FLIGHT STANDARDS
SAFETY ASSURANCE SYSTEM (SAS)

SAS 3.2 Automation
User Guide

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Preface

Document Overview

The SAS Automation enables Certificate Holding District Offices to interact with applicants and existing certificate holders.

This guide is not a policy document. All procedures in this guide should be viewed as instructions on how to work with the software and not as statements of FAA policies and processes. FAA policies and processes pertaining to SAS can be found in Flight Standards Information Management System (FSIMS), Order 8900.1, Volume 10.

Document Audience

This document is intended for users of the SAS Automation Tool.

Document Conventions

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

Window, dialog, page, and tab screen names are capitalized and bold. Examples: "Next, click the Select DCT tab."

Button and link names are capitalized and bolded. Example: "To save and submit the form, click Submit."

Field, screen section, and table column names are bold. Their capitalization matches their appearance in the application interface. Examples: "Verify the value in the Tracking Number column."

Statuses, states, and user roles are capitalized and italicized. Example: "The records status changes to Accepted."

List values, variables, and user input are shown in mono space font. Example: "Enter a search string (for example, mysearchstring)."

Information that requires particular emphasis (such as exceptions, possible errors, or common oversights) is prefaced with the word Note in bold. Example: "Note: Your SAS User Name and password are case-sensitive."

Getting Help

Technical support for SAS is available by contacting the FAA IT Service Center (FSC). The FSC provides 24 x 7 x 365 service. Contact the FSC by these methods:

Telephone: 1-844-FAA-MYIT (322-6948)

Email: helpdesk@faa.gov

Introduction

This chapter introduces SAS Automation, the SAS program, and some of the major concepts you will encounter when using this application.

The SAS Program

The Safety Assurance System (SAS) is the Flight Standards system for the oversight of certificate holders and applicants. SAS encompasses the people, processes, and technology that provide confidence in the system safety of certificate holders and applicants (CH/As).

SAS promotes safety through:

Initial certification

The assurance of continued operational safety (COS)

The resolution of safety concerns

It also promotes targeted oversight and resources where areas of highest risk exist.

The SAS Application

The SAS application is the web-based software component of the SAS program. There are three main parts to the automation, each targeted to a different group of users:

SAS Automation is the interface for FAA personnel. It serves as a workflow tool that lets FAA users manage the initial certification and continue operational safety processes for CH/As. Access to specific functions within SAS Automation is determined by your SAS user role. The ability to add and edit data for specific CH/As is determined by your CH/A Team role.

The SAS External Portal is the interface for CH/As. Using the SAS External Portal CH/As can launch the initial certification process as well as manage their company's data post-certification.

The SAS Authoring Tool is the interface for creating new DCTs and their component parts (lists, MLF labels, and questions). Access is limited to users tasked with creating and maintaining these items.

About SAS Automation

In SAS Automation, the following functional software modules support Initial Certification, Continued Operational Safety, and Risk Management:

Configuration Module 1

Planning Module 2

Resource Management Module 3

Data Collection Tools Module 4

Analysis, Assessment, Action Module 5

There is a logical sequence between modules, and the overall process is circular, with each module in the cycle feeding information into the next.

SAS modules enable users in various capacities to perform their work:

Configuration Used to collect a set of unique characteristics or attributes that define what a certificate holder or applicant does. Principal Inspectors and Certification Project Managers can use it to manage configuration data. External users can use it to enter data required by the FAA.

Planning Used to develop risk-based, data-supported plans for assessments.

Resource Management Used to assign work and manage resources for the execution of the data collection plan.

Data Collection Consists of data collection, data reporting, and data review. The CH/A has access to scoped Data Collection Tools (DCTs) through the SAS External Portal. The ASI uses

Data Collection and Activity Recording to collect data while conducting oversight of the CH/As process design and performance. The purpose of collecting data is to gather information that PIs/CPMs use to make informed decisions about the CH/As operating systems (1) before approving or accepting them when required to do so by the regulations, and (2) during recurring PAs.

Analysis, Assessment, and Action (AAA) Supports Principal Inspectors in determining the adequacy of the certificate holders design and the effectiveness of their performance. Helps Principal Inspectors select the appropriate actions. Principal Inspectors and Certification Project Managers can also use it to make final assessment determinations, and implement and track corrective actions. Operations Research Analysts can use it to help the Certificate Management Team analyze the collected data.

AAA includes the Action Item Tracking Tool (or AITT), a centralized means of initiating and following corrective actions used to address and resolve safety concerns for a particular certificate holder. The tool is adaptable to all action types including identifying new hazards (Request NSA Support) and the risk management process (RMP). It can link various actions with other actions. Operations Research Analysts can also use it to analyze safety risks.

System Requirements

Account Requirements

To access SAS, you must have a valid domain account.

Browser Requirements

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

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

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

Operating System

IE 11

Firefox

Safari

Chrome

Edge

Windows 10

Supported

Supported

N/A

Supported

Supported

Windows 8.1

Supported

Supported

N/A

Supported

N/A

Windows 7 SP1

Supported

Supported

N/A

Supported

N/A

Mac OS 10.12 - 10.14

N/A

Supported

Supported

Supported

N/A

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

Domain Requirements

If you are an FAA user, you must be logged in to the FAA domain to access SAS; Access from outside the domain is not permitted.

About the SAS Master List of Functions

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

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

6.0 Ground and Station Operations

6.3 Cargo and Acceptance Handling

6.3.1 (OP) Carriage of Cargo

6.3.2 (OP) Hazardous Materials

Systems, subsystems, and elements are then associated with applicable regulations, guidance, and system configuration attributes. Based on those associations, the FAA uses SAS to create Data Collection Tools (or DCTs). DCTs are the questionnaires used to complete design and performance assessments.

