



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

Data Collection Tools (DCTs) (External User)

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

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

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

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

DCT

What is it?

- 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

ler	Home
≥ S	Preapplication Information/CSOP
SA	Certification Request
<	Configuration
	Schedule of Events
	Data Collection Tools
	Document Management





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User Role	Certificate Holder/Applicant DCTs			
	2. Select the <i>Generate DCTs</i> button.			
Certificate Holders	3. You will see a green confirmation message, "Generate DCTs Completed Successfully."			
Note: You will need to Generate DCTs again if you modify your Configuration Data, or if a DCT is n The button will not be available again until then.				
Country:	US			
Zip:	98837			
Applicant Comments	Generate DCTs Completed Successfully.			
Commontor				
Attachments:	Attach Document Delete			
FAA Information				
Certification Project Manager (CPM):	Troup, Henry			
CPM Phone:	(954) 641-6157			
Pre Application Checkli	st Complete?			
FAA Comments:	Obfuscation Comment			
Withdraw Generate DC	Ts 2 Save			

QUICK REFERENCE CARD		Q9-09 Design DCTs for External Users (POST SAS OA/OPSS Deployment)	SUBJECT OF THE				
User Role	Certificate H	Certificate Holder/Applicant DCTs					
Certificate Holders and Applicants	4. Optionally, lieu of the Ele Select the Su	your Certification Project Manager (CPM) can choose to assign a Custom DCT for you to completement Design Data Collection Tools (ED DCTs). You will see a Notification when you log into SA Abject hyperlink to read the Notification.	ete in S.				

5. The Notification Details window will open. Select the *Close* button.

			Home > Notifications		Change CH/A Welcome Andrew Roshe	ell Charlie's Fast Repairs (2) ? Log out
Ę	Notifications					Messages (0) 🗐
Mer						
SAS					Reset Grid	Broadcasts (0) 💿
>	Notification Date	Subject			▼ Read? ▼	
	02/28/2025 08:23:57 AM	Charlie's Fast Re	epairs - DCT(s) for Initial Certification added	·	No	
						•
	I	Notification	Details			×
		CH/A:	Charlie's Fast Repairs	Notification Date:	02/28/2025 08:23:57 AM	
		Subject:	Charlie's Fast Renairs - DCT(s) for Initial	Go To:	Initial Certification	
		oubjoot.	Certification added	0010.		
		Message:				
			DCT(s) have been added to your Data Colle requested completion.	ection Tool Module for your r	review and	
					· · · · · · · · · · · · · · · · · · ·	
					Close	<u>ר</u>

Q9-09 Design DCTs for External Users QUICK (POST SAS OA/OPSS Deployment) **REFERENCE CARD**



User Role	Certificate Holder/Applicant Custom DCT						
	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.						
Certificate Holders	7. Select the Title Repair Station Initial Certification to work on the Custom DCT. Start on Page 14 to complete ED DCTs.						
and Applicants	Note: Your CPM may require the Custom DCT and/or the ED DCTs to be completed. FAA Order 8900.1 Volume 2 Chapter 11, Section 1 states – Phase 3: Design Assessment (DA) ends when all DAs, a National/Divisional Custom DCT, or a combination of both have been successfully completed, are satisfactory to the CPM, and have met all the requirements.						
	Home						
	Preapplication Information/CSOP						
	Certification Request						



Welcome Andrew Roshell Charlie's Fast Repairs (2) 2 Log out Select DCT Prepare DCT Submit DCT Specialty: Both \checkmark CH/A: Charlie's Fast Repairs - 145 (Initial-Cert) Select a DCT Optional Columns 🕨 Drag a column header and drop it here to group by that column Title T T DCT Status ▼ Specialty Label 7 Repair Station Initial Certification Not Started Airworthiness . 2 11 - 11 of 11 items

Data Collection Tools > Select DCT

SAS Menu

>



Data Collection Tools > Prepare DCT	Welcome Andrew Roshell Charlie's Fast Repairs 🛞 <mark>? Log out</mark>
Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT	
Select DC1 Prepare DC1 Enter Common Data Pieus Periodit DC1 Click DC1 Submit DC1 CH/A: Charlie's Fast Repairs - 145 (Initial-Cert) Summary Information Purpose: To develop procedures that ensures the facility meets the requirements for certification under 14 CFR Part 145. Objective: Determine if an applicants manuals meet the requirements for certification under 14 CFR part 145.	DCT Repair Station Initial Certification DCT-to-Go 9 Regulations 145.161 145.163 145.203 145.205 FAA Policy & Guidance OPSS. Guidance and Advisory Circulars (AC) AC-145-10 AC-145-9 8900.1 Vol 10 Ch 1 Sec 1
	8900.1 Vol 10 Ch 1 Sec 4 Data Quality Guidelines
	Continue

