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October 3, 2016

Delivered by Electronic Mail kristin.ctr.renaut@faa.gov  
Deliver and Read Receipts Requested tim.shaver@faa.gov

Kristin Renaut  
Flight Standards Service  
Federal Aviation Administration  
600 Maryland Ave SW  
Suite 610E  
Washington, DC 20024-2571

Timothy W. Shaver  
Manager, Aircraft Maintenance Division  
Federal Aviation Administration  
950 L'Enfant Plaza  
5<sup>th</sup> Floor  
Washington, DC 20024-2123

Re: ARSA Comments to:  
Draft Advisory Circular 145-9A, Guide for Developing and Evaluating Repair Station  
and Quality Control Manuals

Dear Ms. Renaut and Mr. Shaver:

The Aeronautical Repair Station Association (ARSA) deeply appreciates the extra time the FAA provided for comments on the above referenced document. Unfortunately, even the additional 60 days did not provide adequate opportunity for a full and comprehensive review and rewrite.

For the following reasons, the guidance document should be completely rewritten.

(1) The draft document is inadequate for the current needs of the agency and the industry.

When the document was first drafted, the certification process was based upon simpler times and standards. It was enough for the agency to merely create a template for repair stations to follow when creating an "inspection procedure manual."

The last update to the advisory circular followed a significant rewrite of part 145 and this update follows a seminal change to the procedures used by the agency to certificate a repair station.

The association has heard from several applicants for repair station certificates with extensive experience in obtaining a part 145 air agency approval that are mystified by the current certification process. The application and certification process are now based upon the agency's safety assurance system; it is taking significantly longer and requiring extensive redundant "requirements" for each "gate". We have attached only a small portion of the information provided an applicant by the Southwest Region's "certification team". The "pre-certification briefing" took place fourteen (14) months after the company provided the agency a pre-application statement of intent (PASI). Many of the questions for the applicant in the myriad data collection tool (DCT) pages are duplicative and some "required" information is not based upon part 145, rather they reference [Order 8900.1, Flight Standards Information Management System](#). The expectations of the agency's workforce when processing an application for a part 145 air agency certificate must be clear to the applicant. Few of the agency's current

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expectations and methods for part 145 certification are contained in Advisory Circulars 145-9 and 145-10 or any other public guidance.

It is clear the advisory circulars cannot continue the pattern of only providing an outline of the repair station manuals. A description of the regulations and the FAA's expectations for becoming and holding a part 145 air agency (repair station) certificate is needed. The agency and the industry must develop methodologies for establishing, maintaining and ensuring compliance while accommodating all types, sizes and sophistication of maintenance providers. Advisory circulars on creating the necessary manuals are inadequate for a comprehensive understanding of the responsibilities associated with applying for and holding a repair station certificate under the agency's safety assessment system.

- (2) The draft document does not comport with the agency's guidance in two significant areas.

First, it does not adhere to the general principles of [FS 8000.96 Flight Standards Service Guidance Document Development](#). For example, the draft AC suggests styles, checklists and questions be answered by procedures in the "potential" manuals that are not specifically required by the regulations. The agency and industry must encourage the importance of "critical thinking" to accomplish that objective and FAA guidance material must be comprehensive and complete. The information suggested by the checklists and other "aids" in the draft guidance material and in the agency's review process must be associated with regulatory obligations and responsibilities, not ease of agency acceptance of a repair station's documentation.

Second, it does not follow the requirements of [Order 1320.46D FAA Advisory Circular System](#) for clarity, flow and style. The document does not clearly indicate when it is citing regulations or is providing guidance. It does not present the regulations in a comprehensive manner nor does it explain the interactions among and between the different regulatory requirements. It also fails to explain the agency's position on several important issues—for example, the difference among and between having an additional fixed location, working away from a fixed location and the need to establish another repair station or satellite.

If the agency is determined to issue the document "as is" – we strongly recommend the following:

- (1) Reorganize the information significantly. The regulations should be directly tied to any "requirement" – extraneous information must be identified as "best practices" but not expectations for manuals to be found acceptable or approved. This is equally true for the DCT used by agency personnel—when the question cannot be directly linked to a regulation, it must be clear that the answer cannot create a "disapproval" of the application or a finding of non-compliance.

Kristin Renaut and Timothy W. Shaver

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- (2) Remove all suggested formatting. The trouble with examples is there is always one missing. How a repair station organizes or formats its publications is not as important as writing manuals that can be and are followed. Where something “should” be is not important—that it exists and is understood ensures compliance.
- (3) Make it absolutely and completely clear that the manuals are living and breathing documents, they need to be updated as procedures change and they must be followed. In order for a manual to be followed it must be easy to use and revise.
- (4) Make absolutely certain all sizes, manners and types of repair stations are covered. The association is particularly concerned about small, one or two-person “general aviation” repair stations that are being barraged with unnecessary paperwork and processes—there are some very simple repair stations out there, the guidance must accommodate those as well as large, multi-location, sophisticated international heavy maintenance providers.

The association recommends the agency withdraw this version of the AC and as recommended by [Order 1320.46D](#), issue a new advisory circular on how to become and hold a repair station certificate based upon the type of work, customers, size, safety impact and sophistication.

ARSA stands ready to create a strawman for industry and agency review and comment.

Your Servant



Sarah MacLeod

Executive Director

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E: [sarah.macleod@arsa.org](mailto:sarah.macleod@arsa.org)

Enclosure: Adobe file of only some of the information from pre-certification briefing  
for a repair station certificate

cc: Patricia K. Williams patricia.k.williams@faa.gov

# Overview

# Certification Process

Presented to: Precertification Briefing Attendees

By: Southwest Certification Team



Federal Aviation  
Administration



# Air Operator / Agency Certification





# Purpose of Meeting

- Present information to you, the applicants
- Facilitate understanding of the process
- To set in motion the process today!

# Legal Authority

- **Title 49 United States Code (U.S.C.)**
- **14 Code of Federal Regulations (C.F.R.)**
- **FAA Orders**
- **FAA Notices**
- **FAA Advisory Circulars**



# Applying for What?

- **“Air Carrier” Certificate = Interstate**
- **“Operating” Certificate = Intrastate**
- **133 Rotorcraft External Load Operator**
- **135 Single Pilot / Single PIC Operator  
(Pilot is named in the OpSpecs)**
- **135 Basic Operator  
(No more than 5 pilots / 3 M/M aircraft)**
- **135 Operator (Full)  
(No restrictions, must have all management personnel)**





# Applying for What?

- **141 Air Agency Certificate  
(Pilot School)**
- **145 Air Agency Certificate  
(Repair Station)**
- **147 Air Agency Certificate  
(Aviation Maintenance Technician School)**
- **Standard of Safety is the same !!!**

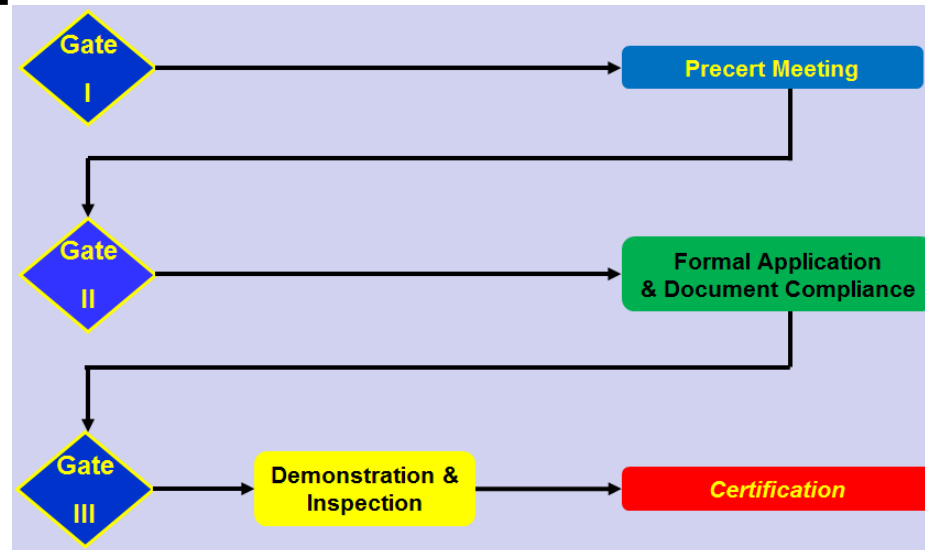
# FAA Responsibilities

- **Congress dictates that FAA oversees companies wishing to begin and continue commercial aviation operations**
- **FAA oversees and approves certification**
- **FAA then provides continuing oversight**



# 5 Certification Phases

- Pre-application
- Formal Application
- Document Compliance
- Demonstration & Inspection
- Certification

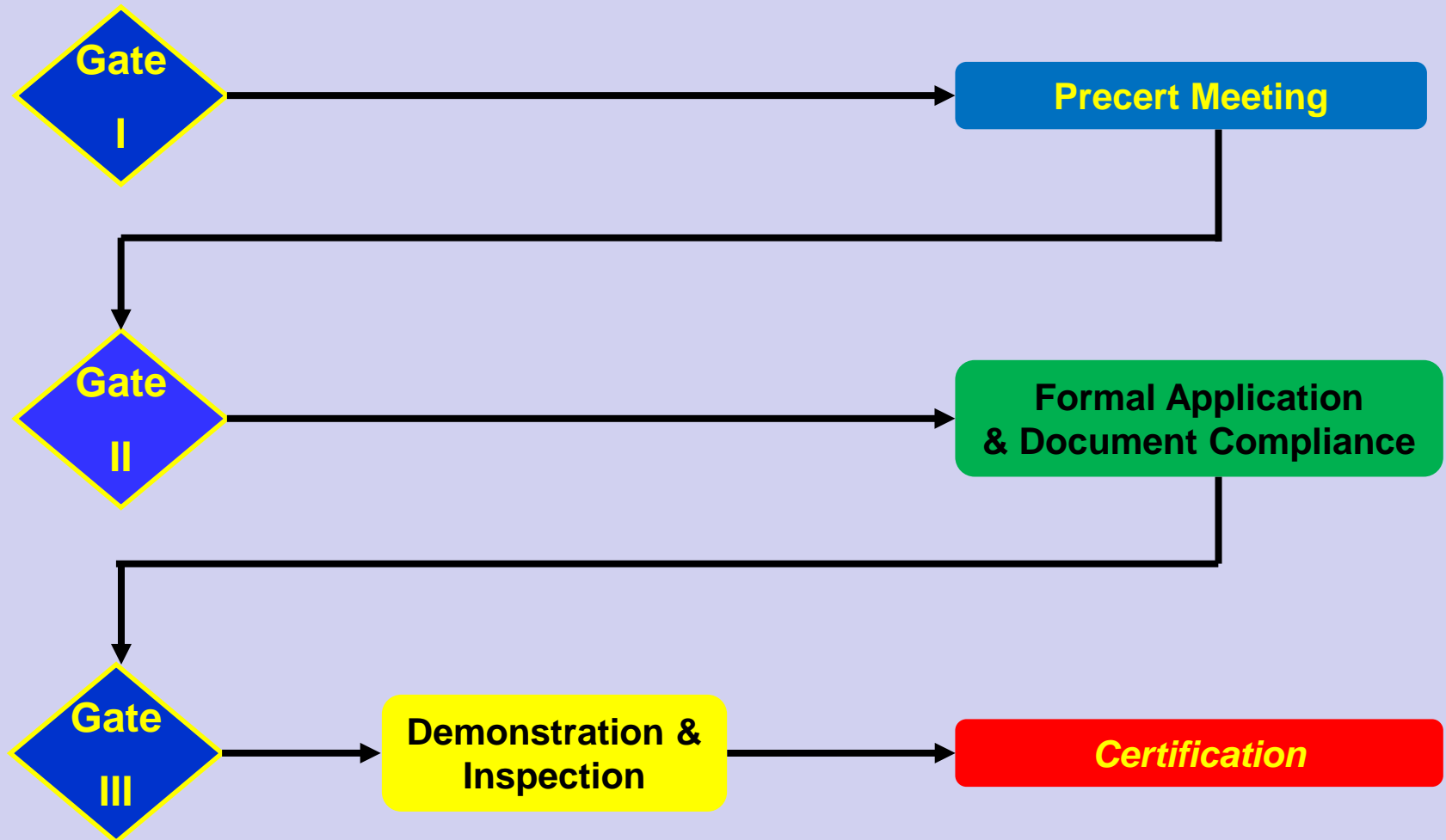


# The GATES

- **All items must be addressed and submitted for each Gate prior to leaving that gate**
  - Can't leave gate with missing items
- **Will not accept any items for a future gate until the current gate is finished**



# Certification Gates



# Pre-application Phase

- **Applicant orientation & Briefing**
- **Submission of PASI / Letter of Intent and Application (revised as necessary)**
- **This completes Gate #1 – now on to Gate #2**





# Formal Application Phase

- **Formal Application package**
  - No “piecemeal” submissions
  - Documents will not be reviewed until we have a COMPLETE submission
  - Applicant should notify us when they have submitted all required documents
  - After complete submission Cert Team will send a letter accepting the Formal App package
  - If the submission is not complete the Cert Team will send a letter rejecting the Formal App package and tell you is missing from the package



# Document Compliance Phase

- **FAA Review of**
  - Compliance Statement
  - Training/Maintenance/Manual Procedures
  - Drug & Alcohol Program
  - Company Forms
  - Other documents

This completes Gate #2 – now on to Gate #3



# Demonstration & Inspection Phase

- **Aircraft/Facility Conformity Inspection**
- **Proficiency/Validation Checks**

