QUICK
REFERENCE CARD

Q9-09 Design DCTs for External Users

WHEN

The Applicant generates and submits DCTs or FAA assigns DCTs

The FAA sends a DCT to the CH/A

WHERE

SAS Menu
Certification Request
Data Collection Tools

WHY

To generate, complete, or update DCTs

WHO

Certificate Holders and Applicants

What is it?

Data Collection Tools (DCTs) (External User)

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

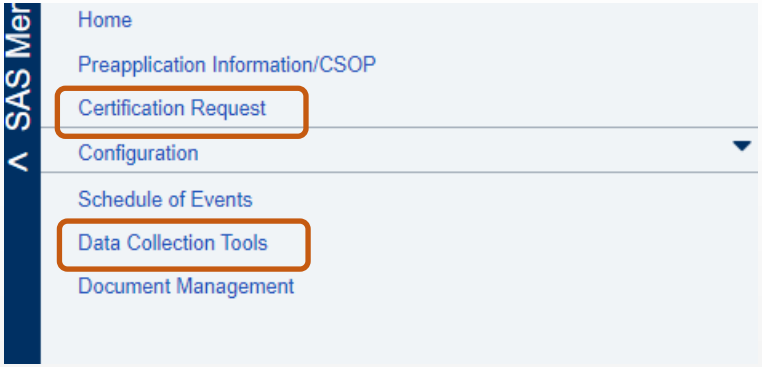
- Applicants must generate DCTs to be completed and submitted.
- Applicants have the ability to begin working on DCTs before the Certification Project Manager (CPM) is assigned. However, the CPM must be assigned before DCTs can be submitted.

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

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

DCT

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



QUICK
REFERENCE CARD

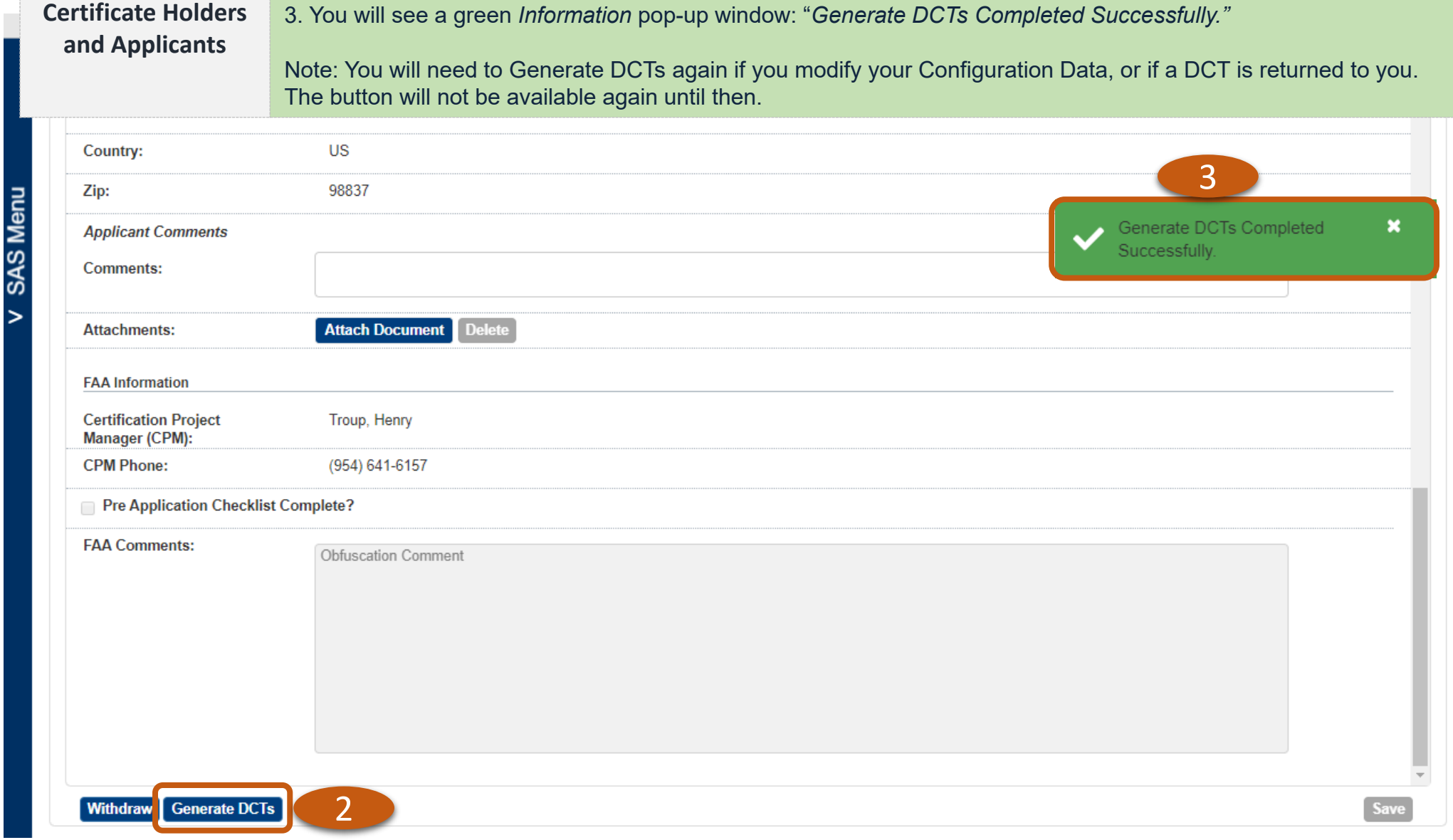
Q9-09 Design DCTs for External Users

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

QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

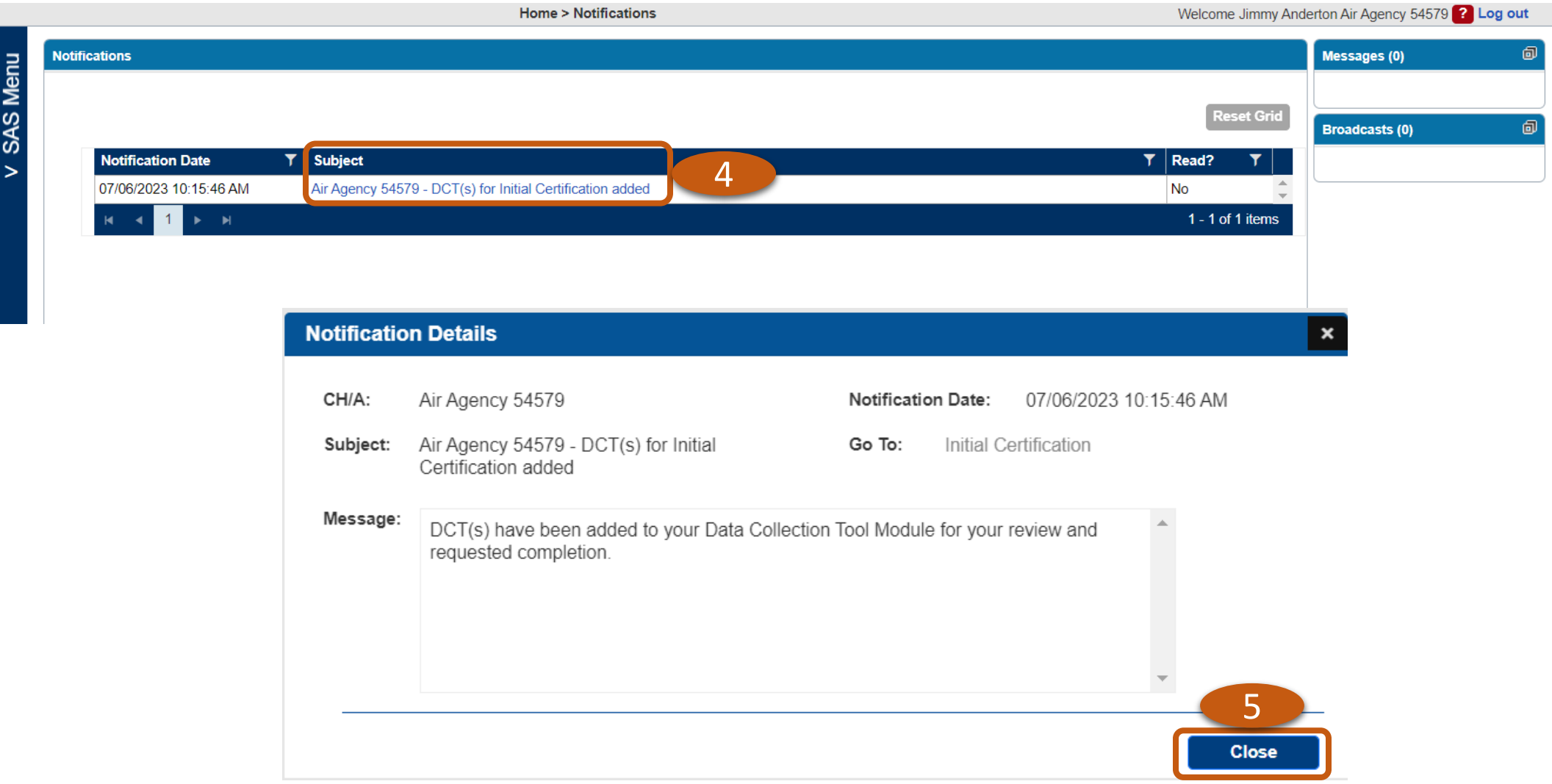
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	2. Select the ***Generate DCTs*** button. 3. You will see a green *Information* pop-up window: "*Generate DCTs Completed Successfully.*" Note: You will need to Generate DCTs again if you modify your Configuration Data, or if a DCT is returned to you. The button will not be available again until then.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

