documents that have been returned can be re-uploaded (overwritten with a new version) and re-submitted.
Accepted for Review	Document has been accepted for review / full Design Assessment.	Document has passed initial review and entered the Document Compliance (Design Assessment) review phase.

11.9 How to Upload a Formal Application Document

To upload documents in the **Formal Application** folder for the first time:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page, click the **Formal Application** folder.
3. By default, the Formal Application folder will already list all required Formal Application documents.

		Document Category	File Name	File Type	ID	Status	Created
<input type="checkbox"/>	Upload	* Letter of Compliance - 145	Desert - Copy - Copy (2) - Copy.jpg	IMG	000098717	Returned	06/16/2017 12:11:09 AM
<input type="checkbox"/>	Upload	* Quality Control Manual (QCM)	Desert - Copy (2).jpg	IMG	000098718	Returned	06/16/2017 12:11:38 AM
<input type="checkbox"/>	Upload	* Repair Station Manual (RSM)	02 Test.txt	Text	000098172	Returned	05/31/2017 08:49:07 AM
<input type="checkbox"/>	Upload	* Training Program	02 Test.txt	Text	000098173	Returned	05/31/2017 08:49:14 AM

To upload a required Formal Application document, click the **Upload** button at the left side of its row. The **Upload Documents** dialog box opens.

To upload an optional Formal Application document, click the **Click here to upload additional documents** link. SAS inserts a blank row in the documents table. Click the **Upload** button at the left side of the new row. The **Upload Documents** dialog box opens.

Upload Document to Formal Application ✕

** required field*

Formal Application

Note: Use the exact same name for the same file when re-uploading a document.

* Select Document:

*Select Document Category:

Enter Version:

Enter Comment:

4. Click the **Browse** button, then browse to and select the file you want to upload.
5. For optional documents, from the **Select Document Category** list, select the category that describes the document you are uploading. Only categories that apply to your CFR part and the folder you are uploading to are listed.

Note: This value is already set and cannot be changed for required documents.

6. Optionally, enter a version number for the document.

Note: SAS does not enforce or validate a versioning sequence. It is up to you to choose and use a consistent format. Consider something easy to remember like x.x, where the whole number represents a major revision and the decimal a minor one (for example 1.0, 1.1, 2.0, and so on).

7. Optionally, enter a comment that describes the contents of the document and/or why you are uploading it.
8. Click **Save**.
9. Select **Upload**.

11.10 Uploading Additional Documents

If a required document is large (greater than 40MB) and needs to be in multiple parts, you can upload more than one record for a required document using the **Click here to upload additional documents** link. You can also use this link to add files that are not required.

The screenshot shows a web interface for uploading documents. At the top, there are three buttons: "Submit Documents", "View History", and "Delete Document(s)". Below these is the title "AIRCRAFT PRECISION INC Formal Application" and a note: "Note(s): This item is the location where you will upload and submit documents that are a part of your formal application package." A table with columns for Document Category, File Name, File Type, ID, and Status is displayed. Each row has a checkbox and an "Upload" button. The rows are: "* Letter of Compliance - 145", "* Quality Control Manual (QCM)", "* Repair Station Manual (RSM)", and "* Training Program". A pagination bar at the bottom shows "1" and a link "Click here to upload additional documents" is highlighted with a red box.

		Document Category	File Name	File Type	ID	Status
<input type="checkbox"/>	Upload	* Letter of Compliance - 145				
<input type="checkbox"/>	Upload	* Quality Control Manual (QCM)				
<input type="checkbox"/>	Upload	* Repair Station Manual (RSM)				
<input type="checkbox"/>	Upload	* Training Program				

[Click here to upload additional documents](#)

11.11 How to Overwrite a Formal Application Document

You can overwrite a previously uploaded document with a new version under these conditions:

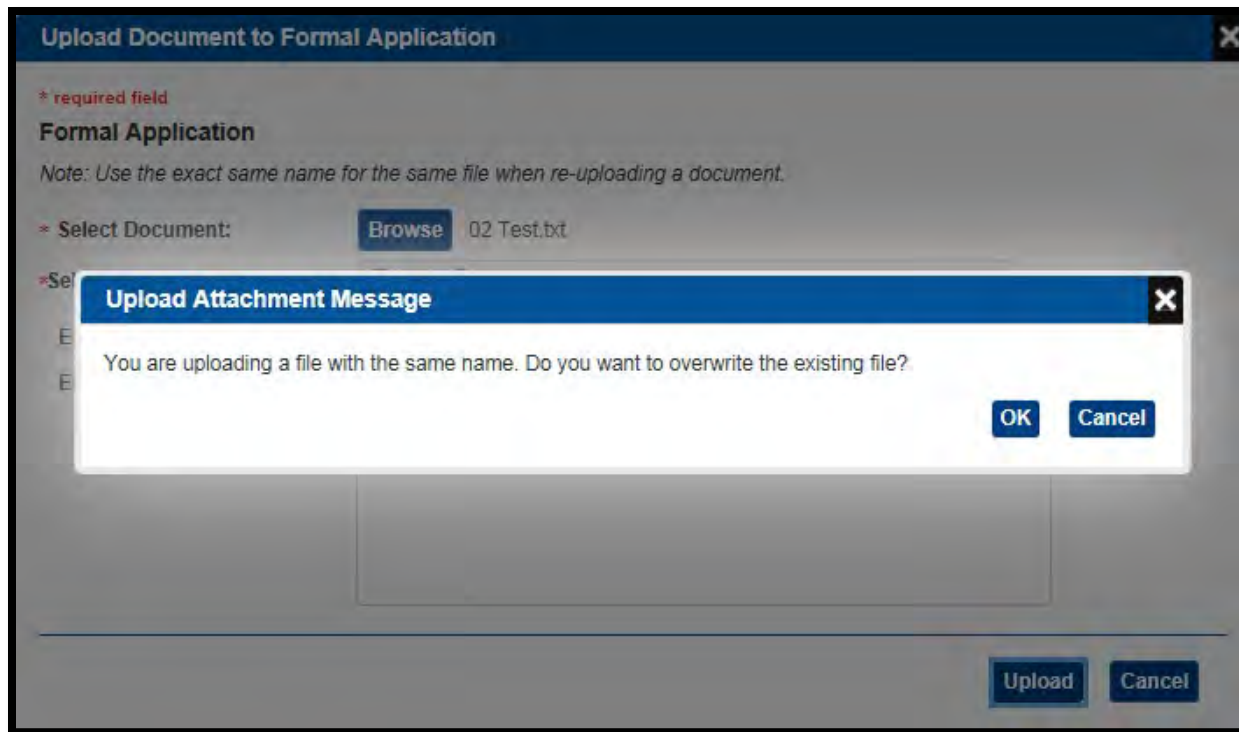
- The document has not yet been submitted, or,
- The document has been submitted and then returned by the FAA for correction.

To overwrite a document:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page click **Formal Application**.
3. Click the **Upload** button at the left side of the document's row. The **Upload Document** dialog box opens.
4. Click the **Browse** button, then browse to and select the file you want to upload from your workstation.

Note: The name of the file you select must match exactly the name of the file you are replacing. If it does not, SAS treats the file as a new document, not a version of an existing one. The name match is not case-sensitive.

5. SAS displays a message asking you to confirm you want to overwrite the existing file. Click **OK**.



6. From the **Select Document Category** list, select the category that describes the document you are uploading.
7. Enter a new version number for the document.

Note: SAS does not enforce or validate a versioning sequence. It is up to you to choose and use a consistent format. Consider something easy to remember like x.x, where the whole number represents a major revision and the decimal a minor one...1.0, 1.1, 1.2, 2.0, and so on).

8. Optionally, enter a comment that describes why you are uploading a new version of the document.
9. Click **Save**.

11.12 How to Overwrite an Other Certification Document

You can overwrite a previously uploaded document with a new version under these conditions:

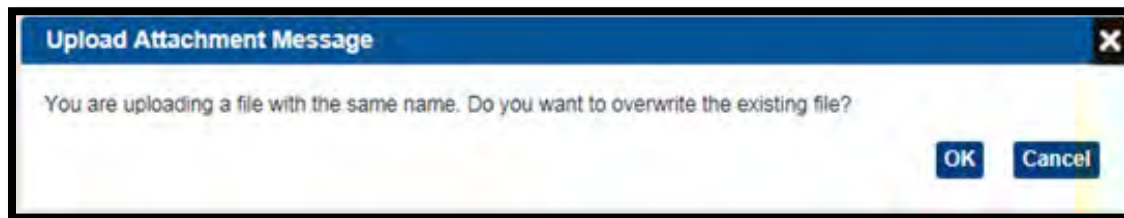
- The document has not yet been submitted, or,
- The document has been submitted and then returned by the FAA for correction.

To overwrite a document:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page, click **Other Certification**.
3. On the right side of the page, click **Attach Document**. The **Upload Document** dialog box opens.
4. Click the **Browse** button, then browse to and select the file you want to upload.

Note: The name of the file you select must match exactly the name of the file you are replacing. If it does not, SAS treats the file as a new document, not a version of an existing one. The name match is not case-sensitive.

5. SAS displays a message asking you to confirm you want to overwrite the existing file. Click **OK**.



6. From the **Select Document Category** list, select the category that describes the document you are uploading.
7. Enter a new version number for the document.

Note: SAS does not enforce or validate a versioning sequence. It is up to you to choose and use a consistent format. Consider something easy to remember like x.x, where the whole number represents a major revision and the decimal a minor one...1.0, 1.1, 1.2, 2.0, and so on).

8. Optionally, enter a comment that describes why you are uploading a new version of the document.
9. Click **Save**.

11.13 How to Upload an Other Certification Document

To upload an Other Certification document for the first time:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page, click **Other Certification**.
3. On the top of the page, click **Attach Document**. The **Upload Documents** dialog box opens.

Upload Document to Other Certification ✕

** required field*

Other Certification

Note: Use the exact same name for the same file when re-uploading a document.

* Select Document:

*Select Document Category:

Enter Version:

Enter Comment:

4. Click the **Browse** button, then browse to and select the file you want to upload from your workstation.
5. From the **Select Document Category** list, select the category that describes the document you are uploading. Only categories that apply to your CFR part and the folder you are uploading to are listed.

Note: The **Select Document Category** list does not appear for CFR 145 applicants.

6. Optionally, enter a version number for the document.

Note: SAS does not enforce or validate a versioning sequence. It is up to you to choose and use a consistent format. Consider something easy to remember like x.x, where the whole number represents a major revision and the decimal a minor one (for example, 1.0, 1.1, 2.0, and so on).

7. Optionally, enter a comment that describes the contents of the document and/or why you are uploading it.
8. Click **Save**.
9. Select **Upload**.

11.14 How to Submit a Document

Submit a document when you are ready to have it reviewed by the FAA. Uploaded documents are not visible to the FAA until they have been submitted.

- Required documents in the **Formal Application** folder must be submitted as a group; they cannot be submitted individually. You cannot submit them until a file has been uploaded for each of the required categories.
- Documents in the **Other Certification** folder can be submitted individually. There are no prerequisites to submitting documents in this folder.
- You cannot submit documents until the FAA has assigned a CPM. You can, however, upload them any time after you have access to SAS.

To submit a document:

1. From the SAS menu, select **Documents**. The **Document Management** page opens.
2. On the left side of the page, click the folder you want to submit documents from.
3. On the right side of the page, check the box(es) of the file(s) you want to submit.
4. Click **Submit Documents**.

Following the submission, a notification is sent to the applicant's FAA Certification Project Manager that the document is ready for review.

11.15 How to Delete a Document

You can remove an initial certification document that has been uploaded to SAS provided it has not been submitted.

Once a Formal Application or Other Certification document has been submitted it cannot be removed. However, you can upload additional versions of a document before it is submitted or if it is subsequently returned by the FAA.

Documents in the **Configuration Changes** and **Data Collection** folders cannot be removed.

To delete a document:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page, click the folder that contains the document you want to delete.
3. On the right side of the page, in the row containing the target document, click **Delete Document**.

11.16 How to View a File's Version History

Document Management maintains a version history of files uploaded to:

- Formal Application
- Other Certification

A new version history is created whenever you or a CH/A upload a file whose name and file type is identical to one already in the target folder. For each upload of a given file, its version history stores:

- The uploaded version of that file.

- Upload details such as the uploader's name and the upload date/time.
- An automatic system version number, starting at 0.1 and progressing as 0.2, 0.3 and so on. This number is independent of the optional version number you can enter when you upload a file.

Note: Case-sensitivity is not considered in determining if a file name is unique.

Note: If you delete a file its entire version history is deleted with it.

To view a file's version history:

1. In **Document Management**, open the folder containing the file you want to view.
2. Check the box to the left of the file.
3. Click **View History**. The **Document Version History** dialog box opens.