This completes Gate #3

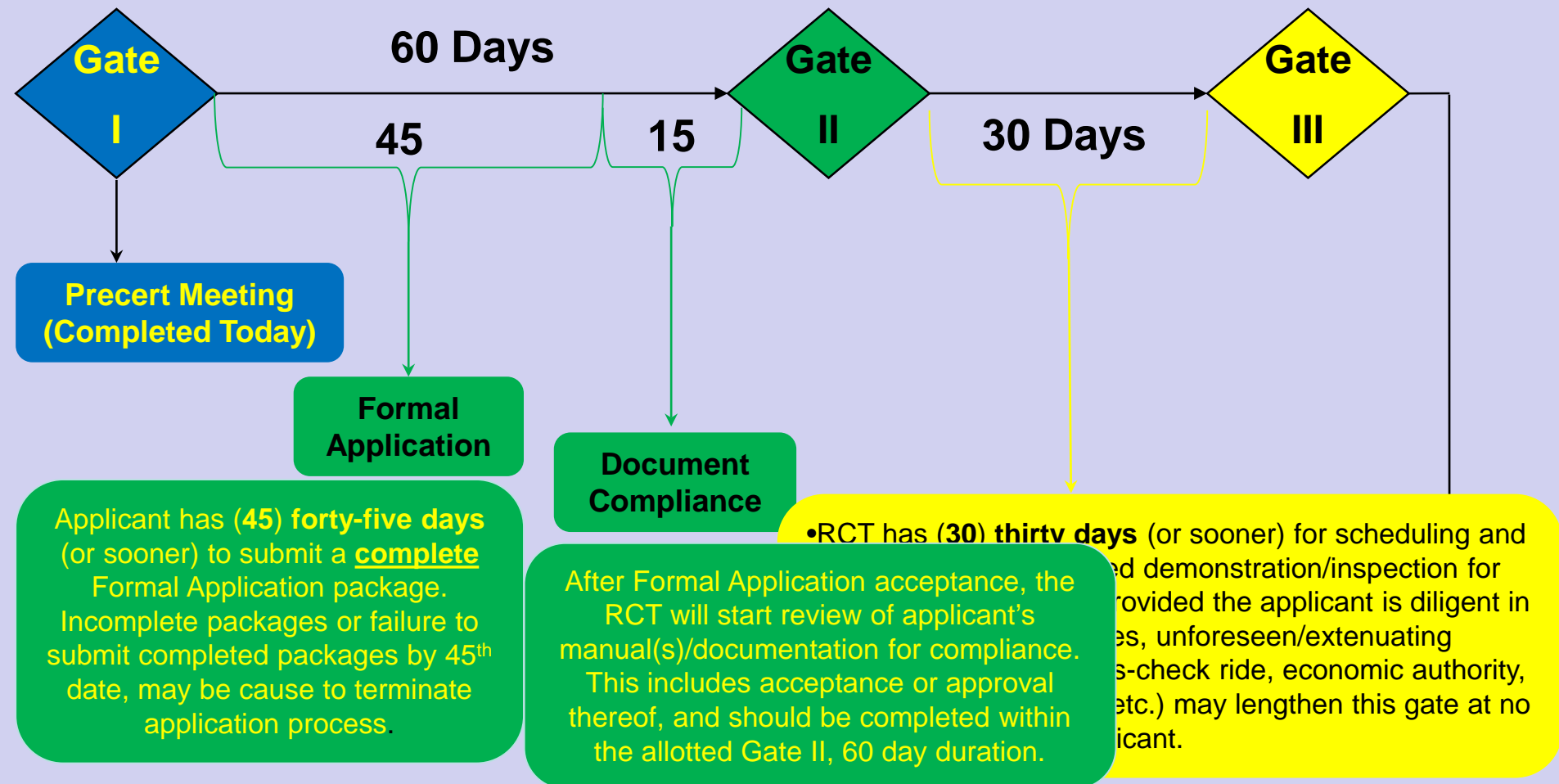


# Certification Phase

- **Operations Specifications Issued**
- **Operating Certificate Issued**



# Schedule of Events Timeline



# 5 Certification Phases with Gates

- **Pre-application**  
{Thru GATE 1}
- **Formal Application:**
  - 45 days or sooner to be submitted
- **Document Compliance**
  - For all required documents:
  - 3 Revision Policy
  - Schedule of Events remains controlling (i.e., 60 days)





# 5 Certification Phases with Gates

- Paperless Processing
- PDF Format required
- ASW Certification Sharepoint Site

**{Thru Gate 2}**

- **Demonstration & Inspection**

**{Thru GATE 3}**

- **Certification**



# Electronic Processing

## Submit PDF documents by:

- **Option 1 (preferred):** Upload file(s) to applicant SharePoint folder
- Option 2: E-mail address: [aswcertificationteam@faa.gov](mailto:aswcertificationteam@faa.gov)
- Option 3: Links to the materials
  - Must allow download in PDF format
  - If a username and password is required, include in e-mail



# ELEMENTS OF A CERTIFICATE / DESIGNATOR NUMBER.

The applicant will receive a random, computer-generated number.

- **A. List of Elements. The certificate/designator number has four elements as follows:**
  - **1) “Designator” element.**
  - **2) “Type” element.**
  - **3) “Numeric” element.**
  - **4) “Alpha” suffix element.**



# ELEMENTS OF A CERTIFICATE / DESIGNATOR NUMBER.

- **B. Example of Elements in a Number.** An example of a certificate/designator number using these four elements would be RAA-A-001-A (without dashes RAAA001A). This number, divided into its four elements, is illustrated in Table 2-1, Example of Certificate/Designator Number Elements.

**Table 2-1. Example of Certificate/Designator Number Elements**

RAA	A	001	A
(Designator)	(Type)	(Numeric)	(Alpha Suffix)

# ELEMENTS OF A CERTIFICATE / DESIGNATOR NUMBER.

**Table 2-2.  
Element Codes for  
Types of  
Certificates and  
Operations**

<b>Air Operators—Type of Certificate</b>	<b>Type—Certificate/ID Code</b>	<b>14 CFR Part</b>
Air Carrier Certificate	A	121/135
Operating Certificate (not common carriage)	B	125
Operating Certificate (commercial)	C	121/135
Foreign Operator (OpSpecs only)	F	129
Agricultural Aircraft Operator Certificate	G	137
Fractional Ownership (see Volume 2, Chapter 5)	K	91K
Rotorcraft External-Load Operator Certificate	L	133
Part 125 Deviation Holder (certificate numbers not issued)	M	91
<b>Air Agencies—Type of Certificate</b>	<b>Type—Certificate Code</b>	<b>14 CFR Part</b>
Domestic Training Center Certificate	X	142
Foreign Training Center Certificate	W	142
Domestic Repair Station Certificate	R	145
Domestic Satellite Repair Station Certificate	D	145
Foreign Repair Station Certificate	Y	145
Foreign Satellite Repair Station Certificate	Z	145
Pilot School Certificate (includes provisional)	S	141
Aviation Maintenance Technician School Certificate	T	147
Computer Testing Designee	E	183



# ELEMENTS OF A CERTIFICATE / DESIGNATOR NUMBER.

- **PRECERTIFICATION NUMBER CONSTRUCTION.** The letter “P” is used as the alpha suffix element for the temporary designation of an applicant who has stated intent to apply for an FAA certificate (e.g., ABCA021**P** or XYZR030**P**).
- The complete four-element number with P as the last element serves as the precertification number.
- Upon successful completion of the certification process, the alpha suffix is changed to the appropriate alpha suffix element (**A through Z, excluding P**) as applicable.
- **A. Complete Designation Number.** The complete identification number (**all eight characters**), as assigned to an organization, will never be reassigned to another organization





# Manual Construction Policy vs Procedure

- **POLICIES** are clear, simple statements of how an entity intends to conduct its services, actions or business. They provide a set of guiding principles to help with decision making. A written requirement such as No flight may depart on a cross-country flight without a spare case of oil is an example of a policy
- **PROCEDURES** are a logical progression of actions and/or decisions in a fixed sequence that is prescribed by an operator to achieve a specified objective. In short, a procedure is step-by-step guidance on how to do something. Procedures detail *who* performs the Procedure, *what* steps are performed, *when* the steps are performed, and *why/how* the Procedure is performed.



# Manual Construction Format

- In general, manuals and checklists should be easy to use and understand, and in a format that can be easily revised.
- **Revision Control**. Each manual should be easy to revise. Also, each manual should contain a revision control page or section from which the user can readily determine whether the manual is current. The control date of the most recent revision of each individual page must appear on each page.
- **Table of Contents**. Each manual should have a table of contents containing lists of major topics with their respective page numbers.
- **References**. *Some manuals* must include references to specific regulations when appropriate. A reference to regulations or other manual material is appropriate when it is necessary to clarify the intent of the text or when it is useful to the user for looking up specific subject matter.



# Manual Construction Format

- **Definitions**. Significant terms used in manuals should be defined. Any acronym or abbreviation not in common use should also be defined.
- **Elements of Style**. Manuals should be composed in the style of general technical writing. This style should be clear, concise, and easy to understand.
- **Electronic Media**. If the manual or manuals submitted are in electronic media format, they must be compatible with FAA electronic capabilities and free of any programs that would adversely affect that capability. **NOTE:** Electronic media must be compatible with the CHDO's system. If an applicant's media is not compatible, then the FAA cannot consider it acceptable. The current version of AC 120-78, Acceptance and Use of Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals, provides guidance for the use of electronic media.



# Manual Approved vs Accepted

- **Approved**: When approved is used to describe a document, manual, or checklist, it means that a regulation requires FAA approval and that the FAA has evaluated and specifically approved the document, manual, or checklist. {**FAA Approved**}
- **Accepted**: Accepted is used to describe a document, manual, or checklist that does not have, or is not required to have, FAA approval. Only a portion of an operators manuals are required to have FAA approval. The remaining portions are accepted by the FAA. Operators are required to submit the entire general manual to the FAA for review. If the FAA concludes that an accepted section of the general manual is not in compliance, the FAA must formally notify the operator of the deficiency. Upon notification, the operator must take action to resolve the deficiency. {**FAA Accepted**}



# PRECERTIFICATION / CERTIFICATE NUMBER ASSIGNMENT

- **The Southwest Certification Team has requested your precertification number from AFS-620, located in Oklahoma City.**
- **Once received back, the Certification Project Manager will notify the applicant of the certificate number.**
- **The applicant will utilize the assigned certificate number for their organization identification and manual / forms etc...**
- **All manuals produced by the applicant will be written as revision “**Original**”, “**Initial**” or **0 (zero)**.**



# The Most Useful Tool

[faa.gov](http://faa.gov)

&

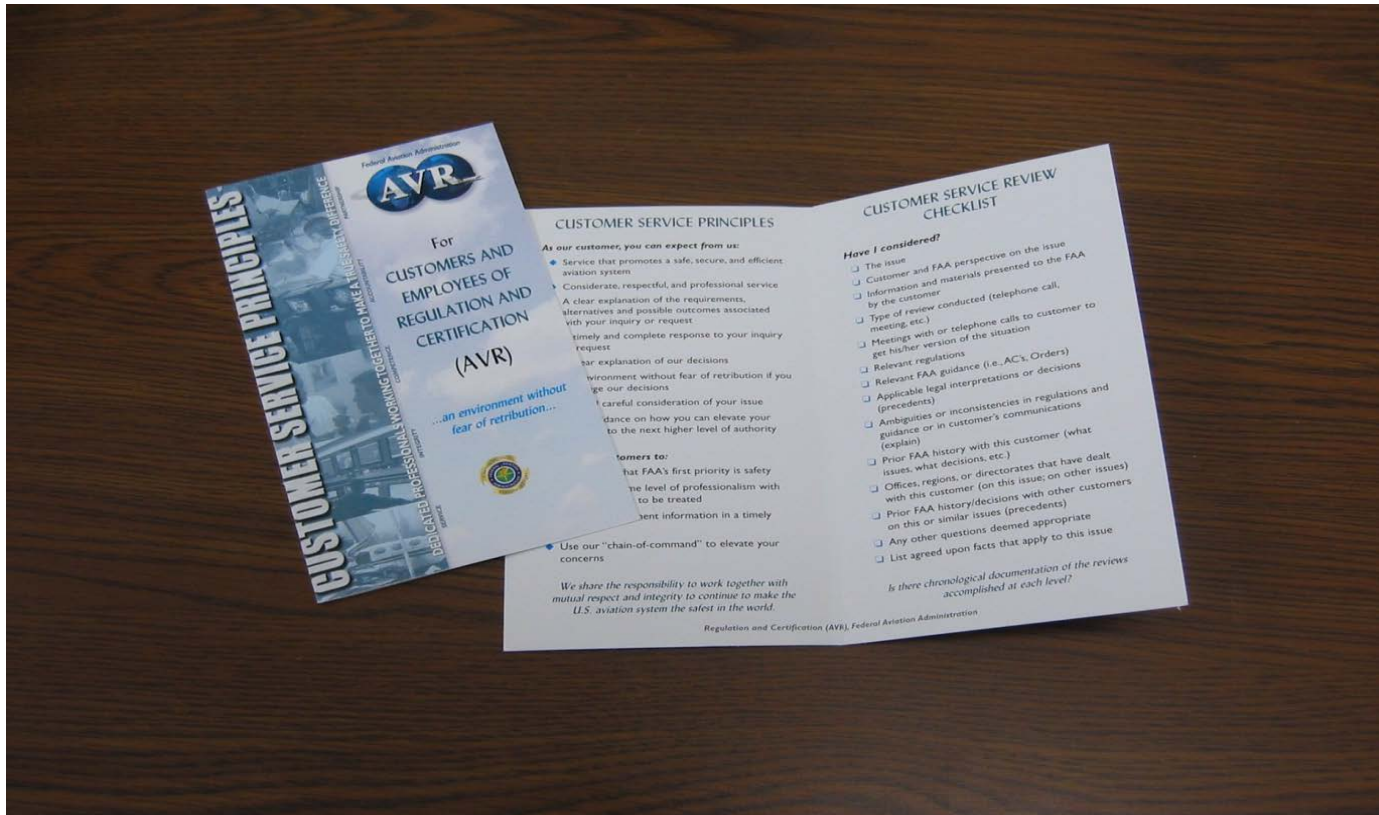
<http://fsims.faa.gov>

**Use Them !**





# Consistency and Standardization Initiative (CSI)



# Stakeholders



Whatever you fly,  
manage, or maintain...