About Initial Certification, COS and Assessments

The FAA employs two umbrella processes to achieve safety assurance: Initial Certification and Continued Operational Safety (COS). Initial Certification includes all of the activities related to the granting of a certificate, from certificate application through data collection, assessment, and finally disposition (approval or disapproval). COS includes post-certification activities including routine performance checking through safety inspections, certificate management, and the management of major changes in operation.

Design and Performance Assessments

Two child processes support Initial Certification and COS:

Design Assessment is the collection and evaluation of data related to system safety design. It occurs at the element level of each system.

Performance Assessment is the collection and evaluation of data related to system safety performance. For COS routine surveillance, performance is assessed at the system or subsystem level. For COS certificate management, performance is assessed at the element level.

As part of Initial Certification, the Certification Project Manager may require an element-level Performance Assessment. As part of COS, a Principal Inspector or Certification Project Manager may also require an element-level Performance Assessment during planning or data collection in response to a negative finding for a DCT question.

About Peer Groups Update to include all Peer Groups used

Based on data from a variety of FAA sources, each CH/A is assigned to one or more peer groups. A peer group is a grouping of operators or repair stations with similar characteristics. Peer groups are identified by an alpha code (A, B, C, and so on). They include:

A - All Part 121 operators

B - Part 135 - 10 or more seats

C - Part 135 - 9 or less seats

D - Part 135 - 9 or less seats - single pilot

E - Part 135 - HAA (Helicopter Air Ambulance)

F - Part 145 - Repair station within the US

G - Part 145 - Repair station outside the US (no BASA MIP)

H - Part 145 - Repair station outside the US with a BASA MIP

I - Part 141 - Pilot Schools

J - Part 142 - Training Centers

K - Part 147 - Aviation Maintenance Technician Schools

L - Part 129 - Foreign Air Carriers

M - Part 91K - Fractional Ownership

N - Part 125 Operations

O - Part 133 - Rotorcraft External Load Operations

P - Part 137 - Agricultural Aircraft Operations

Q - Part 183 -Representatives of the Administrator

R - Part 65 - Non Certification

Z - Other Regulated Entities

When you are looking at data for a particular CH/A in SAS, the screen displays that CH/A's peer group.

What Determines a Peer Group?

In SAS, an operator's peer group is determined by rules embedded in the application code. The rules are applied to certain criteria in each operator's profile, and peer group is then assigned based on the outcome. The data examined comes from both SAS and external sources (e.g., VIS, OPSS and the Aircraft Registry).

The following table shows the rules used to determine peer group for Part 135 operators.

135 Peer Group

Rule

Data Sources

B

PAX 10 OR Cargo Only AND operates aircraft type certificated for 10 or more seats

Aircraft Registry: Certificated Seats

OPSS D85: Aircraft listing

VIS: PAX 10 and Cargo Only

C

(Part 135 Operators NOT in 135 B or 135 D) AND (NOT HAA OR HAA AND fixed wing operations)

SAS: Peer groups 135 B, 135 D, HAA

VIS: Fixed wing operations

D

Paragraph A040 (SPO)

OPSS

E

Paragraph A021 (HAA)

OPSS

Limits on Peer Group

A CH/A can belong to multiple peer groups. The only limiting factor on multiple peer groups is the group rules themselves. For example:

A 135 operator that belongs to peer group C cannot be in peer groups B or D.

A 145 operator that belongs to peer group G is by definition precluded from also belonging in peer group H.

Split Certificate Support

SAS supports Split Certificates, whereby an operator can be certificated under both 14 CFR Parts 121 and 135. This is another way an operator can belong to multiple peer groups.

Peer Groups and Assessment Types

An operator's 14 CFR Part/peer group combination determines the MLF level at which its performance and design aspects are assessed.

14 CFR Part

Peer Group

System-Level Performance Assessment?

Subsystem-Level Performance Assessment?

Element-Level Performance Assessment?

Element-Level Design Assessment?

121

A

No

Yes

Yes

Yes

135

B

No

Yes

Yes

Yes

C

Yes

No

Yes

Yes

D

Yes

No

Yes

Yes

E

No

Yes

Yes

Yes

141

I

Yes

No

Yes

Yes

142

J

No

Yes

Yes

Yes

145

F

Yes

No

Yes

Yes

G

Yes

No

Yes

Yes

H

Yes

No

Yes

Yes

147

K

Yes

No

Yes

Yes

Which Function

SAS users are given roles (e.g. MGR) within the automation to allow them to perform the work that they need to do. These roles are broken up into finer capabilities called functions. The use of roles and functions are described in more detail in section11.2.2. Most users will be able to perform the operations they need to in SAS using the role that they are assigned, but in some instances, a function can be added to allow a user to perform extra functions they need to. In this situation, a function is added to their profile in User Administration.

Throughout this help document, the names of these functions are denoted using [Which Function: ______].

Example:

In the chapter/section for Change of Certification Status (Surrender, Revoke, Suspend), underneath the reader will see [Which function: Change Certification Status]

Getting Started In SAS

This chapter describes how to use features and functionality common throughout SAS.

How to Log in to SAS

Once you are logged into the FAA domain, to access the SAS Home Page, in your browser's address bar enter https://sas.avs.faa.gov

After you log in to SAS, you are directed to the System Use Notice page. Click I Agree to continue to the application.

Denied Access Errors

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

Note: Internal user accounts that go 90 days without logging in to SAS are automatically deactivated.   Logging in is defined by selecting the I Agree button on the System Use Notice page and navigating to the IWP.