Document Version History ✕

Folder: Formal Application File Name: Desert - Copy - Copy (2) - Copy.jpg

CH/A: First Harbor

User Version	System Version	Modified	Modified By	Comment
	2	06/26/2017 10:04:03 AM	Wilson, Lamont L	
	1.2	06/16/2017 12:11:09 AM	SASTestUser10	
	1.1	05/31/2017 08:50:39 AM	Ciembronowicz, Jeffrey M	
	1.1	05/30/2017 06:01:56 AM	Ciembronowicz, Jeffrey M	
	0.1	05/31/2017 08:48:53 AM	SASTestUser10	
	0.1	05/26/2017 03:01:41 PM	SASTestUser10	

1 - 6 of 6 items

4. To view a particular version of a file, click its **System Version** link.

12 AXH Passenger Module

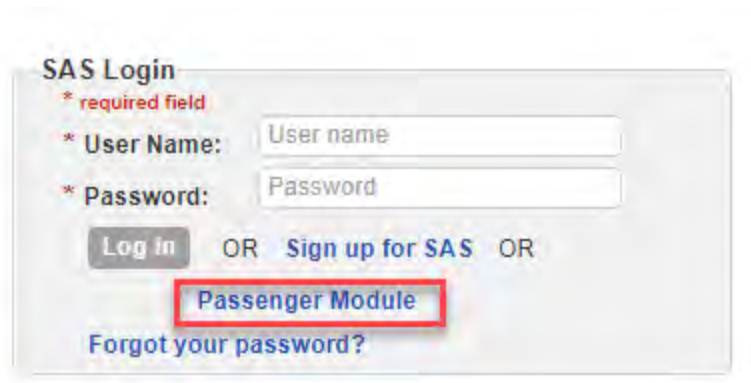
SAS provides an external interface that allows air carriers to enter discovered hazardous material discrepancies involving passengers directly in the system.

12.1 About AXH Passenger Module

The system allows FAA users to enter information received from a certificate holder and generates a tailored letter that informs and educates airline passengers who were found with hazardous materials in checked baggage about the hazardous materials discovered in their respective checked baggage. Users can edit, print, track the status of these letter, and generate exportable reports that can be used in risk analysis

12.2 How to Enter SAS Passenger Discrepancy

1. Access the **External Portal** for Hazardous Materials Passenger Discrepancy Reporting **registration page**.



2. Enter the required registration information and provide a correct response to the **CAPTCHA** challenge. Then click the **Submit** button

Register for SAS User ID
 Complete and submit this if you are requesting access to an initial or additional CH/A. If you are not requesting access to a new CH/A, please [click here](#).


* required field

* First Name:

* Last Name:

* Email Address:

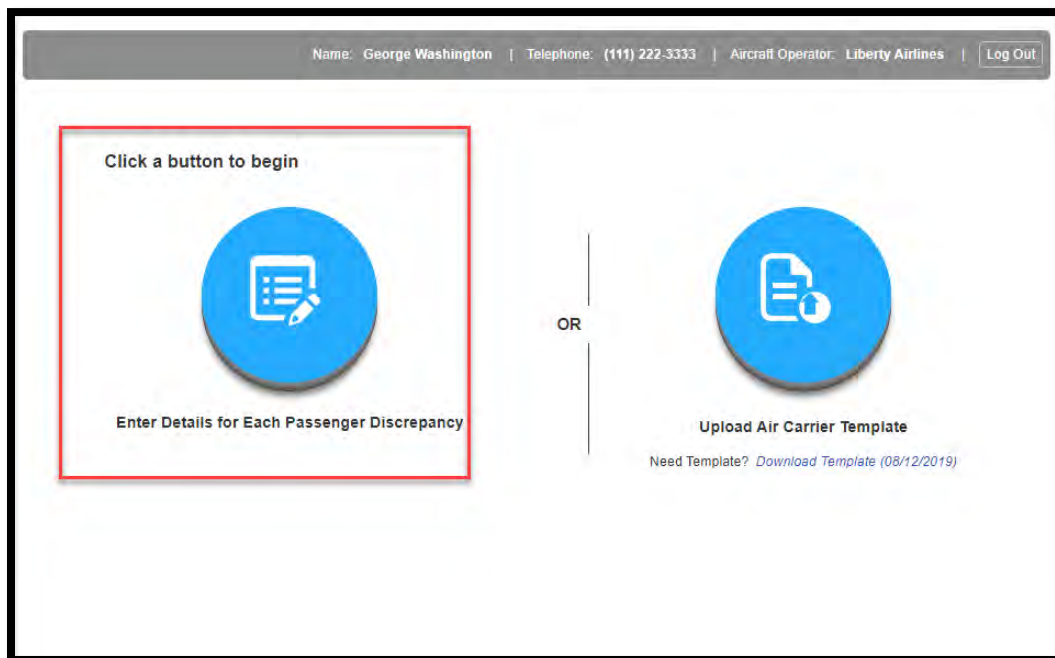
* Re-enter Email:

* CAPTCHA: 

Retype the characters from the picture:

* At least one of the selection for Applicants or Current Certificate Holders is required

- If you want to enter the details for passenger discrepancy, click the **left button** for the option to **enter details for each passenger discrepancy** using the ONLINE FORM. Follow the rest of the instructions to complete the form, making sure to enter all required fields. Note: If you want to **use Excel to Upload Records**, skip to step #5.



Passenger Discrepancy Detail

[+ New Discrepancy](#)

Passenger

Passenger Discrepancy

Hazmat Item(s)

* Passenger Name:

Johann Bach

PNR Locator:

Address:

City:

Country:

US - UNITED STATES

State:

Zip Code:

Phone:

Phone

Email:

user@mydomain.com



Save

Reset

Passenger Discrepancy Detail + New Discrepancy

✓ Passenger

✓ Passenger Discrepancy

3 Hazmat Item(s)

* required field

*** Date of Discrepancy:**

*** Date Reported:**

Location of Discovery:

Carrier Reference ID:

*** Airport:**

Air Carrier:

*** Air Carrier Reporting:**

Flight Operated By:

Flight Number:

Destination Airport:

Passenger Discrepancy Detail + New Discrepancy

✓ Passenger |
 ✓ Passenger Discrepancy |
 ✓ Hazmat Item(s)

* required field + New Hazmat

Hazmat 1 of 1

* **Suspected Hazmat:**

Quantity:

* **Type of Hazmat:**

Hazmat Class:

← Save Reset

4. You may click **New Hazmat** and **New Discrepancy** to repeat the steps

Passenger Discrepancy Detail 1 Discrepancy + New Discrepancy

✓ Passenger |
 ✓ Passenger Discrepancy |
 ✓ Hazmat Item(s)

* required field + New Hazmat

Hazmat 1 of 1

5. If you prefer to **use Excel to Upload Records**, click the **home** button.

Name: George Washington | Telephone: (111) 222-3333 | Aircraft Operator: Liberty Airlines | Log Out

Passenger Discrepancy Detail New Discrepancy

1 **Passenger** | 2 Passenger Discrepancy | 3 Hazmat Item(s)

* Passenger Name:
Required


PNR Locator:

Address:

- From here, you will need to download the template by clicking **Download the Template** if this is your first time using this method. The template saves to your machine, please locate and open the file. Note: it may appear on the download folder of your local machine.


Name: George Washington | Telephone: (111) 222-3333 | Aircraft Operator: Liberty Airlines | Log Out

Click a button to begin



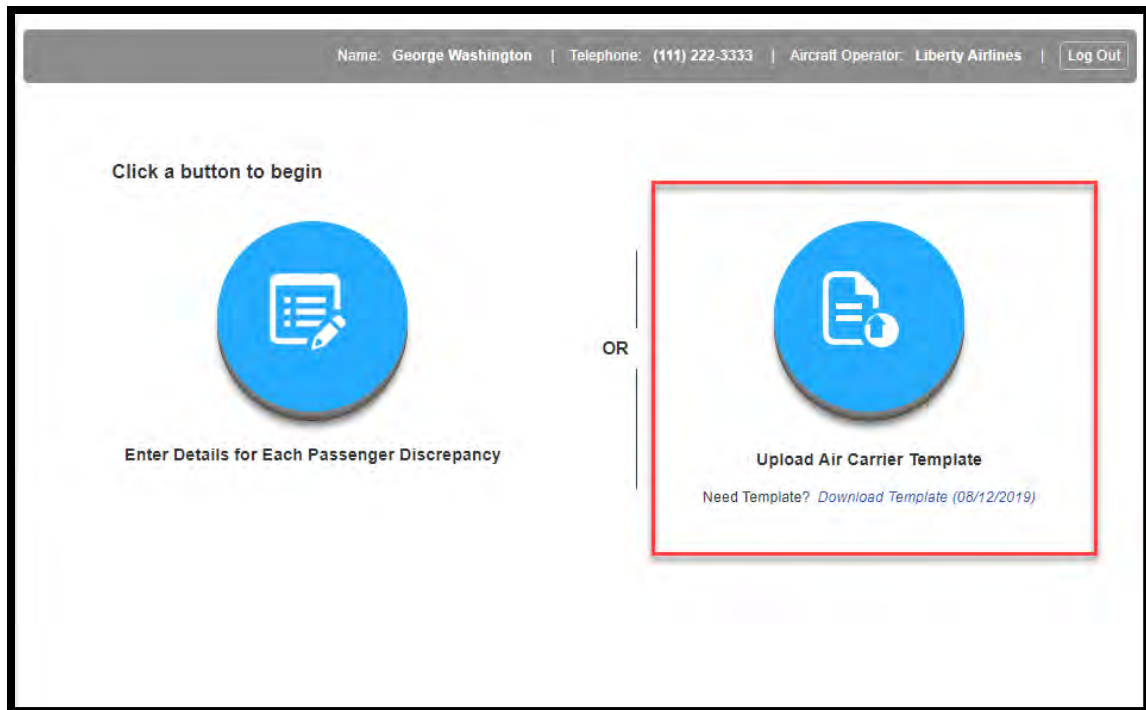
Enter Details for Each Passenger Discrepancy

OR

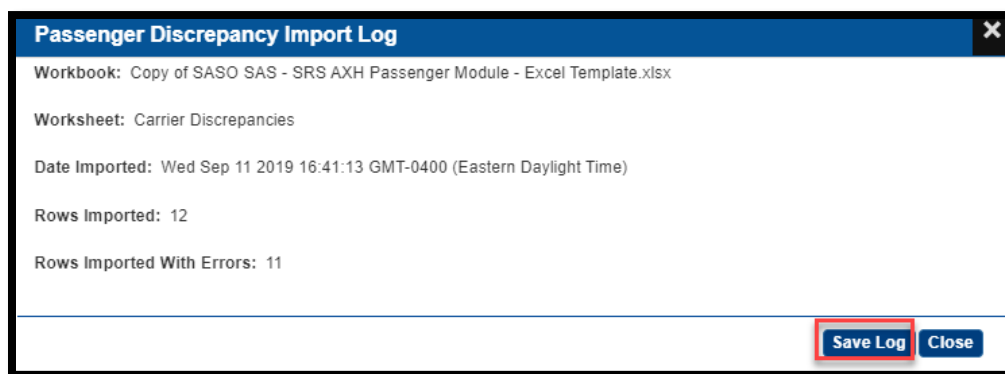


Upload Air Carrier Template

Need Template? [Download Template \(08/12/2019\)](#)



8. A popup window appears, please navigate on your workstation or laptop to the location where you saved the file edited in the previous step and select it to attach the file.
9. Click the **Save Log** button



10. A log file will be saved to your local machine. Locate and open the saved log file and verify that it recorded the import log correctly, then close the file.

```

ImportLog.txt - Notepad
File Edit Format View Help
Workbook: Copy of SASO SAS - SRS AXH Passenger Module - Excel Template.xlsx
Worksheet: Carrier Discrepancies
Date Imported: 09/11/2019
Rows Imported: 12
Rows Imported With Errors: 11

```

11. Your list of discrepancies can be viewed in the table

Discrepancies to be Reported to FAA									
Sel	Command	PNR Locator	Status	Passenger Name	City	State	Country	Aiport	Operated By
<input type="checkbox"/>			New	Johann Bach			US-UNITED STATES	BOS	
<input type="checkbox"/>			New	George Washington			US-UNITED STATES	BOS	

12.3 Reporting of Passenger Discrepancies to the FAA

The 'FAA Safety Assurance System (SAS) External Portal for Hazardous Materials Passenger Discrepancy Reporting' webpage where Air Carriers report instances of hazardous materials presented by passengers for shipment on an aircraft, as required by the U.S. Department of Transportation (USDOT) Hazardous Materials Regulations (HMR).

1. Select **Passenger Module** from the **SAS (SAS) External Portal** website



Welcome to the FAA Safety Assurance System (SAS) External Portal for Hazardous Materials Passenger Discrepancy Reporting

The SAS External Portal lets Air Carriers report instances of hazardous materials presented by passengers for shipment on an aircraft, as required by the U.S. Department of Transportation (USDOT) Hazardous Materials Regulations (HMR)

49 CFR § 175.01 - Reports of discrepancies

(a) Each person who discovers a discrepancy, as defined in paragraph (b) of this section, relative to the shipment of a hazardous material following its acceptance for transportation aboard an aircraft shall, as soon as practicable, notify the nearest FAA Regional or Field Security Office by telephone or electronically, and shall provide the following information:

- (1) Name and telephone number of the person reporting the discrepancy.
- (2) Name of the aircraft operator.
- (3) Specific location of the shipment concerned.
- (4) Name of the shipper.
- (5) Nature of discrepancy.
- (6) Address of the shipper or person responsible for the discrepancy, if known, by the air carrier.

(b) Discrepancies which must be reported under paragraph (a) of this section are those involving hazardous materials which are improperly described, certified, labeled, marked, or packaged, in a manner not ascertainable when accepted under the provisions of § 175.30(a) of this subchapter including packages or baggage which are found to contain hazardous materials subsequent to their being offered and accepted as other than hazardous materials.