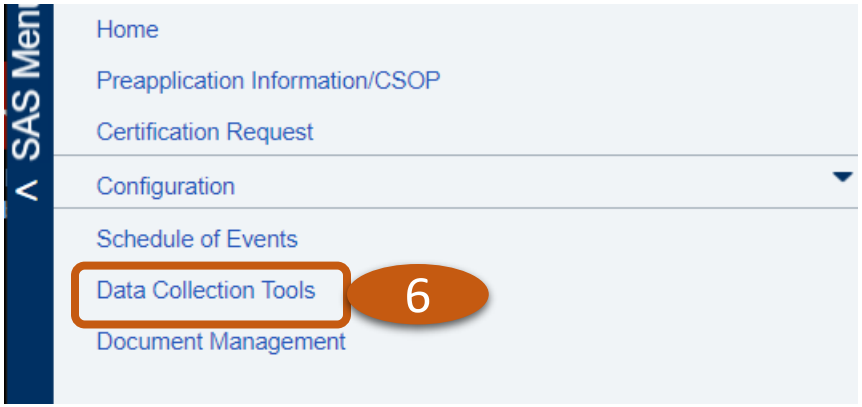
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	4. Optionally, your Certification Project Manager (CPM) can choose to assign a Custom DCT with 37 questions for you to complete in lieu of the Element Design Data Collection Tools (ED DCTs). You will see a ***Notification*** when you log into SAS. Select the ***Subject*** hyperlink to read the Notification. 5. The Notification Details window will open. Select the ***Close*** button.

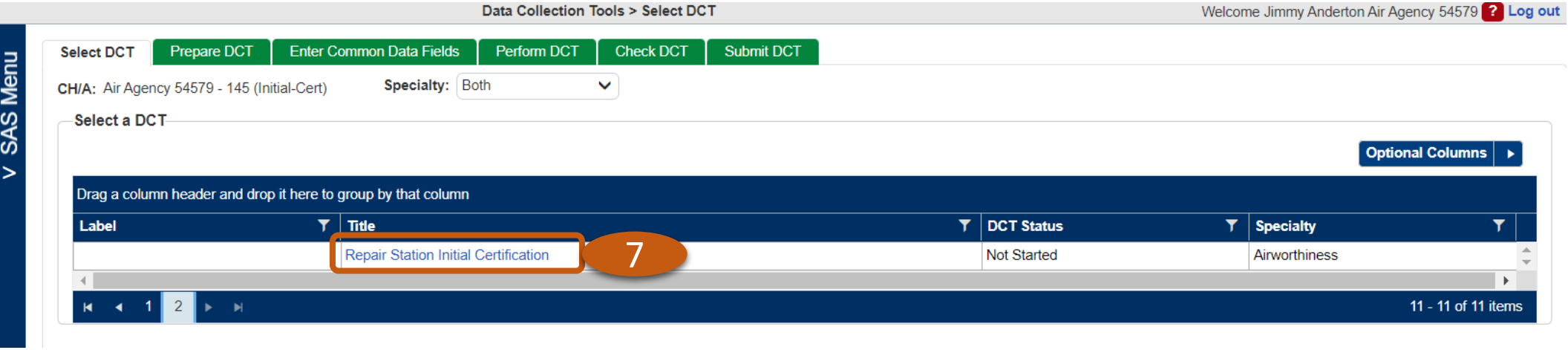


QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

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

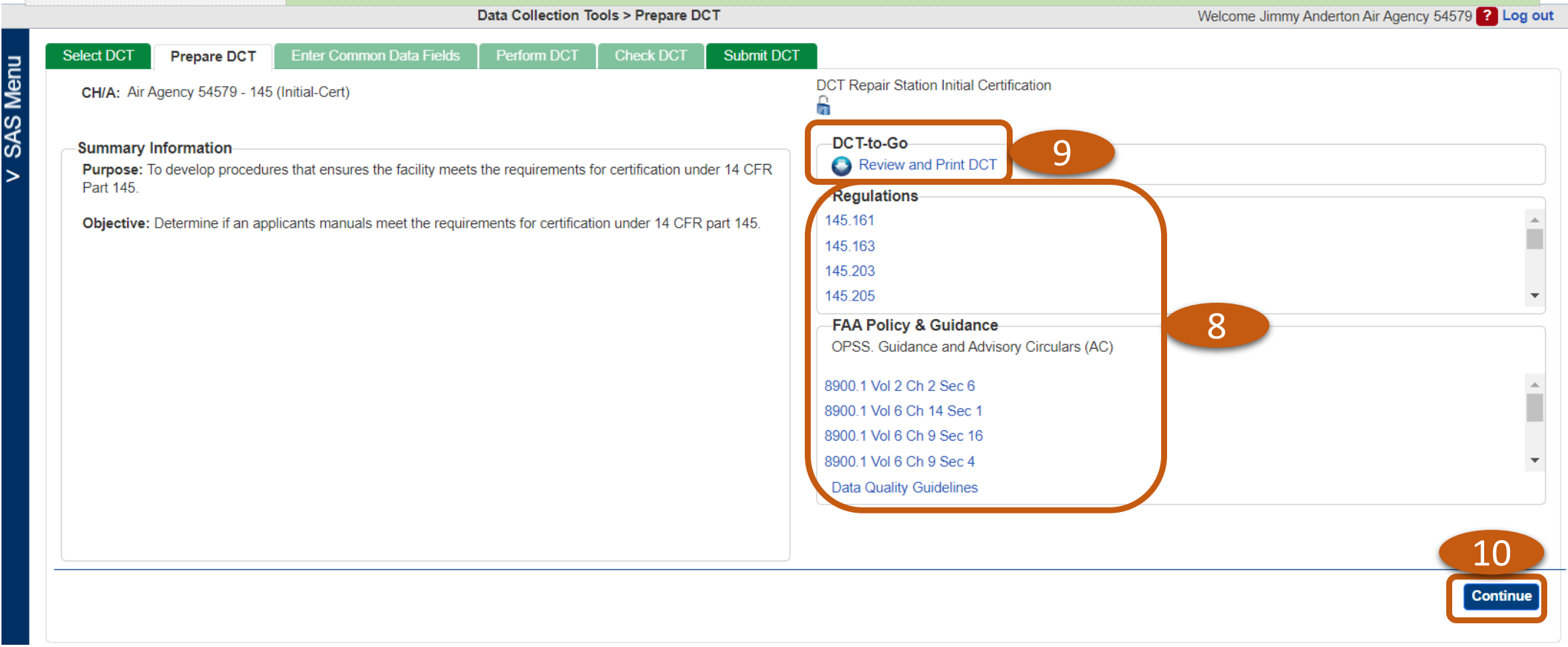




QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

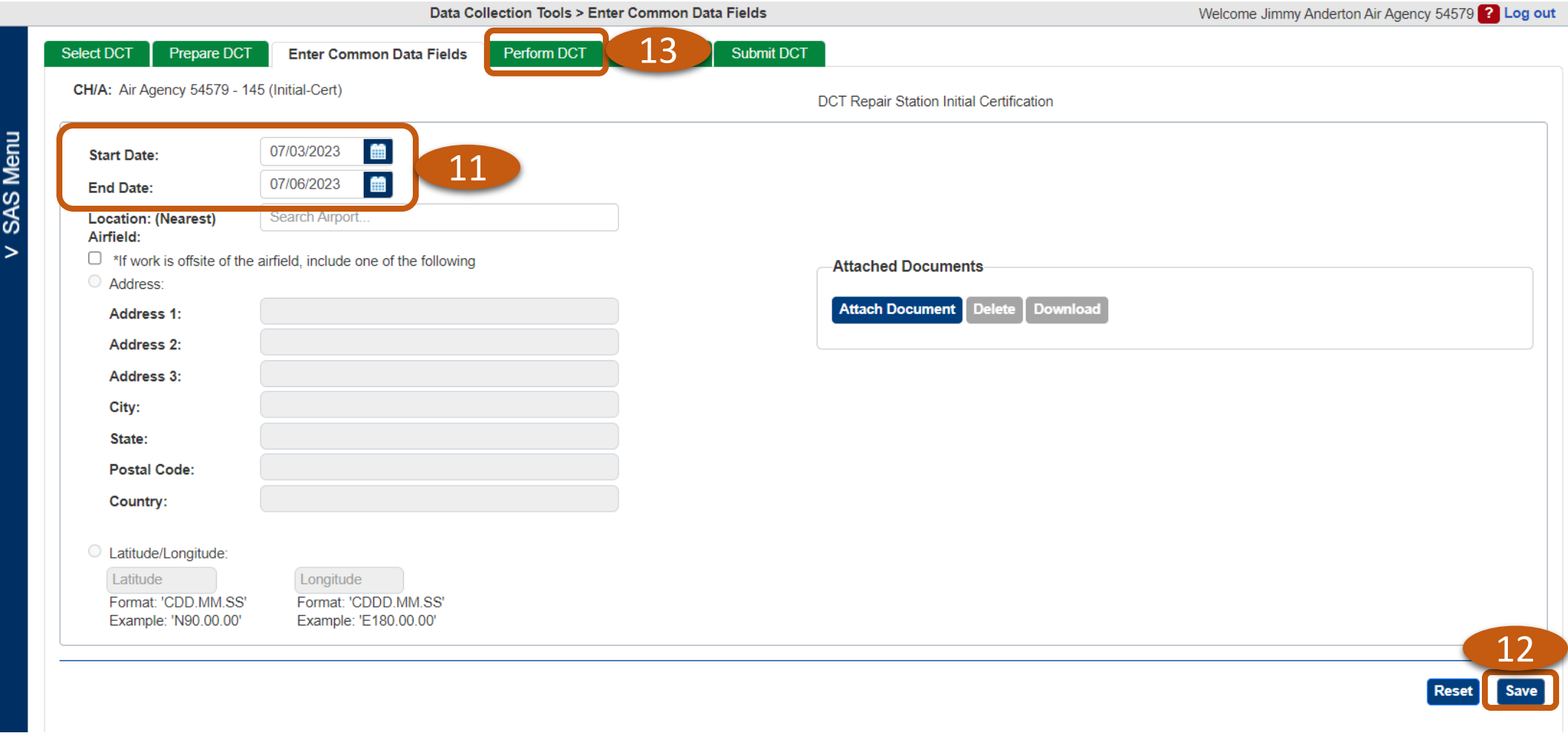
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	8. On the *Prepare DCT* tab, you can select the blue hyperlinks, which allows you to review the ***Regulations***, and ***FAA Policy & Guidance*** associated with the DCT. You can view the ***Data Quality Guidelines***, which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