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

	Data Col. 13 Enter C	ommon Data Fields	Welcome Andrew Roshell Charlie's Fast Repairs (2) 💡 Log
Select DCT Prepare DCT	Enter Common Data Fields Perform DCT Ch	heck DCT Submit DCT	
CH/A: Charlie's Fast Repairs - 1	145 (Initial-Cert)	DCT Repa	ir Station Initial Certification
Start Date:	02/28/2025	Attache	ed Documents
End Date:	02/28/2025	! War	rning: Do not add attachments containing Confidential Information. (i.e. Hotline Complaints,
Airfield: *If work is offsite of the air Address:	field, include one of the following		Attach
Address 1:			OR
Address 2:			Drag and drop file here
Address 3:			
City:		Delete	Download
State:			
Country:			
Catitude/Longitude:			
Latitude	Longitude		
Format: 'CDD.MM.SS' Example: 'N90.00.00'	Format: 'CDDD.MM.SS' Example: 'E180.00.00'		1

QUICKQ9-09 Design DCTs for External UsersREFERENCE CARD(POST SAS OA/OPSS Deployment)



User Role	Certificate Holder/Applicant Custom DCT	
	14. On the Perform DCT tab, select the <i>Question</i> in the left panel.	
	15. Answer the question in the Question Detail View on the right panel. The other responses are unfavorable.	first response is always favorable, all
Certificate Holders and Applicants	16. Selecting Yes requires a Design/Manual Reference as indicated by the return the Response Status column. Selecting No or Not Applicable is addressed on	ed asterisk *. This places a green + in the next page.
	17. Select Next to move to the next question. When selecting Next, all your p may also select a question in any order by selecting the questions in the left paresponse.	revious responses are saved. You anel. This also saves the previous
	Note: Do not use the Supporting Comment field for your Design/Manual Reference	ence.
	Data Collection Tools > Perform DCT	Welcome Andrew Roshell Charlie's Fast Repairs (2) ? Log out

elect DCT	Prepare DCT	Enter Common Data Fields	Perform DCT	Check DCT	Submit DCT		
/A: Charlie's	Fast Repairs - 14	45 (Initial-Cert)	-			DCT Repair Station Initial Certification	DCT-to-Go
						🔒 Version: 1 - 02/28/2025	Review and Print DCT
Perform DC	Τ						List View Question Detail View Full
Drag a colum	nn header and dro	op it here to group by that column				1. Does the Repair Station Manual of	contain a description of the system used to identify and control sections of the
Response Status	▼ Ques # ▼	Question 14			Ţ		
+	1	Does the Repair Station Manual and control sections of the repair	contain a descriptic r station manual?	on of the system u	sed to identify	Ves No Not Applicable	
. *	2	Does the manual include an orga position with authority to act on b	anizational chart ide behalf of the Repair	entifying each man Station, and their	nagement	Response Details	Preview Negative Response Details
+	3	Does the repair station manual c rosters?	ontain procedures f	for maintaining an	d revising		
N/A	4	Does the repair station manual c operations, including the housing subpart C part 145?	contain a description g, facilities, equipme	n of the certificated ent, and materials	d re <u>16</u> as required by	Design/Manual Reference:	Repair Station Manual Chapter 2 Page 4
	5	Does the repair station manual c including;	contain procedures f	for use of a capab	ility list		
-	6	Does the manual include proced than at the Repair Station's fived	ures governing wor	k performed at loc	cations other	Supporting Comment:	
4	5 of	than at the Renair Station's fived 37 Complete	I location?		• • •		Flag Clear Save Previou