Register below to access the SAS External Portal for Hazardous Materials Passenger Discrepancy Reporting.

* required field

* Enter Your Name:
James Brown

* Air Carrier Name:
Air Carrier Name

* Telephone Number:
Phone

* Email Address:
user@mydomain.com

Submit

2. Enter values for the required fields to access the 'SAS External Portal for Hazardous Materials Passenger Discrepancy Reporting.

Submit button is enabled when data is entered in all required fields.

Register below to access the SAS External Portal for Hazardous Materials Passenger Discrepancy Reporting.

* required field

* Enter Your Name:
John Smith

* Air Carrier Name:
SWAA

* Telephone Number:
(617) 785-0000

* Email Address:
Test@dot.gov

Submit

SAS displays the Hazardous Materials Passenger Discrepancy Reporting webpage. The User's Name, Telephone, and Air Operator are displayed. The user has the option to select 'Enter Details for Each Passenger Discrepancy' and 'Upload Air Carrier Template' buttons.

A hyperlink is provided for user to 'Download Template' if user needs a **Template**



3. Click **Download Template** hyperlink.

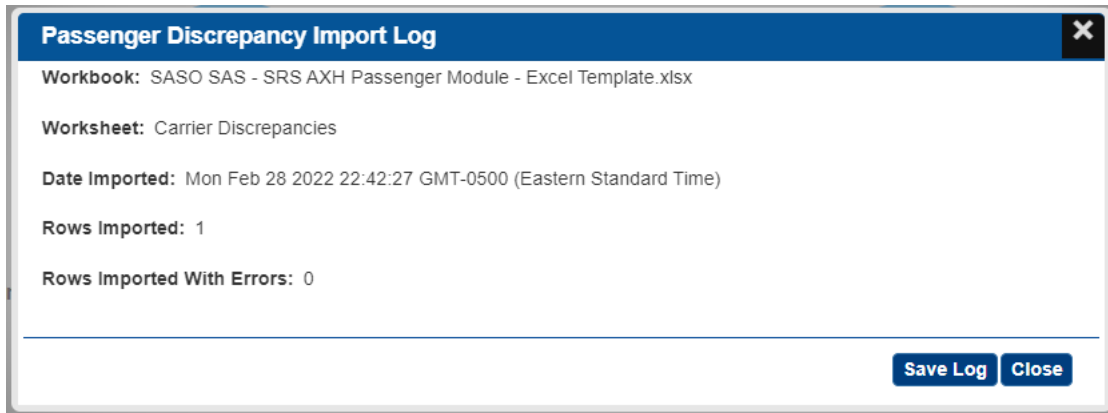
The Template downloads to the local drive in Excel format.

1. Open the excel Template and enter *valid* values in the following fields: **Air Carrier:** 'SWAA', **Airport:** 'MIA', **Date of Discrepancy:** '02/01/2022', **Passenger Full Name:** 'John Smith', **Hazmat Description (1):** "4 cans of paint found in the passenger luggage", and **Quantity (1):** "8 Oz of Cans".
2. Click the **Hazmat Type (1)** field and select "AEROSOLS – OTHER" from the dropdown list displayed.
3. **Save** and close out of the template.
4. Select **Upload Air Carrier Template** button.

The OPEN window for the Local drive is displayed for the user to select the Template.

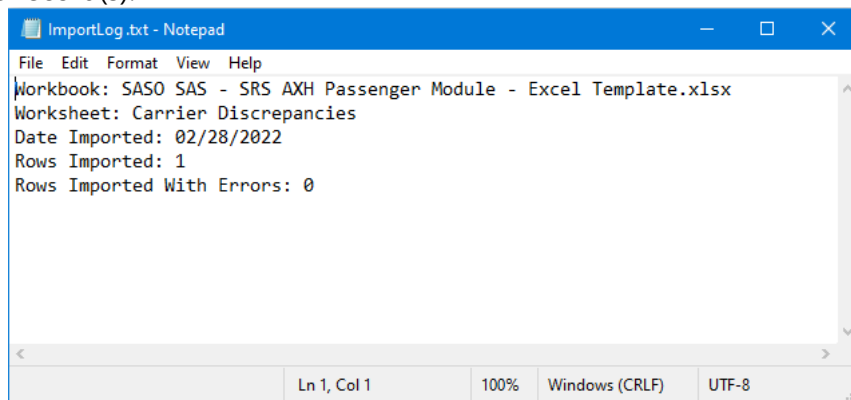
5. Select the Template file from the local drive and click Open.

The **Passenger Discrepancy Import Log** popup window is displayed for the discrepancy report.



6. Click the **Save Log** button to download the Passenger Discrepancy "*ImportLog.Txt*" log file to the user's local drive for review.
7. Open on the downloaded *ImportLog.Txt*" log file from the local drive.

The Passenger Discrepancy Import Log displays the following values: '**Workbook:**' displaying the Name of the excel template file, '**Worksheet:**' which displays the Name of the excel sheet, '**Date Imported:**' the date when the file is uploaded, '**Rows Imported:**' displaying the number of records imported from the excel file, '**Rows Imported with Errors:**' displaying the number of records imported from the template with one or more errors on the record(s).





8. Close out of the exit out of the Passenger Discrepancy Import Log file.
9. The **Discrepancies to be Report to FAA** screen is displayed with the discrepancy record listed on the grid.

Federal Aviation Administration | Safety Assurance System (SAS) | External Portal | Hazardous Materials Passenger Discrepancy Reporting

Name: John Smith | Telephone: (617) 785-0900 | Aircraft Operator: SWAA | Log Out



Discrepancies to be Reported to FAA Report to FAA New Discrepancy

Sel	Command	PNR Locator	Status	Passenger Name	City	State	Country	Alport	Operated By	Hazmat Item
<input type="checkbox"/>	 		New	John Smith			US-UNITED STATES	MIA		4 cans of paint found in the passenger luggage

1 - 1 of 1 items

10. Select **Edit** icon in the **Command** column for the reporting discrepancy record.

Discrepancies to be Reported to FAA

Sel	Command	PNR Locator	Status
<input type="checkbox"/>	 		New

Edit Discrepancy

1

The **Passenger Discrepancy Detail** window is opened for the selected record, defaulted to **Passenger** tab with **Passenger Name** field populated with the Passenger Full Name.

Passenger Discrepancy Detail 1 Discrepancy [New Discrepancy](#)

Passenger Passenger Discrepancy Hazmat Item(s)

* Passenger Name:
John Smith

PNR Locator:

Address:

City:

Country:
US - UNITED STATES

State:

Zip Code:

Phone:

Email:
user@mydomain.com

[Forward](#) [Save](#) [Reset](#)

11. Enter "UAT36" in **PNR Locator**: field.
The **Forward** button, **Save**, and **Reset** buttons are enabled.

Home | Name: John Smith | Telephone: (617) 785-0000 | Aircraft Operator: SWAA | Log Out


Passenger Discrepancy Detail

1 Discrepancy [New Discrepancy](#)




Passenger	Passenger Discrepancy	Hazmat Item(s)
<p>* Passenger Name: John Smith</p> <p>PNR Locator: UAT36</p> <p>Address: </p> <p>City: </p> <p>Country: US - UNITED STATES</p> <p>State: </p> <p>Zip Code: </p> <p>Phone: Phone</p> <p>Email: user@mydomain.com</p>		
<p> </p>		

12. Click on the **Forward** button.



The **Passenger Discrepancy** tab is displayed with data populated in the following fields: **'Date of Discrepancy'**, **'Airport'**, and **'Air Carrier Reporting'**.

 | Name: John Smith | Telephone: (617) 785-0000 | Aircraft Operator: SWAA | [Log Out](#)

Passenger Discrepancy Detail 1 Discrepancy [New Discrepancy](#)

 Passenger	 Passenger Discrepancy	 Hazmat Item(s)
--	--	---

** required field*

* Date of Discrepancy: 
 * Date Reported: 

Location of Discovery:

Carrier Reference ID:

* Airport:

Air Carrier:

* Air Carrier Reporting:

13. Click on the **Forward** button from the **Passenger Discrepancy** tab.

The '**Suspected Hazmat**', '**Quantity**', '**Type of Hazmat**' are populated data entered. The **Type of Hazmat** dropdown lists hazmat types to select.

Home | Name: John Smith | Telephone: (617) 785-0000 | Aircraft Operator: SWAA | Log Out

Passenger Discrepancy Detail 1 Discrepancy [New Discrepancy](#)

✓ Passenger
✓ Passenger Discrepancy
✓ Hazmat Item(s)
[New Hazmat](#)

* required field

Hazmat 1 of 1

* Suspected Hazmat:

Quantity:

* Type of Hazmat:

Hazmat Class:

←
Save Reset

14. Click **Save** button to save the discrepancy record.

15. Select **1 Discrepancy** hyperlink from the **Passenger Discrepancy Detail** Header.

Home | Name: John Smith | Telephone: (617) 785-0000 | Aircraft Operator: SWAA | Log Out

Passenger Discrepancy Detail **1 Discrepancy** [New Discrepancy](#)

✓ Passenger
✓ Passenger Discrepancy
✓ Hazmat Item(s)

The **Discrepancies to be Report to FAA** screen is displayed with the discrepancy record listed on the grid.

Federal Aviation Administration | Safety Assurance System (SAS) | External Portal | Hazardous Materials Passenger Discrepancy Reporting

Name: John Smith | Telephone: (617) 785-0000 | Aircraft Operator: SWAA | Log Out

Discrepancies to be Reported to FAA

Report to FAA | New Discrepancy

Set	Command	PNR Locator	Status	Passenger Name	City	State	Country	Airport	Operated By	Hazmat Item
<input type="checkbox"/>		UAT36	New	John Smith			US-UNITED STATES	MIA		4 cans of paint found in the passenger luggage

1 - 1 of 1 Items

- Click on the check box in the **Set** column for the discrepancy record
- The **Report to FAA** button is enabled.

Discrepancies to be Reported to FAA

Report to FAA | New Discrepancy

Set	Command	PNR Locator	Status	Passenger Name	City	State	Country	Airport	Operated By	Hazmat Item
<input checked="" type="checkbox"/>		UAT36	New	John Smith			US-UNITED STATES	MIA		4 cans of paint found in the passenger luggage

1 - 1 of 1 Items

- Click the **Report to FAA** button.
- The **Discrepancies to be Report to FAA** screen is redisplayed with the discrepancy record listed on the grid with Status displaying **"Reported"** and the **"View Discrepancy"** Icon displayed in the record's **Command** column.

Federal Aviation Administration | Safety Assurance System (SAS) | External Portal | Hazardous Materials Passenger Discrepancy Reporting

Name: John Smith | Telephone: (617) 785-0000 | Aircraft Operator: SWAA | Log Out

Discrepancies to be Reported to FAA

Report to FAA | New Discrepancy

Set	Command	PNR Locator	Status	Passenger Name	City	State	Country	Airport	Operated By	Hazmat Item
<input checked="" type="checkbox"/>		UAT36	Reported	John Smith			US-UNITED STATES	MIA		4 cans of paint found in the passenger luggage

View Discrepancy

1 - 1 of 1 Items

13 AXH RESTful Web API

13.1 Summary

The purpose of this implementation document is to provide implementation/integration information for carriers to report passenger discrepancies from their systems to FAA (AXH) using the RESTful Web services. SAS AXH exposes RESTful Web API services for this purpose. To do this, the air carriers will need to invoke two RESTful web services from their systems. One to request authorization and one to submit the actual discrepancies.

13.2 Prerequisites

In order to use this Web API, carrier is required to have an approved and active external user account with FAA. If needed, a separate external user account can be created/registered with FAA just for using this Web API, which would go through the normal process of registering/creating a new external user account.

13.3 Implementation

This is a two-step process which involves authentication and authorization and reporting discrepancies. Both request and response data will be in JSON format.

13.3.1 Request Authorization

To request authorization to report discrepancies, a request to obtain authorization needs to be submitted.

The request for authorization has to be made by using valid external user credentials (login user name and password) which has been previously authorized/approved in the SAS External portal. The result will be a one-time token, to be used to report discrepancies.

This would be accomplished by making the POST request to the RESTful service using the URL below:

<https://sas.faa.gov/sas.external.portal/services/configuration/axhonetimeToken>

The request should contain below information.

13.3.1.1 Request Header

The web service request will need following header information:

Key	Value
-----	-------

Content-Type	application/json
Accept	application/json
Access-Control-Allow-Origin	*
Cache-control	no-cache, no-store
Pragma	no-cache

13.3.1.2 Request Body

The body should include external user credentials and will need to be in the following JSON format:

```
{
  "username": "EXC\\TestUserName",
  "password": "FakePassword123"
}
```

13.3.1.3 Response

The response will be a JSON object with three key-value pairs.

- access-token**
 This will be the token generated by the system that will need to be used to report discrepancies.
 This token will expire after one use. Even if the subsequent web service returns with a server error, another token will need to be generated for any new request.
- expires_in**
 Token validity time. The value is in seconds.
- errorMessage**
 If something went wrong with the authorization request, an error message will be returned in the errorMessage value.

Note: The token cannot be requested while a user is logged in using the same credentials in the SAS External Portal. The request of the token will block the user from logging in and the logged in user will block the request of the Authorization Token.

13.3.2 Report Discrepancies

In order to submit discrepancies, a request for authorization has to be made. Then, with the resulting access token, subsequent request can be made to submit passenger discrepancy data.