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

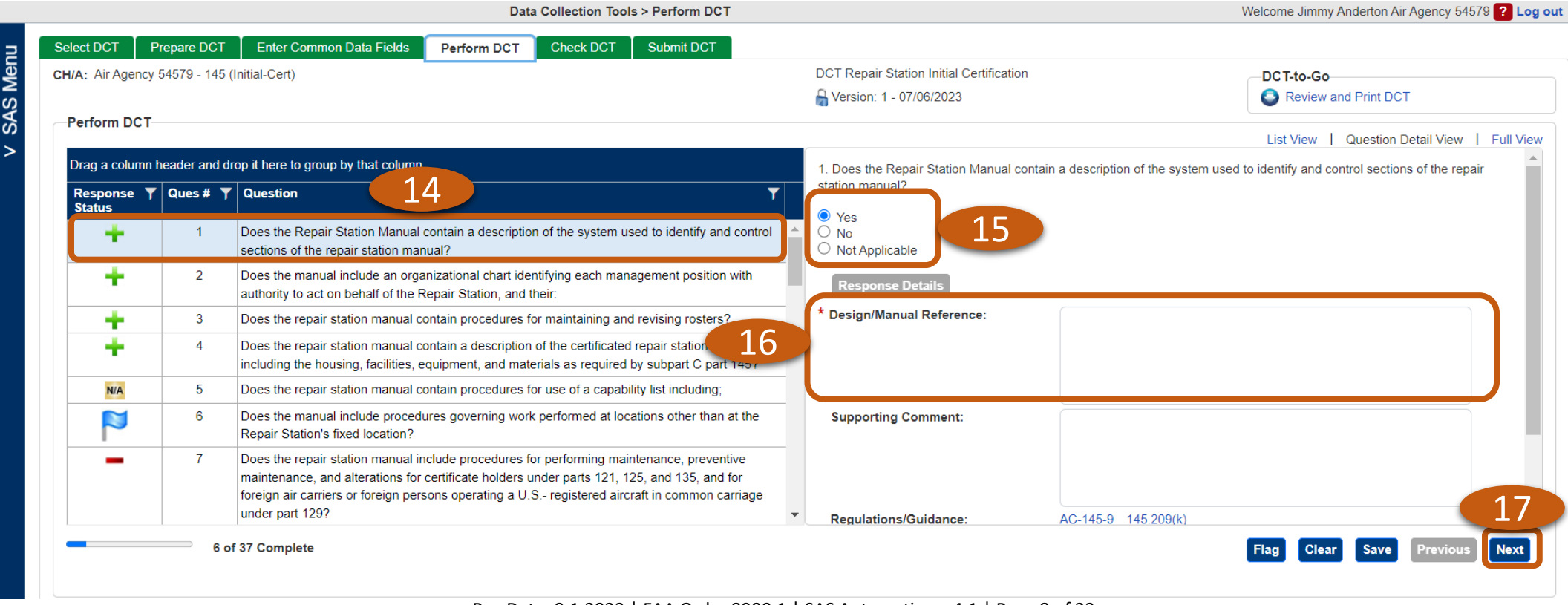
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	11. On the *Enter Common Data Fields* tab, enter a ***Start Date*** and an ***End Date***. Complete any other applicable fields. 12. Select the ***Save*** button. 13. Select the ***Perform DCT*** tab.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

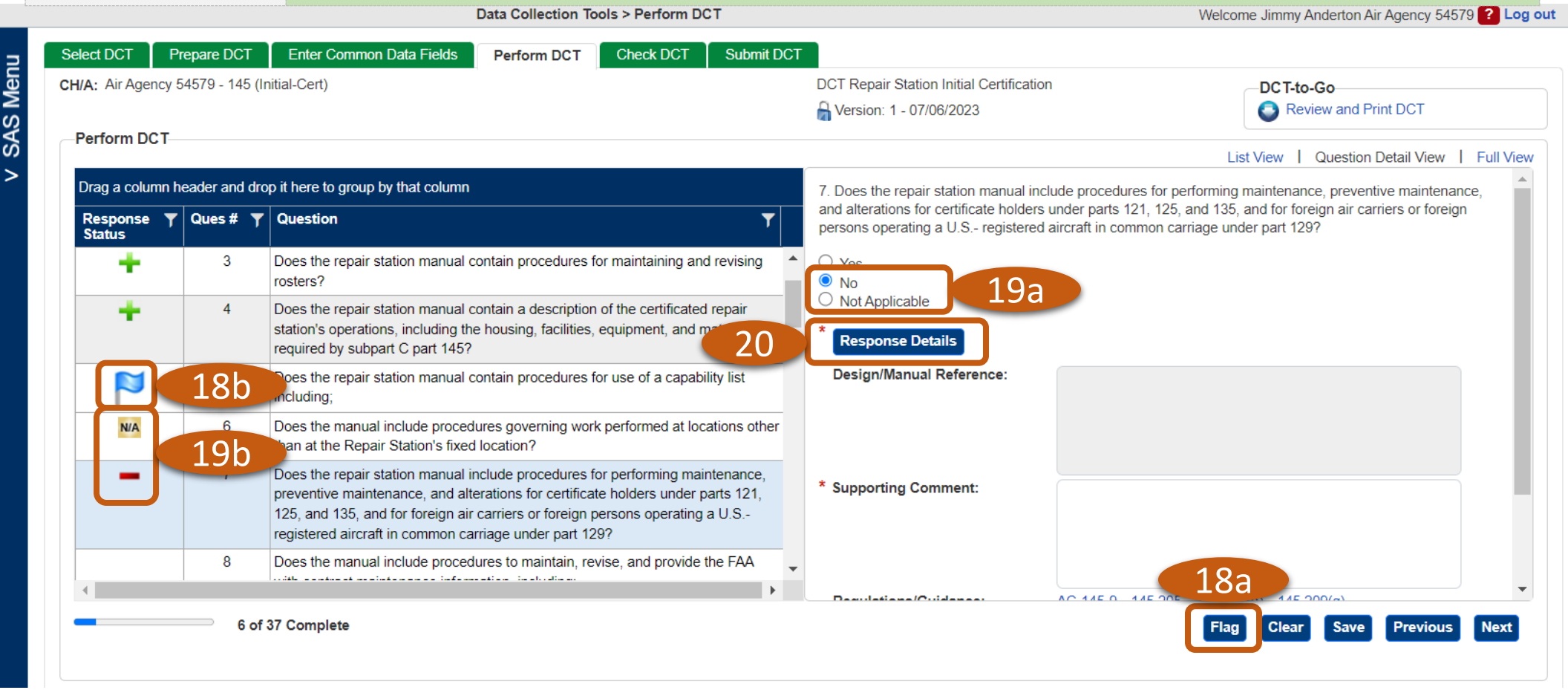
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	14. On the Perform DCT tab, select the ***Question*** in the left panel. 15. Answer the question in the ***Question Detail View*** on the right panel. The first response is always favorable, all other responses are unfavorable. 16. Selecting ***Yes*** requires a ***Design/Manual Reference*** as indicated by the red asterisk *. This places a green **+** in the Response Status column. Selecting No or Not Applicable is addressed on the next page. 17. Select ***Next*** to move to the next question. When selecting Next, all of your previous responses are saved. You may also select a question in any order by selecting the questions in the left panel. This also saves the previous response. Note: Do not use the Supporting Comment field for your Design/Manual Reference.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