Note: External Portal user accounts that go 180 days without logging in to SAS are automatically deactivated. Logging in is defined by selecting the I Agree button on the System
Use Notice page and navigating to the Home page.

How to Log out of SAS

SAS does not have an explicit control for logging out, such as a log out button or link. However, to ensure security you can log out of the program by closing your browser window. If you leave your browser open, SAS will also automatically log you out after five hours of inactivity.

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

Navigating in SAS

Use the SAS menu to navigate between SAS pages and modules. The menu is on the left side of the SAS workspace.

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

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

Note: Based on your user type and business role(s) certain items on the menu may not be available.

Home screen

After you log in to SAS the SAS Home Page opens.

Information on the Home Page is grouped into boxes called tiles. The Home Page displays a depiction that summarizes the SAS business process. It also includes hyperlinks to useful web sites.   One the right hand side of the page a set of additional tiles display Notifications, Messages, Broadcasts and the Individual Work Plan.

Maximize a tile to expand its contents. The currently maximized tile displays on left side of the Home Page. Only one tile at a time can be maximized; to maximize a different tile, click its Maximize button or one of the links within it.

If you navigate away from the Home Page, to return:

From the SAS menu, select Home, or...

In the SAS banner. click the SAS Home link

About tiles

Some SAS pages include expandable group boxes called tiles. Each tile contains information of a certain type or category. For example, on the SAS Home Page there are tiles for system broadcasts, your messages, and so on.

A tile can be displayed as maximized or minimized. When minimized it displays an abbreviated list or summary of its data. To view a tile's data in more detail or to work with it, maximize the tile. To maximize a tile, click its box icon in the upper right corner of the tile. The tile expands and the previously maximized tile minimizes.

Only one tile on a page can be maximized at a time. When minimized, tiles are docked to the side or bottom of the workspace. When maximized, a tile expands to fill the workspace.

About tabs

The majority of SAS pages organize information using tabs.

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

Tabs are color-coded, as follows:

The currently selected tab is white.

Non-current tabs which are enabled (accessible) are dark green.

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

About SAS Field Types

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

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

List Boxes, Type-Ahead and Lists, and Type-to-Search Lists

In addition to standard drop-down list fields, SAS pages include several other types of list fields.

List Boxes

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

Multi-select List Boxes

A multi-select list box allows you to select one or more values from a list. To select a single item, click it. To select a range of multiple contiguous items, click the first item to select it, then Shift-click the last item to select the range. To select multiple non-contiguous items, use Ctrl-click to pick each item.

Type-Ahead List Boxes

A type-ahead list lets you expand the field to view its contents. Alternatively, to go directly to an item without expanding the list, you can type the first few characters of the item you want.

Type-to-Search List Boxes

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

There are several important notes regarding type-ahead lists:

Type-ahead searches are not case-sensitive.

To find an item, your entry must match a part of the item's string as it appears in the database, including any special characters. For instance, entering dc-9 will find items that contain the string DC-9. Entering dc9 will not.

In some cases, the items in the field you search for may have two parts (such as a first/last name, or a designator code/company name). SAS tries to match your entry string against either part. Entering hen will find both Hendricks, Tom and Smith, Henry.

Some type-ahead fields may limit the number of items they return. If the string you enter does not initially return the item you want, try a longer, more targeted entry.

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

Date Fields

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

Name Fields (Persons)

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

About Filtering Table Data

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

Using Table-Level Filters

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

To use table-level filters:

Enter the desired search criteria in the table's search fields.

Multiple selections across filter fields use AND logic. Multiple selections within a single filter field use OR logic.

Entering no search criteria is the same as selecting all values for each of the search criteria fields.

If the search box includes a Keyword(s) field, SAS searches for the text you entered in the record's text-based columns (for example, IDs, titles, descriptions, and so on). To specify multiple keywords, separate them by either a comma or semi-colon. SAS will return records that contain any of the keywords you enter.

If necessary to clear the Search form click the Reset button.

Click Search.

Using Column-Level Filters

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

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

To use column-level filters:

In the column's header, click the Filter icon (). The Filter dialog box opens.

Enter the filter criteria, as desired.

Use the top part of the dialog to build a filter statement.

The bottom part of the dialog lists all values for the column. Use the check boxes to select the ones you want. Or...

Click Filter. The filter you entered is applied to the table.

To close the dialog, select the clear button or click outside the filter box.

Note: To remove a filter from a column, open the column's Filter dialog and click Clear Filter. Filters will stay in effect when working with multiple column filters. You must remember to clear your filters, or refresh the page, when starting over or you may not see all the values in the column.

Creating Groups in Tables

Many tables in SAS let you group records according to the data in one or more columns. For ease of viewing, these groups can be expanded or collapsed. For example, you can create collapsible groups by specialty (for example, an Airworthiness group and an Operations group).

To add grouping criteria, drag one or more column headers into the table's Grouped By area. The Grouped By area is located at the top left of the table. The main grouping is determined by the header at the left of the Grouped By area. Each successive header becomes a sub-group within its parent. You can also re-arrange the order of headers in the Grouped By area by dragging them right or left.

To remove a column as a grouping criterion, drag its header out of the Grouped By area. Or, while the header is still in the Grouped By area, click its X button.

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

Searching/Filtering Business Rules

In some situations, if a search text includes quotation marks, you can effectively narrow the search to the business rule. For example in the image below, we can search the Authoring Questions for CASS to filter for the business rule instead of the question.

Filter Definitions

Is equal to: Select this filter to show data with the checked items in the table.

Is not equal to: Select this filter to show data without the checked items in the table.