You are our  
Stakeholders



# Consistency and Standardization

- **Program goals:**
  - Consistency and fairness
  - Early conflict resolution
  - Better decision documentation
  - Mission accountability



# What you can expect

**Service that promotes a:**

- **Safe**
- **Secure**
- **Efficient – aviation system**

**Considerate, respectful, and professional service**

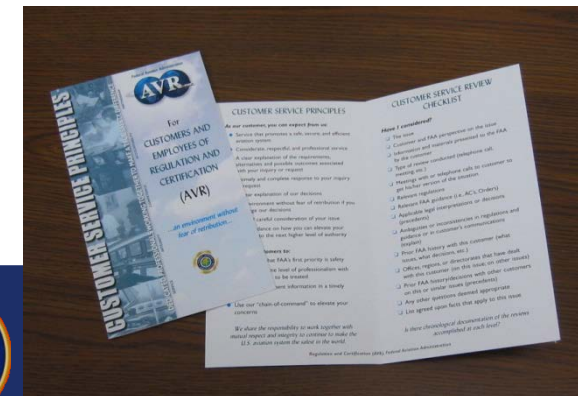
**Clear explanations of:**

- **Requirements**
- **Alternatives**
- **Possible outcomes**



# What you can expect

- Timely and complete responses
- Clear explanation of decisions
- Retribution-free challenge opportunity
- Fair and careful consideration of your issues
- Guidance on elevation of concerns



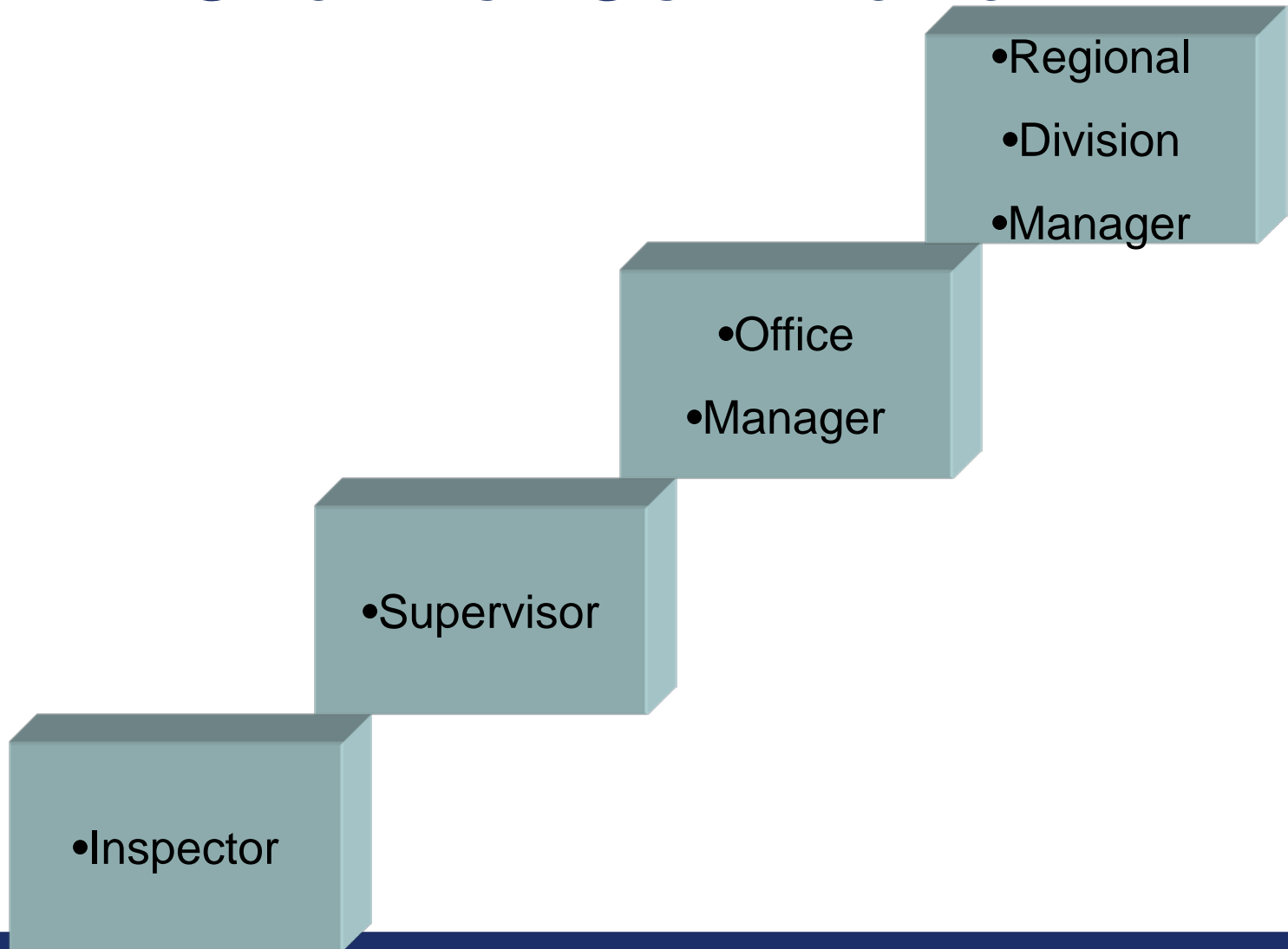


# We ask our Stakeholders to:

- **Understand FAA's first priority is Safety**
- **Relate professionally**
- **Provide information in a timely manner**
- **Use the “chain-of-command”**



# Chain of Command



# Consistency and Standardization





# Flight Standards Service (AFS)

## Stakeholder Feedback Forms

- <http://www.faa.gov/go/afsfeedback>

The screenshot shows the FAA website's navigation bar with the logo and links for FAA Home, Jobs, News, About FAA, A-Z Index, and FAA for You... A search bar is also present. Below the navigation bar, a blue menu contains links for Aircraft, Airports, Air Traffic, Data & Research, Licenses & Certificates, Regulations & Policies, and Training & Testing. The main content area is titled "Aviation Safety" and includes a breadcrumb trail: FAA Home > Offices > Aviation Safety. The page title is "Flight Standards Service (AFS) Stakeholder Feedback Forms". A sidebar on the left lists navigation options: Consistency & Standardization Initiative, Key Officials, Offices, Policy, and Programs & Initiatives. The main content area features a list of organizational units, with "Regional Divisions" highlighted in a red box. The list includes:

- Office of the Director (AFS-1)
- Aviation Special Operations & Security Staff (AFS-7)
- Executive Officer (AFS-10)
- Flight Program Office (AFS-60)
- Flight Standards Quality Assurance (AFS-40)
- International Programs & Policy (AFS-50)
- Organizational Resources & Program Management (AFS-100)
- Air Transportation (AFS-200)
  - National Simulator Program (NSP) (AFS-205)
- Aircraft Maintenance (AFS-300)
- Flight Technologies & Procedures (AFS-400)
- Flight Standards Training (AFS-500)
- Regulatory Support (AFS-600)
- Civil Aviation Registry (AFS-700)
- GA & Commercial (AFS-800)
- Regional Divisions
  - Alaskan
  - Central
  - Eastern
  - Great Lakes
  - Northwest
  - Southern
  - Southwest
  - Western Pacific
- Flight Standards National Field Office (AFS-900)
- Field Offices
  - Flight Standards District Offices (FSDO)
  - International Field Offices (IFO)
  - Aircraft Evaluation Group (AEG) Offices
  - Certificate Management Offices (CMO)
  - FAA Safety Team (FAASafetyTeam)



# AFS Stakeholder Feedback

## AFS Stakeholder Feedback Regional Divisions

 Print  Share

In our continuing effort to improve the quality of service to our stakeholders, Flight Standards Service (AFS) would appreciate any comments you may have on our services and how to improve them. Your participation in meeting our goals for continuous improvement is greatly appreciated.

\* indicates required field

\* Flight Standards Office:

\* Comments:   
Central Region  
Eastern Region  
Great Lakes Region  
Northwest Mountain Region  
Southern Region  
**Southwest Region**  
Western Pacific Region

Company Name:

Name:

Phone:

Email:

*Requiring you to answer this logic question helps us prevent spam. If you would like a new question, reload this page.*

\* What is the 1st number in the list twenty two, 1, 24 and 29?



# AFS Stakeholder Feedback

## AFS Stakeholder Feedback Regional Divisions

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\* What is the 1st number in the list twenty two, 1, 24 and 29?



# Communication

**This is the most important thing you need to remember during the certification process**



- **Questions?**



## Formal Application Document Checklist 145

An application for a repair station certificate and rating must be made in a format acceptable to the FAA and must include the following:

- A letter requesting the processing of the application indicating when facilities, equipment, material, and data will be ready for formal inspection. (FAA Order 8900.1, 2-1218(F)(3)(d))
- FAA Form 8310-3 Application – (145.51(a))
- Incorporation and DBA Certificates to validate FAA form 8310-3 Block 1(d) and Block 5.
- Facility Lease or Proof of Ownership supporting permanent housing requirement (145.103(b))
- A description of the housing and facilities, including the physical address, in accordance with §145.51(a)(5)
- An organizational chart of the repair station and the names and titles of managing and supervisory personnel (145.51(a)(4))
- A list by type, make, or model, as appropriate, of each article for which the application is made and nature of the work to be performed. (145.51(a)(3) and 145.61(b))
- Maintenance Function List / Vendor List - List of contracted maintenance functions, for approval by the FAA, to be performed by the repair station under contract by another person in accordance with (145.217)
- Hazmat Letter Determining Hazmat Employer I.A.W 49 CFR Part 170 thru 180 - (145.165)
- Repair Station Manual – (145.207 & 145.209)
- Quality Control Manual – (145.211)
- Forms Manual (if not incorporated into QCM)-(145.211(c)(3))
- Repair Station Training Program Manual – (145.163)
- Personnel Requirements. (145.151)
- 145.161 Rosters (a)(1 thru 4). Qualifications of Supervisory and Inspection personnel and those personnel authorized to approve an article for Return to Service. (14 CFR Part 65, 145.153, 145.155 and 145.157)
- Copies of Approved Process Specifications (Repair Specifications)(If Required) – (145.61(c))
- When seeking approval of a Class 2 propeller rating, a list, by make, of the propeller. (FAA Order 8900.1, 2-1218(F)(3)(h))
- Application(s) for Repairman Certificate(s) (If Required)- (145.159)

### Not Required, but Recommended

- Letter of Compliance – (FAA Order 8900.1, V2,C11,S2 paragraph 2-1213 (A2) (c)(4))
- \*Completed-{Form 145-RSM WPC} RSM/QCM /Forms Written Procedures Checklist. Submit only pages 1 thru 7, along with your RSM/QCM/FORMs Manual(s).
- \*\*Completed-Figure 3-158, ASI Checklist to Facilitate Training Program Approval. Submit along with your Repair Station Training Program.



**Repair Station Manual,  
Quality Control Manual and Forms  
Written Procedures Checklist**

Southwest Regional Office  
10101 Hillwood Parkway  
Fort Worth, Texas 76177

## **14 CFR Part 145 Certificated Repair Station**

# **Repair Station Manual, Quality Control Manual and Forms Written Procedures Checklist**

### Instructions For Use.

The checklist may be used to assist the applicant/certificate holder in reviewing the content of its manual(s). All items listed on the checklist may not be applicable to each repair station due to differences in rating, size, and type of maintenance performed. This checklist is advisory in nature only. The utilization of this additional checklist is recommended, but is not required.

Applicant should complete and only submit pages (1)-(7) checklist along with their repair station manuals.

### **Contents**

[Repair Station Manual Contents](#)

[Quality Control Manual Contents](#)

[Personnel Requirements Reference Chart](#)

[Questions from Advisory Circular 145-9 Change 1](#)



**Repair Station Manual,  
Quality Control Manual and Forms  
Written Procedures Checklist**

Southwest Regional Office  
10101 Hillwood Parkway  
Fort Worth, Texas 76177

**REPAIR STATION MANUAL (RSM)  
SUBPART E: OPERATING RULES**

145.209	Repair Station Manual Contents (a) thru (k)
---------	---

**A certificated repair station's manual (RSM) must include the following:**

- (a) Does the RSM have an Organizational Chart identifying :  Yes  No
- (1) Each Mgmt position w/authority to act on behalf of the repair station?  Yes  No
- (2) Area of responsibility assigned to each mgmt position ?  Yes  No
- (3) Duties, responsibilities & authority of each mgmt position?  Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

- (b) Does the RSM Procedures for maintaining & revising the Rosters required by §145.161?  Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

- (c) Does the RSM contain a DESCRIPTION of the repair station's operations, including housing, facilities, equipment and materials as required by Subpart C ?  Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

- (d) Does the RSM contain procedures for:

- (1) revising the capability list provided for in §145.215?  N/a:  Yes  No
- and notifying the CHDO of revisions to the list?  N/a:  Yes  No
  - including how often the CHDO will be notified of revisions?  N/a:  Yes  No
- (2) self-evaluation required under §145.215(c) for revising the capability list?  N/a:  Yes  No
- including the methods and frequency of such evaluations  N/a:  Yes  No
  - and procedures for reporting the results to the appropriate manager for review & action ?  N/a:  Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

- (e) Does the RSM contain procedures for revising the Training Program required by §145.163 ?  Yes  No  
**NOTE: RSM and QCM are FAA "ACCEPTED" Manuals and Training Program is FAA APPROVED.**

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

- (f) Does the RSM contain procedures to govern work performed at another location in accordance with §145.203?  N/a:  Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #





**Repair Station Manual,  
Quality Control Manual and Forms  
Written Procedures Checklist**

Southwest Regional Office  
10101 Hillwood Parkway  
Fort Worth, Texas 76177

**REPAIR STATION MANUAL (RSM)**

**SUBPART E: OPERATING RULES**

145.209	{CONTINUED} Repair Station Manual Contents (a) thru (k)
---------	---

g) Does the RSM contain procedures for maintenance, preventive maintenance, or alterations under §145.205 ?  
 Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

(h) Does the RSM contain procedures for:

(1) maintaining and revising the contract maintenance information required by §145.217 (a)(2)(i) ? ?  
 N/a:  Yes  No

- Including submitting revisions to the CHDO for Approval? ?  N/a:  Yes  No

(2) maintaining and revising the contract maintenance information required by §145.217 (a)(2)(ii) and notifying the CHDO to this information? ?  N/a:  Yes  No

- Including how often the CHDO will be notified of revisions? ?  N/a:  Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

(i) Does the RSM contain a description of the required records and the recordkeeping system used to obtain, store, retrieve the required records?  Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

(j) Does the RSM contain procedures for revising the repair station's manual and how the CHDO will be notified ?  
 Yes  No

- Including how often the CHDO will be notified of revisions?  Yes  No

Manual	Location in Manual	Page Reference
Repair Station Manual	Enter Chapter or Section	Enter Page #

(k) Does the RSM contain a description of the system used to identify and control sections of the repair station manual ?  Yes  No

Manual	Location in Manual	Page Reference
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**FAA Order 8900.1, Volume 2 , Chapter 11, Section 4, Paragraph 2-1297 C (1) and C (2)**

Does the RSM contain procedures for detecting and reporting Suspected Unapproved Parts (SUP)?  Yes  No

Manual	Location in Manual	Page Reference
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**Suspected Unapproved Parts Program.**

"It is impossible to cover all possible situations to determine if a part is acceptable. However, FAA Advisory Circular 20-62D (or later as revised) contains guidance for identification of Aeronautical replacement parts. A suspected unapproved part will be reported per Advisory Circular AC 21-29C (or later as revised; by reference these Advisory Circulars are made part of this manual. The [Enter Title of Person](#) is responsible for reporting.