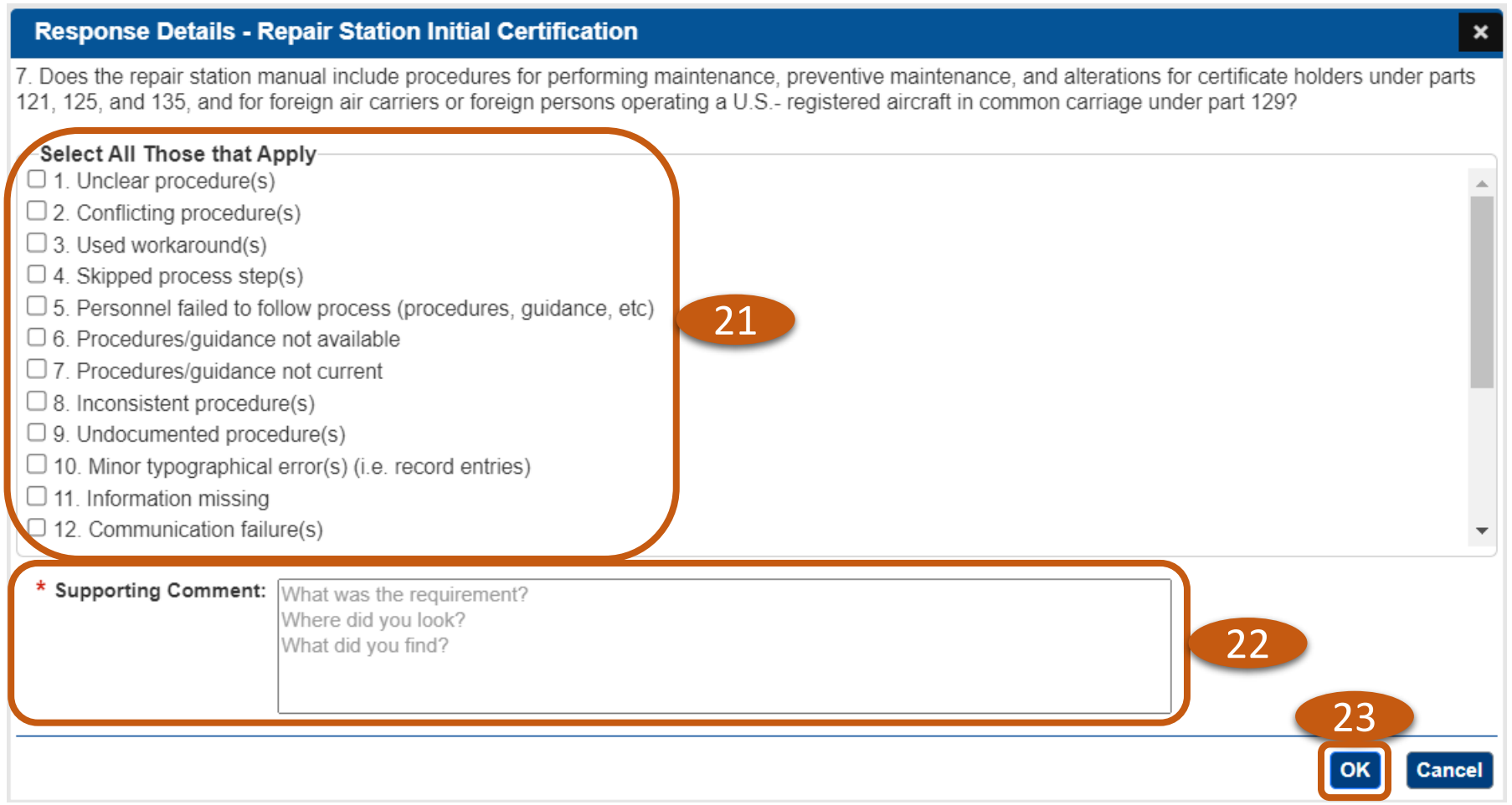
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	18. a) To flag questions to return to later, select the ***Flag*** button. b) A *blue flag* will appear next to the question. 19. a) For responses that are answered with ***No*** or ***Not Applicable***, *Response Details*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



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

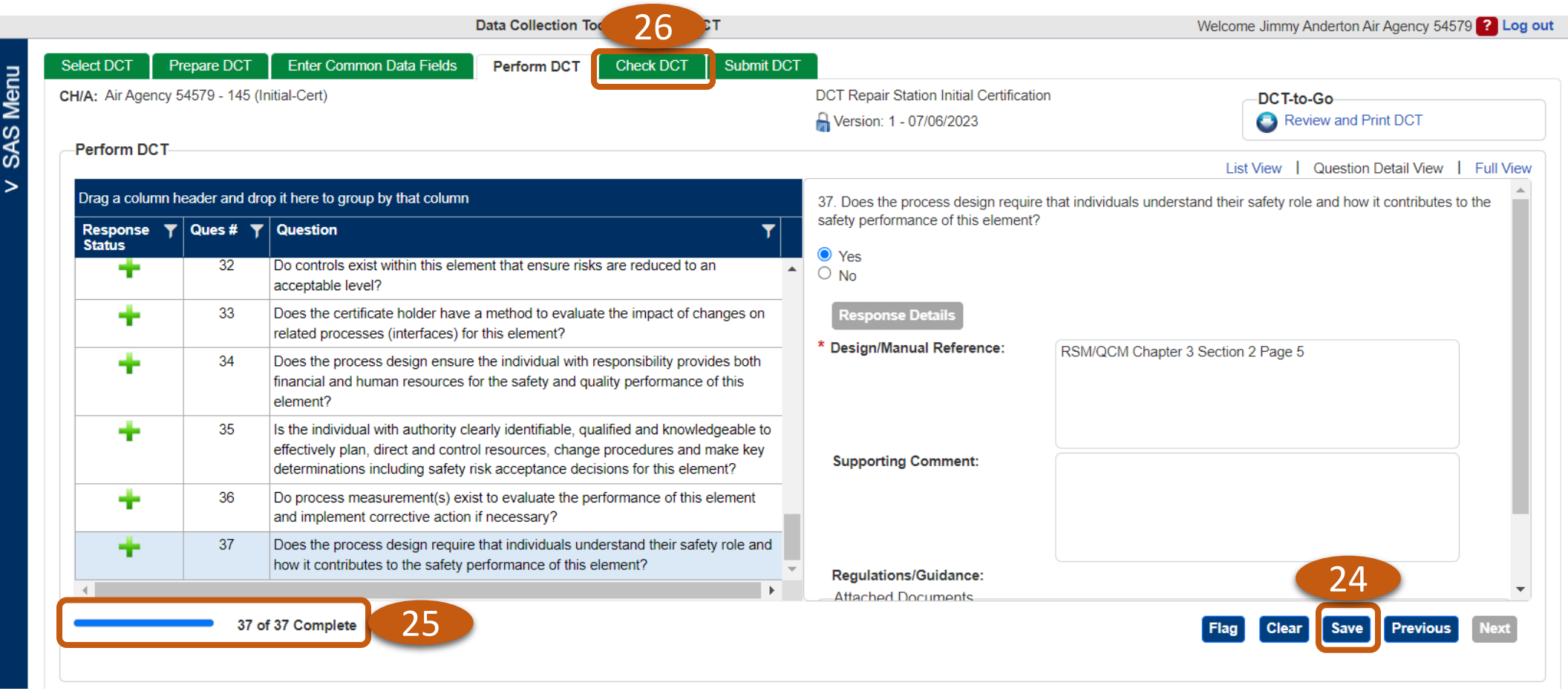
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	21. This opens a ***Response Details*** pop-up box. In the *Response Details* pop-up box, select all the responses that apply. 22. Enter a ***Supporting Comment***. 23. Select the **OK** button.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

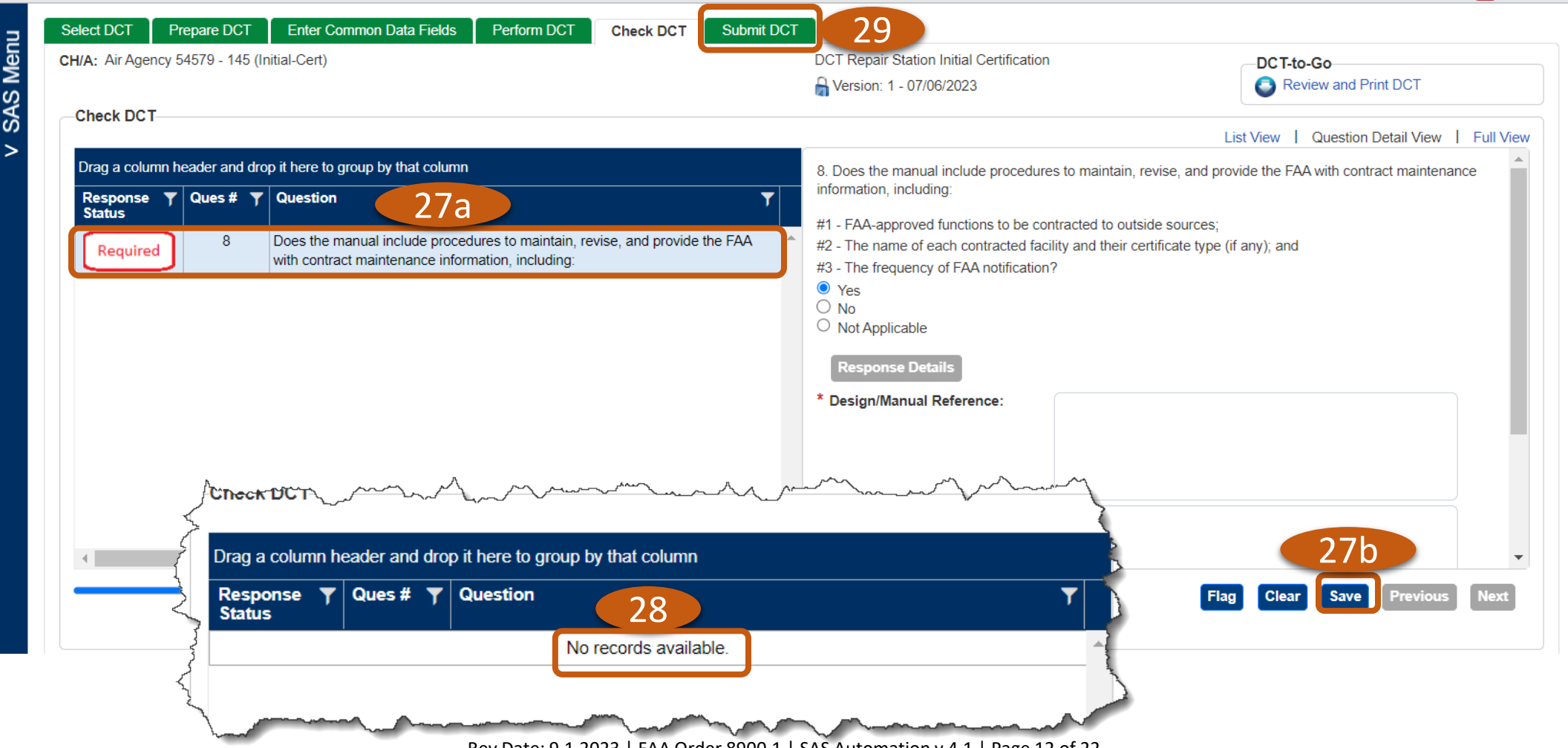
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	24. After answering the last question, select the ***Save*** button. 25. When all questions have been answered, you will see ***37 of 37 Complete***. 26. Select the ***Check DCT*** tab.