Contains: Select this filter to show any data that contains a specific word, phrase, or value.

Does not contain: Select this filter to show any data that does not contain a specific word, phrase, or value.

Starts with: Select this filter to show any data that begins with a specific word, phrase, or value.

Ends with: Select this filter to show any data that ends with a specific word, phrase, or value.

Is empty: Select this filter to show any data field that is empty.

Working with Nested Tables

Some tables in SAS contain nested tables; Individual rows can be expanded to display a child table that contains details about its parent record. (In a parent-child relationship, the child record provides details about and is subordinate to the parent record.)

Examples of tables with nested tables include:

In Select DCT, you can expand a DCT row to view a Team Member list.

In Select Assessment, you can expand a DCT row to view a DCT list.

Nested tables are indicated by a plus (+) button in a row's far left column record. To display the nested table, click the plus (+) button. To hide it again, click the minus (-) button.

Exporting Table Data

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

To export table data:

Click Export to Excel. The Save As dialog box opens.

Specify a name for the exported file and select a location.

Click OK.

Working with File Attachments

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

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

File Size

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

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

File Types

Extension

Type

.bmp

Bitmap images

.doc, .docx

MS Word documents

.gif

GIF images

.html

HTML documents

.jpg, .jpeg

JPEG images

.pdf

PDF documents

.ppt, .pptx

PowerPoint documents

.rtf

Rich Text documents

.tif

TIF images

.txt

Text documents

.xls, .xlsx

Excel spreadsheets

To attach a file:

Click Attach Document. The Open dialog box opens.

Select the file(s) you want to attach from your computer or network drive and click Open. The dialog box closes and the file name is displayed in the Attachments section.

Click Save.

To view an attached file:

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

Note: Attachments can also be seen in Document Management.

To remove an attached file:

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

Click Delete.

Using Regulations and Guidance Search

The Regulations and Guidance Search lets you search for and select FAA regulations and guidelines to link to a record or to use as filters in a record search.

To search for a regulation or guideline:

In the Regulation and Guidance dialog box, select the Reference Type you want to search for (SRR, Advisory Circular, OPSS, FSIMS, or All).

Enter a reference ID or keyword phrase to search for.

SAS searches both reference IDs and descriptions for the text you enter.

If you enter multiple words, SAS treats it as an exact phrase to search for.

Operators ('AND', 'OR', 'NOT') and wild cards are not permitted.

Click Search. The results display the list of regulatory documents that met your criteria.

To view a document in the list, click its title.

To select a reference to use, check its check box and click Add Reference.

Viewing Regulations and Guidance in SAS

Specific regulations and guidance (SRRs, OPSS, FSIMS, Advisory Circulars, etc.) appear in various places throughout SAS. These include:

In Authoring, Regulation and Guidance can be linked to questions. You can also search for questions based on the Regulation and Guidance linked to them.

In Data Collection, you can view the Regulation and Guidance linked to a DCT and to a DCT's individual questions. Also, when adding questions to a Custom DCT or DOR, you can search for questions to add based on the Regulation and Guidance linked to them.

In a CH/A's Operating Profile you can view the Regulation and Guidance linked to a DCT and a DCT's individual questions.

The Hazard Details pane, included when creating certain types of Action, allow you to reference and view SRRs.

Some SAS reports such as the DCT Summary Report display the Regulation and Guidance linked to DCTs and questions.

You can search for Regulation and Guidance items and documents that reference them in the SAS Global Document Search.

Distinguishing FAA CFR Title 14 and 49 SRRs

Most of the SRRs users see in SAS are CFR Title 14 SRRs. However, there are also CFR Title 49 SRRs. To distinguish Title 14 from Title 49 SRRs, in SAS Title 49 SRRs are prepended with 49 CFR. Title 14 SRRs are not prepended, as shown in this example below.

Note: If any other CFR Title SRRs are added to SAS, they will follow the same convention as the Title 49 CFR in prepending the reference.

Saving Data in SAS

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

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

A Submit button saves the current page or tab and moves the record to the next step in the workflow.

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

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

Unsaved Changes

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

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

Pop up screens and Transient Messages

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

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

Note: Transient messages are not applicable to dialogue boxes.

IT Banner Information

Often, you may see at the top of each page an IT Banner, which may be green (for notes), yellow (for caution), red (for warning), or blue (for general information). These banners may display IT items, notes, cautions, and warning information that may impact the current use of the SAS system. Please refer to the images below for an example.

Expanded View

By default, most SAS Automation screens limit the data they display to your office: this includes data for yourself, your co-workers, and the CH/As whose certificates your office manages. For regional and national offices, the default display is limited to individuals in the office.

However, many SAS screens include an Expanded View check box. When you check this box, SAS lets you view (but not edit) data for other user resources or CH/As in the system, including those who work from or are managed by other offices.

For example, the CH/A drop-down list for the Configuration Data and Operating Profile tabs, by default lists only those CH/As in your office.

Where is Expanded View Available?

Expanded View is available with the following SAS modules and screens. For some screens the expanded data that you can view is based on the resource (e.g., PI) you specify. For others it is based on a CH/A selection. In some cases, it can be either.

Module/Screen

View by resource (e.g., PI, CPM)

View by CH/A

View by Office

Configuration

X

Planning/CHAT

X

X

Planning > CAP

X

Planning > OWL

X

X

X

Planning RPAT

X

X

Resourcing > RWL

X

Resourcing > CAP Concurrence

X

Data Collection

X

X

AAA > AITT

X

X

IWP

X

User Administration > CH/ Team

X

How to Use Expanded View

To view data for a resource or CH/A outside your office:

At the top of the screen, check the Expanded View check box adjacent to the CH/A or resource drop-down list. The list changes to a type-ahead field.