V SAS Menu



		Data Collection Tools >	Perform DCT		Welcome Andrew Roshell Charlie's Fast Repairs (2) ? Log
Select DCT	Prepare DCT	Enter Common Data Fields Perform DCT Ch	heck DCT Submit DCT		
H/A: Charlie's	s Fast Repairs - 14	5 (Initial-Cert)		DCT Repair Station Initial Certification	DCT-to-Go
Desta mar DO	-			ᆔ Version: 1 - 02/28/2025	Review and Print DCT
Perform DC					List View Question Detail View Full View
Drag a colun	nn header and dro	p it here to group by that column		6. Does the manual include procedur	es governing work performed at locations other than at the Repair Station's
Response Status	▼ Ques # ▼	Question	T	fixed location?	
+	1	Does the Repair Station Manual contain a description of the and control sections of the repair station manual?	he system used to identify	No Not Applicable	
+	2	Does the manual include an organizational chart identifyin position with authority to act on behalf of the Repair Statio	ng each manage 20	Response Details	Preview Negative Response Details
+	3	Does the repair station manual contain procedures for ma rosters?	intaining and revising		(1) Procedures/guidance are not current, inaccurate, unclear, conflicting, or otherwise not followable.
	18b	pees the repair station manual contain a description of the perations, including the housing, facilities, equipment, an subpart C part 145?	e certificated repair station's nd materials as required by	Design/Manual Reference:	
N/A	19b	Does the repair station manual contain procedures for use uding;	e of a capability list		
	6	Does the manual include procedures governing work performed than at the Renair Station's fixed location?	ormed at locations other	Supporting Comment:	Repair station manual is missing procedures governing work performed at loca 18a epair station's fixed
	5 of	37 Complete			Flag Clear Save Previous Next

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User Role	Certificate Holder/Applicant Custom DCT
Certificate Holders	21. This opens a Response Details pop-up box. In the Response Details pop-up box, select all the responses that apply.
and Applicants	22. Enter a <i>Supporting Comment</i> .
	23. Select the OK button.
Respo	onse Details - Repair Station Initial Certification ×
6. Does	the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?
Select ✓ 1. F □ 2. F □ 3. F □ 4. U □ 5. M □ 6. H □ 7. C □ 8. F □ 9. F □ 10.	ct All Those that Apply Procedures/guidance are not current, inaccurate, unclear, conflicting, or otherwise not followable. Personnel failed to follow process (procedures, guidance, etc.). Procedures/guidance not available. Undocumented procedure(s). All of typographical error(s) (i.e., record entries). Information missing. Communication failure. Personnel failed to perform task. Process failed to meet desired outcome. Other.
* Sup	oporting Comment: Repair station manual is missing procedures governing work performed at locations other than the repair station's fixed location.
	23 OK Cancel

Q9-09 Design DCTs for External Users QUICK (POST SAS OA/OPSS Deployment) **REFERENCE CARD User Role Certificate Holder/Applicant Custom DCT**

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

I/A: Charlie's	s Fast Repairs	- 145 (Initial-Cert)	DCT Repair Station Initial Certification	DCT-to-Go Review and Print DCT
Perform DC	T			List View Question Detail View Ful
Drag a colur Response Status	nn header and The second sec	drop it here to group by that column Y Question Y	37. Does the process design require the safety performance of this element?	nat individuals understand their safety role and how it contributes to the
+	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	
+	2	Does the manual include an organizational chart identifying each management position with authority to act on behalf of the Repair Station, and their:	Response Details	Preview Negative Response Details
+	3	Does the repair station manual contain procedures for maintaining and revising rosters?	* Design/Manual Reference:	Repair Station Manual Chapter 2 Page 4
+	4	Does the repair station manual contain a description of the certificated repair station's operations, including the housing, facilities, equipment, and materials as required by subpart C part 145?		
+	5	Does the repair station manual contain procedures for use of a capability list including;	Supporting Comment:	
+	6	Does the manual include procedures governing work performed at locations other than at the Renair Station's fixed location?		24



Submit DCT

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Welcome Andrew Roshell Charlie's Fast Repairs (2) 2 Log out

Data Collection Tools > Check DCT

Check DCT

Perform DCT

Enter Common Data Fields

V SAS Menu

Select DCT

Prepare DCT

H/A: Charlie's Fast Repairs - 145 (Initial-Cert)	DCT Repair Station Initial Certification	
heck DCT	TVersion: 1 - 02/28/2025	Review and Print DC1
		List View Question Detail View Full Vi
rag a column header and drop it here to group by that column	8. Does the manual include procedures to maintain, re-	vise, and provide the FAA with contract maintenance
tatus Ques # Y Question 27a	information, including:	
Required 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 outsid #2 - The name of each contracted facility and their cert #3 - The frequency of FAA notification? Yes No Not Applicable 	e sources; ificate type (if any); and
	Response Details Preview Nega * Design/Manual Reference: Image: Comparison of the second	tive Response Details
Drag a column header and drop it here to group by that column		27b
Response T Ques # T Question 28		Flag Clear Save Previous Next
No records available.		
	- manual and a second s	
Rev Date: 5.5.2025 FAA Order 8900.1	SAS Automation v 4.6 Page 12 of 26	

