

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.

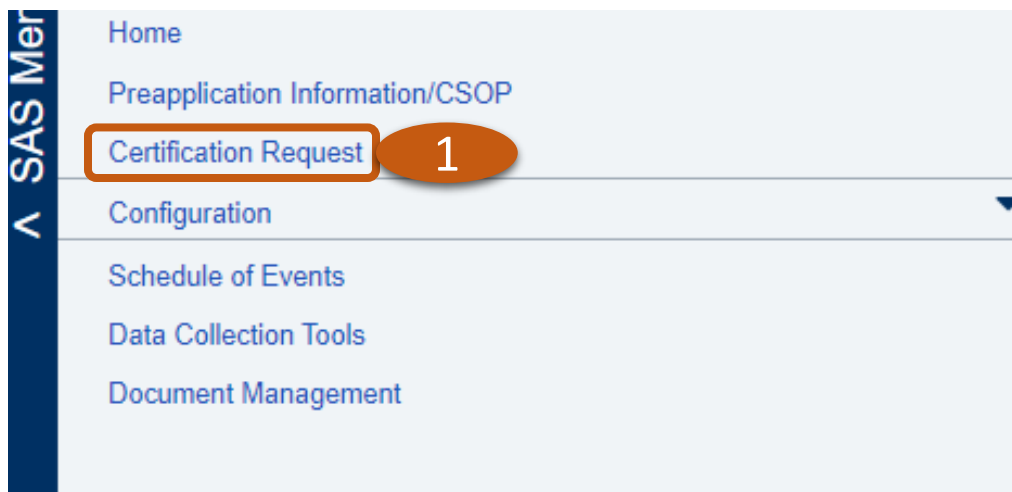
DCT

- 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





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



User Role

Certificate Holder/Applicant DCTs

Certificate Holders and Applicants

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

3. You will see a green *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.

Country: US

Zip: 98837

Applicant Comments

Comments:

Attachments:

[Attach Document](#)

[Delete](#)

FAA Information

Certification Project Manager (CPM): Troup, Henry

CPM Phone: (954) 641-6157

☐ Pre Application Checklist Complete?

FAA Comments:

Obfuscation Comment

[Withdraw](#)

[Generate DCTs](#)

2

[Save](#)

3



Generate DCTs Completed Successfully.



User Role

Certificate Holder/Applicant DCTs

Certificate Holders and Applicants

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.

Home > Notifications

Welcome Jimmy Anderton Air Agency 54579 ? Log out

Notifications

Reset Grid

Notification Date	Subject	Read?
07/06/2023 10:15:46 AM	Air Agency 54579 - DCT(s) for Initial Certification added	No

4

1 - 1 of 1 items

Messages (0)

Broadcasts (0)

Notification Details

CH/A: Air Agency 54579

Notification Date: 07/06/2023 10:15:46 AM

Subject: Air Agency 54579 - DCT(s) for Initial Certification added

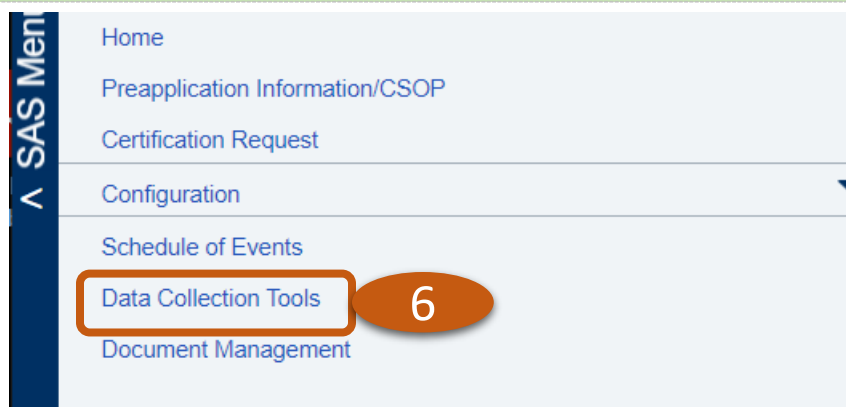
Go To: Initial Certification

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

5

Close

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



Data Collection Tools > Select DCT

Welcome Jimmy Anderton Air Agency 54579 [Log out](#)

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

CH/A: Air Agency 54579 - 145 (Initial-Cert) Specialty: Both

Select a DCT

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

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

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.