Enter the name or code of the resource or CH/A you want to view. After you select the person or CH/A, you enter Expanded View mode as that person or operator.

Some screens allow you to specify either a resource of the CH/A as the basis for Expanded View. On these screens, after you check the Expanded View box, you must choose the data type prior to selecting a name.

How to Use Expanded View on the IWP

Expanded View in the IWP allows you to review another person's IWP. Once in Expanded View, you can follow the links in that person's work items to view those items in greater detail. To use Expanded View in the IWP, check Expanded View, select the user whose data you want to see, and then click the Refresh/Submit button.

Expanded View and Edit Capability

Expanded View is a read-only mode. When you select Expanded View (by checking the Expanded View check box on a screen or tab), you cannot edit any data on that screen or tab, even data that under normal conditions you have edit rights to. You remain in Expanded View mode for that screen or tab until you uncheck the box.

Navigating in Expanded View

Generally speaking, when you are in a particular SAS module (e.g., Data Collection) and you enter Expanded View, you will remain in Expanded View as you navigate within that module's tabs and screens. In that scenario you exit Expanded View either by unchecking the Expanded View check box or by navigating out of the module (e.g., to the Home page or another module).

The IWP functions a little differently. When you enter Expanded View in the IWP, all of the links in the IWP are converted to allow you to navigate as that person. Once you have followed a link to a particular module, the rules in the preceding paragraph apply.

Keyboard Navigation

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

Use

To

Tab

To advance to the next field, button, or tab

Shift/Tab

To go back to the previous field, button, or tab

Space Bar or Enter

Perform a mouse-click

Down Arrow

Scroll down through a drop-down list

Up Arrow

Scroll up through a drop-down list

Below is the list of components and their URL for keyboard commands for accessibility from Kendo-Angular:

No.

Component

URL

1.

Split Button

https://www.telerik.com/kendo-angular-ui/components/buttons/splitbutton/keyboard-navigation/

2.

Dropdown Button

https://www.telerik.com/kendo-angular-ui/components/grid/keyboard-navigation/

3.

Dialog

https://www.telerik.com/kendo-angular-ui/components/dialogs/dialog/keyboard-navigation/

4.

AutoComplete

https://www.telerik.com/kendo-angular-ui/components/dropdowns/autocomplete/keyboard-navigation/

5.

ComboBox

https://www.telerik.com/kendo-angular-ui/components/dropdowns/combobox/keyboard-navigation/

6.

DropDownList

https://www.telerik.com/kendo-angular-ui/components/dropdowns/dropdownlist/keyboard-navigation/

7.

MultiSelect

https://www.telerik.com/kendo-angular-ui/components/dropdowns/multiselect/keyboard-navigation/

8.

Grid

https://www.telerik.com/kendo-angular-ui/components/grid/keyboard-navigation/

9.

Numeric TextBox

https://www.telerik.com/kendo-angular-ui/components/inputs/numerictextbox/keyboard-navigation/

Working with Split Certificates

SAS provides support for 121/135 split certificate carriers. These carriers hold both CFR Part 121 and 135 certificates. Both certificates are managed under the same account and designator code for the carrier. A single SAS certificate management team is also configured for the carrier.

How to display Split Certificates

Some tabs in SAS show both CFR Part 121 and 135 data for a split certificate carrier, indicating which data is relevant to which certificate. Mixed certificate data appears on the Configuration Data, Resource Work List, and other tabs.

For example, the CAP for a split certificate contains both 121 and 135 assessments. For these carriers only, the CAP screen includes a 14 CFR column that identifies which assessments belong to which certificate:

Similarly, the Configuration Data > Vitals tab labels those configuration data items that pertain to CFR Part 121, 135, or both:

Other SAS screens, such as the Operating Profile and Create DCT tabs, prompt you to select which certificate you want to work with when you select a split certificate carrier. They then display only the data for that certificate.

For example, the Select CHAT tab prompts you to choose a certificate when working with a split certificate carrier:

The Update CHAT tab then indicates the certificate that was selected.

Other rules for Split Certificates

In the CAP, for split certificates, SAS defaults all planned work due dates to the last quarter of the surveillance year.

In AAA, for split certificates:

Custom DCTs that are not assessed on their own are rolled up into appropriate assessments in AAA based on their CFR Part.

PIs can add actions specific to the CFR Part on a split certificate.

User Assistance

The following assistance is available to aid internal users in using SAS.

SAS Online Help

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

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

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

User Assistance for External Portal Users

If an External Portal user needs assistance, they have access to the Help button on the External Portal. External users also have an External Portal Automation Users Guide. If they continue to need assistance, they are to contact their FAA point of contact (MGR, CPM, PI, etc.)

SAS Home Page

SAS Useful Links

The Links tile on the SAS Home Page includes links to SAS user guides, FAQs, Quick Reference Cards, training materials, and other user assistance.

SAS Communications

SAS supports several different forms of communications:

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

Notifications are auto-generated by SAS and sent to inform users of updates to work items or changes to their data. For example, if you are a PI you will receive a notification if/when one of your DCTs is overdue. When SAS sends you a notification, it also sends an email message announcing the notification to your work email address.

Messages are direct communications between FAA personnel and CH/As. Messages can be used to announce action items or to share documents. The only FAA SAS users who can send messages are Certificate Project Managers and Principal Inspectors.

Messages Sent By

Are Routed To

A CH/A

That CH/As FAA Certificate Management Team

An FAA user to a CH/A

The CH/A's External Portal users and the CH/A's FAA Certificate Management Team

You view, initiate, and reply to communications from the Notifications, Messages, and Broadcasts tiles on your SAS Home Page. Each communications tile includes a counter in its header bar that shows the total number of new (unread) items.