QUICK
REFERENCE CARD

Q9-09 Design DCTs for External Users

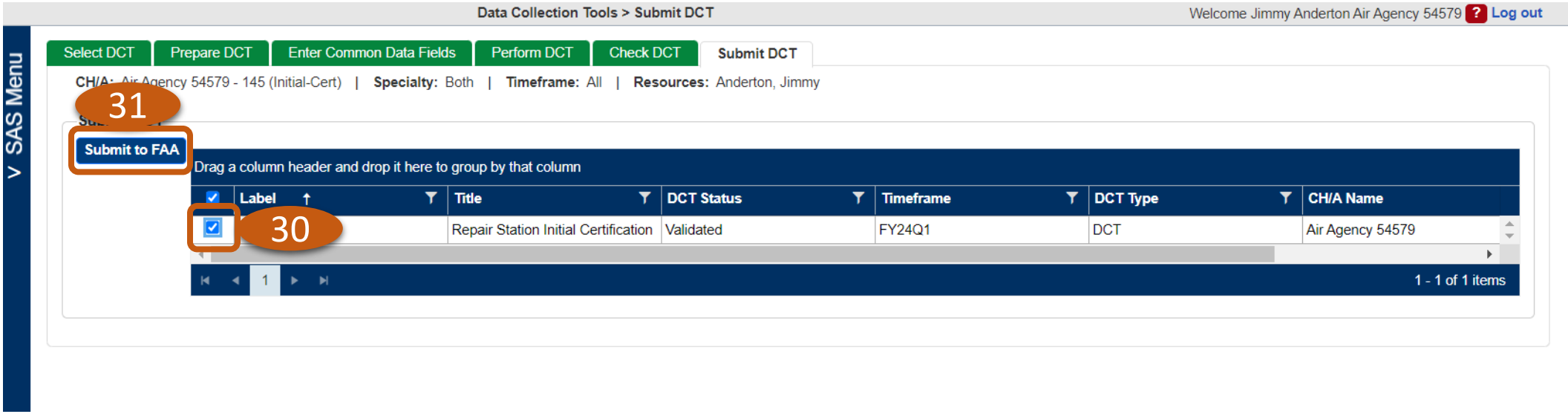
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	27. a) If there are any errors, it will show or describe the error(s). In this example below for Question 8, the Design/Manual Reference was not entered. In this example, you may correct your error directly on this screen. b) Select the ***Save*** button when finished. A discrepancy under the Common Data Fields, will require returning to the *Enter Common Data Fields* tab. 28. If you do not have any errors or corrected all errors, you will see ***No records available***. 29. Select the ***Submit DCT*** tab.



QUICK
REFERENCE CARD

Q9-09 Design DCTs for External Users

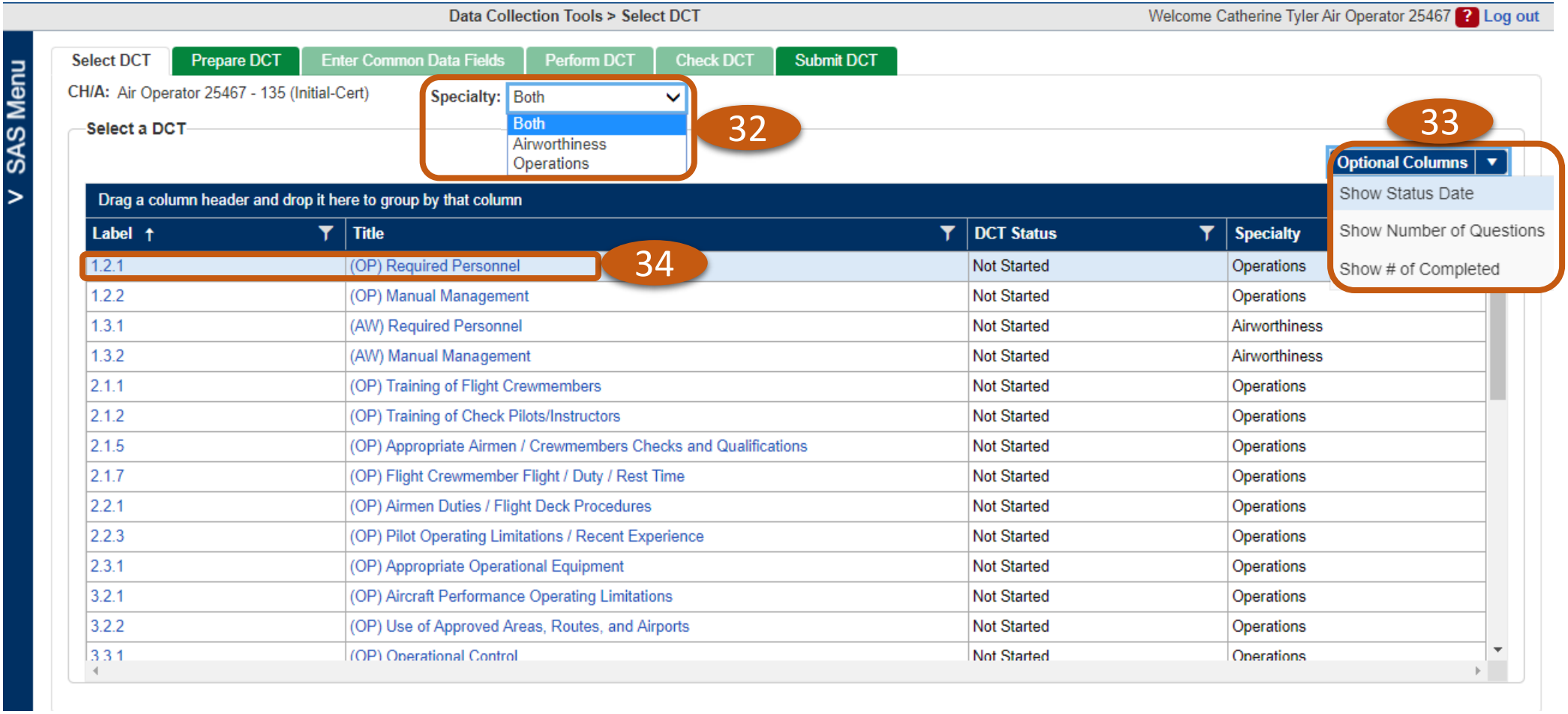
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	30. ***Check the box*** in front of the Repair Station Initial Certification row. 31. Select the ***Submit to FAA*** button. Note: Once a DCT is submitted, it cannot be modified by the CH/A unless it is returned by the FAA.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

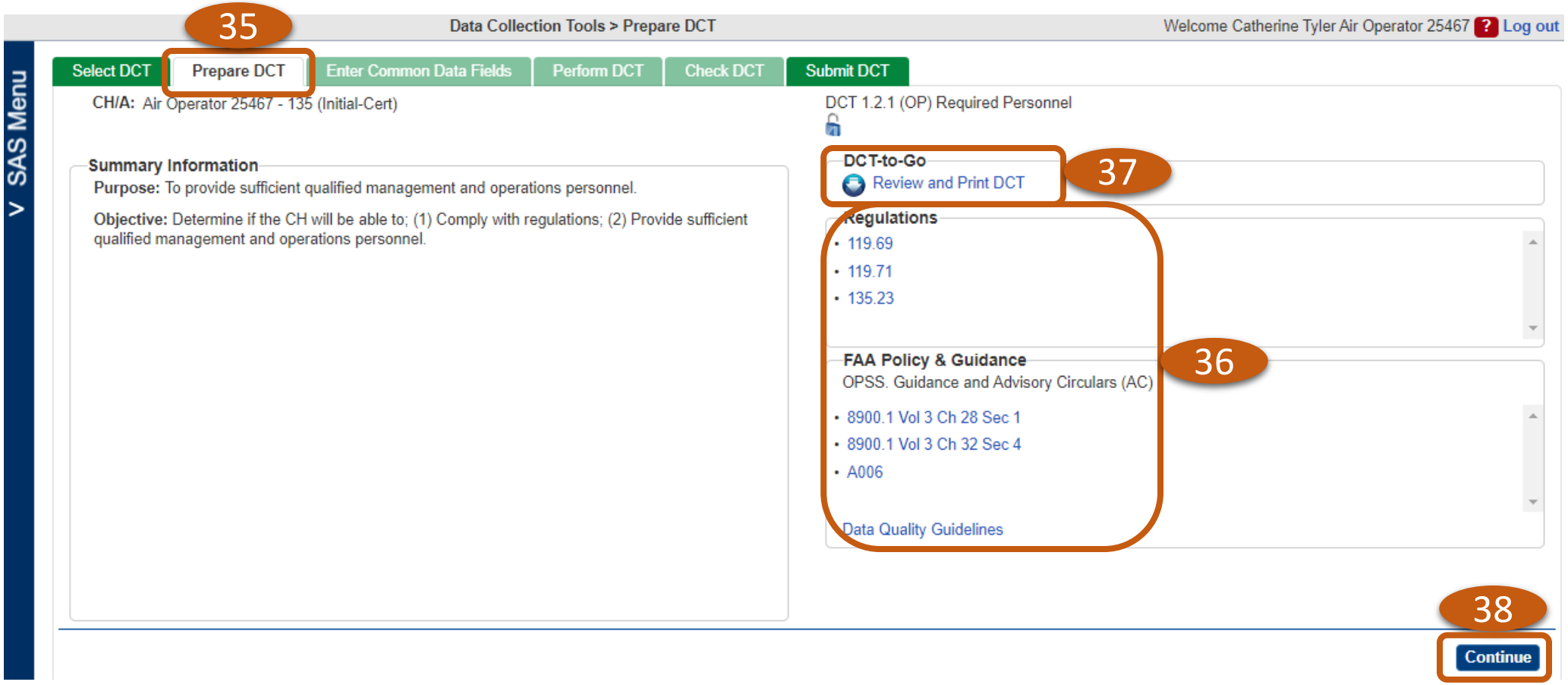
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	32. Select ***Specialty*** for the list of the DCTs applicable to *Airworthiness* or *Operations*. The *Specialty* defaults to *Both.* 33. Use the ***Optional Columns*** to assist in filtering. 34. Select the hyperlink under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