QUIC REFERENCE C/	KQ9-09 Design DCTs for External UsersARD(POST SAS OA/OPSS Deployment)				
User Role	Certificate Holder/Applicant Custom DCT				
	30. Check the box in front of the Repair Station Initial Certification row.				
Certificate Holders and Applicants	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.				



QUICKQ9-09 Design DCTs for External UsersREFERENCE CARD(POST SAS OA/OPSS Deployment)



User Role	Certificate Holder/Applicant ED DCTs
	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> .
Certificate Holders and Applicants	33. Use the <i>Optional Columns</i> to assist in filtering.
	34. Select the hyperlink under the <i>Title</i> column or <i>Label</i> column.

Data Collection Tools > Select DCT				Welcome Andrew Roshell Charlie	e's Fast Repairs (&) 김 L
elect DCT Prepare D	CT Enter Common Data Fields	Perform DCT Check DCT S	bmit DCT		
I/A: Charlie's Fast Repairs	s - 145 (Initial-Cert) Special	ty: Both Both Airworthiness Operations			Optional Columns ▶ Show Status Date
Drag a column neader an	d drop it nere to group by that colum		DCT Status	▼ Specialty	Show Number of Question
1.4.1	Personnel Record	ds 34	Not Started	Airworthiness	Show # of Completed
1.4.2	Certificate Requirements		Not Started	Airworthiness	
1.4.3	Manuals		Not Started	Airworthiness	
1.4.4	.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	.5.4 (AW) Housing and Facilities		Not Started	Airworthiness	
4.7.3 Tools and Equipment		Not Started	Airworthiness		
4.7.3	Tools and Equipm	lion			

SAS Menu

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QUICKQ9-09 Design DCTs for External UsersREFERENCE CARD(POST SAS OA/OPSS Deployment)



User Role	Certificate Holder/Applicant ED DCTs
Certificate Holders and Applicants	35. This will take you to the <i>Prepare DCT</i> 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 <i>Continue</i> button.

35	I	Data Collection Tools	> Prepare DCT	T	Welcome Andrew Roshell Charlie's Fast Repairs (2) [?] Log out
Select DCT Prepare DCT	Enter Common Data Fields	Perform DCT C	Check DCT	Submit DCT	
CH/A: Charlie's Fast Repairs	- 145 (Initial-Cert)				DCT 1.4.1 Personnel Records
Summary Information Purpose: To have personnel r Objective: Determine if the C accountable persons available	records of the accountable person H will be able to; (1) Comply with r and maintained on a roster	s available and maintai regulations; (2) Have pe	ned on a roster. ersonnel records	s of the	DCT-to-Go Review and Print DCT Regulations 145.151 145.153 145.155 145.157 FAA Policy & Guidance OPSS. Guidance and Advisory Circulars (AC) AC-145-10
					AC-145-9 8900.1 Vol 10 Ch 1 Sec 1 8900.1 Vol 10 Ch 1 Sec 4 Data Quality Guidelines

SAS Menu

Certificate Holder/Applicant ED DCTs					
 39. You are now on the <i>Enter Common Data Fields</i> tab. 40. Enter <i>Start Date</i>, <i>End Date</i>, <i>Location</i>, and <i>Attach</i> document(s), as applicable. 41. Select the <i>Save</i> button to save your entered information or <i>Reset</i> to clear all the fields. 42. Select the <i>Perform DCT</i> tab. 					
Data Collection Tools > Enter Common Data Fields	Welcome Andrew Roshell Charlie's Fast Repairs (2) 2 Log o				
Enter Common Data Fields Perform DCT 42 Submit DCT 5 (Initial-Cert)	DCT 1.4.1 Personnel Records				
1/28/2025	Attached Documents ! Warning: Do not add attachments containing Confidential Information. (i.e. Hotline Complaints, Voluntary Disclosures,) Attach OR Drag and drop file here				
Longitude Format: 'CDDD.MM.SS' Example: 'E180.00.00'	Delete Download				
	Certificate Holder/Applicant ED DCTs 39. You are now on the Enter Common Data Fiel 40. Enter Start Date, End Date, Location, and A 41. Select the Save button to save your entered if 42. Select the Perform DCT tab. Data Collection Tools > Enter Common Data Fields Enter Common Data Fields Enter Common Data Fields Submit DCT (Initial-Cert) 28/2025 C - TED STEVENS ANCHORAGE INTL d, include one of the following Orgitude Orgitude Orgitude Orgitude Orgitude				