Viewing Broadcast Messages

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

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

To view a broadcast:

On the SAS Home Page, expand the Broadcasts tile.

Click the subject of the broadcast you want to view. The broadcast displays in the Broadcast dialog box.

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

Creating Broadcast Messages

If you are a national user with the SAS role of Broadcast Creator, you can create and send broadcast messages. Broadcasts can be targeted to internal or external SAS users. Internal broadcasts can be sent to a particular CFR, a particular specialty, SAS authors only, or selected offices. External broadcasts can be sent to certificate holders or to applicants.

To create and send a broadcast:

On the SAS Home Page, expand the Broadcasts tile.

Click the Create tab.

Click Add Broadcast. The Add Broadcast dialog opens.

In Type, select the audience for the broadcast: internal users, external users, or SAS authors only

Enter a Subject.

In the Message field, enter the text of the broadcast. You can use formatting options above the field to add bullets, bold text, and so on.

If the Type is Internal, the dialog includes the Send Internally to box. Specify which offices, 14 CFR, and specialties the broadcast should go to. If you make no selections, the broadcast is sent to all active SAS internal users. If you select a specific office, specialty, and/or a 14 CFR part, the broadcast will be sent to applicable personnel only. For example, if you specify office NM07, specialty AW, and 14 CFR part 121, the broadcast will be sent to personnel having the AW specialty working on 121 CH/A in the NM07 office.

If the Type is External, the dialog includes the Send Externally to box. Specify the particular group and/or 14 CFR part the broadcast should go to. For example, if you select Applicants as the group and 135 as the 14 CFR part, the broadcast will be sent to 14 CFR Part 135 applicants.

Click Send. A message asks you to confirm sending the broadcast.

Click Yes.

Notifications

SAS automatically sends notifications to inform you of new or changed assignments, workflow progress, or data changes. For example, Principal Inspectors are sent a notification when a configuration change request is submitted. The notifications you receive are determined by a combination of your SAS functions and your CH/A Team membership.

How to View Notifications

Notifications display in the Notifications tile on your SAS Home Page. The tile lists your new (unread) notifications. You may need to expand the tile to view the full list of notifications.

To view notifications (excluding submitted DORs):

On the SAS Home Page, expand the Notifications tile.

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

For additional information or to act on the notification, click the link next to the label Go to:

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

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

Note: Once you have viewed a notification, it is marked as read. Once read, a notification is removed automatically the next time you log in to SAS.

To view DOR notifications:

On the SAS Home Page, in the Notifications tile, click the button next to Submitted DORs. The Select DCT tab opens, listing DORs that need to be reviewed.

For each DOR, click its link. The DOR opens in the Review Common Data Fields tab.

Review the DORs data, including any attached documents.

Click the Review DCT tab.

Review the responses, text comments, and attached documents pertaining to individual questions in the DOR. As desired, enter comments for individual questions. Click List View or Question Detail View to work with the list of questions.

After reviewing the final question, return to the Select DCT tab to open the next DOR.

Messaging

Messages allow back and forth communication between the FAA and SAS External Portal users (i.e., CH/As). For example, a Principal Inspector and an applicant can use messages to share updates and documents related to the SOE for initial certification.

FAA-originated messages can be sent by Certificate Project Managers and Principal Inspectors. They are delivered to all members of the certificate management team and all of the CH/A's users. Similarly, CH/A-sent messages go to all members of the CH/As certificate management team and all of the CH/A's users.

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

To view a message

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

Messages that include attachments display a read-only check box in the Attachment column.

On the Inbox tab, click the subject of the message you want to view. The message opens in the Message Details dialog.

To create and send a message:

If you are Principal Inspector or Certificate Project Manager, you can create and send messages to external users.

On the SAS Home Page, expand the Messages tile.

On the Inbox tab, click Add Message. The Add New Message dialog box opens.

Select the CH/A you want to send the message to.

Enter a subject for the message.

To indicate to the recipient that action is required, check the Mark as CH/A Action Required check box.

Optionally, select the specialty that the message pertains to.

Enter the text of the message.

Optionally, attach one or more documents. You can attach a maximum of fifteen files with a collective total of 40 MB.

Click Send.

To reply to a message:

Open the message in the Message Details dialog box.

Click Reply. The Reply to Message dialog box opens.

Enter your reply message.

Optionally, attach one or more documents.

Click Send.

Individual Work Plan

What appears on your IWP?

The items that appear in your IWP are your work tasks. These are determined by your SAS functions and by the CH/A team(s) to which you belong. By default the IWP lists work items for the current quarter regardless of their current status. Thus, subject to the filters that you apply, it can include a mix of tasks: pending, in progress, and completed.

How to Select an Item from the List to work on

Each item displayed in the IWP table includes a link that lets you either view or open the item to work on it. The page or tab that an item opens in depends on the type of item it is, its status, and what you need to do to it. For example, clicking an In Progress DCT item opens the DCT in the Data Collection module.

About IWP Item Status

The IWP has its own set of statuses it displays for work items. In many cases, these match the statuses displayed for the items when viewed in their respective modules (Data Collection, AAA, etc.). For example, the IWP work item status for a Configuration Data Change Request In Review is In Review.

In some cases, the IWP status uses a different term than its module counterpart. For example, resource assignments that in the Resource Work List appear as Assigned appear in the IWP as Resourced.

For DCTs in progress, the IWP uses a single status to represent multiple module item statuses.

The table below shows the mapping between statuses that appear in SAS modules and the IWP.