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

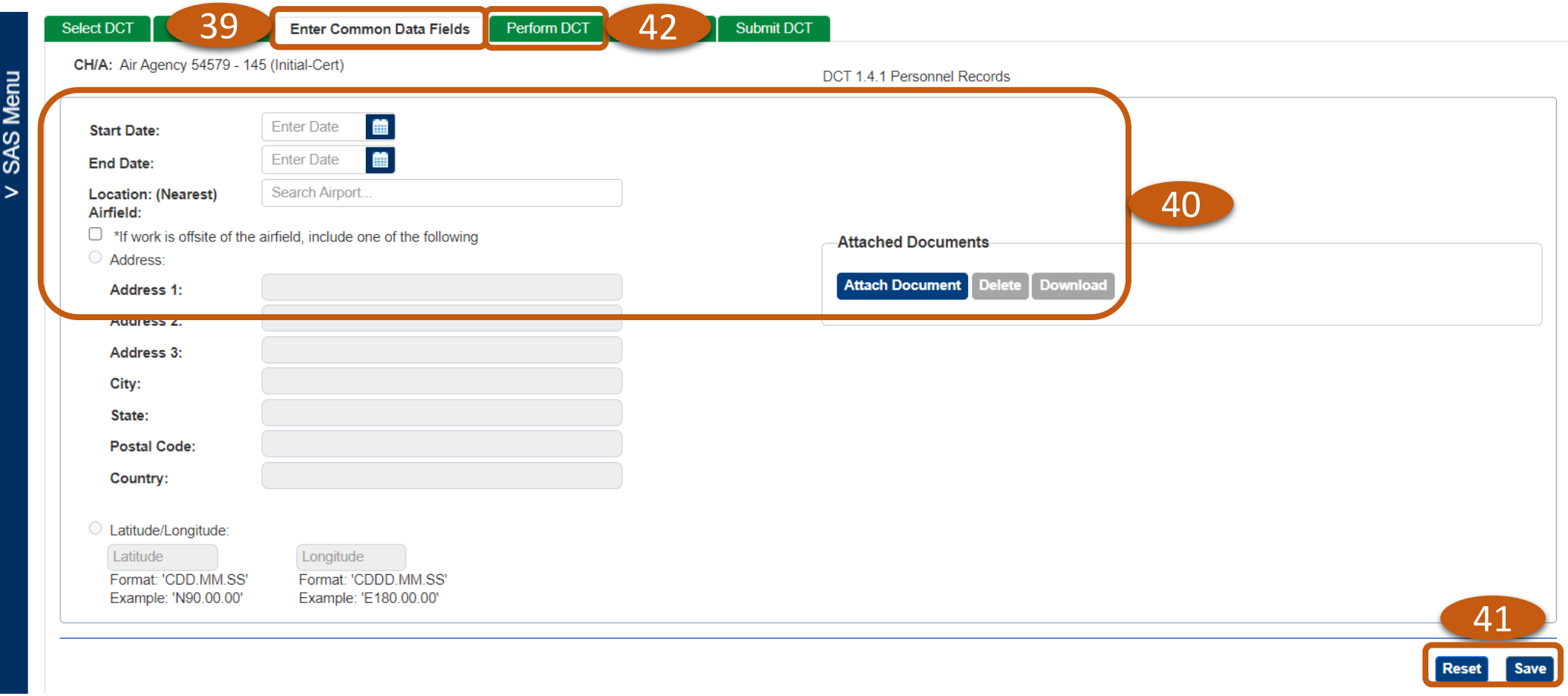
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	35. This will take you to the ***Prepare DCT*** tab. 36. By selecting the blue hyperlinks, you can review the ***Regulations***, and ***FAA Policy & Guidance*** associated with the DCT. You can view the ***Data Quality Guidelines***,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



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

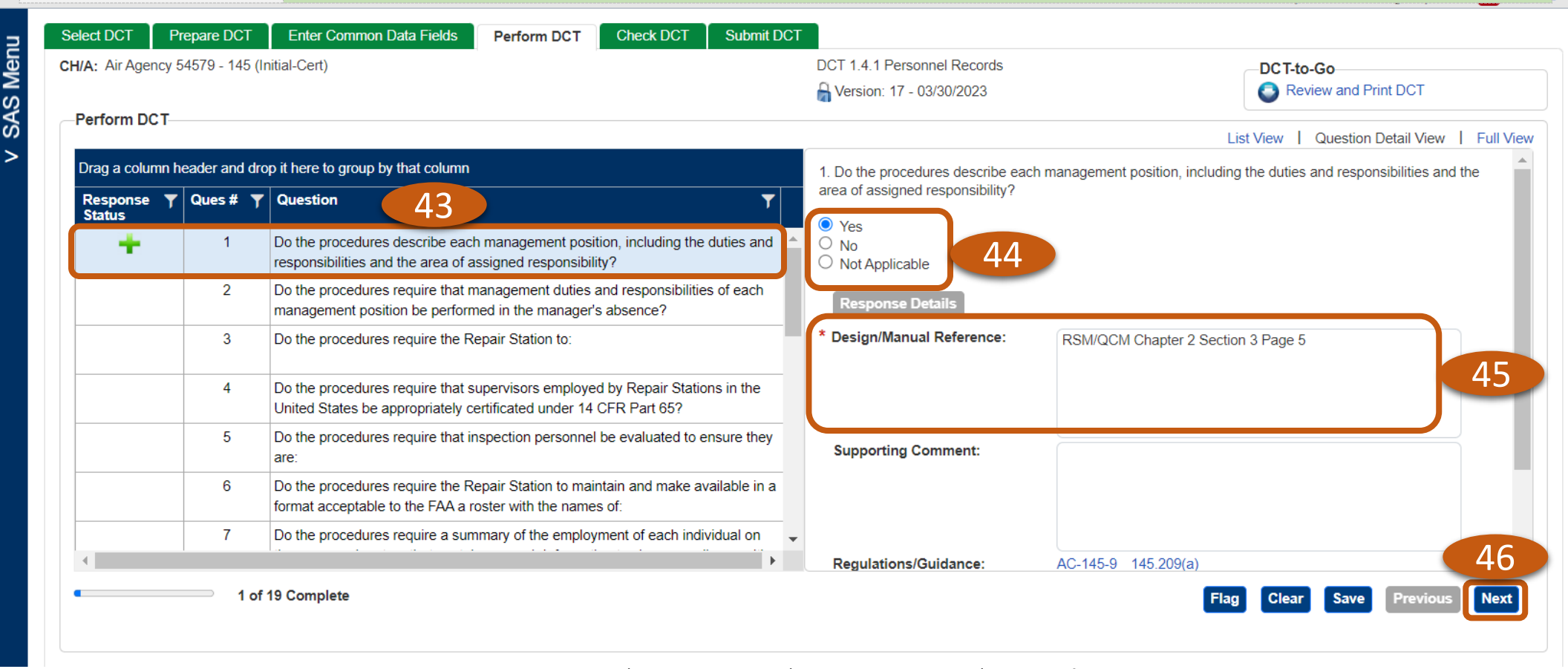
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	39. You are now on the ***Enter Common Data Fields*** tab. 40. Enter ***Start Date***, ***End Date***, ***Location***, and ***Attach Document*** as applicable. 41. Select the ***Save*** button to save your entered information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