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**QUALITY CONTROL MANUAL (QCM)**

**SUBPART E: OPERATING RULES**

145.211	Quality Control System (c) thru (d)
---------	-------------------------------------

(a) A certificated repair station must establish and maintain a quality control system acceptable to the FAA that ensures the airworthiness of the articles on which the repair station or any of its contractors performs maintenance, preventive maintenance, or alterations.

(b) Repair station personnel must follow the quality control system when performing maintenance, preventive maintenance, or alterations under the repair station certificate and operations specifications

**(c) A certificated repair station must prepare and keep current a quality control manual (QCM) in a format acceptable to the FAA that includes the following:**

(1) A description of the system and procedures used for:

(i) Does the QCM contain a description of the system and procedures used for inspecting incoming raw materials to ensure acceptable quality?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(ii) Does the QCM contain a description of the system and procedures used for performing preliminary inspection of all articles that are maintained ?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(iii) Does the QCM contain a description of the system and procedures used for inspecting all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance or alteration is performed?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(iv) Does the QCM contain a description of the system and procedures used for establishing and maintaining proficiency of inspection personnel ?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(v) Does the QCM contain a description of the system and procedures used for establishing and maintaining current technical data for maintaining articles?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(vi) Does the QCM contain a description of the system and procedures used for qualifying and surveilling noncertificated persons who perform maintenance, preventive maintenance or alterations for the repair station?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #



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**QUALITY CONTROL MANUAL (QCM)**

**SUBPART E: OPERATING RULES**

145.211	{CONTINUED} Quality Control System (c) thru (d)
---------	---

(vii) Does the QCM contain a description of the system and procedures used for performing final inspection and return to service of maintained articles?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(viii) Does the QCM contain a description of the system and procedures used for calibrating measuring and test equipment used in maintaining articles?  Yes  No

- including the intervals at which the equipment will be calibrated?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(ix) Does the QCM contain a description of the system and procedures used for taking corrective action on deficiencies?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(2) Does the QCM contain references, where applicable, to the manufacturer's inspection standards for a particular article?  Yes  No

- Including reference to any data specified by that manufacturer?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(3) Does the QCM contain a sample of the inspection and maintenance forms and instructions for completing such forms?  Yes  No or a reference to a separate forms manual?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(4) Does the QCM contain procedures for revising the QCM required under this section and notifying the CHDO of the revisions?  Yes  No

- Including how often the CHDO will be notified of revisions?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

(d) A certificated repair station must notify its certificate holding district office of revisions to its quality control manual.



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**FAA Order 8900.1, Volume 2 , Chapter 11, Section 4, Paragraph 2-1297 C (1) and C (2)**

Does the QCM contain procedures for detecting and reporting Suspected Unapproved Parts (SUP)?  Yes  No

Manual	Location in Manual	Page Reference
Quality Control Manual	Enter Chapter or Section	Enter Page #

**Suspected Unapproved Parts Program.**

"It is impossible to cover all possible situations to determine if a part is acceptable. However, FAA Advisory Circular 20-62D (or later as revised) contains guidance for identification of Aeronautical replacement parts. A suspected unapproved part will be reported per Advisory Circular AC 21-29C (or later as revised; by reference these Advisory Circulars are made part of this manual. The [Enter Title of Person](#) is responsible for reporting.



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Personnel Requirements Reference Chart

<b>14 CFR 145 PERSONNEL REQUIREMENTS</b>					
<b>Personnel / Action</b>	<b>Directly involved in Maintenance Activities</b>	<b>Must be appropriately certificated per CFR 14 Part 65</b>	<b>Included on Roster</b>	<b>Employment Summary</b>	<b>Training Program and Records</b>
Management (1)	No	No	Yes	Yes	No
Supervisory (2)	Yes	Yes (2)	Yes	Yes	Yes
Inspectors	Yes	No	Yes	Yes	Yes
Final Inspection	Yes	Yes (2)(4)	Yes	Yes	Yes
Return to Service Maintenance Release	Yes	Yes (2)(4)	Yes	Yes	Yes
Non-Certificated Employees (3)	Yes	No	No	No	Yes
<b>(1): Personnel with Authority to act on behalf of the Repair Station, includes the Accountable Manager.</b>					
<b>(2): Personnel at Repair Station <b>OUTSIDE</b> the US are <b>NOT</b> certificated per CFR 14 Part 65.</b>					
<b>(3): CRS must determine abilities of non-certificated employees performing maintenance.</b>					
<b>(4): CRS 145.213(d) "Maintenance Release" must be certificated per CFR 14 Part 65.</b>					

Does the Applicant have a valid, current Lease Agreement for the Facility ?  Yes  No

Questions from Advisory Circular 145-9 Change 1

**APPENDIX 2. CHECKLIST**

**a.** The following checklist is provided as a guide for reviewing the completed manual(s). This checklist was not developed to be all-inclusive and should be modified to fit the type of operation and complexity of the repair station. Some suggested items may not be applicable to all repair stations.

**b. Manual Revision and Control.**

- (1) Who will initiate, write, and submit revisions to the FAA for review and acceptance?
- (2) How will the repair station incorporate changes to revisions found not acceptable to the FAA? How will the repair station correct any maintenance/administrative actions performed under revisions that were found not acceptable to the FAA?
- (3) How and where is the acceptance of the manual noted, including how the FAA will receive its revisions?
- (4) How will the revisions be distributed?
- (5) Does the procedure ensure that each manual holder receives each revision?
- (6) Will the revised text of each affected page be clearly identified?
- (7) Do the procedures include control of sections of the manual, such as identification, revision status, page numbering, issue date, and approvals/acceptance?
- (8) Do the procedures to control sections of the manual address (as applicable) identification, revision status, page numbering, issue date, and approvals of internal personnel responsible for the manual and revisions?

**c. Organization.**

- (1) Does the manual include an organization chart that shows, by title, each manager with authority to act on behalf of the repair station?
- (2) Are the titles for the positions the same throughout the manual?
- (3) Does the organizational chart show separation of maintenance and inspection departments (if applicable)?

**d. Personnel.**

- (1) Does the manual describe the duties and responsibilities, including the area of responsibility assigned, of each management position?
- (2) Does the narrative describe what each person does?
- (3) Do the procedures ensure that their duties and responsibilities are performed in each person's absence?
- (4) Does the manual include procedures for maintaining and revising the rosters required by § 145.161?
- (5) Does the manual include procedures for maintaining the employment summaries for each person whose name is on the roster?



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- (6) Does the manual include procedures for applying for additional repairmen and for maintaining the certificates?
- (7) Does the manual include a procedure for surrendering repairman certificates when required by part 65?
- (8) Do the employment summaries meet the requirements of § 145.161?

### e. Operations, Housing, and Facilities.

- (1) Does the manual include a drawing showing the facility's floor plan, shops, and equipment?
- (2) Is a description of the facility (narrative) included?
- (3) Is the operation of the repair station described?
- (4) Are any special environmental conditions addressed?
- (5) Does the description include a generic overview of the equipment?
- (6) If the repair station leases or rents equipment, does the manual contain procedures describing the lease/rent process and who is responsible for managing the program?
- (7) How does the repair station ensure the equipment is in place and under its control when the work is performed?
- (8) If the repair station is using special equipment or tools other than those recommended by the manufacturer, does the manual include procedures for determining equivalency?
- (9) Does the manual include a description of the stock room, how inventory is requisitioned for particular jobs, and how shelf life inventory is maintained?

### f. Capability List.

- (1) Who (by title) will maintain the capability list?
- (2) How will the self-evaluation be performed?
- (3) Who will perform the self-evaluation?
- (4) How is the self-evaluation documented?
- (5) Do the checklists and forms address all of the applicable requirements of part 145 (e.g., housing, facilities, equipment, tools, technical data, and personnel)?
- (6) How will results of the self-evaluation be reported to management?
- (7) Does the procedure describe how items are added to and deleted from the list?
- (8) Are changes to the list clearly indicated on the document?
- (9) If electronic media is used, are the hardware and software compatible with that of the CHDO?

### g. Training Program Revision.

- (1) Who is responsible for submitting training program revisions to the FAA?
- (2) When will the revision be submitted?
- (3) How will the revision be approved (include the repair station approval as well as FAA)?
- (4) How often will the training program be reviewed for currency and completeness?
- (5) Who will perform the review?
- (6) How will revisions be recorded and implemented?
- (7) How will the revised text be identified?

### h. Work Performed at Another Location.

- (1) For a one-time special circumstance:
  - (a) Who will notify the CHDO, and how?
  - (b) How and where will the approval/denial be recorded?
- (2) If the repair station intends to perform work at another location on a regular basis, does the manual include procedures for:
  - (a) The preparations and conditions to be met prior to performing any work?
  - (b) Who is responsible for supervising the maintenance performed at another location?
  - (c) Ensuring that the applicable sections of the RSM are available at the remote site?
  - (d) Ensuring that adequate tools, equipment, and current technical data are available at the site?
  - (e) When and how the article is inspected?
  - (f) How the work is recorded? Do the records meet the requirements of §§ 43.9 and 43.11? Are the forms used at the remote location the same as those used within the repair station? Who is responsible for transporting and storing the records? Where will they be stored?

### i. Maintenance Performed for an Air Carrier.

- (1) Who is responsible (by title) for keeping a file of the air carrier's procedures, including the necessary technical data?
- (2) Who is responsible (by title) for review and amendment of purchase orders for complete and correct instructions? Is that person trained?
- (3) How does the repair station maintain a current list of RII inspectors? Who maintains the list?
- (4) Does the RSM include procedures to ensure that the necessary equipment, trained personnel, and technical data will be available for line maintenance?
- (5) Does the manual describe the training program for air carrier maintenance and RII?

### j. Contract Maintenance Information.

- (1) What is the title of the person responsible for the contract maintenance program?



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- (2) What is the title of the person maintaining the list of contracted facilities and contract maintenance functions?
- (3) What is the title of the person responsible for forwarding revisions of the list to the CHDO?
- (4) When and how will the CHDO be notified of revisions to the list?
- (5) How will the repair station determine if the contracted facility is properly rated?
- (6) Do the contract provisions for non-FAA-certificated facilities include provisions for FAA inspection?
- (7) How does the repair station qualify and audit FAA-certificated and noncertificated entities.
- (8) Are the auditors who inspect contract maintenance entities trained?
- (9) How do the receiving inspectors inspect articles returned after maintenance from FAA-certificated and noncertificated entities? Are they trained?
- (10) Are discrepancies with contracted entities included in the corrective action program?

### **k. Proficiency of Inspection Personnel.**

- (1) How are minimum qualifications for inspection personnel established? Who makes this determination?
- (2) How will the inspector maintain proficiency? Training? On-the-job training? What methods are used?
- (3) Do the records of training indicate the method, length, instructor, and dates? Are they current?
- (4) Who is responsible for ensuring that inspectors maintain proficiency?
- (5) Does the final inspector authorize approval for return to service? If so, is this inspector certificated (if within the United States)?
- (6) Will the inspectors require any special training, (i.e., NDT)? Who will be responsible for the training? How will inspectors continue to meet any required industry standards?

### **l. Current Technical Data.**

- (1) What is the title of the person responsible for revising and maintaining the technical data?
- (2) How does the repair station ensure that the technical data is current?
- (3) How is the technical data distributed throughout the company?
- (4) How does the repair station ensure that current technical data is available to the staff?
- (5) What is the title of the person responsible for control and distribution of the technical documents?
- (6) If the technical data require translation, who is responsible for performing the translation and quality checks? How will the data be revised and distributed?
- (7) If computer software is used for component testing, how are revisions made and distributed? Who is responsible for ensuring that the software is operating properly and that the current revision is in use?

### **m. Inspection System.**

#### **(1) General.**

- (a) Does the manual include procedures for reporting malfunctions or defects?
- (b) Does the manual contain procedures that ensure continuity of inspection responsibility?
- (c) Does the manual contain procedures for segregation of repairable from non-repairable articles?
- (d) Does the manual include a procedure for tagging or identifying articles, including repairable and non-repairable articles?