Role

IWP Tile

User Function(s)

IWP Work Items Link(s)

ASI, AST

Activities

Submit Activity

Not Started or In Progress or Returned

DCT

Submit DCT

Not Started or In Progress or Returned

Task

Edit Task

Not Started or In Progress

ASA

Activities

Submit Activity

Not Started or In Progress or Returned

Task

Edit Task

Not Started or In Progress

AFS-900 Administrator

Activities

Submit Activity

Not Started or In Progress or Returned

DCT

Submit DCT

Not Started or In Progress or Returned

Task

Edit Task

Not Started or In Progress

Author - AFS

Activities

Submit Activity

Not Started or In Progress or Returned

DCT

Submit DCT

Not Started or In Progress or Returned

Task

Edit Task

Not Started or In Progress

Author -AXH

DCT

Submit DCT

Not Started or In Progress or Returned

Certification Front Line Manager (CFLM)

Data Review DCT

Disposition Certification FAA DCT

Ready for Review or Under Review

DCT

Submit DCT

Not Started or In Progress or Returned

Plan Resourcing

Assign Initial Cert DCTs in RWL

Need Resourcing (AW) OR Need Resourcing (OP)

Certification Team Member (CTM)

Data Review DCT

Disposition Certification FAA DCT

Ready for Review or Under Review

DCT

Submit DCT

Not Started, In Progress or Returned

CHEP team role (all)

DCT

Submit CHEP DCT

Not Started or In Progress or Returned

CHEP FLM

Data Review DCT

Disposition CHEP DCT

Ready for Review or Under Review or PI Returned

DCT

Submit CHEP DCT

Not Started or In Progress or Returned

Perform AAA

Edit CHEP Assessment Determination

Ready for AAA or In Progress

Plan Resourcing

Assign CHEP DCTs in RWL

Need Resourcing (AW) or Need Resourcing (OP)

CHEP Team Lead

Data Review DCT

Disposition CHEP DCT

Ready for Review or Under Review or PI Returned

DCT

Submit CHEP DCT

Not Started or In Progress or Returned

Perform AAA

Submit CHEP Assessment

Ready for AAA or In Progress

Edit CHEP Assessment Determination

Certification Project Manager (CPM)

Data Review DCT

Disposition Applicant Submitted DCTs

Ready for Review or Under Review

Disposition Certification FAA DCT

DCT

Submit DCT

Not Started or In Progress or Returned

Initial Certification

Accept Formal Application

Planned

Activate Certification Project

Pre-Certificated

Request Activation for Certification Project

Returned

Request Precertification Number

Returned

Negative Findings CH/A

Submit Assessment

Current/Prior Quarter or Future/Not Sched

Perform AAA

Edit Assessment Determination

Ready for AAA or In Progress

Submit Assessment

Certification Team Lead (CTL)

Data Review DCT

CH/A DCT Data Reviewer

Ready for Review or PI Returned

DCT

Submit DCT

Ready for Review or Returned

HSA

DCT

Submit DCT

Not Started or In Progress or Returned

HM FLM

DCT

Submit DCT

Not Started or In Progress or Returned

DCT Data Review

Disposition FAA DCT

Ready for Review or Under Review or PI Returned

Plan Resourcing

Assign DCTs in RWL

Need Resourcing (AW) or Need Resourcing (OP)

HMPI

Perform AAA

Edit Assessment Determination

Ready AAA or In Progress

Submit Assessment

DCT

Submit DCT

Not Started or In Progress or Returned

HM Office Admin

DCT

Submit DCT

Not Started or In Progress or Returned

HM OM

CAP Concurrence

Concur CAP (OM)

Need to Concur (AW) or Need to Concur (OP)

DCT

Submit DCT

Not Started or In Progress or Returned

DCT Data Review

Disposition FAA DCT

Ready for Review or Under Review or PI Returned

Plan Resourcing

Assign DCTs in RWL

Need Resourcing (AW) or Need Resourcing (OP)

FLM

CAP Concurrence

Concur CAP (FLM)

Need to Concur (AW) or Need to Concur (OP)

Activities

Submit Activity

Not Started or In Progress or Returned

Data Review Activity

Disposition Activity

Closed or Under Review

Data Review DCT

Disposition FAA DCT

Ready for Review OR Under Review OR PI Returned

DCT

Submit DCT

Not Started or In Progress or Returned

OJT Activities

Close OJT Trainee Activity

OJT FLM

Plan Resourcing

Assign DCTs in RWL

Need Resourcing (AW) or Need Resourcing (OP)

Assign En Route in RWL

Ad Hoc En Route DCT

Task

Edit Task

Not Started or In Progress

MGR (Off Mgr/Assist Mgr/CHDO Mgr)

Activities

Submit Activity

Not Started or In Progress or Returned

CAP Concurrence

Concur CAP (OM)

Need to Concur (AW) or Need to Concur (OP)

Data Review Activity

Disposition Activity

Closed or Under Review

Data Review DCT

Disposition FAA DCT

Ready for Review or Under Review or PI Returned

DCT

Submit DCT

Not Started or In Progress or Returned

Initial Certification

Begin Certification

Planned OR Pre-Certificated

Disposition Preapplication Information

OJT Activities

Disposition OJT PM Concurrence

OJT PM

Plan Resourcing

Assign DCTs in RWL

Need Resourcing (AW) or Need Resourcing (OP)

Assign En Route in RWL

Ad Hoc En Route DCT

Task

Edit Task

Not Started or In Progress

Office Point of Contact (POC)

Activities

Submit Activity

Not Started or In Progress or Returned

DCT

Submit DCT

Not Started or In Progress or Returned

Initial Certification

Disposition Preapplication Information

Planned or Pre-Certificated

Task

Edit Task

Not Started or In Progress

ORE Inspection Program Manager, ORE Special Permit Program Manager, ORE Special Permit Program Manager

DCT

Submit DCT

Not Started or In Progress or Returned

PAI, PMI, POI

Config. Mgmt.