This is a one-time access token, which means even if the request to submit discrepancy data is unsuccessful, the token will become invalid. So a new request for authorization will have to be submitted for reporting discrepancy data.

To report discrepancies a POST request to SAS RESTful web service should be made using the URL below:

<https://sas.faa.gov/sas.external.portal/services/configuration/axhsubmitdiscrepancies>

The request should contain below information.

13.3.2.1 Request Header

The web service will need the following headers:

Key	Value
Content-Type	application/json
Accept	application/json
Access-Control-Allow-Origin	*
Cache-control	no-cache, no-store
Pragma	no-cache
Authorization	(the authorization token)

13.3.2.2 Request Body

The body should include actual discrepancy data and should be in the following JSON format:
Below is sample data.

```
{
  "ReporterName": "Al",
  "AirCarrierName": "Al's Airline",
  "ReporterPhone": "1234567890",
  "ReporterEmail": "al@al.com",
  "Discrepancies": [
    {
      "AirCarrierDSGN": "SWAA",
      "FlightOperatedByDSGN": "SWAA",
      "CarrierRecordId": "B123",
      "AirportCode": "BOS",
      "LocationOfDiscovery": "handbag",
      "DiscrepancyDate": "08/15/2019",
      "PnrLocator": "",
      "PassengerFullName": "Juan Smith",
      "PassengerAddress": "123 Fake St",
      "PassengerCity": "town",
      "PassengerStateCode": "MA",
      "PassengerZipCode": "02909",
      "PassengerCountryCode": "US",
      "PassengerPhone": "",
      "PassengerEmail": "test@test.com",
      "FlightNumber": "bla123",
      "DestinationAirportCode": "LAX",
      "HazmatItems": [
        {
          "HazmatDescription": "Cans of beer",
          "Quantity": "Forty",
          "HazmatType": "ALCOHOL",
          "HazmatClass": "Class 6: Toxic Substances and Infectious Substances"
        },
        {
          "HazmatDescription": "Unknown",
          "Quantity": "15",
          "HazmatType": "DE-ICER",

```

```

        "HazmatClass": "Class 9: Miscellaneous Hazardous Materials"
      }
    ]
  }
}

```

Please see "Data Descriptions" section for information about the fields used in the body

Note: All the values must be enclosed in double quotes ""

13.3.2.3 Response

The response will be a JSON object in the following format:

```

{
  "confirmationMessage": "<confirmation message for successful transaction>",
  "totalDiscrepanciesImported": "<total records submitted for processing>",
  "discrepanciesImportedWithErrors": "<record failed due to data issues>",
  "errorMessage": "<error message, if any>"
}

```

Key	Description
confirmationMessage	A message with summary information of the transaction if the submission was successful. Otherwise, null.
totalDiscrepanciesImported	The number of total discrepancies that were sent as part of the request. This includes the number of discrepancies successfully imported and the number of discrepancies that did not get reported due to invalid data.
discrepanciesImportedWithErrors	The number of total discrepancies that did not get reported.
errorMessage	If successful, the value will be null. Otherwise, it will be a descriptive message of the error.

13.3.2.4 Possible Errors

- "Error: Missing Token"
- "Error: Invalid Token. Unauthorized Access."
- "Error: Something went wrong. Please contact the system administrator."
- "Error: Token has expired"

- "Error: No valid discrepancies were reported."
- "Error: Missing information."

13.3.2.5 Successful Message

An example of a successful message:

```
{
  "confirmationMessage": "Total discrepancies successfully reported: 1. Discrepancies with
errors: 1. Discrepancies with error(s) at row(s): 2.",
  "totalDiscrepanciesImported": 2,
  "discrepanciesImportedWithErrors": 1,
  "errorMessage": null
}
```

13.4 Data descriptions

Below tables contains information about various fields used while submitting passenger discrepancy data. More information is found in the latest template that can be downloaded from AXH Passenger module external portal.

13.4.1 Discrepancy data field description:

Key	Description	Constraints
ReporterName	Name of the person reporting the discrepancies	128 characters max (Required)
AirCarrierName	Former name of the Air Carrier	128 characters max. (Required)
ReporterPhone	Phone number to contact the reporter	20 characters max. (Required)
ReporterEmail	Email to contact the reporter	256 characters max and RFC 2822 compliant (Required)

Discrepancies	JSON object list	A maximum of 250 discrepancies can be reported per submission. This value can be changed by the FAA.
AirCarrierDSGN	Four letter Air Carrier Identification	4 characters max
FlightOperatedByDSGN	Four letter identification of the Air Carrier operating the flight	4 characters max
CarrierRecordId	Air Carrier record id of the discrepancy	20 characters max
AirportCode	Departing Airport code	4 characters max. Required.
LocationOfDiscovery	Location of the hazmat item	256 characters max
DiscrepancyDate	Date of the discrepancy	"mm/dd/yyyy" format. Required.
PnrLocator	PNR Locator	20 characters max
PassengerFullName	Full name of the passenger	128 characters max. Required.
PassengerAddress	Address of the passenger	128 characters max
PassengerCity	City of the passenger	64 characters max
PassengerStateCode	State code of the passenger	2 characters max. Only applicable to addresses in the US
PassengerZipCode	Zip code of the passenger	10 characters max
PassengerCountryCode	Country code of the passenger	2 characters max
PassengerPhone	Phone number of the passenger	10 characters if in the US or 20 characters max if non-US
PassengerEmail	Email of the passenger	256 characters max and RFC 2822 compliant
FlightNumber	Flight#	20 characters max
DestinationAirportCode	Destination Airport Code	4 characters max
HazmatItems	JSON object list	A maximum of 5 hazmat items per discrepancy. This value can be changed by the FAA. A minimum of 1 Hazmat item is required.

HazmatDescription	Description of hazmat	1024 characters max. (Required)
Quantity	Quantity of hazmat	64 characters max. (Required)
HazmatType	Type of hazmat	The value is to be filled in from a set of predefined values. Please see below section for the possible values.
HazmatClass	Class of hazmat	The value is to be filled in from a set of predefined values. Please see below section for possible values.

13.4.2 Hazmat types

Key	Description
ACETONE	ACETONE
ADHESIVES	ADHESIVES
AEROSOLSOTHER	AEROSOLS - OTHER
AIRFRESHENERSPRAY	AIR FRESHENER SPRAY
ALCOHOL	ALCOHOL
ALCOHOLICBEVERAGE	ALCOHOLIC BEVERAGE
BATTERY	BATTERY
CLEANER	CLEANER
CO2	CO2
COATING	COATING
COMPRESSEDGASES	COMPRESSED GASES
DEICER	DE-ICER
DISINFECTANT	DISINFECTANT
DRAINOPENER	DRAIN OPENER
DRYICE	DRY ICE
EXPLOSIVES	EXPLOSIVES
FABRICLEATHERSPRAY	FABRIC/LEATHER SPRAY
FERTILIZER	FERTILIZER
FLAMMABLELIQUID	FLAMMABLE LIQUID

FUEL	FUEL
HAIRSPRAY	HAIR SPRAY
HERBICIDE	HERBICIDE
HYDROGENPEROXIDE	HYDROGEN PEROXIDE
INFLATOR	INFLATOR
INSECTSPRAY	INSECT SPRAY
ISOPROPYLALCOHOL	ISOPROPYL ALCOHOL
LIGHTERFLUID	LIGHTER FLUID
LIGHTERSMATCHESTORCHES	LIGHTERS, MATCHES, TORCHES
LUBRICANT	LUBRICANT
MOTORTREATMENT	MOTOR TREATMENT
PAINTORRELATED	PAINT OR RELATED
POISON	POISON
REFRIGERANT	REFRIGERANT
RESIN	RESIN
SHOESPRAY	SHOE SPRAY
SMOKETEST	SMOKE TEST
SOLVENT	SOLVENT
SPRAYDUSTER	SPRAY DUSTER
SPRAYPOLISH	SPRAY POLISH
SPRAYSTARCH	SPRAY STARCH
WATERREPELLANT	WATER REPELLANT
WATERTREATMENT	WATER TREATMENT
WAX	WAX
OTHER	OTHER
UNKNOWN	UNKNOWN

13.4.3 Hazmat classes

Key - Value
Class 1: Explosives
Class 2: Gases
Class 3: Flammable and Combustible Liquids
Class 4: Flammable Solids
Class 5: Oxidizing Substances, Organic Peroxides
Class 6: Toxic Substances and Infectious Substances
Class 7: Radioactive Materials.
Class 8: Corrosives

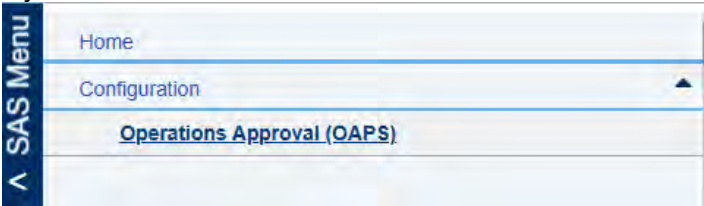
Class 9: Miscellaneous Hazardous Materials

14 OAPS 3rd Party Access

This enhancement enables industry users to have 3rd party access to SAS External Portal. 3rd party access allows the External Portal users to only access the OAPS module and nothing else. Industry/3rd Party users will now have access to only the OAPS module in SAS external portal if they have been given only the *Update Access to OAPS*. Industry users with **both** *Update Access to OAPS* and *Update Access to Operator Record(SAS & OPSS)* will see OAPS and all other menu items associated with Operator Configuration.

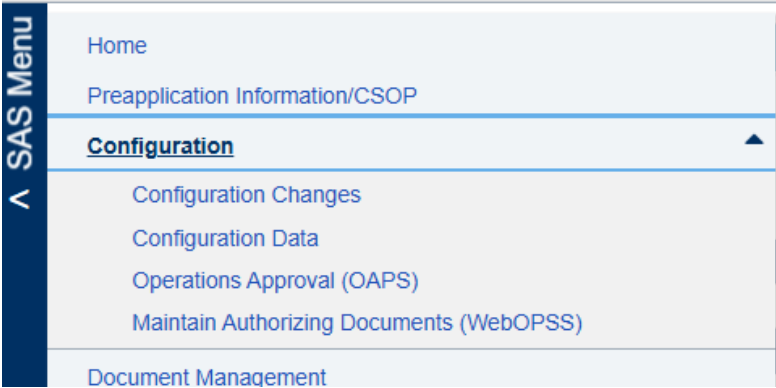
If the Industry user **only** has *Update Access to OAPS* in the SAS External Portal,

- Only the Operations Approval OAPS flyout-menu item will be displayed. No other fly-out menu items will be available.



- Notifications screen for the operator will be displayed.
- If the user has full access to the OAPS module. The user can access Operations Approval screen, grid, application detail tabs and will have the ability to create, submit and edit applications for the operator.

If the SAS External Portal user has **both** *Update Access to OAPS* and *Update Access to Operator Record(SAS & OPSS)* the industry user will see OAPS and all other menu items associated with Operator Configuration. The user will have full access to OAPS and all screens associated with operator data.



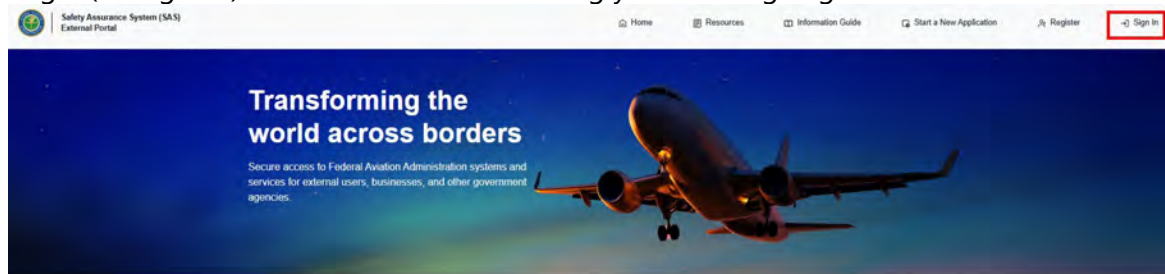
Note: The SAS External Portal fly-out menu options are displayed based on the status/type of the CH/A. E.g. for CH/A with status "Initial-Cert" or "Pre-Cert" may see Preapp/CSOP menu item. Similarly, the industry user may see the menu items such as Non-Certificated, Test Operators etc.

15 VDRP (Voluntary Self Disclosure Functionality)

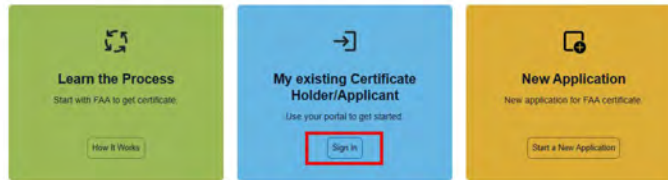
Previously, SAS did not allow users to create and submit Voluntary Self Disclosure to FAA for any CH/A they are associated with. But now, the SAS external portal has been enhanced to allow industry users to create and submit Voluntary Self Disclosure records for CFR Part 121 CH/As that they are associated with, provided they have been provided with appropriate permission to access Voluntary Self Disclosure functionality by FAA.