Data Collection Tools > Prepare DCT

Welcome Jimmy Anderton Air Agency 54579 [?](#) [Log out](#)

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

CH/A: Air Agency 54579 - 145 (Initial-Cert)

Summary Information

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

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

DCT Repair Station Initial Certification

DCT-to-Go

[Review and Print DCT](#)

Regulations

[145.161](#)
[145.163](#)
[145.203](#)
[145.205](#)

FAA Policy & Guidance

OPSS. Guidance and Advisory Circulars (AC)

[8900.1 Vol 2 Ch 2 Sec 6](#)
[8900.1 Vol 6 Ch 14 Sec 1](#)
[8900.1 Vol 6 Ch 9 Sec 16](#)
[8900.1 Vol 6 Ch 9 Sec 4](#)
[Data Quality Guidelines](#)

10

[Continue](#)

User Role	Certificate Holder/Applicant DCTs
Certificate Holders and Applicants	11. On the <i>Enter Common Data Fields</i> 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.

Select DCT Prepare DCT Enter Common Data Fields **Perform DCT** 13 Submit DCT

CH/A: Air Agency 54579 - 145 (Initial-Cert)

DCT Repair Station Initial Certification

Start Date: 07/03/2023
End Date: 07/06/2023

11

Location: (Nearest) Search Airport...

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

Format: 'CDD.MM.SS'
Example: 'N90.00.00'

Longitude

Format: 'CDDD.MM.SS'
Example: 'E180.00.00'

Attached Documents

Attach Document

Delete

Download

Reset

Save

12

Certificate Holders and Applicants

Certificate Holder/Applicant DCTs

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.

Data Collection Tools > Perform DCT

Welcome Jimmy Anderton Air Agency 54579 [Log out](#)

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

CH/A: Air Agency 54579 - 145 (Initial-Cert)

DCT Repair Station Initial Certification

Version: 1 - 07/06/2023

DCT-to-Go

[Review and Print DCT](#)

Perform DCT

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

Response Status	Ques #	Question
+	1	Does the Repair Station Manual contain a description of the system used to identify and control sections of the repair station manual?
+	2	Does the manual include an organizational chart identifying each management position with authority to act on behalf of the Repair Station, and their:
+	3	Does the repair station manual contain procedures for maintaining and revising rosters?
+	4	Does the repair station manual contain a description of the certificated repair station, including the housing, facilities, equipment, and materials as required by subpart C part 145?
N/A	5	Does the repair station manual contain procedures for use of a capability list including:
	6	Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?
	7	Does the repair station manual include procedures for performing maintenance, preventive maintenance, and alterations for certificate holders under parts 121, 125, and 135, and for foreign air carriers or foreign persons operating a U.S.- registered aircraft in common carriage under part 129?

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

- ☒ Yes
☐ No
☐ Not Applicable

Response Details

* Design/Manual Reference:

Supporting Comment:

Regulations/Guidance:

[AC-145-9](#) [145.209\(k\)](#)


6 of 37 Complete

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




Certificate Holders and Applicants

Certificate Holder/Applicant DCTs

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.


Data Collection Tools > Perform DCT

Welcome Jimmy Anderton Air Agency 54579  [Log out](#)

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

CH/A: Air Agency 54579 - 145 (Initial-Cert)

DCT Repair Station Initial Certification






 Version: 1 - 07/06/2023

DCT-to-Go

 [Review and Print DCT](#)

Perform DCT

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

Response Status	Ques #	Question
	3	Does the repair station manual contain procedures for maintaining and revising rosters?
	4	Does the repair station manual contain a description of the certificated repair station's operations, including the housing, facilities, equipment, and maintenance required by subpart C part 145?
	5	Does the repair station manual contain procedures for use of a capability list including;
	6	Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?
	7	Does the repair station manual include procedures for performing maintenance, preventive maintenance, and alterations for certificate holders under parts 121, 125, and 135, and for foreign air carriers or foreign persons operating a U.S.-registered aircraft in common carriage under part 129?
	8	Does the manual include procedures to maintain, revise, and provide the FAA with current maintenance information, including;

7. Does the repair station manual include procedures for performing maintenance, preventive maintenance, and alterations for certificate holders under parts 121, 125, and 135, and for foreign air carriers or foreign persons operating a U.S.- registered aircraft in common carriage under part 129?