#### **(2) Receiving Policy.**

- (a) Who (by title) performs the inspection, and how is it performed?
- (b) How is the inspection recorded?
- (c) What actions are required if the container and/or material was damaged?
- (d) How is the material routed for proper storage?
- (e) What is the required documentation from contracted facilities?

#### **(3) Incoming Inspection.**

- (a) Who (by title) will perform this inspection?
- (b) How will the inspection be performed? What technical data will be necessary to perform this inspection?
- (c) Does the manual include procedures for control of items that have shelf life limitations?
- (d) Do the procedures describe the action taken if the material meets specification, as well as what action is taken if the material does not meet specification?
- (e) How is the material identified if acceptable or not acceptable?
- (f) Do the materials require any special testing requirements? If so, what procedures are followed to perform those tests? How is the testing performed?
- (g) What is the disposition of incoming inspection records?
- (h) How is traceability of materials received in lots, such as weld wire and coating powders, ensured?
- (i) Does the manual contain procedures for detecting and reporting suspected unapproved parts?





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### (4) Preliminary Inspection.

- (a) Who (by title) will perform this inspection, and how will it be performed?
- (b) When is this inspection performed?
- (c) How will the inspection be recorded?
- (d) If the inspection reveals discrepancies, how are they recorded?
- (e) How is corrective action taken to correct any discrepancies?
- (f) Do the records show the relationship between the discrepancies found and the corrective action taken?
- (g) Is the record of this inspection made part of the work order file (work package)?
- (h) How is traceability of life limits and/or time since overhaul ensured?
- (i) How are the parts identified if acceptable and if not acceptable?
- (j) Does the manual include procedures to ensure that the records (work package) are kept with the parts?
- (k) Does the manual include a procedure to ensure that current technical data is available before inspection?
- (l) Does the manual include procedures for detecting and reporting unapproved parts?
- (m) Does the manual include a procedure for reporting failures, malfunctions, or defects of an article?

### (5) Hidden Damage Inspection.

- (a) Who (by title) will perform the inspection?
- (b) How will the inspection be recorded?
- (c) If defects are noted, where will they be recorded?
- (d) Does the inspection include areas adjacent to obvious damage?
- (e) Who will communicate with the customer?
- (f) Is the record of this inspection made part of the work order file?

### (6) In-Process Inspection.

- (a) Who (by title) will perform the inspection, and how is it performed?
- (b) How will the inspection be recorded?
- (c) If defects or discrepancies are noted, where will they be recorded?
- (d) Do the procedures allow steps to be performed out of sequence? If so, how is this authorized and recorded?
- (e) If the in-process inspection results are not satisfactory, does the manual have procedures governing rework?
- (f) Do the forms used in the inspection system record both the name of the person who performed the work and the inspector?
- (g) Are the records of this inspection made part of the work order (records package)?
- (h) Who determines when an in-process inspection is performed, and how is that determined?
- (i) Do the procedures describe the inspection of an article and review of documentation for maintenance performed by a contracted facility?

### (7) Final Inspection.

- (a) Who (by title) will perform the inspection?
- (b) How will the inspection be recorded?
- (c) If the final inspection is not satisfactory, does the manual have procedures governing rework?
- (d) Before the final airworthiness determination is made, are all other maintenance, inspection forms, and records checked for completion? How is this indicated?
- (e) How is the inspection performed?
- (f) After the final inspection is completed, how are the articles identified?
- (g) Does the manual include procedures for when the final inspection results in accepting or rejecting the article?
- (h) If the repair station performs 100-hour and/or annual inspections, does the manual include procedures addressing the use of inspection cards and/or forms, checklists, etc., to record the inspection and correction of any discrepancies? Does the manual also include procedures for deferral of inoperative equipment if the operator has an FAA-approved minimum equipment list?
- (i) If the maintenance performed was a major repair or major alteration, does the manual include procedures to ensure that the inspector who inspects the article and approves it for return to service is trained, qualified, and authorized?

### (8) Work Sign-Off.

- (a) Who (by title) issues the stamps, badges, or authorizations?
- (b) Do the procedures ensure that the method used can be traced to the individual who was issued the authorization (a list of names and stamps or similar document)?
- (c) Does the manual include procedures to check that the stamps (if used) are still legible?
- (d) Do the procedures ensure that the stamp, badge, or authorization is returned to or revoked by the responsible manager after termination or reassignment of an employee?
- (e) Does the training include security procedures for the system used (stamps or electronic)?

### (9) Approval for Return to Service.

- (a) Does the form meet the requirements of §§ 43.9 and 43.11?
- (b) Who (by title) is authorized to complete the form? How is he/she authorized?
- (c) Do the procedures ensure that a qualified and authorized person can assume the responsibilities of this task if the person who normally performs it is not available (e.g., sick, on vacation, etc.)?
- (d) Does the maintenance release document include or reference a list of approved parts?
- (e) Do the procedures ensure that only those articles for which the repair station is rated are approved for return to service?



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- (f) Do the procedures describe how the repair station will determine if the repair or alteration is major? If the maintenance was a major repair or major alteration, do the procedures describe how it will be recorded?
- (g) Who (by title) is authorized to complete FAA Form 337, and how is that person authorized?
- (h) What records are given to the customer, and what records are maintained on file at the repair station?

### n. Required Records and Recordkeeping.

- (1) Who (by title) is responsible for maintaining the recordkeeping system?
- (2) What documents are included in a typical records package? What additional forms may be included?
- (3) Where are the records stored?
- (4) Who (by title) reviews records for accuracy and completeness before approval for return to service? Is the individual trained?
- (5) If the repair station uses electronic records, does the manual describe the procedures, including security, back-up, and retrieval?
- (6) Are the records in English, and do they meet (at a minimum) the requirements of § 43.9?
- (7) What records will be provided to the owner/operator?
- (8) How will the repair station process records received from contractors?
- (9) Are procedures for distribution and storage of FAA Form 337 included?
- (10) How are records of any special inspections, such as hydrostatic tests, functional tests, and so forth, processed?

### o. Calibration of Measuring and Test Equipment.

- (1) Who (by title) is responsible for the calibration system?
- (2) What is the basis for the test intervals, such as manufacturer, standard industry practice, and so forth?
- (3) Is the calibration technique recommended by the manufacturer or standard industry practice?
- (4) How is calibrated equipment identified?
- (5) Is the calibration technique documented?
- (6) What procedure is used to change calibration intervals?
- (7) Are actual calibration results recorded to justify changes to calibration intervals?
- (8) Do the procedures ensure that calibration is traceable to NIST, the manufacturer, or an acceptable foreign or international standard?
- (9) Do the procedures ensure that equipment is removed from service and calibrated when due?
- (10) Do the procedures include recall of any product inspected if the measuring equipment was out of tolerance when the work was performed?
- (11) How is equipment that is not submitted for calibration when it is due handled, i.e., lost or overdue?
- (12) How is calibration recorded? Are the actual results at each test point recorded?
- (13) If automated test equipment is used, is it included in the calibration system?
- (14) Does the procedure describe the information on the calibration label of the equipment?
- (15) How is equipment that must be calibrated before each use identified and recorded?
- (16) How is equipment that does not require calibration identified?
- (17) Do the procedures address the acceptance of new precision test equipment into the inventory?
- (18) Do the procedures address calibration performed by an outside contractor?
- (19) Do the procedures address calibration of employee-owned tools?
- (20) Who (by title) is responsible for records of calibration received from outside contractors?
- (21) Do the procedures address calibration requirements, standards, documentation, and traceability of tools that the repair station has leased?
- (22) Do the procedures describe the review of the contracted calibration facility's records for traceability, accuracy, and acceptability?
- (23) If the facility includes an engine or auxiliary power unit test cell, does the manual include procedures for correlation, calibration, and limitations, if any?
- (24) If NDT is performed, does the manual include procedures for certification of company-manufactured NDT inspection standards (if any are used)?

### p. Taking Corrective Action on Deficiencies.

- (1) Who (by title) is responsible for the program?
- (2) How is the root cause of the problem determined?
- (3) Who (by title) will initiate corrective action?
- (4) How much time will be allowed to implement the corrective action?
- (5) Who (by title) will perform a follow-up audit of the corrective action to ensure that it was effective?
- (6) What records will be maintained of the cause and corrective action taken?

### Figure 3-158. ASI Checklist To Facilitate Training Program Approval

This checklist is to be used as a minimum standard to assist the aviation safety inspector (ASI) in establishing a basis for approval of the training program required by 14 CFR part 145, § 145.163. The elements identified on the checklist are derived from regulatory requirements and accepted industry practices. The checklist may be altered or modified to fit a wide range of applications in order to attain an acceptable comfort level for the approving inspector. It is recommended that this form or a similar form used by the approving official be retained by the certificate-holding district office (CHDO).

*Instructions to Applicant: Enter Agency and Training Program information below. Then ONLY complete page# (Pg#) in grey shaded column, indicating program page reference.*

Air Agency Name				
Certificate #		FAA Accountable Manager		
Program Submission		Revision #	Date	

Item	Repair Station Training Program Element	Yes	No	Pg #
1	Is the manual identified with Company name, address, certificate number, and other contact information appropriate to this manual (phone, fax, e-mail, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
2	Does the manual have a control system?	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does the control system include a distribution list identifying a particular manual to a person or location?	<input type="checkbox"/>	<input type="checkbox"/>	
4	Does the manual contain an adequate revision system to allow an easy determination of currency and person responsible for inserting the revision?	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is there a procedure for submitting revisions to the CHDO for approval and retaining records for a 2-year minimum?	<input type="checkbox"/>	<input type="checkbox"/>	
6	Does the training program have provisions for initial and recurrent training?	<input type="checkbox"/>	<input type="checkbox"/>	
	<b><i>Indoctrination Training (CORE for ALL CRS Personnel regardless of size)</i></b>			
	<input type="checkbox"/> (a) Title 14 CFR requirements, particularly those associated with the repair station maintenance functions and authority as reflected on the certificate and operations specifications	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> (b) Company manuals, policies, procedures, and practices, including quality control processes, particularly those associated with ensuring compliance with maintenance (including inspection), preventive maintenance, and alteration procedures established to show compliance with 14 CFR part 145.	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> (c) Department of Transportation hazardous material (hazmat) requirements, general Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA), and other local, state, and federal laws requiring training for different categories of employees. <b>NOTE: The repair station must not confuse employee hazmat familiarization and training with the regulatory requirement of DOT Title 49 of the Code of Federal Regulations (49 CFR) § 171.8 “hazmat employee/hazmat employer” training standards, which require mandatory hazmat training for those personnel engaged in the shipping of hazmats.</b>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> (d) Maintenance human factors. <b>NOTE: Training in maintenance human factors is an essential part of an FAA approved training program. The repair station’s submitted training program and any revision thereto must include human factors elements. The FAA will not prescribe what human factors elements to include, but those elements should focus on aviation maintenance, and safety related issues. If human factors were not included, their exclusion would hinder the training program approval. (See AC 145-10, Repair Station Training Program, for additional information.)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> (e) Computer systems and software, as applicable to the repair station’s maintenance (including inspection), preventive maintenance, and alteration systems and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> (f) Facility security.	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>NOTE: It should be noted that some of the subjects listed above do not fall under the direct purview of the FAA or Flight Standards Service.</b>			
	<b>NOTE: Regardless of the experience level of incoming personnel, indoctrination on procedures unique to the repair station should ensure a smooth transition into the work environment. The repair station should schedule this phase of training within a reasonable time after hire to ensure the employee understands the repair station’s operations.</b>			

### Figure 3-158. ASI Checklist To Facilitate Training Program Approval

This checklist is to be used as a minimum standard to assist the aviation safety inspector (ASI) in establishing a basis for approval of the training program required by 14 CFR part 145, § 145.163. The elements identified on the checklist are derived from regulatory requirements and accepted industry practices. The checklist may be altered or modified to fit a wide range of applications in order to attain an acceptable comfort level for the approving inspector. It is recommended that this form or a similar form used by the approving official be retained by the certificate-holding district office (CHDO).