Steps to Access Voluntary Self Disclosure:

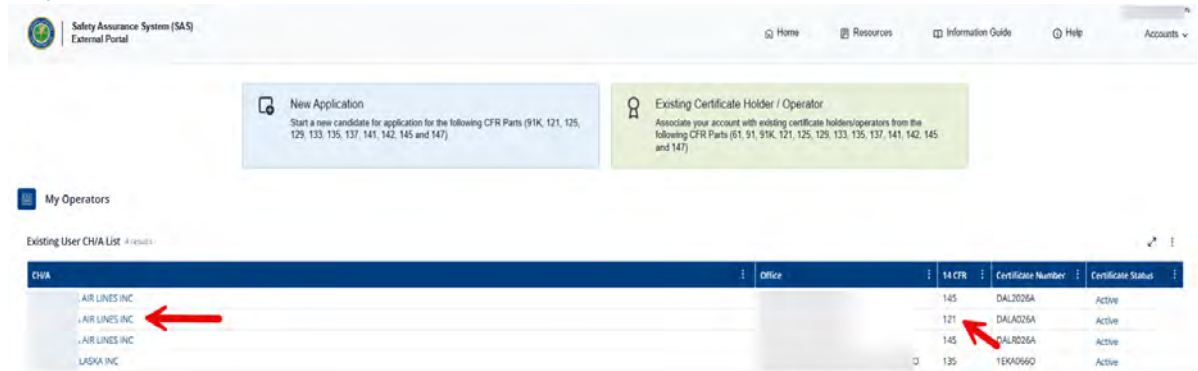
1. Login (or register) to SAS External Portal using your existing Login.Gov credentials.



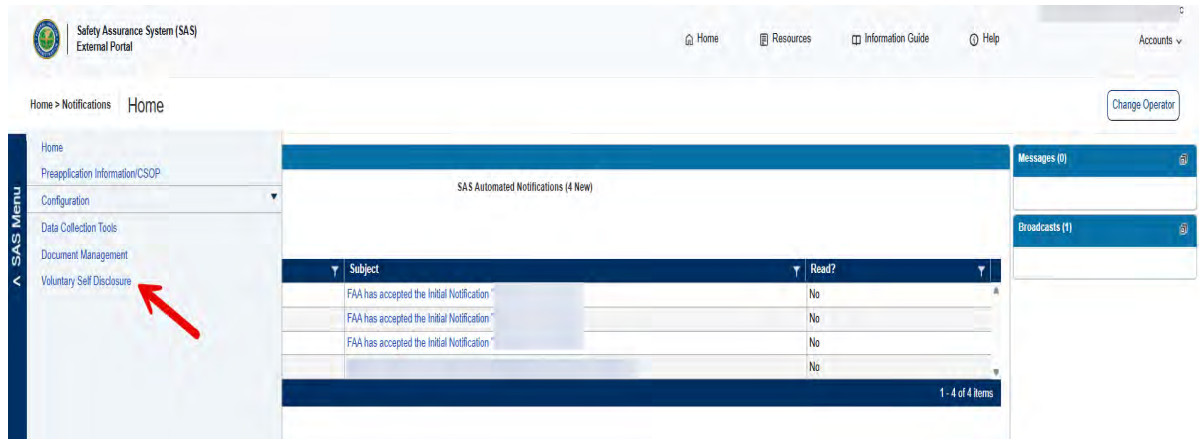
Earn your air carrier or air agency certificate



2. SAS will display the landing page with existing CH/As that you are associated with.
3. If you are associated with an existing CFR Part 121 CH/A, click on the hyperlink for the CH/A to access the information associated with it as shown below



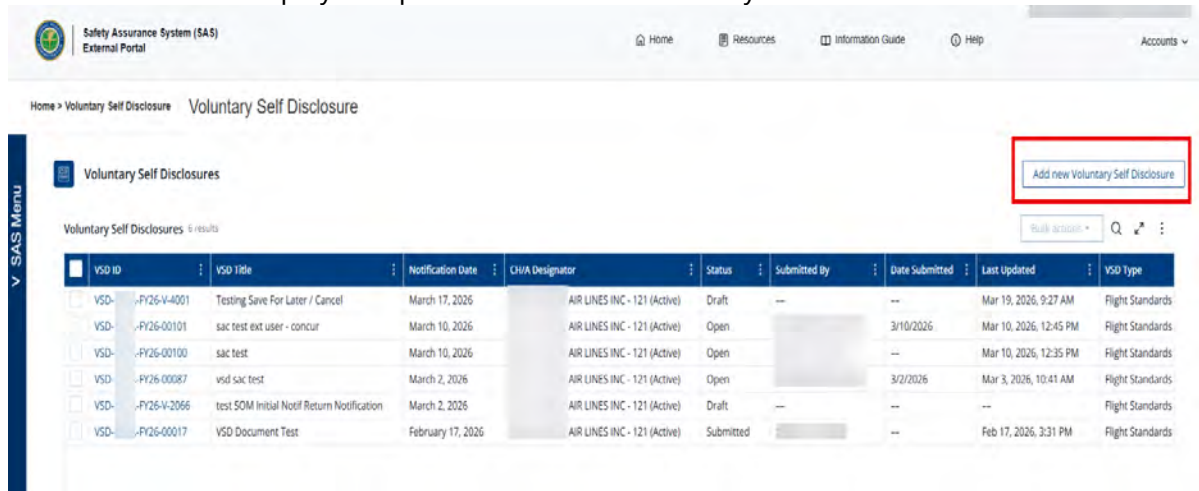
- SAS will navigate you to the home page for the CH/A in context of the accessed record.
- Click on the SAS fly-out menu and it will display a new menu item called "Voluntary Self Disclosure". Note that this new menu item is only available for CFR Part 121 CH/A and if you have been given appropriate permission by FAA to access Voluntary Self Disclosure



- Click on the menu item for Voluntary Self Disclosure to access the functionality intended, including accessing any Voluntary Self Disclosure records created for the CH/A.

Steps to Create and Submit Voluntary Self Disclosure:

- Once a Part 121 CH/A has been selected from the landing portal, industry user will be able to access the Voluntary Self Disclosure menu, if they have appropriate permission. Clicking on the menu item for Voluntary Self Disclosure will display a list page with existing Voluntary Self Disclosure records created for the CH/A by the industry user or FAA. SAS will also display an option to Add new Voluntary Self Disclosure.



- Click on the Add new Voluntary Self Disclosure button.

- SAS will display a screen to create VSD record. Collapse the left panel if expanded to have a better screen layout

The screenshot shows the 'Create VSD' screen in SAS. The top navigation bar includes 'Home > Voluntary Self Disclosure' and 'Voluntary Self Disclosure'. Below the header, there are tabs for 'Create VSD', 'Initial Notification', 'Initial Notification PI Review', 'Initial Notification SOM Review', 'Regulations & Self Audit', 'Closure', and 'Closure Review'. The main content area contains a form with the following fields and options:

- VSD Title *
- CH/A Designator
- VSD Status: Draft
- Update Date/Time: Mar 26, 2026, 3:21 PM
- Updated By
- Buttons: Determine Eligibility, Collect Key Dates
- Did non-compliance cease after detection? * (Yes/No)
- Is this notification for an apparent Hazmat violation? * (Yes/No)
- Was the apparent violation discovered during Certificate Holder Evaluation Program (CHEP)? * (Yes/No)
- Buttons: Cancel, Next

Below the form, there is a 'Summary' section with tabs for 'Overview' and 'Details'. The 'Overview' section includes:

- Initial Notification Summary
- Regulation & Self Audit Summary
- Closure Summary
- Violation details
- Decision
- Closure justification
- 119 Official
- Regulatory References
- Attached Relevant Documents
- Voluntary Self Disclosure Affirmation

- Enter appropriate data on the screen and click Next.
- SAS will display the next screen with key dates for Voluntary Self Disclosure (VSD). If there were any errors in the previous screen, SAS will display error messages. E.g. VSD is not permitted in SAS, if non-compliance does not cease to exist after detection or if it is an apparent Hazmat Violation or if it is discovered during Certificate Holder Evaluation Program.

The screenshot shows the 'Create VSD' screen in SAS with an error message displayed. The top navigation bar and tabs are the same as in the previous screenshot. The main content area contains the following error message:

Error 2:

- Was the apparent violation discovered during CHEP? You CANNOT submit a Voluntary Self Disclosure, if the violation was discovered during Certificate Holder Evaluation Program (CHEP).
- Is this notification for an apparent Hazmat violation? For Hazmat violations, please use the standard VSDP system to submit the voluntary self disclosure.

The form fields and buttons are the same as in the previous screenshot, but the 'Next' button is disabled. The error message is highlighted in red.

- Once errors are corrected, then, SAS will allow you to proceed to the next screen. SAS also displays the data in the Details section as you keep on entering through various screens

The screenshot shows the 'Details' section of the VSD record. It includes a table with the following data:

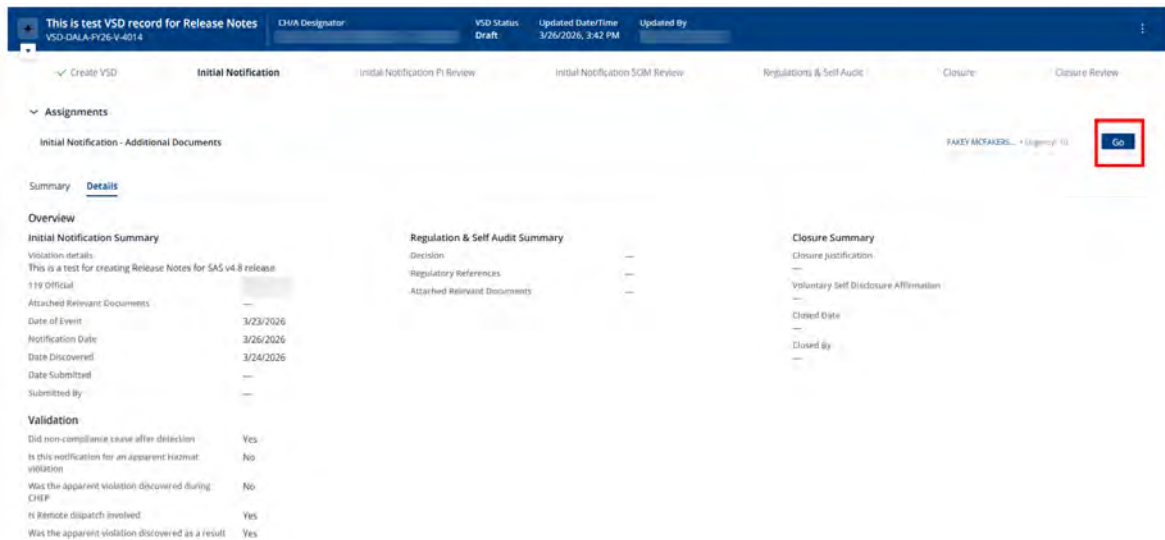
Initial Notification Summary		Regulation & Self Audit Summary		Closure Summary	
Violation details	---	Decision	---	Final justification	---
119 Official	---	Regulatory reference	---	Voluntary Self Disclosure Affirmation	---
Attached Relevant Documents	---	Attached Relevant Documents	---	Final Date	---
Date of Event	---			Closed By	---
Notification Date	---				
Date Discovered	---				
Date Submitted	---				
Submitted By	---				
Validation					
Did non-compliance cease after detection:	Yes				
Is this notification for an apparent House violation:	No				
Was the apparent violation discovered through OUP?	No				
Is Remote dispatch involved:	---				

- Enter appropriate dates and click Submit.
- SAS displays the Violation Details screen, if the date validation rules successfully pass.

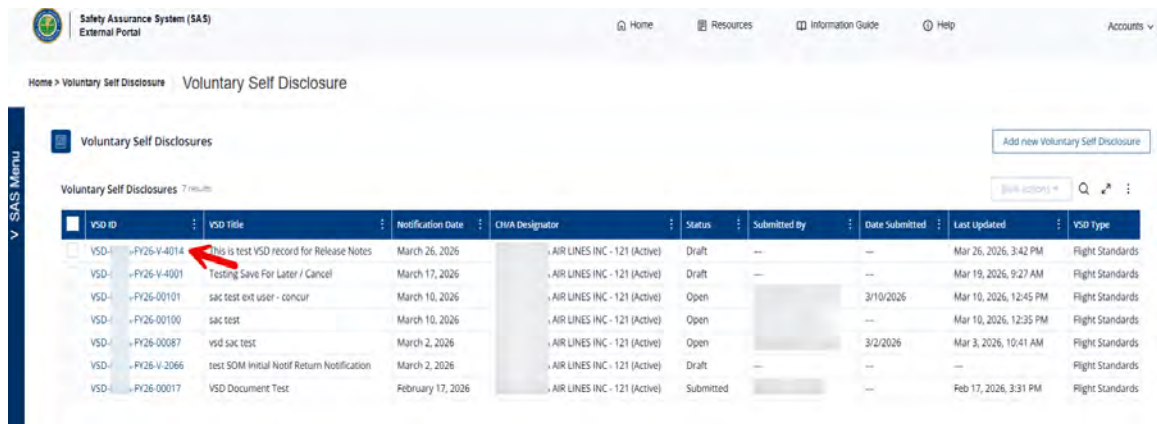
The screenshot shows the 'Violation Details' section. It includes the following information:

- Is Remote dispatch involved? Yes No
- Was the apparent violation discovered as the result of an Aviation Safety Action Program (ASAP) report? Yes No
- 119 Official: Select...
- Violation details: [Text input field]
- Buttons: Save for later, Next

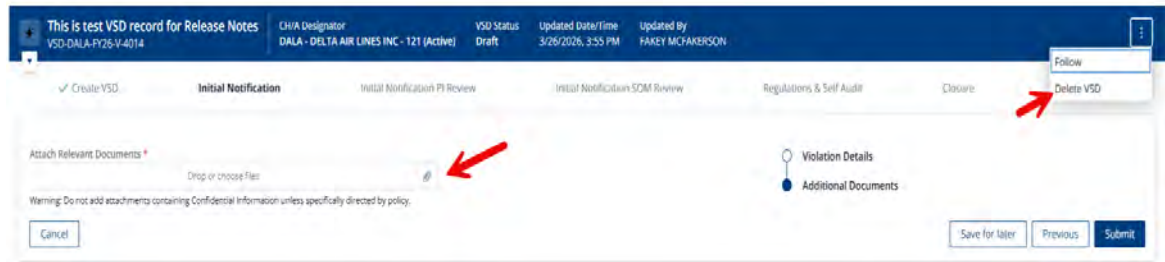
- Enter appropriate information and click Next. Alternatively you can Save for Later by clicking on the Save for Later button. If you click Save for Later, SAS saves all the date entered and displays a Go button to take further action.