- ☐ Yes
☒ No
☐ Not Applicable

19a

*** Response Details**

Design/Manual Reference:

*** Supporting Comment:**

18a

Flag

Clear

Save

Previous

Next

6 of 37 Complete

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

Response Details - Repair Station Initial Certification

7. Does the repair station manual include procedures for performing maintenance, preventive maintenance, and alterations for certificate holders under parts 121, 125, and 135, and for foreign air carriers or foreign persons operating a U.S.- registered aircraft in common carriage under part 129?

Select All Those that Apply

- ☐ 1. Unclear procedure(s)
- ☐ 2. Conflicting procedure(s)
- ☐ 3. Used workaround(s)
- ☐ 4. Skipped process step(s)
- ☐ 5. Personnel failed to follow process (procedures, guidance, etc)
- ☐ 6. Procedures/guidance not available
- ☐ 7. Procedures/guidance not current
- ☐ 8. Inconsistent procedure(s)
- ☐ 9. Undocumented procedure(s)
- ☐ 10. Minor typographical error(s) (i.e. record entries)
- ☐ 11. Information missing
- ☐ 12. Communication failure(s)

*** Supporting Comment:** What was the requirement?
Where did you look?
What did you find?

OK

Cancel

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

Data Collection Tool **26** DCT

Welcome Jimmy Anderton Air Agency 54579 **?** Log out

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

CH/A: Air Agency 54579 - 145 (Initial-Cert)

DCT Repair Station Initial Certification

Version: 1 - 07/06/2023

DCT-to-Go

Review and Print DCT

Perform DCT

List View | Question Detail View | Full View

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

Response Status	Ques #	Question
	32	Do controls exist within this element that ensure risks are reduced to an acceptable level?
	33	Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element?
	34	Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element?
	35	Is the individual 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?
	36	Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary?
	37	Does the process design require that individuals understand their safety role and how it contributes to the safety performance of this element?

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

☒ Yes
☐ No

Response Details

* Design/Manual Reference:

RSM/QCM Chapter 3 Section 2 Page 5

Supporting Comment:

Regulations/Guidance:

Attached Documents

24

37 of 37 Complete

25

Flag Clear **Save** Previous Next

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.

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

29

CH/A: Air Agency 54579 - 145 (Initial-Cert)

DCT Repair Station Initial Certification

Version: 1 - 07/06/2023

DCT-to-Go

[Review and Print DCT](#)

Check DCT

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

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

27a

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

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

- ☒ Yes
- ☐ No
- ☐ Not Applicable

Response Details

* Design/Manual Reference:

Check DCT

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

Response Status Ques # Question

28

No records available.

27b

Flag Clear **Save** Previous Next



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

Data Collection Tools > Submit DCT
Welcome Jimmy Anderton Air Agency 54579 ? Log out

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

CH/A: Air Agency 54579 - 145 (Initial-Cert) | Specialty: Both | Timeframe: All | Resources: Anderton, Jimmy

31
Submit to FAA

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

<input checked="" type="checkbox"/>	Label	Title	DCT Status	Timeframe	DCT Type	CH/A Name
<input checked="" type="checkbox"/>		Repair Station Initial Certification	Validated	FY24Q1	DCT	Air Agency 54579

30

1 - 1 of 1 items

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

Data Collection Tools > Select DCT
Welcome Catherine Tyler Air Operator 25467 ? Log out

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

CH/A: Air Operator 25467 - 135 (Initial-Cert)