*Instructions to Applicant: Enter Agency and Training Program information below. Then ONLY complete page# (Pg#) in grey shaded column, indicating program page reference.*

Item	Repair Station Training Program Element	Yes	No	Pg #
7	Does the training program adequately identify task functions for the performance of maintenance or inspection functions?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Does the training program adequately ensure that each employee performing a maintenance or inspection function is capable of performing the assigned task?	<input type="checkbox"/>	<input type="checkbox"/>	
9	Are individual training requirements identified and documented in an acceptable manner?	<input type="checkbox"/>	<input type="checkbox"/>	
10	Is there a method of measure or test to ensure the training is effective?	<input type="checkbox"/>	<input type="checkbox"/>	
11	Has the advisory circular and handbook guidance been reviewed to ensure that issues particular to this training program have been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	
12	Does the training manual qualify for FAA approval?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>COMMENTS:</b>				
ASI Signature:		Date:		

**DCT To Go Report**

CH/A: [REDACTED]

DCT ID: [REDACTED]-FY16Q4-1.4.1-0001  
MLF Label: 1.4.1 Personnel Records  
DCT Type: ED DCT  
Specialty: Airworthiness  
DCT Revision: 9.0 on 07/13/2016 (Released)

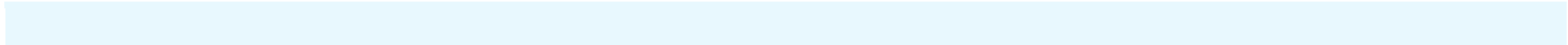
**Summary Information**

**Purpose (Certificate Holder Responsibility):**

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

**Objective (FAA Responsibility):**

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



**Common Data Fields**

ED DCT 1.4.1	
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	
Address 3	
City	
State	
Postal Code	
Country	
<input type="radio"/> Latitude	
Longitude	
Related/Affiliated Designator	
CH/A Provided	

**Supplemental Information**

<b>SRR</b>  145.151, 145.153(b), 145.155, 145.159, 145.161(a), 145.161(b), 145.209(a), 65.101, 65.103, 65.15(c), 65.81, 65.81(a)
<b>FAA Order 8900.1</b>  8900.1 Vol 5 Ch 5 Sec 4, 8900.1 Vol 6 Ch 9 Sec 13
<b>Advisory Circular (AC)</b>  AC-145-10, AC-145-9, AC-65-24

**PI Instructions**

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Questions	Answers	Response Detail Selections, Comments, and Actions
1.4.1 Personnel Records (ED DCT 1.4.1)		

<p>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?</p> <p>NOTE:</p> <p>Topic: Global Question - Responsibility</p> <p>Safety Attribute: Management Responsibility, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016, QID:00010624, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>Yes</p> <p>RSM/QCM Page 4-4 4.5.1 Accountable Manager</p>
<p>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?</p> <p>NOTE:</p> <p>Topic: Global Question - Authority</p> <p>Safety Attribute: Management Authority, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016, QID:00010630, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>Yes</p> <p>RSM/QCM Page 4-4 4.5.1 Accountable Manager</p>



<p>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?</p> <p>NOTE:</p> <p>Topic: Global Question - Process Measurement</p> <p>Safety Attribute: Process Measurement, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010622,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>Yes</p> <p>RSM/ QCM Page 1-3 Section 1.2.3</p>
<p>4. Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?</p> <p>NOTE:</p> <p>Topic: Personnel Record</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ) ,Rev.203/16/2015,QID:00001167,Response Details:EP &amp; ED DCTs</p>	<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>Yes</p> <p>RSM/ QCM Page 4-4 thru 4-12 Section 4.5.1 – 4.5.9</p>

(Both OP and AW)		
<p>5. Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?</p> <p>Topic: Personnel Record</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 109/20/2012, QID: 00001168, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>Yes RSM/ QCM</p> <p>Page 4-4, 4-6, 4-9, 4-11 Section 4.5.1, 4.5.2, 4.5.5, 4.5.8</p>
<p>6. Do the procedures require the Repair Station to:</p> <p>#1. Designate an employee as the accountable manager;</p> <p>#2. Provide qualified personnel to plan, supervise, perform, and approve for return to service articles receiving maintenance, preventive maintenance, or alterations performed;</p> <p>#3. Ensure it has a sufficient number of employees with the training or knowledge and experience in the performance of maintenance, preventive maintenance, or alterations to ensure all work is performed per 14 CFR Part 43; and</p> <p>#4. Determine the abilities of noncertificated employees performing maintenance functions based on training, knowledge, experience, or practical tests?</p>	<p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	<p>Yes</p> <p>RSM/ QCM #1-</p>

<p>NOTE:</p> <p>Topic: Personnel Record</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 303/16/2015, QID: 00001169, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>		
<p>7. Do the procedures require that supervisors employed by Repair Stations in the United States be appropriately certificated under 14 CFR Part 65?</p> <p>NOTE:</p> <p>Topic: Personnel Record</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 303/16/2015, QID: 00001174, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>8. Do the procedures require that inspection personnel be evaluated to ensure they are:</p> <p>#1. Thoroughly familiar with applicable regulations;</p> <p>#2. Thoroughly familiar with inspection methods, techniques, practices, aids, equipment, and tools used to determine the airworthiness of the article on which maintenance, preventive maintenance, or alterations are being performed;</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>#3. Proficient with inspection equipment and visual inspection aids appropriate for the article being inspected; and</p> <p>#4. Able to understand, read, and write English?</p> <p>NOTE:</p> <p>Topic: Personnel Record</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 303/16/2015, QID: 00001175, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>		
<p>9. 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:</p> <p>#1. Management and supervisory personnel;</p> <p>#2. Inspection personnel; and</p> <p>#3. Personnel authorized to sign a maintenance release to approve for return to service?</p> <p>NOTE: This includes names of the repair station officials responsible for its management and the names of its supervisors who oversee maintenance functions.</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Topic: Personnel Record</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 303/16/2015, QID: 00001180, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>		
<p>10. Do the procedures require a summary of the employment of each individual on the personnel rosters that contains enough information to show compliance with the experience requirements of 14 CFR Part 145, including:</p> <p>#1. Present title;</p> <p>#2. Total years of experience and the type of maintenance work performed;</p> <p>#3. Past relevant employment with names of employers and periods of employment;</p> <p>#4. Scope of present employment; and</p> <p>#5. The type of mechanic or repairman certificate held and the ratings on that certificate, if applicable?</p> <p>NOTE:</p> <p>Topic: Personnel Record</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 303/16/2015, QID: 00001184, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>11. Do the procedures require the roster to be updated within 5 business days to show changes caused by:</p> <p>#1. Terminations;</p> <p>#2. Reassignments;</p> <p>#3. Changes in duties or scope of assignments; or</p> <p>#4. Additions of personnel?</p> <p>NOTE:</p> <p>Topic: Personnel Record</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 303/16/2015, QID: 00001190, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>12. Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results?</p> <p>NOTE:</p> <p>Topic: Global Question - Procedures</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145")                  ,Rev.507/12/2016,QID:00010595,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>13. Do controls exist to ensure processes associated with this element achieve the intended results?</p> <p>NOTE: Controls associated with this element may include, but are not limited to, hardware, software, special procedures or procedural steps, checklists, or supervisory practices.</p> <p>Topic: Global Question - Controls</p> <p>Safety Attribute: Controls, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145") OR (FAR PART = "121") OR (FAR PART = "135")                  ,Rev.407/12/2016,QID:00010681,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>14. Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element?</p> <p>NOTE:</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Topic: Global Question - Interfaces</p> <p>Safety Attribute: Interfaces, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016, QID:00010623, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>		
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Response Details List EP & ED DCTs (Both OP and AW) (Released , 1.0)

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)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available
17	Equipment/tools not adequate
18	Equipment/tools not calibrated
19	Facilities not adequate
20	Other
Response Details List N/O Response Detail (Released , 1.0)	
1	Personnel (i.e. key certificate holder personnel not present/available)
2	Equipment (i.e. equipment not present/available/in serviceable condition)
3	Event did not occur (i.e. the drunk passenger did not show up for the flight...)
4	Time Constraints (i.e. resources/workload)
5	Weather (i.e. weather needed for observation not present or weather made observation impossible)
6	Other
Response Details List N/A Response Detail (Released , 1.0)	
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

## DCT To Go Report

CH/A:

DCT ID: [REDACTED]-FY16Q4-1.4.2-0001

MLF Label:1.4.2Certificate Requirements

DCT Type:ED DCT

Specialty:Airworthiness

DCT Revision:8.0on07/13/2016(Released)

### Summary Information

**Purpose (Certificate Holder Responsibility):**

To keep OpSpecs, organizational charts, and capability lists up to date and available.

**Objective (FAA Responsibility):**

Determine if the CH will be able to; (1) Comply with regulations; (2) Keep OpSpecs, organizational charts, and capability lists up to date and available.

**Common Data Fields**

ED DCT 1.4.2	
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	
Address 3	
City	
State	
Postal Code	
Country	
<input type="radio"/> Latitude	
Longitude	
Related/Affiliated Designator	
CH/A Provided	

### Supplemental Information

**SRR**

121.1005(e), 135.505(e), 145.153(a), 145.201, 145.201(b), 145.205(d), 145.206(a), 145.209(d), 145.215, 145.215(b), 145.215(c), 145.223(b), 145.53(c)

**FAA Order 8900.1**

8900.1 Vol 2 Ch 11 Sec 1, 8900.1 Vol 2 Ch 2 Sec 6, 8900.1 Vol 6 Ch 9 Sec 4

**OpSpecs**

A025, D107

**Advisory Circular (AC)**

AC-145-9

### PI Instructions

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Questions	Answers	Response Detail Selections, Comments, and Actions
<b>1.4.2Certificate Requirements (ED DCT 1.4.2)</b>		
<p>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?</p> <p>NOTE:</p> <p>Topic:Global Question - Responsibility</p> <p>Safety Attribute:Management Responsibility,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010624,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>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?</p> <p>NOTE:</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Topic:Global Question - Authority</p> <p>Safety Attribute:Management Authority,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010630,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>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?</p> <p>NOTE:</p> <p>Topic:Global Question - Process Measurement</p> <p>Safety Attribute:Process Measurement,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010622,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>4. Does the Repair Station Manual include an organizational chart?</p> <p>Topic:Organization</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not</p>	

<p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/10/2014,QID:00001202,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p>Applicable</p>	
<p>5. Does the Repair Station Manual include consistent position titles throughout the manual?</p> <p>Topic:Organization</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001203,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>6. Do the procedures require supervisors to oversee the work performed by any individuals unfamiliar with the methods, techniques, practices, aids, equipment, and tools used to perform that work?</p> <p>Topic:Organization</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001204,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	



<p>7. Do the procedures require the Repair Station to be rated for all articles maintained or altered and have all required special technical data, equipment, or facilities?</p> <p>Topic:Ratings</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001225,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>8. Do the procedures require the Repair Station to remain within the limitations of its ratings and OpSpecs when performing:</p> <p>#1. Maintenance;</p> <p>#2. Preventative maintenance; or</p> <p>#3. Alterations?</p> <p>Topic:Certificate</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/12/2014,QID:00001229,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>9. Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results?</p> <p>NOTE:</p> <p>Topic:Global Question - Procedures</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010595,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>10. Do controls exist to ensure processes associated with this element achieve the intended results?</p> <p>NOTE:Controls associated with this element may include, but are not limited to, hardware, software, special procedures or procedural steps, checklists, or supervisory practices.</p> <p>Topic:Global Question - Controls</p> <p>Safety Attribute:Controls,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145") OR (FAR PART = "121") OR (FAR PART = "135") ,Rev.407/12/2016,QID:00010681,Response Details:EP &amp; ED DCTs (Both OP and</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

AW)		
<p>11. Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element?</p> <p>NOTE:</p> <p>Topic: Global Question - Interfaces</p> <p>Safety Attribute: Interfaces, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145")  ,Rev.507/12/2016,QID:00010623,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

Response Details List EP & ED DCTs (Both OP and AW) (Released , 1.0)

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)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available
17	Equipment/tools not adequate
18	Equipment/tools not calibrated
19	Facilities not adequate
20	Other
Response Details List N/A Response Detail (Released , 1.0)	
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

## DCT To Go Report

CH/A:

**DCT ID:** FY16Q4-1.4.3-0001

**MLF Label:**1.4.3Manuals

**DCT Type:**ED DCT

**Specialty:**Airworthiness

**DCT Revision:**13.0on09/13/2016(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**

ED DCT 1.4.3	
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	
Address 3	
City	
State	
Postal Code	
Country	
<input type="radio"/> 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)

#### FAA Order 8900.1

8900.1 Vol 2 Ch 1 Sec 4, 8900.1 Vol 2 Ch 11 Sec 4, 8900.1 Vol 6 Ch 9 Sec 7

#### Advisory Circular (AC)

AC-120-78, AC-145-9

### PI Instructions

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Questions

Answers

Response Detail  
Selections,  
Comments, and  
Actions

1.4.3Manuals (ED DCT 1.4.3)



<p>1. Does the manual include an organizational chart identifying each management position with authority to act on behalf of the Repair Station, and their:</p> <p>#1. Area of responsibility; and</p> <p>#2. Duties, responsibilities, and authority?</p> <p>NOTE:</p> <p>Topic:Organizational Chart</p> <p>Safety Attribute:Management Responsibility,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.309/13/2016,QID:00001251,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>2. 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?</p> <p>NOTE:</p> <p>Topic:Global Question - Responsibility</p> <p>Safety Attribute:Management Responsibility,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010624,Response Details:EP &amp; ED DCTs (Both OP and</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

AW)		
<p>3. 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?</p> <p>NOTE:</p> <p>Topic:Global Question - Authority</p> <p>Safety Attribute:Management Authority,Question Type:Output Validation,Scoping Attribute:(FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145")              ,Rev.507/12/2016,QID:00010630,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>4. Are there process measurements that provide for the continuous monitoring and measuring of safety performance related to this element, to identify deficiencies or hazards?</p> <p>NOTE:</p> <p>Topic:Global Question - Process Measurement</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Safety Attribute:Process Measurement,Question Type:Output Validation,Scoping Attribute:                  (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145")                  ,Rev.507/12/2016,QID:00010622,Response Details:EP &amp; ED DCTs (Both OP and                  AW)</p>		
<p>5. Do the Repair Station and Quality Control manuals have procedures for revising these                  manuals, to include notifying its CHDO and how often notifications will occur?</p> <p>NOTE:</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR                  PART = "145" ) ,Rev.304/13/2016,QID:00001236,Response Details:EP &amp; ED DCTs                  (Both OP and AW)</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not                  Applicable</p>	
<p>6. Do the procedures include instructions for correcting maintenance and administrative                  actions that are found not acceptable to the FAA?</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR                  PART = "145" ) ,Rev.202/10/2014,QID:00001237,Response Details:EP &amp; ED DCTs</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not                  Applicable</p>	

(Both OP and AW)		
<p>7. Do the procedures specify how and where manual acceptance is noted, including how the FAA will receive its revisions?</p> <p>NOTE:This applies to the Repair Station Manual and Quality Control Manual.</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.203/16/2015,QID:00001238,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>8. Do the procedures specify how manual revisions will be distributed?</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001239,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>9. Do the procedures require that each manual holder receive each revision?</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001240,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>10. Do the procedures require that the revised text of each affected page be clearly identified?</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001241,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>11. Do procedures include controlling sections of the repair station manual, such as:</p> <p>#1. Identification;</p> <p>#2. Revision status;</p> <p>#3. Page numbering;</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>#4. Issue date;                  #5. Approvals; and                  #6. Acceptance?</p> <p>NOTE:</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.304/13/2016,QID:00001242,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>12. Do the procedures require current copies of the Repair Station Manual and Quality Control Manual to be accessible for use by Repair Station personnel?</p> <p>NOTE:All repair station employees on all shifts must have access to the manual, regardless of the media used (electronic, CD ROM, etc.)</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.209/13/2016,QID:00001249,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not Applicable</p>	