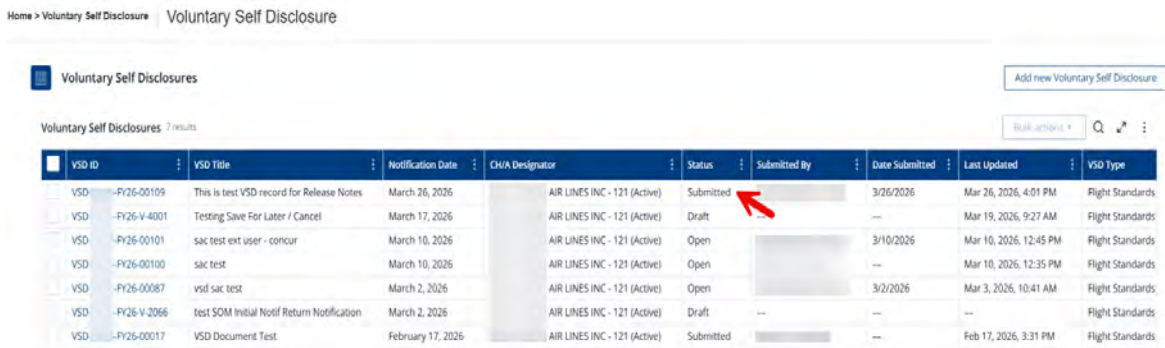
- If you navigate back to the list screen by clicking on the Voluntary Self Disclosure from SAS fly-out menu, SAS will display the newly created VSD record in "Draft" status. User can again click on hyperlink to access the record, which will display the same "Go" button to perform further action.



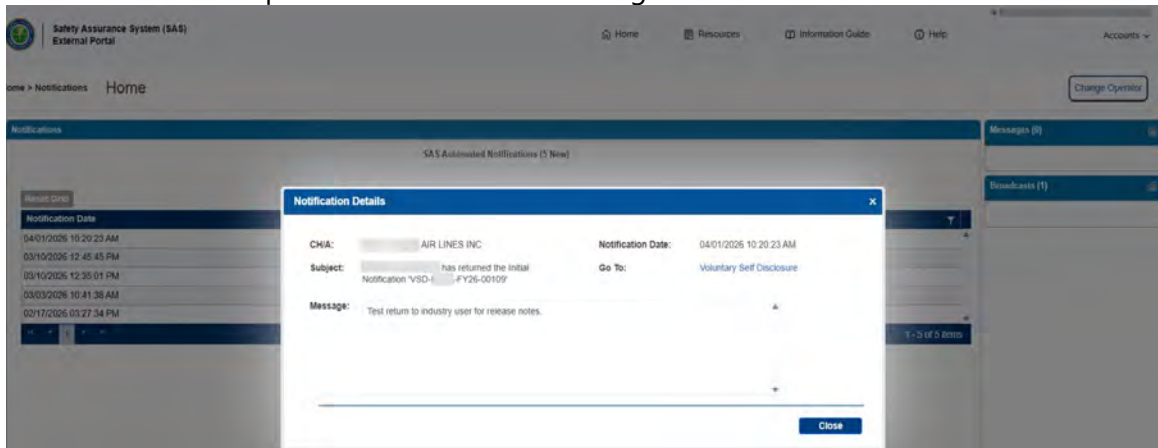
- Once you click on the "Go" button, SAS will display the last saved screen for the record with all entered information retained.
- The Additional Documents screen allows you attach relevant documents. Note that the document(s) are required, if the 119 Official is different than the logged in user. Also, VSD record can be deleted by clicking on the action icon on the top right corner, if the record is in "Draft" or "Returned" status.



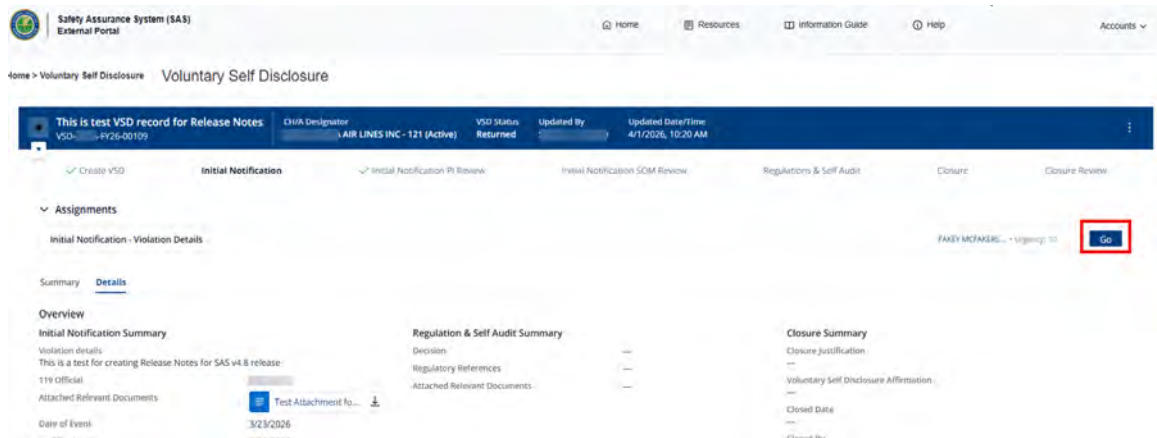
13. Once you enter appropriate information, click on "Submit".
14. SAS will submit the record for review to FAA and makes it read-only.



15. If the FAA user returns the Voluntary Self Disclosure record to you, a notification will be sent to the external portal with the return message.



16. Navigate to the Voluntary Self Disclosure menu to find the record, which should be displayed in "Returned" status.
17. Click on the hyperlink for the returned item.
18. SAS will display the record with a "Go" button enabled under Assignments section.

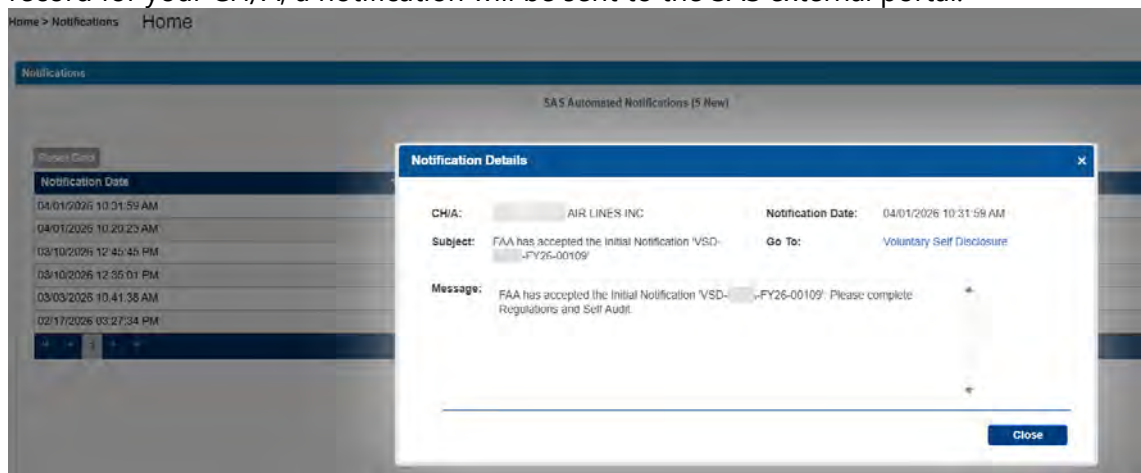


19. Click on the “Go” button.
20. SAS will display the record in edit mode.
21. Make any changes to the record as needed and follow through the screens to resubmit the record.



Steps to perform Regulations & Self Audit:

1. Once the authorized FAA user concurs with the submitted Voluntary Self Disclosure record for your CH/A, a notification will be sent to the SAS external portal.



2. Navigate to the Voluntary Self Disclosure from the SAS fly-out menu.

- The FAA concurred record is displayed in "Open" status.
- Click on the hyperlink for the "Open" status record and then click on the "Go" button under Assignments section.
- SAS should display the "Regulations & Self Audit" page in edit mode

Home > Voluntary Self Disclosure Voluntary Self Disclosure

This is test VSD record for Release Notes
VSD: PYZ6-00109

CHA Designator: AIR LINES INC - 121 (Active) VSD Status: Open Updated By: Updated Date/Time: 4/1/2026, 10:31 AM

Create VSD
 Initial Notification
 Initial Notification PI Review
 Initial Notification SOM Review
 Regulations & Self Audit
 Closure
 Closure Review

Violated Regulatory References

Reference:

Reset

Search results

Reference	Description
No records found	

Decision *

The Self Audit and all the Corrective actions have been completed and is ready for closure.
 Request Rescind

Attach Relevant Documents

Warning: Do not add attachments containing Confidential Information unless specifically directed by policy.

- Search for appropriate References by entering any keyword in the Reference textbox and then clicking Search, which should display the matching References in a grid

This is test VSD record for Release Notes
VSD: DALA-PYZ6-00109

CHA Designator: AIR LINES INC - 121 (Active) VSD Status: Open Updated By: Stanton, Timothy Updated Date/Time: 4/1/2026, 10:31 AM

Reference:

Reset

Search results ¹ ^{VIEW ALL}

Reference	Description
1216.2040302	Each field installation shall: Take floodplain management and wetlands protection into account when formulating its water and land use plans; and, incorporate recommended Federal and State actions for the continuing unified program for planning and action at all levels of government to reduce the risk of flood losses in accordance with the Unified National Program for Flood Plain Management (U.S. Water Resources Council, 1978);(1) Descriptive documentation supporting these planning matters shall be included in the "land use" section of each field installation's facilities master plan, as prescribed in NASA Management Instruction 7232.1, Master Planning of NASA Facilities. The evaluation and quantification of flood hazards should be expressed in terms of:(i) Potential for monetary loss;(ii) Human safety, health, and welfare;(iii) Shifting of costs, damage or other adverse impacts to off-site properties; and;(iv) Potential for affecting the natural and beneficial floodplain values.(2) NASA shall provide appropriate guidance to applicants for facilities use permits and grants to enable them to similarly evaluate, in accordance with the Orders, the effects of their proposals in floodplains and wetlands. This evaluation will be a precondition of any NASA approval of such permit or grant involving floodplains or wetlands.
<input checked="" type="checkbox"/> 1216.2040502	If NASA property used or visited by the general public is located in an identified flood hazard area, the installation shall provide on structures, in this area and other places where appropriate (such as where roads enter the flood hazard area), conspicuous designation of the 100-year and 500-year flood levels, flood of record, and probable flood height in order to enhance public awareness of flood hazards. In addition, Field Installations shall review their storm control and disaster plans to assure that adequate provision is made to warn and evacuate the general public as well as employees. These plans will include the integration of adequate warning time into such plans. The results of this review shall be submitted to the Assistant Associate Administrator for Facilities Engineering, NASA Headquarters, by February 28, 1979.

Decision *

The Self Audit and all the Corrective actions have been completed and is ready for closure.

- Select checkbox(es) against appropriate References from the search result, then select appropriate radio button option under the Decision section, attach any document if you wish (optional) and then click Submit.

Decision *

The Self Audit and all the Corrective actions have been completed and is ready for closure.

[Request Rescind](#)

Attach Relevant Documents

Drop or choose files

Warning: Do not add attachments containing Confidential Information unless specifically directed by policy.

Summary Details

Overview

8. SAS changes the status based on the selection of the decision and makes the screen read-only.
9. Once FAA concurs with the decision, a notification is sent to the external portal user and the status of the record is changed to "Closed".

Accessing Voluntary Self Disclosures folder in Document Management:

1. Navigate to Document Management from SAS fly-out menu.
2. SAS will display various folder structure for the CH/A in context. SAS will also display a new folder called "Voluntary Self Disclosures". This folder and the contents of it is only visible for CFR Part 121 CH/A and if the logged in user has been given access to Voluntary Self Disclosure by FAA.
3. Click on the folder.
4. SAS will display various attachments that have been added to the Voluntary Self Disclosure record by Industry user and FAA.

16.2 Contractor Tab Data Fields

The following table lists the data fields in a CH/A's contractor data. These appear on the **Configuration Data > Contractor** tab. Not all fields apply to all 14 CFR Parts; the rightmost columns indicate what 14 CFR parts the fields apply to.