Specialty: Both
Both
Airworthiness
Operations

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

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

Label ↑	Title	DCT Status	Specialty
1.2.1	(OP) Required Personnel	Not Started	Operations
1.2.2	(OP) Manual Management	Not Started	Operations
1.3.1	(AW) Required Personnel	Not Started	Airworthiness
1.3.2	(AW) Manual Management	Not Started	Airworthiness
2.1.1	(OP) Training of Flight Crewmembers	Not Started	Operations
2.1.2	(OP) Training of Check Pilots/Instructors	Not Started	Operations
2.1.5	(OP) Appropriate Airmen / Crewmembers Checks and Qualifications	Not Started	Operations
2.1.7	(OP) Flight Crewmember Flight / Duty / Rest Time	Not Started	Operations
2.2.1	(OP) Airmen Duties / Flight Deck Procedures	Not Started	Operations
2.2.3	(OP) Pilot Operating Limitations / Recent Experience	Not Started	Operations
2.3.1	(OP) Appropriate Operational Equipment	Not Started	Operations
3.2.1	(OP) Aircraft Performance Operating Limitations	Not Started	Operations
3.2.2	(OP) Use of Approved Areas, Routes, and Airports	Not Started	Operations
3.3.1	(OP) Operational Control	Not Started	Operations

Rev Date: 9.1.2023 | FAA Order 8900.1 | SAS Automation v 4.1 | Page 14 of 22

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

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Data Collection Tools > Prepare DCT

Welcome Catherine Tyler Air Operator 25467 ? Log out

V SAS Menu

Select DCT

Prepare DCT

Enter Common Data Fields

Perform DCT

Check DCT

Submit DCT

CH/A: Air Operator 25467 - 135 (Initial-Cert)

Summary Information


Purpose: To provide sufficient qualified management and operations personnel.

Objective: Determine if the CH will be able to; (1) Comply with regulations; (2) Provide sufficient qualified management and operations personnel.

DCT 1.2.1 (OP) Required Personnel



DCT-to-Go

 Review and Print DCT

37

Regulations

- 119.69
- 119.71
- 135.23

FAA Policy & Guidance

OPSS. Guidance and Advisory Circulars (AC)

- 8900.1 Vol 3 Ch 28 Sec 1
- 8900.1 Vol 3 Ch 32 Sec 4
- A006

36

Data Quality Guidelines

38

Continue

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.

Select DCT

39

Enter Common Data Fields

Perform DCT

42

Submit DCT

CH/A: Air Agency 54579 - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records

Start Date:

Enter Date

End Date:

Enter Date

Location: (Nearest)

Search Airport...

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

Format: 'CDD.MM.SS'

Example: 'N90.00.00'

Longitude

Format: 'CDDD.MM.SS'

Example: 'E180.00.00'

Attached Documents

Attach Document

Delete

Download

40

41

Reset

Save

Certificate Holders and Applicants

Certificate Holder/Applicant DCTs

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.

Select DCT

Prepare DCT

Enter Common Data Fields

Perform DCT

Check DCT

Submit DCT

CH/A: Air Agency 54579 - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records

Version: 17 - 03/30/2023

DCT-to-Go

Review and Print DCT

Perform DCT

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

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

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

☒ Yes
 ☐ No
 ☐ Not Applicable

Response Details

* Design/Manual Reference:

RSM/QCM Chapter 2 Section 3 Page 5

Supporting Comment:

Regulations/Guidance:

AC-145-9 145.209(a)

1 of 19 Complete

Flag

Clear

Save




Previous

Next

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.  for **Not Applicable** will appear next to the question.
49. Select the **Response Details** button.

Select DCT

Prepare DCT

Enter Common Data Fields

Perform DCT

Check DCT


Submit DCT

CH/A: Air Operator 25467 - 135 (Initial-Cert)

DCT 1.2.1 (OP) Required Personnel

Version: 12 - 12/16/2019




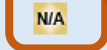
DCT-to-Go

 Review and Print DCT

Perform DCT

List View | Question Detail View | Full View

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

Response Status	Ques #	Question
	1	Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element?
	2	Does 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?
	3	Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary?
	4	Do the procedures specify the qualifications, duties, responsibilities, and authority for the required 14 CFR Part 119 personnel?
	5	Do the procedures require the certificate holder to list and update the name and business address of the required 14 CFR Part 119 personnel?
	6	Do the procedures direct company management to notify the FAA

4. Do the procedures specify the qualifications, duties, responsibilities, and authority for the required 14 CFR Part 119 personnel?