V SAS Menu

Reset

Save



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

		Data Collection Tools > Perform DCT		Welcome Andrew Roshell Charlie's Fast Repairs 🛞 김 I	
ect DCT Prepare	DCT Enter Common Data Fields	Perform DCT Check DCT S	Submit DCT		
A: Charlie's Fast Repa	airs - 145 (Initial-Cert)	· · · · · · · · · · · · · · · · · · ·		DCT 1.4.1 Personnel Records	DCT-to-Go
				🔒 Version: 19 - 06/28/2024	Review and Print DCT
erform DCT					List View Question Detail View Full V
Drag a column header	and drop it here to group by that column			1. Do the procedures describe each r	management position, including the duties and responsibilities and the area
Response ▼ Ques Status	# T Question 43		T	of assigned responsibility?	
+	1 Do the procedures describe each responsibilities and the area of as	h management position, including the duti ssigned responsibility?	ies and	No Not Applicable	
2	2 Do the procedures require that m management position be perform	nanagement duties and responsibilities of ned in the manager's absence?	feach	Response Details	Preview Negative Response Details
;	3 Do the procedures require the Re	epair Station to:			
2	4 Do the procedures require that su United States be appropriately ce	upervisors employed by Repair Stations in ertificated under 14 CFR Part 65?	in the	* Design/Manual Reference:	RSM/QCM Chapter 2 Section 3 Page 5
Ę	5 Do the procedures require that in	nspection personnel be evaluated to ensu	ire they are:		
6	Do the procedures require the Re format acceptable to the FAA a ro	epair Station to maintain and make availa oster with the names of:	able in a	Supporting Comment:	
•	1		•		48
	1 of 16 Complete				Flag Clear Save Previous Nex

User Role	Certificate Holder/Applicant ED DCTs
	47. a) To flag questions to return to later, select the <i>Flag</i> button. b) A <i>blue flag</i> 📔 will appear next to the question.
Certificate Holders and Applicants	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.
	49. Select the Response Details button.



QUICK REFERENCE CARD



User Role	Certificate Holder/Applicant ED DCTs
	50. This opens a Response Details pop-up box. In the Response Details pop-up box, select all the responses that apply.
Certificate Holders and Applicants	51. Enter a <i>Supporting Comment</i> .
	52. Select the OK button.
Re	sponse Details - 1.4.1 Personnel Records ×
3. E	Do the procedures require the Repair Station to:
3#1	. Designate an employee as the accountable manager;
	 Select All Those that Apply Procedures/guidance are not current, inaccurate, unclear, conflicting, or otherwise not followable. Personnel failed to follow process (procedures, guidance, etc.). Procedures/guidance not available. Undocumented procedure(s). Minor typographical error(s) (i.e., record entries). Information missing. Communication failure. Personnel failed to perform task. Process failed to meet desired outcome. Other.
*	Supporting Comment: Accountable Manager was not identified 51
	52 OK Cancel

User Role	Certificate Holder/Applicant ED 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 <i>Save</i> button.
	55. Select the <i>Check DCT</i> tab.





Data Collection Tools > Check DCT		Welcome Andrew Roshell Charlie's Fast Repairs (2) ? Log out
Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit DCT		
CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)	DCT 1.4.1 Personnel Records	DCT-to-Go
	🔒 Version: 19 - 06/28/2024	Review and Print DCT
		List View Question Detail View Full View
Drag a column header and drop it here to group by that column	2. Do the procedures require that mar	nagement duties and responsibilities of each management position be
Response Y Ques # Y Question Y	performed in the manager's absence?	
2 Do the procedures require that management duties and responsibilities of each	• Yes	
management position be performed in the manager's absence?	O Not Applicable	
Required Do the procedures require the Repair Station to:	Response Details	Preview Negative Response Details
5 Do the procedures require that inspection personnel be evaluated to ensure they are:		
	Design/Manual Reference:	RSM/QCM Chapter 2 Section 3 Page 5
	Supporting Comment:	
		•
14 of 16 Complete		Clear Flag Clear Save Previous Next