Type	<p>This field identifies the type of activity conducted by the contractor.</p> <p>- For part 121 and 121/135 contractors, select either "T" for contract pilot training or "M" for contract maintenance.</p> <p>- For part 135 and 145, only maintenance contractors are listed and this field cannot be edited.</p>	x	x	x	x
FAA-Certificated	Select this field if the contractor holds an active FAA certificate	x	x	x	x
Not FAA-Certificated	Select this field if the contractor does not hold an active FAA certificate	x	x	x	x
Designator/Name	This is a type-ahead field used to select the FAA certificate holder providing maintenance services. Enter the designator code or a partial name and SAS will list the matching certificate holders authorized to provide the contracted services. This field does not apply to non-certificated contractors.	x	x	x	x
Other Aviation Authority	Enter Other Aviation Authority if contractor is not FAA Certificated	x	x	x	x
Other Aviation Authority Certificate Number	Enter Other Aviation Authority Certificate Number if contractor is not FAA Certificated	x	x	x	x
Name	The contractor's official name	x	x	x	x
Certificate Number	A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is auto-filled and cannot be edited.	x	x	x	x
14 CFR	This is the 14 CFR Part under which the contractor has received authority to conduct business. This field is auto-filled and cannot be edited. This field does not apply to non-certificated contractors.	x	x	x	x
Address 1	The contractor's business address, line one.	x	x	x	x
Address 2	The second line of the address (if needed).	x	x	x	x
Address 3	The third line of the address (if needed).	x	x	x	x
City	City or town of the contractor.	x	x	x	x
State	The two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.	x	x	x	x

Country	The two character abbreviation of the country (if the address is outside of the United States or U.S. possession).	x	x	x	x
Postal Code	The U.S. postal zip code (if the address is within the United States or U.S. possession).	x	x	x	x
Contractor Phone	The business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.	x	x	x	x
Foreign Phone	The business telephone number including the country code and city code. If located outside of the United States or U.S. possession the number should be recorded as it is called from the United States.	x	x	x	x
Mobile Phone	The mobile telephone number including the country code and city code. If located outside of the United States or U.S. possession the number should be recorded as it is called from the United States.	x	x	x	x
Fax	The contractor's FAX number including area code. If located outside of the United States or U.S. possession the FAX number should be recorded as it is called from the United States.	x	x	x	x
E-Mail Address	The contractor's e-mail address.	x	x	x	x
Essential Maintenance Provider	Select if the Air Operator utilizes Essential Maintenance Provider, as defined in FAA Order 8900.1 Volume 3 Chapter 42 Section 1	x	x	-	-
Last Inspection Date	Date that the contractor providing essential maintenance was last inspected. This field is only enterable at office set-up and is automatically calculated thereafter.	x	x	-	-
Required Inspection Item	Enter the Required Inspection Items (RII) serviced by an Essential Maintenance Provider.	x	x	-	-
Airport ID	Enter the alpha-numeric identifier for the airport on which the contractor is located. If the location is not on an airport included in the airport table, use the identifier of the nearest airport.	x	x	x	-
Physical Address of Other Airports/Locations	Enter the physical address of airports/locations	x	x	x	-
Other Airports.City	Enter the city of other airports/locations	x	x	x	-
Other Airports.State	Enter the state of other airports/locations if in the U.S.	x	x	x	-
Other Airports.Country	Enter the country of other airports/locations	x	x	x	-
Other Airports.Postal Code	Enter the postal code of other airports/locations	x	x	x	-
Mx Category.Mx Category	Enter Maintenance Category	x	x	x	-
Mx Category.Description	Enter Maintenance description	x	x	x	-
Mx Category.Type of Maintenance	Enter Maintenance type	x	x	x	-
Specialized Services	Select all types of specialized services provided.	x	x	x	-
Specialized Services.Description	Enter a description if "Other" was selected for Specialized Services	x	x	x	-

16.3 Contractor Data Excel Import Reference

This topic describes how to complete the **Configuration Data > Contractor Data > Excel Import** spreadsheet, including the data requirements for each field. You can use this spreadsheet to upload contractor data to SAS.

This topic assumes that you know where and how to download the Contractor Data Excel Import spreadsheet. If you need instructions on how to do that, and how to upload the spreadsheet once you've completed it see "How to Import Contractor Data from an Excel File" on page.

General Notes

- Before you import contractor data from an Excel spreadsheet, always begin by downloading and working from a fresh copy of the contractor Excel spreadsheet.
- Within the Excel file is a series of tabs. The first tab contains instructions on how to use the file. The green tabs are for entering/editing your contractor data. The red tabs contain reference lookup information that may be useful when entering data. Every time you download, the Excel file is refreshed with the lookup data for FAA Designator Codes. Lookups for Airport, Country, etc. are updated when a new version of the template is issued.

16.3.1 Contractor Import Excel File Instructions and Field Reference

Note: Key appears below table.

A. Use the *General Info* tab to specify basic information about the contractor.

1. **Each file needs to contain records for contractors used by that certificate holder. The Action column indicates the action to be taken for each contractor.**
 - If a contractor needs to be deleted, the contractor record should be marked as Delete.
 - If a contractor is to be added or updated, the contractor record should be marked as AddUpdate.
 - A contractor marked as NoChange will not be updated
 - A contractor with no Action identified will also not be updated

2. **The contractor should be identified by either the FAA Designator Code or by Contractor Name. Duplicates are not allowed.**
 - The FAADesignatorCode should be entered for FAA Certificated contractors.
 - The FAAContractorName should be entered for Non-Certificated contractors.

3. **The FAA A&P Certificate# may be entered for Non-Certificated contractors. Do not enter the name of the A&P Certificate Holder.**

4. **Address and contact fields must be entered for all non-certificated contractors. These fields should not be entered for certificated contractors.**

Every contractor entered in the *General Info* tab, is listed in the FAAContractor column for selection in the tabs that follow.

Field	Description	Entry Type	12	13	14	Required?	Conditions	Enforced in Spreadsheet?
			1	5	5			

Action	Defines the action that happens during import for the record. This value not actually imported.	Drop-down list Select a value from the list. Options are AddUpdate, NoChange, Delete	x	x	x	Always		Yes
FAADesignatorCode	Designator code for the FAA-certificated contractor. Enter only for certificated contractors.	Drop-down list. Select a value from the list.	x	x	x	Required (Conditional)	- Required if FAACContractorName is blank, otherwise prohibited. - Duplicates not allowed	Yes
FAACContractorName	Name of the non-certificated contractor. Enter only for non-certificated contractors.	Free text field. Enter any text. For example, ACME Air	x	x	x	Required (Conditional)	- Required if FAADesignatorCode is blank, otherwise prohibited. - Duplicates not allowed	No

		Repair Service						
FAA A&P Certificate #	Identifies the A&P certificate number of the A&P mechanic.	Integer field, Enter up to 9 digits. For example, 123456789.	x	x	x	Optional (Conditional)	- Optional if FAAContractorName is entered, otherwise prohibited - Must match value of an active mechanic	n/a
IsEMP	Indicates if contractor is an Essential Maintenance Provider (EMP)	Drop-down list Select a value from the list. Options are Yes, No	x	-	-	Required (Conditional)	Required if the maintenance services provided by the contractor are for a part 121 CH/A, otherwise prohibited	Yes
RII	Description of the Required Inspection Items (RII) that the EMP services. Enter only if IsEMP = Yes	Free text field Enter any text.	x	-	-	Required (Conditional)	Required if IsEMP = Yes, otherwise prohibited	No

OtherAviationAuthority	Name of aviation authority with jurisdiction over non-cert contractor. If this is FAA leave this field blank.	Free text field Enter any text. For example, Ministry of Transport and Civil Aviation.	x	x	x	Optional (Conditional)	Optional if FAAContractorName is entered, otherwise prohibited	n/a
OtherAviationAuthorityCertificateNumber	Certificate # issued by the other aviation authority, if known. Enter only for non-certificated contractors.	Free text field. Enter any text. For example, ABC-12345	x	x	x	Optional (Conditional)	Optional if FAAContractorName is entered, otherwise prohibited	n/a
Address 1	The contractor's address (line 1)	Free text field Enter any text. For example, 8 Main Street	x	x	x	Required (Conditional)	Required if FAAContractorName is entered otherwise prohibited	No

Address 2	The contractor's address (line 2)	Free text field Enter any text.	x	x	x	Optional (Conditional)	Optional if FAACContractorName is entered, otherwise prohibited	n/a
Address 3	The contractor's address (line 3)	Free text field Enter any text.	x	x	x	Optional (Conditional)	Optional if FAACContractorName is entered, otherwise prohibited	n/a
City	The city in which the contractor is based.	Free text field Enter any text.	x	x	x	Required (Conditional)	Required if FAACContractorName is entered, otherwise prohibited	No
StateCode	The US state or territory in which the contractor is based. Enter if contractor is based in U.S.	Drop-down list Select a value from the list.	x	x	x	Required (Conditional)	Required if FAACContractorName is entered and Country = US, otherwise prohibited	Yes
Country	The country in which the contractor is based.	Drop-down list	x	x	x	Required (Conditional)	Required if FAACContractorName is entered, otherwise prohibited	Yes

		Select a value from the list.						
PostalCode	The contractor's postal code.	Numeric field The following formats are allowed: nnnnn or nnnnn- nnnn. For example, 12345 or 12345-6789	x	x	x	Required (Conditional)	Required if FAACContractorName is entered and Country = US, otherwise prohibited	No
Contractor Phone	The contractor's main phone number.	Numeric field. For U.S. phone numbers the following formats are allowed: 10 digit integer or	x	x	x	Required (Conditional)	Required if FAACContractorName is entered, otherwise prohibited	No

		<p>(nnn) nnn-nnnn or nnn.nnn.nn nn. For example, 1234567890 or (123)456-7890 or 123.456.7890</p> <p>For non-U.S, phone numbers, enter digits only.</p>						
CellPhone	The contractor's cell phone number.	<p>Numeric field.</p> <p>For U.S. phone numbers the following formats are allowed: 10 digit integer or (nnn) nnn-nnnn or</p>	x	x	x	Optional (Conditional)	Optional if FAACContractorName is entered, otherwise prohibited	n/a

		<p>nnn.nnn.nnn. For example, 1234567890 or (123)456-7890 or 123.456.7890</p> <p>For non-U.S. phone numbers, enter digits only.</p>						
Fax	The contractor's fax number.	<p>Numeric field.</p> <p>For U.S. phone numbers the following formats are allowed: 10 digit integer or (nnn) nnn-nnnn or nnn.nnn.nnn. For</p>	x	x	x	Optional (Conditional)	Optional if FAACContractorName is entered, otherwise prohibited	n/a

		<p>example, 123456789 0 or (123)456- 7890 or 123.456.78 90</p> <p>For non- U.S, phone numbers, enter digits only.</p>						
Email	The contractor's email address.	<p>Text field.</p> <p>Enter must match format local-part@domain. For example, jsmith@faa.gov</p>	x	x	x	Optional (Conditional)	Optional if FAAContractorName is entered, otherwise prohibited. Refer to RFC 3696 for the definition of valid email addresses.	n/a
<p><i>B. Use the Airports tab to specify airports where the contractor performs work.</i></p> <p>Select the contractor from the FAAContractor drop down and select the appropriate Airport Code. Enter each location in a separate record.</p>								

- Non-Certificated contractors providing services to part 121 and 135 operators must have at least one airport code entered where maintenance is performed.
- Certificated contractors providing services to part 121 and 135 operators can zero or more airport locations where maintenance is performed.
- Contractors providing services to part 145 agencies should not have airport codes entered.

Field	Description	Entry Type	12	13	14	Required?	Conditions	Enforced in Spreadsheet?
			1	5	5			
FAAContractor	The contractor that you want to specify an airport for.	Drop-down list Select a value from the list. Options are limited to those contractor entered on the General Info tab.	x	x	-	Required (Conditional)	- At least one instance is required if FAAContractorName is entered, otherwise optional. - Multiple instances for the same FAAContractor are allowed.	Yes
AirportCode	The airport where the contractor performs work.	Drop-down list Select a value from the list.	x	x	-	Required (Conditional)	Required if Airports::FAAContractor is entered, otherwise prohibited	Yes

C. Use the *Other Locations* tab to specify locations other than airports and its main location where the contractor performs work.

Select the contractor from the FAAContractor drop down and enter the address fields.

- Contractors providing services to Part 121 and 135 operators can have one or more Other Locations where maintenance is performed. Enter the address of each location in a separate record.
- Contractors providing services to Part 145 agencies should not have locations entered.