<p>13. Do the manuals contain samples of inspection and maintenance forms and instructions for the completion of those forms or a reference to a separate forms manual?</p> <p>NOTE:This applies to the Repair Station Manual and Quality Control Manual.</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ),Rev.109/20/2012,QID:00001250,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>14. Does the manual include procedures for maintaining and revising the personnel roster for:</p> <p>#1. Managers and supervisors; #2. Inspection personnel; and #3. Personnel authorized to approve for return to service?</p> <p>NOTE:</p> <p>Topic:Personnel Roster</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	

<p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.204/13/2016,QID:00001254,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>15. Do the procedures require that the manual be followed?</p> <p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001258,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>16. Does the manual include a description of the Repair Station's operations, including the required:</p> <p>#1. Housing;</p> <p>#2. Facilities;</p> <p>#3. Equipment; and</p> <p>#4. Materials?</p> <p>NOTE:</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	



<p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.204/13/2016,QID:00001259,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>17. Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location?</p> <p>NOTE:</p> <p>Topic:Work Away from Station</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145") ,Rev.509/13/2016,QID:00001264,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>18. Does the manual include procedures to maintain, revise, and provide the FAA with contract maintenance information, including:</p> <p>#1. FAA-approved functions to be contracted to outside sources;</p> <p>#2. The name of each contracted facility and their certificate type (if any); and</p> <p>#3. The frequency of FAA notification?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>NOTE:</p> <p>Topic:Contract Maintenance</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145") ,Rev.304/13/2016,QID:00001271,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>19. Does the Quality Control Manual include procedures for:</p> <ul style="list-style-type: none"><li>#1. Inspecting incoming raw materials to ensure acceptable quality;</li><li>#2. Performing preliminary inspections on all articles maintained;</li><li>#3. Inspecting articles that have been in an accident for hidden damage before beginning work;</li><li>#4. Establishing and maintaining proficiency of inspection personnel;</li><li>#5. Establishing and maintaining current technical data for maintaining articles;</li><li>#6. Qualifying and surveilling noncertificated persons who perform maintenance, prevention maintenance, or alterations for the repair station;</li><li>#7. Performing final inspections and approval for return to service of maintained articles;</li><li>#8. Calibrating measuring and test equipment used in the Repair Station, including intervals the equipment will be calibrated; and</li><li>#9. Taking corrective action on deficiencies?</li></ul>	<ul style="list-style-type: none"><li><input type="radio"/> Yes</li><li><input type="radio"/> No</li><li><input type="radio"/> Not Applicable</li></ul>	

<p>NOTE:</p> <p>Topic:Quality Control Manual (QCM)</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.512/08/2015,QID:00001276,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>20. Do the quality control procedures require preliminary inspections of all articles maintained or altered to check for:</p> <ul style="list-style-type: none"><li>#1. Proper documentation, identification, and traceability;</li><li>#2. Shipping damage and contamination;</li><li>#3. State of preservation and life limits;</li><li>#4. ADs and Service Bulletins;</li><li>#5. Functional test or tear down inspections;</li><li>#6. FAA approval of new articles; and</li><li>#7. Determination of which repairs are necessary?</li></ul> <p>Topic:Quality Control Manual (QCM)</p>	<ul style="list-style-type: none"><li><input type="radio"/> Yes</li><li><input type="radio"/> No</li><li><input type="radio"/> Not Applicable</li></ul>	

<p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/14/2014,QID:00001284,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>21. Does the Quality Control Manual specify in-progress inspection procedures to ensure inspections, testing, and calibrations are conducted at various stages while the work is in progress?</p> <p>Topic:Quality Control Manual (QCM)</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001292,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not Applicable</p>	
<p>22. Does the Quality Control Manual specify a final inspection that ensures the following was accomplished (including documentation):</p> <p>#1. Inspection;                  #2. Testing; and                  #3. Calibration of articles (if required)?</p> <p>Topic:Quality Control Manual (QCM)</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not Applicable</p>	

<p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/14/2014,QID:00001293,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>23. Do the quality control procedures establish and maintain proficiency of inspection personnel, including:                  #1. Testing;                  #2. Formal Training; and                  #3. Recurrent Training?</p> <p>Topic:Quality Control Manual (QCM)</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/14/2014,QID:00001297,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not Applicable</p>	
<p>24. Does the manual specify who will submit revisions to the FAA for review and acceptance and the frequency of such submissions?</p> <p>NOTE:This applies to the Repair Station Manual and Quality Control Manual.</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not Applicable</p>	

<p>Topic:Manuals</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001315,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>25. Does the manual include procedures for revising the training program and submitting revisions to the FAA for approval?</p> <p>Topic:Training Program</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001316,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>26. Does the manual include a description of the recordkeeping system, including the required records and how they are:</p> <p>#1. Obtained;</p> <p>#2. Stored; and</p> <p>#3. Retrieved?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>NOTE:These records must be in English</p> <p>Topic:Recordkeeping</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.409/13/2016,QID:00001327,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>27. Do the procedures include instructions for submitting reports of any serious failure, malfunction, or defect?</p> <p>Topic:Service Difficulty Reports (SDR)</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001331,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>28. Do the procedures include instructions for detecting and reporting suspected unapproved parts?</p> <p>Topic:Manuals</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001332,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>29. Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results?</p> <p>NOTE:</p> <p>Topic:Global Question - Procedures</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010595,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>30. Do controls exist to ensure processes associated with this element achieve the intended results?</p> <p>NOTE:Controls associated with this element may include, but are not limited to, hardware, software, special procedures or procedural steps, checklists, or supervisory practices.</p> <p>Topic:Global Question - Controls</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	



<p>Safety Attribute:Controls,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145") OR (FAR PART = "121") OR (FAR PART = "135")                  ,Rev.407/12/2016,QID:00010681,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>31. Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element?</p> <p>NOTE:</p> <p>Topic:Global Question - Interfaces</p> <p>Safety Attribute:Interfaces,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145")                  ,Rev.507/12/2016,QID:00010623,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

Response Details List EP & ED DCTs (Both OP and AW) (Released , 1.0)

1	Unclear procedure(s)
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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)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available
17	Equipment/tools not adequate
18	Equipment/tools not calibrated
19	Facilities not adequate
20	Other

Response Details List N/A Response Detail (Released , 1.0)

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

DCT ID: -FY16Q4-1.4.4-0001

1.4.4Quality Control System,Design Assessment,AW,CH/A: LLCRevision:12.0on09/13/2016

## DCT To Go Report

CH/A:

**DCT ID:** -FY16Q4-1.4.4-0001

**MLF Label:**1.4.4Quality Control System

**DCT Type:**ED DCT

**Specialty:**Airworthiness

**DCT Revision:**12.0on09/13/2016(Released)

### Summary Information

**Purpose (Certificate Holder Responsibility):** To provide quality control of maintenance or alterations performed.

**Objective (FAA Responsibility):** Determine if the CH will be able to; (1) Comply with regulations; (2) Provide quality control of maintenance or alterations performed.

**Common Data Fields**

ED DCT 1.4.4	
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	
Address 3	
City	
State	
Postal Code	
Country	
<input type="radio"/> Latitude	
Longitude	
Related/Affiliated Designator	
CH/A Provided	

**Supplemental Information**

<p><b>SRR</b></p> <p>145.109(d), 145.201(a), 145.211(b), 145.211(c), 145.213, 145.221, 43.11, 43.9</p>
<p><b>FAA Order 8900.1</b></p> <p>8900.1 Vol 2 Ch 11 Sec 4, 8900.1 Vol 6 Ch 9 Sec 11, 8900.1 Vol 6 Ch 9 Sec 12</p>
<p><b>Advisory Circular (AC)</b></p> <p>AC-145-9</p>

**PI Instructions**

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Questions	Answers	Response Detail Selections, Comments, and Actions
<b>1.4.4Quality Control System (ED DCT 1.4.4)</b>		
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?	<input type="radio"/> Yes	

<p>NOTE:</p> <p>Topic:Global Question - Responsibility</p> <p>Safety Attribute:Management Responsibility,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010624,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>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?</p> <p>NOTE:</p> <p>Topic:Global Question - Authority</p> <p>Safety Attribute:Management Authority,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010630,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>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?</p> <p>NOTE:</p> <p>Topic:Global Question - Process Measurement</p> <p>Safety Attribute:Process Measurement,Question Type:Output Validation,Scoping Attribute:(FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010622,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>4. Do procedures require personnel to follow the Quality Control Manual?</p> <p>Topic:Quality Control</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001333,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>5. Do procedures include instructions for revising the Quality Control Manual and notifying the CHDO of the revisions, including how often the CHDO will be notified of revisions?</p>	<p><input type="radio"/> Yes</p>	



<p>Topic:Quality Control</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001334,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>6. Does the Quality Control Manual include applicable references to current manufacturer's inspection standards and data?</p> <p>Topic:Quality Control</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/10/2014,QID:00001335,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>7. Do the procedures require the Repair Station to inspect each article it maintains per its quality control system or the air carrier's CAMP program per 145.213?</p> <p>Topic:Quality Control</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/12/2014,QID:00001336,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>8. Do quality control procedures require taking corrective action on deficiencies and acting to prevent recurrences?</p> <p>Topic:QCM</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001338,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>9. Do the quality control procedures require that preliminary inspections of all articles maintained or altered check for:</p> <p>#1. Proper documentation, identification, and traceability;</p> <p>#2. Shipping damage and contamination;</p> <p>#3. State of preservation and life limits;</p> <p>#4. AD and Service Bulletins;</p> <p>#5. Functional test or tear down inspections;</p> <p>#6. FAA approval of new articles; and</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>#7. Determination of which repairs are necessary?</p> <p>Topic:QCM</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/10/2014,QID:00001339,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>10. Does the Quality Control Manual require a final inspection that ensures the following was accomplished (including documentation):</p> <p>#1. Inspection;</p> <p>#2. Testing; and</p> <p>#3. Calibration of articles (if required)?</p> <p>Topic:QCM</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/10/2014,QID:00001347,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>11. Does the Quality Control Manual specify who (by title) performs preliminary inspections?</p> <p>Topic:Inspection System - Preliminary Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001352,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>12. Does the Quality Control Manual specify when and how preliminary inspections are performed?</p> <p>Topic:Inspection System - Preliminary Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001353,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>13. Does the Quality Control Manual describe how discrepancies are recorded if found during preliminary inspections?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not</p>	

<p>Topic:Inspection System - Preliminary Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001354,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p>Applicable</p>	
<p>14. Does the Quality Control Manual specify how corrective action is taken for discrepancies found during preliminary inspections?</p> <p>Topic:Inspection System - Preliminary Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001355,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>15. Do the quality control procedures require retention of preliminary inspections as part of the work order file (work package)?</p> <p>Topic:Inspection System - Preliminary Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001356,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>16. Do the quality control procedures require that records be kept with parts?</p> <p>Topic:Inspection System - Preliminary Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001359,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>17. Does the Quality Control Manual include procedures for detecting and reporting suspected unapproved parts?</p> <p>Topic:Inspection System - Preliminary Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001360,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>18. Do the quality control procedures require incoming inspections of raw materials to ensure acceptable quality?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	

<p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001362,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Not Applicable</p>	
<p>19. Does the Quality Control Manual specify who (by title) performs incoming inspections?</p> <p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001363,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>20. Does the Quality Control Manual specify how incoming inspections are performed?</p> <p>NOTE:</p> <p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>PART = "145" ) ,Rev.209/13/2016,QID:00001364,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>21. Does the Quality Control Manual specify which technical data is required to perform incoming inspections?</p> <p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001365,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>22. Does the Quality Control Manual specify procedures to control items with shelf life limitations?</p> <p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001366,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	



<p>23. Do the procedures describe actions taken if materials:                  #1. Meet specification; and                  #2. Do not meet specification?</p> <p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001367,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not Applicable</p>	
<p>24. Does the Quality Control Manual specify how materials are identified if found acceptable or not acceptable?</p> <p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001370,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes  <input type="radio"/> No  <input type="radio"/> Not Applicable</p>	
<p>25. Does the Quality Control Manual specify the procedures used for testing materials that require special testing?</p>	<p><input type="radio"/> Yes</p>	

<p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001371,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>26. Does the Quality Control Manual specify the disposition of incoming inspection records?</p> <p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001372,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>27. Does the Quality Control Manual specify how traceability of materials received in lots, such as weld wire and coating powders, is ensured?</p> <p>Topic:Inspection System - Incoming Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001373,Response Details:EP &amp; ED DCTs</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

(Both OP and AW)		
<p>28. Does the Quality Control Manual include procedures for:</p> <p>#1. Reporting malfunctions, defects or serious failures;</p> <p>#2. Ensuring continuity of inspection responsibility;</p> <p>#3. Segregating repairable from non-repairable articles; and</p> <p>#4. Tagging or identifying articles, including repairable and non-repairable articles?</p> <p>Topic:Inspection System - General</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/10/2014,QID:00001374,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>29. Does the Quality Control Manual specify who (by title) performs the receiving inspection?</p> <p>Topic:Inspection System - Receiving Policy</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001379,Response Details:EP &amp; ED DCTs</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

(Both OP and AW)		
<p>30. Does the Quality Control Manual specify how the receiving inspection is performed?</p> <p>Topic:Inspection System - Receiving Policy</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001380,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>31. Does the Quality Control Manual specify who (by title) issues:</p> <p>#1. Stamps;</p> <p>#2. Badges; or</p> <p>#3. Authorizations?</p> <p>Topic:Inspection System - Work Sign-Off</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001381,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>32. Does the Quality Control Manual include procedures to trace (to the individual) work sign-off authorizations?</p> <p>Topic:Inspection System - Work Sign-Off</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001385,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>33. Do the quality control procedures require that stamps (if used) be checked for legibility?</p> <p>Topic:Inspection System - Work Sign-Off</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001386,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>34. Do the quality control procedures require that stamps, badges, or authorizations be returned to or revoked by the responsible manager after termination or reassignment of an employee?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not</p>	