V SAS Menu

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

		Da	ta Collection Tools > Submit	DCT		Welcome Andrew Roshell Cha	arlie's Fast Repairs 🛞 김
Select DCT Pr	repare DCT	Enter Common Data Fields	Perform DCT Check DCT	Submit DCT 57			
CH/A: Charlie's F	Fast Repairs - 1	45 (Initial-Cert) Specialty: Bo	th Timeframe: All Re	sources: Roshell, Andrew			
Submit DCT							
Submit to FAA	59						
Drag a column h	header and drop	it here to group by that column					
Label	†	▼ Title	▼ DCT Status	▼ Timeframe	Т DCT Туре	▼ CH/A Name	▼ Specialty
✓ 58	2	Repair Station Initial Cert	ification Validated	FY25Q3	DCT	Charlie's Fast Repairs	Airworthiness
1.4.1		Personnel Records	Validated	FY25Q2	DCT	Charlie's Fast Repairs	Airworthiness
K (1)	▶ ▶						1 - 2 of 2 iter



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

Notifications

Reset Grid

lose

Notification Date	Y Subject	▼ Read? ▼
02/28/2025 09:30:40 AM	Charlie's Fast Repairs - DCT has been returned by FAA (244654-FY25Q2-1.4.1-0001)	No
02/28/2025 08:23:57 AM	Charlie's Fast Repairs - DCT(s) for Initial Certification added	Yes
. I I ► FI		1 - 2 of 2 items

Subject:	Charlie's Fast Repairs - DCT has been returned by FAA (244654-FY25Q2-1.4.1-0001)	Go To:	Data Collection
Message:	Please re-answer question number 4. It appears that ins	pection personnel do not m	eet the regulatory
	requirements. Please attach proof of personnel records.	5#1 - Thoroughly familiar w	ith applicable
	regulations; 5#2 - Thoroughly familiar with inspection me	ethods, techniques, practice	s, aids, equipment, and
	tools used to determine the airworthiness of the article of	n which maintenance, preve	entive maintenance, or
	alterations are being performed; 5#3 - Proficient with ins	pection equipment and visu	al inspection aids
	appropriate for the article being inspected; and 5#4 - Ab	e to understand, read, and	write English?.





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

	Data Collection Tools > Check DCT		Welcome Andrew Roshell Charlie's Fast Repairs (2) ? Log out
Menu	Select DCT Prepare DCT Enter Common Data Fields Perform DCT Check DCT Submit I CH/A: Charlie's Fast Repairs - 145 (Initial-Cert)	DCT 64 DCT 1.4.1 Personnel Records	DCT-to-Go
v SAS	Check DCT Drag a column header and drop it here to group by that column		List View Question Detail View Full View
	Response Y Ques # Y Question Status		
	No records available.		

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

	Data	a Collection Tools > Submit DCT	•		Welcome Andrew Roshell	I Charlie's Fast Repairs 🙆 <mark>?</mark> Log
Select DCT Prepare DC	Enter Common Data Fields P	erform DCT Check DCT	Submit DCT			
CH/A: Charlie's Fast Repair	rs - 145 (Initial-Cert) Specialty: Both	Timeframe: All Resour	ces: Roshell, Andrew			
Submit DCT						
	C					
Submit to FAA	6					
Drag a column header and	drop it here to group by that column					
Drag a column header and	drop it here to group by that column	T DCT Status	▼ Timeframe	T DCT Type	T CH/A Name	▼ Specialty
Drag a column header and	drop it here to group by that column Title Personnel Records	DCT Status Returned	Timeframe FY25Q2	The product of the	CH/A Name Charlie's Fast Repairs	Y Specialty Airworthiness \$
Drag a column header and Label ↑	drop it here to group by that column Title Personnel Records	DCT Status Returned	Timeframe FY25Q2	T DCT Type	CH/A Name Charlie's Fast Repairs	Specialty Airworthiness
Drag a column header and Label ↑ 65	drop it here to group by that column Title Personnel Records	DCT Status Returned	▼ Timeframe FY25Q2	Tupe DCT	CH/A Name Charlie's Fast Repairs	Y Specialty Airworthiness + I - 1 of 1 items

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