Field	Description	Entry Type	12	13	14	Required?	Conditions	Enforced in Spreadsheet?
			1	5	5			
FAAContractor	The contractor that you want to specify a location other than an airport for.	Drop-down list Select a value from the list. Options are limited to those contractor entered on the General Info tab.	x	x	-	Optional	Zero or more instances allowed	n/a
Address	The address for the other location.	Free text field Enter any text. For	x	x	-	Required (Conditional)	Required if OtherLocations::FAAContractor is entered, otherwise prohibited	No

		example, 19 Irving Way						
City	The city for the other location.	Free text field Enter any text.	x	x	-	Require d (Conditio nal)	Required if OtherLocations::FAACo ntractor is entered, otherwise prohibited	No
StateCode	The state code for the other location.	Drop- down list Select a value from the list.	x	x	-	Require d (Conditio nal)	Required if OtherLocations::Countr y = US, otherwise prohibited	Yes
Country	The country code for the other location.	Drop- down list Select a value from the list.	x	x	-	Require d (Conditio nal)	Required if OtherLocations::FAACo ntractor is entered, otherwise prohibited	Yes
PostalCode	The postal code for the other location.	Numeric field The following formats are allowed:	x	x	-	Require d (Conditio nal)	Required if OtherLocations::Countr y = US, otherwise prohibited	No

		nnnnn or nnnnn- nnnn. For example, 12345 or 12345- 6789						
--	--	---	--	--	--	--	--	--

D. Use the Maintenance Categories tab to specify the various types of maintenance the contractor performs.

1. **Select the contractor from the FAAContractor drop down and select the MaintenanceCategory.**
 - **If the Maintenance Category is Aircraft, enter the AircraftMakeModel.**
 - **If the Maintenance Category is Engine, enter the EngineMakeModel.**
 - **If the Maintenance Category is Propeller, enter the PropellerMakeModel.**
 - **If the Maintenance Category is Component, enter the JASCCode.**

2. **Each contractor can perform maintenance on one or more aircraft/engines/propellers/components.**
 - **Enter each aircraft/engine/propeller in a separate record.**
 - **You may enter multiple JASC codes, delimited by commas, in the same record.**

3. **The Type of Maintenance drop down list depends on the Maintenance Category selection.**
 - **Select the appropriate type of maintenance performed.**
 - **Each contractor can perform one or more specialized services. Enter a separate record for each specialized service that the contractor performs for the certificate holder.**

Field	Description	Entry Type	12	13	14	Required?	Conditions	Enforced in Spreadsh eet?
			1	5	5			

FAAContractor	The contractor that you want to specify a maintenance category for airport for.	Drop-down list Select a value from the list. Options are limited to those contractor entered on the General Info tab.	x	x	-	Optional	Zero or more instances allowed	n/a
MaintenanceCategory	A maintenance category that the contractor provides.	Drop-down list Select a value from the list. Options are Aircraft, Engine, Propeller, Component, Specialized Services	x	x	-	Required (Conditional)	Required if MaintenanceCategories::FAAContractor is entered, otherwise prohibited	Yes
AircraftMakeModel	An aircraft M/M/S that the contractor supports. Enter only if Maintenanc	Drop-down list	x	x	-	Required (Conditional)	Required if MaintenanceCategory = Aircraft, otherwise prohibited	No

	e Category is Aircraft.	Select a value from the list.						
EngineMakeModel	An engine M/M/S that the contractor supports from the list. Enter only if Maintenance Category is Engine.	Drop-down list Select a value from the list.	x	x	-	Required (Conditional)	Required if MaintenanceCategory = Engine otherwise prohibited	No
PropellerMakeModel	A propeller M/M/S that the contractor supports from the list. Enter only if Maintenance Category is Propeller.	Drop-down list Select a value from the list.	x	x	-	Required (Conditional)	Required if MaintenanceCategory = Propeller otherwise prohibited	No
JASCCode	The Joint Aircraft System/Component (JASC) codes for the component(s). Enter only if Maintenance Category is Component. See the	Integer Enter 2 or 4 digits. For example, 12 or 1234.	x	x	-	Required (Conditional)	Required if MaintenanceCategory = Component otherwise prohibited	No

	<p>Lookup tab for a list of JASC Codes. You can enter multiple JASC codes, delimited by commas, in the same record.</p>							
<p>Type of Maintenance</p>	<p>The type of maintenance service being performed.</p>	<p>Drop-down list</p> <p>Select a value from the list. Options are determined by the Maintenance Category as follows:</p> <p>- Aircraft : Heavy Maintenance, Line Maintenance</p>	x	x	-	Required (Conditional)	Required if MaintenanceCategory = Aircraft, otherwise prohibited	Yes

		ce, Alterations - Engine : Maintenan ce, Alterations - Propeller: {Maintenan ce, Alterations - Componen t: Maintenan ce, Alterations - Specialized Services: Bonding, Circuit Board Repair, Heat Treatment, Machining, Non-					
--	--	--	--	--	--	--	--

		Destructive Testing, Painting, Plasma Spraying, Plating, Protective Coating, Shot Peening, Welding, Other						
Description (Other Specialized Services)	If you selected a specialized service for Type of Maintenance , provide a description of that service.	Free text field Enter any text.	x	x	-	Required (Conditional)	Required if Type of Maintenance = Other, otherwise prohibited Note: Business rule not currently implemented.	No
Other Tabs:								
<ul style="list-style-type: none"> • Use the Lookup tab to look up various filed values such as maintenance codes, M/M/S, JASC Codes, maintenance types, etc. • Use the Designator Code Lookup tab to look up designator codes. • Use the Airport Code Lookup tab to look up airport codes. 								

16.3.2 Contractor Import Excel File Key

Key for the Contractor Import Excel File Instructions and Field Reference table (above)

Field	The name of the field as it appears in the spreadsheet.
Description	A description of the field.
Entry Type	<p>Indicates the type of entry that the database will accept for that field.</p> <ul style="list-style-type: none"> • Drop-down list -- Select any value from the list. Only values on the list are accepted during import. • Free text field -- Any text with no limit on character type or length. • Integer field -- Enter integers only, up to the maximum number of digits. • Numeric field -- Enter a number in one of the allowable formats shown.
121/135/145	An "X" indicates which 14 CFR Part(s) the field pertains to. For example, if your operation is Part 145, for each contractor, provide data for the items that include an X in the 145 column.
Required	<p>Indicates whether the field is required. Options are:</p> <ul style="list-style-type: none"> • Always - A value must always be provided. • Required (Conditional) - The field is required under certain conditions. • Optional (Conditional) - The field can be optionally completed, but only under certain conditions.
Conditions	Explains the conditions under which the field is required or optional.
Enforced in Spreadsheet?	<p>Indicates whether the spreadsheet automatically checks to ensure that the entry is correct in accordance with the Conditions column (that is, that a required value has been provided).</p> <ul style="list-style-type: none"> • No -- The spreadsheet does not ensure that the entry is correct with respect to Conditions. • Yes -- The spreadsheet includes logic to ensure the entry is correct with respect to Conditions. • n/a -- The field is optional. <p>SAS automatically checks for correct entries when the spreadsheet is uploaded.</p>

17 Glossary / Acronyms

A status	Active status. This is the status of a certificate holder once it has been issued a certificate.
AAIP	Approved Aircraft Inspection Program
AC	Advisory Circular
AD	Airworthiness Directive. Issued by the FAA in response to deficiencies and/or unsafe conditions found in aircraft, engines, propellers, or other aircraft parts. Compliance with an AD is mandatory.
AMO	Approved Maintenance Organization
Appl	Applicant
APU	Auxiliary Power Unit
AQP	Advanced Qualification Program
ASAP	Aviation Safety Action Program
AVS	Office of Aviation Safety
AW	Airworthiness
BASA	Bilateral Aviation Safety Agreement
BCM	Broadcast message
CAA	Civil Aeronautics Authority
CAR 4a	Civil Air Regulations – Airplane Airworthiness
CASS	Continuous Analysis and Surveillance System
CA/Val	Configuration Attribute/Value. It is a type of data field used by SAS in scoping questions and a certificate holder's operating profile. A CA/Val is derived from one of more user editable fields in a certification holder's configuration
CCR	Configuration change request. Also known as a CR – change request.

CEO	Chief Executive Officer
CFR	Code of Federal Regulations
CH	Certificate Holder. Certificate holders are entities that are certificated by the FAA to conduct an activity.
CH/A	A certificate holder or applicant for a certificate.
CHDO	Certificate Holding District Office
CHEP	Certificate Holder Evaluation Process
CHOP	Certificate Holder Operating Profile
CIN	Chief Inspector
CMO	Certificate Management Office
CMT	Certificate Management Team
Comat	Company Materials
Configuration Data	A set of unique characteristics or attributes that define what a certificate holder or applicant does. For example, data such as route structure, fleet type, fleet size, domestic vs. international operations, and ETOPS are types of configuration data.
COS	Continued Operational Safety
CPM	Certification Project Manager for certification of an applicant
CPT	Certification Project Team for certification of an applicant
CPT	Chief Pilot
CR	Change request. Also referred to as a CCR – configuration change request
CTL	Certification Team Leader
CVR	Cockpit Voice Recorder
DA	Design Assessment
DBA	Doing Business As
DCT	Data Collection Tool

DFG	Domestic and Flag
DMT	Director of Maintenance
DOM	Domestic
DOP	Director of Operations
DOS	Director of Safety
DOT	Department of Transportation
D status	Surrendered. This is the status when an operator voluntarily gives up operating authority.
EASA	European Aviation Safety Agency
ED (DCT)	Element Design. A type of Data Collection Tool that contains detailed design questions that mirror the Element Performance (EP) DCTs. These can be used to validate the design of a new certification or new program.
EMP	Essential Maintenance Provider
EP (DCT)	Element Performance. A type of Data Collection Tool that contains detailed performance questions about each element that mirror the ED DCTs content. These are completed by the FAA.
ETOPS	Extended Range Operation with Two-engine Airplanes
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FDR	Flight Data Recorder
FL	Flight Level
FOQA	Flight Operational Quality Assurance
FSAS	Flight Standards Automation System
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System. Data includes Flight Standards policies
HAA	Helicopter Air Ambulance (formally HEMS)
HazMat	Hazardous Material

HEL	Helicopter
HTML-5	HyperText Markup Language Version 5. This describes and defines the content of the webpages used in SAS.
IAW	In Accordance With
IC	Initial certification is the overall process for certifying an applicant. It includes system configuration, schedule of certification events, data collection, assessment, assessment-related action and event tracking, and disposition.
ID	Identification
IEP	Internal Evaluation Program
IFO	International Field Office
IFR	Instrument Flight Rules
IT	Information Technology. The use of systems for storing, retrieving and sending information.
LOSA	Line Operations Safety Assessment
MB	Megabyte. A unit of information equivalent to 220 bytes
MEL	Multiple Engine Land
MES	Multiple Engine Sea
MGR	Manager
MIP	Maintenance Implementation Procedures
MLF	Master List of Functions
MM/DD/YYYY	The format to enter calendar dates into SAS. (Month/Day/Year)
MMS	Make Model Series. Also M/M/S.
MS	Microsoft
MSL	Mean Sea Level
Mx	Maintenance

N status	Initial certification. This is the status of an applicant from the time the Pre-application Information is accepted by the FAA until the FAA accepts the Formal Application.
N/A	Not applicable
NAA	National Aviation Administration
NDI/NDT	Non-destructive Inspection / Non-destructive Testing
N/O	Not observed
OP	Operating Profile
OPSS	Operations Safety System
P status	Pre-cert status. This is the status of an applicant from the time the FAA accepts the Formal Application until the certificate is issued.
PA	Performance Assessment
PAI	Principal Avionics Inspector
PASI	Preapplication Statement of Intent; FAA Form 8400-6)
PAX	Passenger
PDF	Portable Document Format (Adobe)
Peer Group	A grouping of operators or repair stations with similar characteristics.
PI	Principal Inspector
PIC	Pilot in command
PMI	Principal Maintenance Inspector
POC	Point of Contact
POI	Principal Operations Inspector
PTRS	Program Tracking and Reporting Subsystem
QMS	Quality Management System
RFID	Radio frequency identification

RGL	Regulatory Guidance Library. Its data includes Specific Regulator Requirements (SRRs) and Advisory Circulars (ACs).
R Status	Revoked. The certificate status resulting from the permanent, involuntary removal of an operator's operating authority by the FAA using due process of law.
SAS	Safety Assurance System. The AFS (Aviation Flight Standards Service) oversight of 14 CFR Parts 121, 135 and 145 certificate holder and applicant safety.
SASO	System Approach for Safety Oversight
SCO	Supplemental – Cargo only
SEL	Single Engine Land
SES	Single Engine Sea
SFAR	Special Federal Aviation Regulation
SIC	Second In Command
SOE	Schedule of Events. A list of items, activities, programs, aircraft, and/or facility acquisitions that applicants must accomplish and make ready for FAA inspection before and during the certification process.
SMS	Safety Management System
SP (DCT)	System/Subsystem Performance. A type of Data Collection Tools that contains standard Safety Attribute questions on how a system or subsystem is functioning. These are high-level procedure questions that ask about a specific process or program. They are based upon specific regulatory requirements or guidance. They are completed by the FAA.
SRR	Specific Regulatory Requirement
S status	Suspended. The status of a certificate that is a temporary, involuntary removal of an operator's operating authority by the FAA using due process of law. Suspension usually results in the restoration, revocation, or surrender of the operator's operating authority.
SUP	Supplemental (Pax/Cargo)

T status	Terminated. The action by the FAA to rescind a designation at any time for any reason the Administrator considers appropriate. This may occur during the initial certification process.
TC	Type certificate
TCCA	Transport Canada Civil Aviation
ULD	Unit Load Devices
U.S.	United States
VDRP	Voluntary Disclosure Reporting Program
VFR	Visual Flight Rules
W status	Withdraw. The status of an application that is voluntarily removed by the applicant during the initial certification process.
XML	Extensible Markup Language. Defines a set of rules for encoding documents in a format that is both human-readable and machine-readable.