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

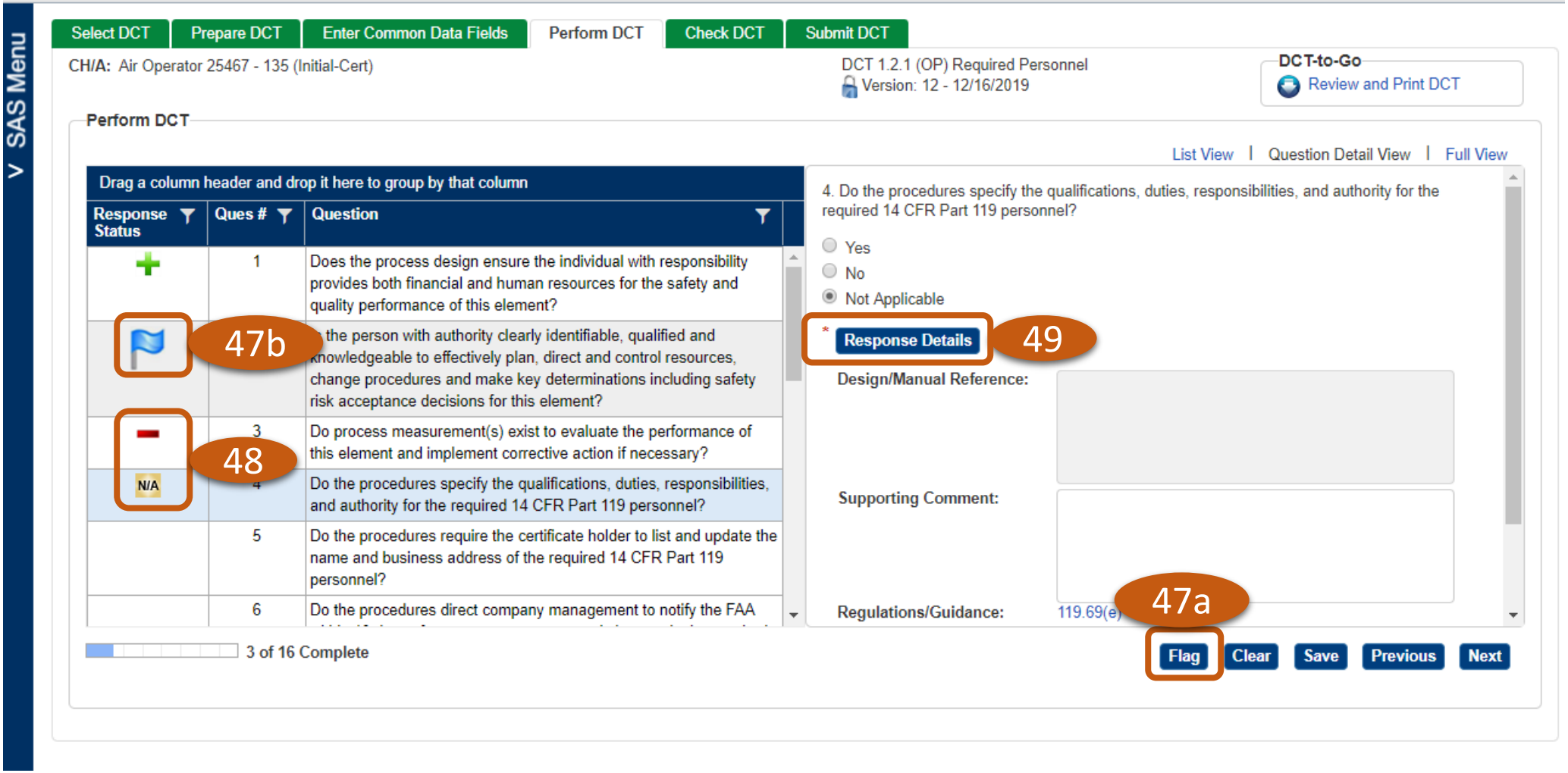
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	43. Select the ***Question*** in the left panel. 44. Answer the question in the ***Question Detail View*** on the right panel. The first response is always favorable, all other responses are unfavorable. 45. Selecting ***Yes*** (or Positive Response) requires a ***Design/Manual Reference*** as indicated by the red asterisk *. This places a green + in the Response Status column. Selecting No or Not Applicable is addressed on the next page. 46. Select ***Next*** to move to the next question. When selecting Next, all of your previous responses are saved. You may also select a question in any order by selecting the questions in the left panel. This also saves the previous response.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

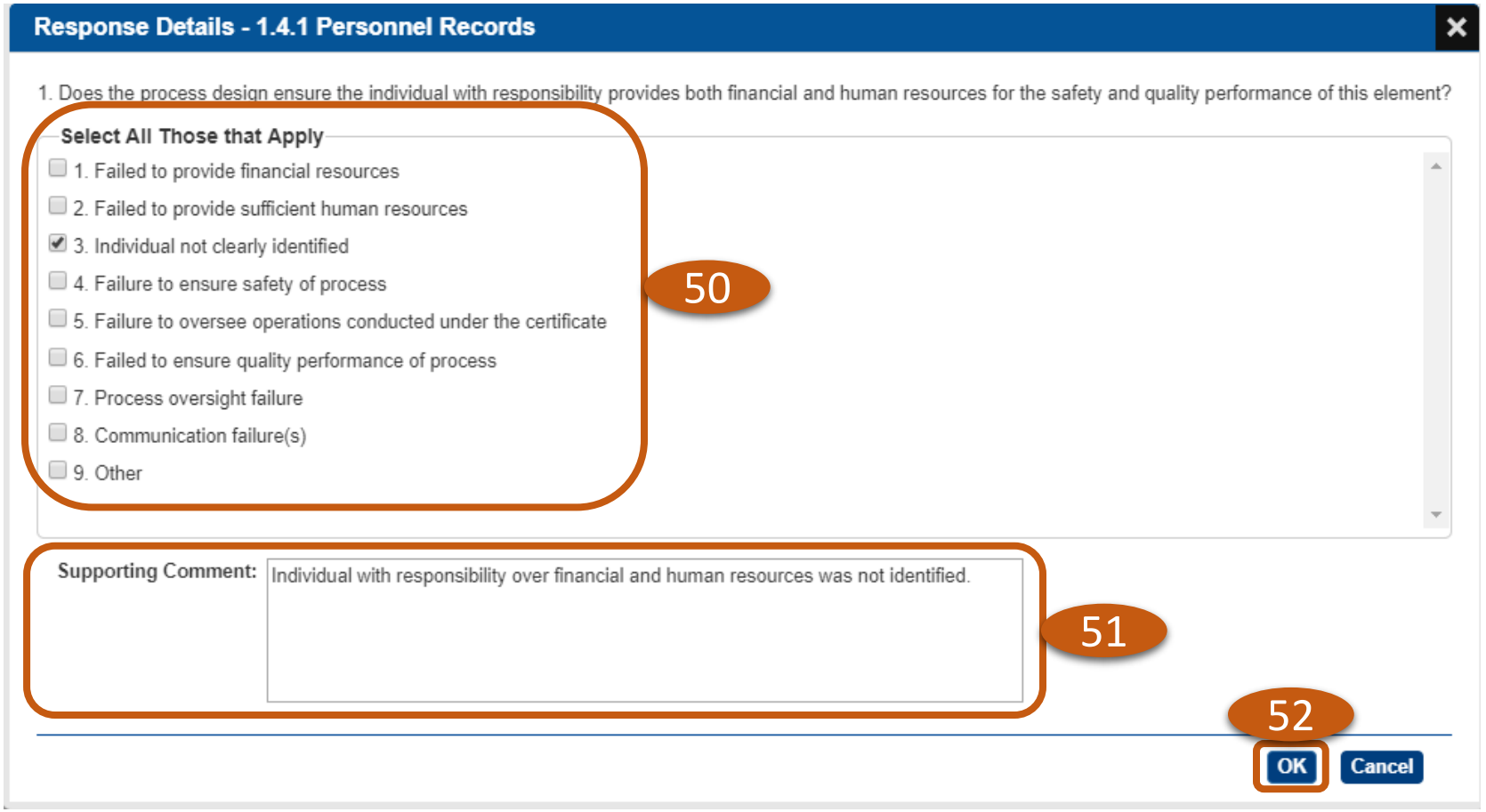
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	47. a) To flag questions to return to later, select the ***Flag*** button. b) A *blue flag* will appear next to the question. 48. For responses that are answered with ***No*** or ***Not Applicable***, *Response Details* becomes mandatory. Selecting *No* places a red **–** sign next to the question. N/A for *Not Applicable* will appear next to the question. 49. Select the ***Response Details*** button.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