- ☐ Yes
☐ No
☒ Not Applicable

Response Details

Design/Manual Reference:

Supporting Comment:

Regulations/Guidance:

119.69(e)

47a

Flag

Clear

Save

Previous

Next

3 of 16 Complete

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

Response Details - 1.4.1 Personnel Records

1. Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element?

Select All Those that Apply

☐ 1. Failed to provide financial resources
☐ 2. Failed to provide sufficient human resources
☒ 3. Individual not clearly identified
☐ 4. Failure to ensure safety of process
☐ 5. Failure to oversee operations conducted under the certificate
☐ 6. Failed to ensure quality performance of process
☐ 7. Process oversight failure
☐ 8. Communication failure(s)
☐ 9. Other

Supporting Comment:

Individual with responsibility over financial and human resources was not identified.

OK

Cancel

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

55

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

CH/A: Air Agency 28801 - 145 (Initial-Cert)

DCT 1.4.1 Personnel Records
Version: 13 - 03/08/2019

DCT-to-Go

Review and Print DCT

Perform DCT

List View | Question Detail View | Full View

Drag a column header and drop it here to group by that column		
Response Status	Ques #	Question
	1	Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element?
	2	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?
	3	Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary?
	4	Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?
	5	Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?
	6	Do the procedures require the Repair Station to:

1. Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element?

- ☐ Yes
☒ No

Response Details

(3) Individual not clearly identified

Design/Manual Reference:

Supporting Comment:

Individual with responsibility to provide both financial and human resources was not identified.

Regulations/Guidance:

Attached Documents

54

16 of 16 Complete

53

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

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

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

CH/A: Air Agency 28801 - 145 (Initial-Cert)
DCT 1.4.1 Personnel Records
Version: 13 - 03/08/2019
DCT-to-Go
Review and Print DCT

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

Response Status	Ques #	Question
	2	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?
	3	Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary?
	4	Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?

List View
Question Detail View
Full View

2. 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?

☒ Yes
☐ No

Response Details

Design/Manual Reference:

Supporting Comment:

Regulations/Guidance:

14 of 16 Complete

Clear Flag
Clear
Save
Previous
Next

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

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

57

CH/A: Air Agency 54579 - 145 (Initial-Cert) | Specialty: Both | Timeframe: All | Resources: Anderton, Jimmy

Submit DCT

59

Submit to FAA

58

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

<input checked="" type="checkbox"/>	Label	↑	▼	Title	▼	DCT Status	▼	Timeframe	▼	DCT Type	▼	CH/A Name
<input checked="" type="checkbox"/>	1.4.1			Personnel Records		Validated		FY23Q2		DCT		Air Agency 54579
<input checked="" type="checkbox"/>	1.4.2			Certificate Requirements		Validated		FY23Q2		DCT		Air Agency 54579
<input checked="" type="checkbox"/>	1.4.3			Manuals		Validated		FY23Q2		DCT		Air Agency 54579
<input checked="" type="checkbox"/>	4.1.4			Training and Qualification		Validated		FY23Q2		DCT		Air Agency 54579
<input checked="" type="checkbox"/>	4.2.6			Technical Data		Validated		FY23Q2		DCT		Air Agency 54579
<input checked="" type="checkbox"/>	4.4.6			Record Systems		Validated		FY23Q2		DCT		Air Agency 54579
<input checked="" type="checkbox"/>	4.5.4			(AW) Housing and Facilities		Validated		FY23Q2		DCT		Air Agency 54579
<input checked="" type="checkbox"/>	4.7.3			Tools and Equipment		Validated		FY23Q2		DCT		Air Agency 54579
<input checked="" type="checkbox"/>	4.7.4			Parts and Materials		Validated		FY23Q2		DCT		Air Agency 54579

1 - 9 of 9 items