<p>Topic:Inspection System - Work Sign-Off</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001387,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p>Applicable</p>	
<p>35. Does the Quality Control Manual include security procedures for the work sign-off system used (stamps or electronic)?</p> <p>NOTE:</p> <p>Topic:Inspection System - Work Sign-Off</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.210/22/2015,QID:00001388,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>36. Does the Quality Control Manual describe the system for inspecting all articles involved in accidents for hidden damage, including:</p> <p>#1. Who (by title) performs the inspections;</p> <p>#2. How inspections are recorded;</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>#3. Where defects are recorded;</p> <p>#4. How inspections of adjacent areas around the obvious damage are executed;</p> <p>#5. Who communicates with the customer; and</p> <p>#6. What methods are used for making sure the record of this inspection is made part of the work order file?</p> <p>Topic:Inspection System - Hidden Damage Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001389,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>37. Does the Quality Control Manual specify, for in-process inspections:</p> <p>#1. Who (by title) performs the inspections;</p> <p>#2. How the inspection and defects or discrepancies (if found) are recorded;</p> <p>#3. How steps performed out of sequence are authorized and recorded;</p> <p>#4. How rework is performed if the in-process inspection is not satisfactory;</p> <p>#5. What methods are used for recording inspections in the work order file;</p> <p>#6. Who determines when they are performed, and how that person makes that determination; and</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>#7. How articles are inspected and documentation is reviewed for maintenance performed by contracted facilities?</p> <p>Topic:Inspection System - In-Process</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/10/2014,QID:00001396,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>38. Does the Quality Control Manual specify, for final inspections:</p> <p>#1. Who (by title) performs inspections;</p> <p>#2. How inspections are performed and recorded; and</p> <p>#3. How rework is performed if the final inspection is not satisfactory?</p> <p>Topic:Inspection System - Final Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001404,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	



<p>39. Do the quality control procedures require qualified and certificated inspectors to understand, read, and write English?</p> <p>Topic:Inspection System - Final Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001408,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>40. Do the quality control procedures require final inspectors to be authorized on the roster of inspection personnel?</p> <p>Topic:Inspection System - Final Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001409,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>41. Do the quality control procedures require final inspectors to be familiar with the regulations and inspection techniques, and to have access to all applicable technical data, including:</p> <p>#1. How all other maintenance, inspection forms, electronic media, and records are</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not</p>	

<p>checked for completion before final airworthiness determinations are made;</p> <p>#2. How parts are identified once final inspections are completed;</p> <p>#3. When final inspections result in accepting parts and when they result in rejecting parts; and</p> <p>#4. How to use inspection cards or forms, checklists, etc., to record inspections and correct any discrepancies if 100-hour or annual inspections are performed?</p> <p>Topic:Inspection System - Final Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001410,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p>Applicable</p>	
<p>42. Do the quality control procedures require that inoperative equipment be deferred if the Operator has an FAA-approved MEL?</p> <p>Topic:Inspection System - Final Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001415,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>43. Do the procedures require that personnel inspecting articles and approving them for return to service after major repairs or alterations be trained, qualified, and authorized?</p> <p>Topic:Inspection System - Final Inspection</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001416,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>44. Do the quality control procedures require that approval for return to service forms meet the requirements of 43.9 and 43.11?</p> <p>Topic:Inspection System - Approval for Return to Service</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001417,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>45. Does the Quality Control Manual specify who (by title) is authorized to complete approval for return to service forms and how that person is authorized?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	

<p>Topic:Inspection System - Approval for Return to Service</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001418,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Not Applicable</p>	
<p>46. Do the quality control procedures require a qualified and authorized person to assume the responsibilities of approval for return to service if the person who normally performs it is not available?</p> <p>Topic:Inspection System - Approval for Return to Service</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001419,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>47. Do the quality control procedures require the maintenance release document to include or reference a list of approved parts?</p> <p>Topic:Inspection System - Approval for Return to Service</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001420,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>48. Do the procedures ensure that only those articles for which the Repair Station is rated are approved for return to service?</p> <p>Topic:Inspection System - Approval for Return to Service</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001421,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>49. Does the Quality Control Manual specify how repairs or alterations are determined to be major or minor?</p> <p>Topic:Inspection System - Approval for Return to Service</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001422,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>50. Does the Quality Control Manual specify how major and minor repairs and alterations are recorded?</p> <p>Topic:Inspection System - Approval for Return to Service</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.109/20/2012,QID:00001423,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>51. Does the Quality Control Manual include procedures to ensure the inspectors' responsibilities are properly performed if they cannot complete the task?</p> <p>NOTE:</p> <p>Topic:QCM</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.203/16/2015,QID:00001425,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>52. Does the Quality Control Manual include procedures to ensure continuing responsibility for maintenance in progress with:</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	

<p>#1. Status books; #2. Shift change logs; or #3. Similar documents?</p> <p>NOTE:</p> <p>Topic: QCM</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 203/16/2015, QID: 00001426, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Not Applicable</p>	
<p>53. Do the Quality Control Manual procedures for completing forms instruct the user to enter the following for blocks that are not used: #1. N/A (not applicable) or N/R (not required); #2. Their initials; and #3. The current date?</p> <p>Topic: QCM</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	

<p>PART = "145" ) ,Rev.202/10/2014,QID:00001430,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>54. Does the Quality Control Manual require documentation (e.g., form, router, task card, etc.) for all maintenance processes?</p> <p>NOTE:</p> <p>Topic:QCM</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.303/16/2015,QID:00001434,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>55. Does the Quality Control Manual explain how form revisions are accepted and approved before release?</p> <p>NOTE:</p> <p>Topic:QCM</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.303/16/2015,QID:00001435,Response Details:EP &amp; ED DCTs</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	



(Both OP and AW)		
<p>56. Does the Quality Control Manual describe how a form is introduced (at what point during the maintenance process), and when it should be completed?</p> <p>Topic:QCM</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/10/2014,QID:00001436,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>57. Does the Quality Control Manual explain which detailed forms and checklists should be used when performing inspections, such as:</p> <p>#1. Annual;</p> <p>#2. 100-hour;</p> <p>#3. Progressive;</p> <p>#4. Other approved inspection programs; or</p> <p>#5. Engine overhaul inspection sheets?</p> <p>NOTE:These forms do not need to be included in the manual. These forms should be</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>referenced in the manual, and instructions for completing these forms (if required) may be in a separate document.</p> <p>Topic:QCM</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "145" ) ,Rev.202/10/2014,QID:00001437,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>		
<p>58. Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results?</p> <p>NOTE:</p> <p>Topic:Global Question - Procedures</p> <p>Safety Attribute:Procedures,Question Type:Output Validation,Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") ,Rev.507/12/2016,QID:00010595,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>59. Do controls exist to ensure processes associated with this element achieve the intended results?</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>	

<p>NOTE: Controls associated with this element may include, but are not limited to, hardware, software, special procedures or procedural steps, checklists, or supervisory practices.</p> <p>Topic: Global Question - Controls</p> <p>Safety Attribute: Controls, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145") OR (FAR PART = "121") OR (FAR PART = "135")  ,Rev.407/12/2016, QID:00010681, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Not Applicable</p>	
<p>60. Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element?</p> <p>NOTE:</p> <p>Topic: Global Question - Interfaces</p> <p>Safety Attribute: Interfaces, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145")  ,Rev.507/12/2016, QID:00010623, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

Response Details List EP & ED DCTs (Both OP and AW) (Released , 1.0)	
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)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available
17	Equipment/tools not adequate
18	Equipment/tools not calibrated

19	Facilities not adequate
20	Other
Response Details List N/A Response Detail (Released , 1.0)	
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

## DCT To Go Report

CH/A:

**DCT ID:** -FY16Q4-4.2.6-0001

**MLF Label:** 4.2.6 Technical Data

**DCT Type:** ED DCT

**Specialty:** Airworthiness

**DCT Revision:** 8.0 on 07/14/2016 (Released)

### Summary Information

**Purpose (Certificate Holder Responsibility):**

To provide current technical data.

**Objective (FAA  
Responsibility):**

Determine if the CH will be able to; (1) Comply with regulations; (2) Have current technical data available.

**Common Data Fields**

ED DCT 4.2.6	
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	
Address 3	
City	
State	
Postal Code	
Country	
<input type="radio"/> Latitude	
Longitude	
Related/Affiliated Designator	
CH/A Provided	

**Supplemental Information**

<p><b>SRR</b></p> <p>145.109(d), 145.205, 145.205(a), 145.211(c), 145.219(a), 43.13, 43.13(a)</p>
<p><b>FAA Order 8900.1</b></p> <p>8900.1 Vol 3 Ch 15 Sec 1, 8900.1 Vol 6 Ch 11 Sec 17, 8900.1 Vol 6 Ch 9 Sec 10</p>
<p><b>Advisory Circular (AC)</b></p> <p>AC-120-78, AC-145-9</p>

**PI Instructions**

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Questions	Answers	Response Detail Selections, Comments, and Actions
<b>4.2.6 Technical Data (ED DCT 4.2.6)</b>		
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?	<input type="radio"/> Yes	



<p>NOTE:</p> <p>Topic: Global Question - Responsibility</p> <p>Safety Attribute: Management Responsibility, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") , Rev. 507/12/2016, QID: 00010624, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>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?</p> <p>NOTE:</p> <p>Topic: Global Question - Authority</p> <p>Safety Attribute: Management Authority, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") , Rev. 507/12/2016, QID: 00010630, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>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?</p> <p>NOTE:</p> <p>Topic: Global Question - Process Measurement</p> <p>Safety Attribute: Process Measurement, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145") , Rev. 507/12/2016, QID: 00010622, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>4. Does the Repair Station Manual have a system to revise technical data?</p> <p>Topic: Technical Data</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ) , Rev. 109/20/2012, QID: 00005085, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>5. Do the procedures require technical data to be current and accessible when the relevant work is being done, including the following data:</p>	<p><input type="radio"/> Yes</p>	

<p>#1. ADs; #2. ICA; #3. Maintenance manuals; #4. Overhaul manuals; #5. Standard practice manuals; #6. Service bulletins; and #7. Other applicable data acceptable to or approved by the FAA?</p> <p>Topic: Technical Data</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ) , Rev. 206/19/2014, QID: 00005086, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>6. Do the quality control procedures require current technical data to be available for the scope of maintenance the Repair Station is performing?</p> <p>NOTE:</p> <p>Topic: Technical Data</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	

<p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 403/16/2015, QID: 00005094, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>		
<p>7. Does the procedures specify how technical data will be distributed throughout the company?</p> <p>Topic: Technical Data</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 109/20/2012, QID: 00005095, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>8. Does the manual specify the title of the person(s) responsible for technical documents including who is responsible for:</p> <p>#1. Revision;</p> <p>#2. Control;</p> <p>#3. Maintaining; and</p> <p>#4. Distribution?</p> <p>Topic: Technical Data</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 206/19/2014, QID: 00005096, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>		
<p>9. Do the procedures require technical data to be utilized during the performance of maintenance and alterations?</p> <p>Topic: Technical Data</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 109/20/2012, QID: 00005101, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>10. Do the procedures require all records be retained in English?</p> <p>NOTE:</p> <p>Topic: Technical Data</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 403/16/2015, QID: 00005103, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>11. Do the procedures require electronic technical data to:</p> <p>#1. Be stored and retrievable under conditions of normal operation and use;</p> <p>#2. Be protected from unauthorized modification;</p> <p>#3. Be accessible by appropriate personnel and FAA or NTSB authorized representatives to retrieve, view, and print the information;</p> <p>#4. Be revised (e.g., incremental, temporary, or scheduled revisions) to maintain currency;</p> <p>#5. Provide users with information and training on the system's use and operation;</p> <p>#6. Be clearly identifiable and viewable by the user; and</p> <p>#7. Control printed technical data as the most current and archive earlier versions to provide for future needs to duplicate, regenerate, or reconstruct maintenance instructions?</p> <p>Topic: Electronic Technical Data</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 206/19/2014, QID: 00005108, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>12. Do the procedures require the Repair Station to use either the inspection program selected by the Owner or Operator, as identified in the aircraft maintenance records, or the most recent manufacturer's inspection program?</p> <p>NOTE:</p> <p>Topic: Technical Data</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 203/16/2015, QID: 00005132, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>13. Do the procedures require the Repair Station to have an approved alternative method of compliance, if applicable, when providing maintenance using an AD?</p> <p>NOTE:</p> <p>Topic: Technical Data</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145" ), Rev. 203/16/2015, QID: 00005133, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	

<p>14. Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results?</p> <p>NOTE:</p> <p>Topic: Global Question - Procedures</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145")  ,Rev.507/12/2016,QID:00010595,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
<p>15. Do controls exist to ensure processes associated with this element achieve the intended results?</p> <p>NOTE: Controls associated with this element may include, but are not limited to, hardware, software, special procedures or procedural steps, checklists, or supervisory practices.</p> <p>Topic: Global Question - Controls</p> <p>Safety Attribute: Controls, Question Type: Output Validation, Scoping Attribute: (FAR PART = "145") OR (FAR PART = "121") OR (FAR PART = "135")  ,Rev.407/12/2016,QID:00010681,Response Details:EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	



<p>16. Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element?</p> <p>NOTE:</p> <p>Topic: Global Question - Interfaces</p> <p>Safety Attribute: Interfaces, Question Type: Output Validation, Scoping Attribute: (FAR PART = "121") OR (FAR PART = "135") OR (FAR PART = "145")  ,Rev.507/12/2016, QID:00010623, Response Details: EP &amp; ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Not Applicable</p>	
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Response Details List EP & ED DCTs (Both OP and AW) (Released , 1.0)	
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)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available
17	Equipment/tools not adequate
18	Equipment/tools not calibrated
19	Facilities not adequate
20	Other
Response Details List N/A Response Detail (Released , 1.0)	
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