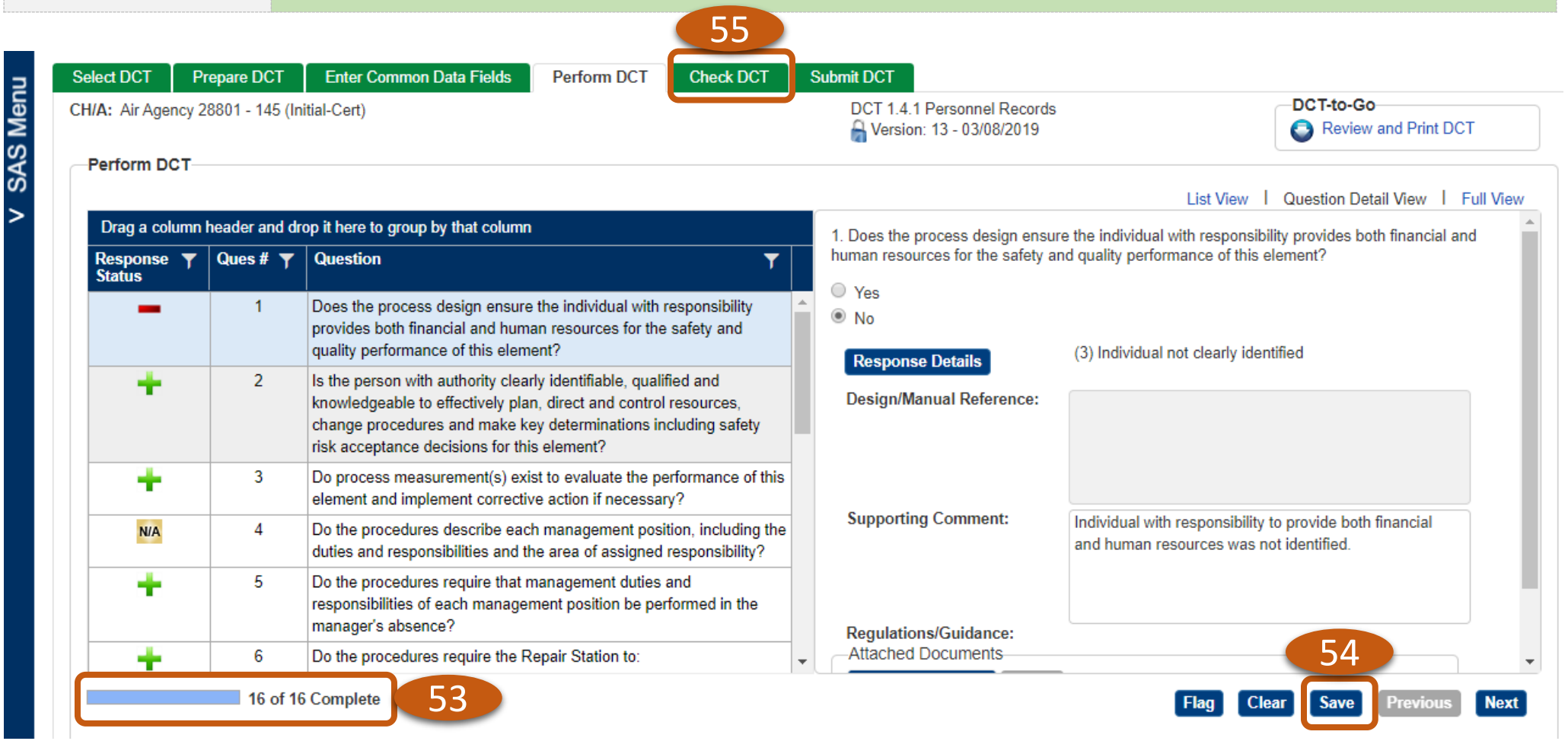
User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	50. This opens a ***Response Details*** pop-up box. In the *Response Details* pop-up box, select all the responses that apply. 51. Enter a ***Supporting Comment***. 52. Select the **OK** button.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

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



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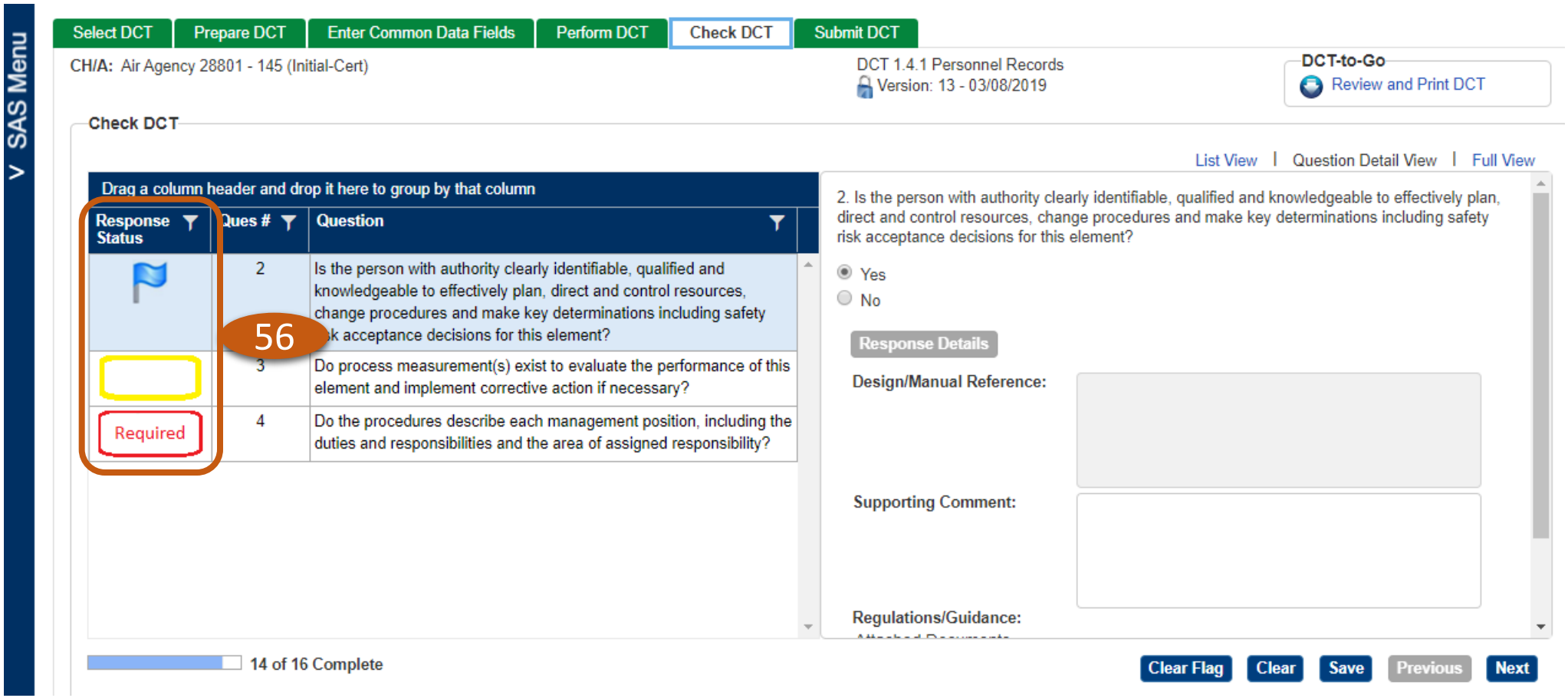
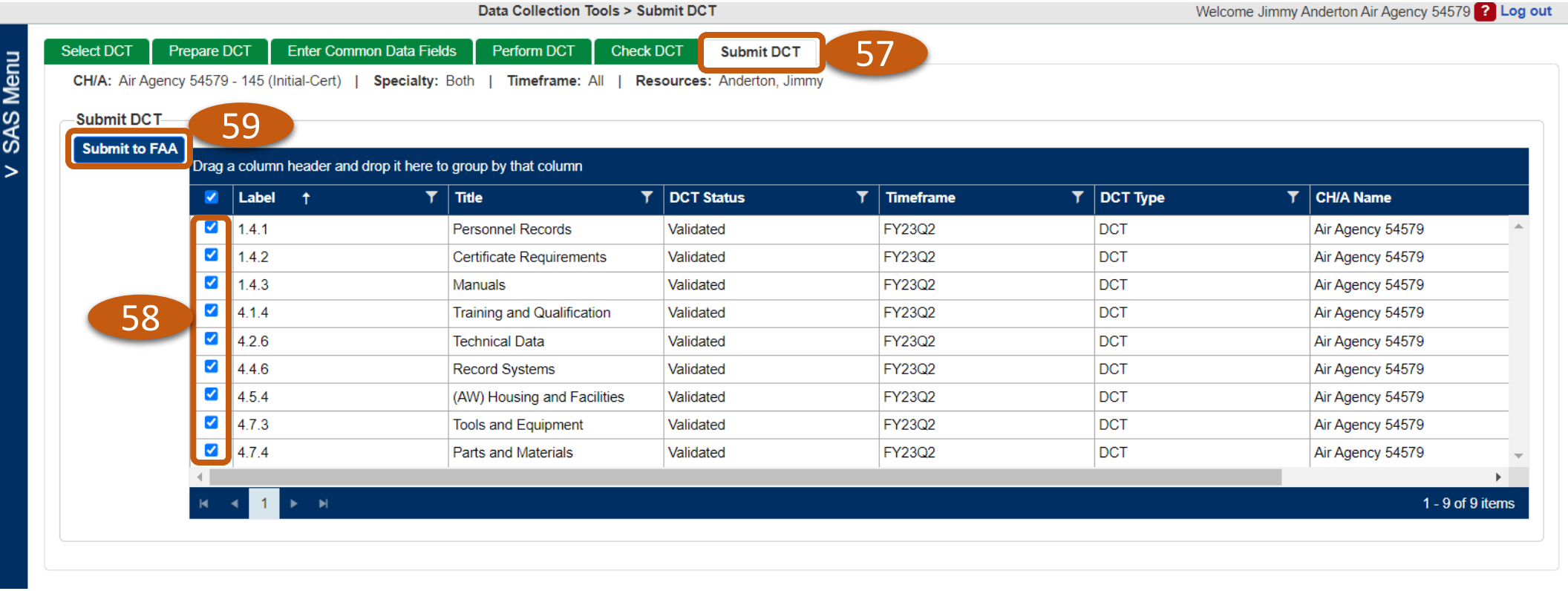
Q9-09 Design DCTs for External Users

User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	56. Questions requiring attention will be identified in the *Response Status* column. • Blue Flag: Marked for Later Review. • Yellow Box: The Question was left unanswered. • Required Red Required Box: A required field was not populated (such as Response Details for a *No* Response). Correct any discrepancies to clear the questions from the left column. Note**:** A discrepancy under the Common Data Fields, will require returning to the ***Enter Common Data Fields*** tab.



QUICK REFERENCE CARD

Q9-09 Design DCTs for External Users

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