Disposition Configuration Change

Submitted or In Review

Disposition Satellite Configuration Change

Submit to Final Configuration Change Request

Data Review DCT

Disposition Applicant Submitted DCTs

Ready for Review OR Under Review OR PI Returned

DCT

Submit DCT

Not Started or In Progress or Returned

Perform AAA

Edit Assessment Determination

Ready for AAA OR In Progress

Submit Assessment

Submit CHEP Assessment

SAS Office Administrator

Activities

Submit Activity

Not Started or In Progress or Returned

DCT

Submit DCT

Not Started or In Progress or Returned

Task

Edit Task

Not Started or In Progress

SAS Super Administrator (Nat'l)- AXH

DCT

Submit DCT

Not Started or In Progress or Returned

SAS Super Administrator (Nat'l)- AFS

Activities

Submit Activity

Not Started or In Progress or Returned

DCT

Submit DCT

Not Started or In Progress or Returned

Task

Edit Task

Not Started or In Progress

Stand alone tiles (can be assigned to a user by an extended function)

Plan Certification

Confirm Activation for Certification Project

Need Activiation

Send Precert Confirmation

Need Precertification

Part 142 Certification

View Training Center Certification Projects

Initial Cert OR Precert

How to Filter the IWP

You can filter the IWP contents, to only show work items of a certain type or which pertain to a certain time period.

Filtering by work item type

Just above the IWP is a series of filter boxes you can use to refine its contents. Each filter box represents a particular category of work item. At the top of each box is a link that includes the count for all items in that category. Beneath that is a breakout of those items by status.

Boxes only appear for those work item types that pertain to you, as determined by your SAS functions.

To filter the IWP, click one of the links in a box. The IWP refreshes to show only those work items. To reset the IWP to its original state, click the DISPLAY ALL WORK link above the upper left-most box.

Negative Findings CH/A on IWP

How to View the Negative Findings CH/A from the IWP Screen

From the SAS flyout menu, select the Individual Work Plan hyperlink.

Click on Current/Prior Quarter in from Neg. Findings CH/A tile.

The screen now shows the Ad hoc assessments that have been created by displaying the type of Ad hoc assessment (Ad hoc SPA or Ad hoc EPA) within the Label column.

How to access designee oversight activities in the IWP

Log into the SAS Internal Portal and navigate to the Individual Work Plan tile in the home page. System displays the IWP summary work tiles for the logged in user.

Click on the dropdown against IWP For and select a user for which a designee oversight activity has been assigned.

System displays the link for DMS Home Page in the Links tile.

Filter the IWP grid to display Designee Oversight activities.

Click on the Links tile.

Clicks on the DMS Home Page link. System navigates the user to the DMS homepage of the logged in user.

Initial Certification Process

This section includes the process for submitting Preapplication Information for all CFR Parts as well as the resource analysis, waitlist and certification that is a part of the Certification Services Oversight Process (CSOP). Initial Certification includes the certification for CFR Parts via the Certification Projects and follows to an Active status.

For new applicants undergoing Initial Certification, configuration data is entered in SAS as part of the certification process. The data can be entered by the applicant using the SAS External Portal, or FAA personnel can enter it for the applicant. Configuration data goes through a review and approval process, during which the applicant may be asked to make changes or provide additional detail.

When an applicant's formal certification application is accepted, SAS automatically creates an operating profile for the applicant, based on its configuration data. This becomes known as its baseline operating profile. The baseline operating profile represents the current, in-use operating profile.

Pre-application Information / CSOP

This section describes how the FAA can complete, submit and disposition Pre-application Information in SAS.

About Pre-application Information

The first step in the initial certification process is to complete the Pre-application Information. The Pre-application Information provides the basic information about an applicant and the type of business it wants to engage in. The AFS-900 Initial Certification Support Team has published an Enhanced Initial

Certification Checklist (EICC) on the SAS Resource Guide to provide step-by-step guidance for the certification process.

How to Submit Preapplication Information on behalf of an Applicant

[Which function: Submit Preapplication Information]

This section describes how to enter and submit Preapplication Information on behalf of an applicant. This is only necessary if an applicant is not entering and submitting the pre-application information itself using the SAS External Portal. If the applicant is entering and submitting the preapplication information, proceed to the section on reviewing and dispositioning the information (Section 1.1.3).

Note: The Preapplication Information must be completed and submitted in a single session; it is not possible to save partially completed Pre-application Information with the intention to finish it later.

From the SAS menu, select Preapplication Information/CSOP. The Applicant tab, Preapplications sub-tab opens.

Click the Add New button. The Pre-application Information page opens. A pop-up Registration Options window opens to select if the application type is New Applicant or Existing Applicant. Always select New Applicant as the Existing Applicant no longer applicable.

The Office Selection window appears, if the user is a MGR in multiple offices, then the MGR should select the office which the applicant should appear. If the MGR is not in multiple offices or if this is being completed by a different user, this will be read only. Click Next.

On the initial Preapplication Information page, select the type of certificate being applied for. Then in Section 1A, complete the information in boxes 1 through 5. The list of management personnel in box five will vary according to certificate type.

Note: As the FAA, you are transposing the information from the PASI or other application form that was submitted by the applicant, as necessary, into the SAS automation.

In Section 1A, complete the information. The minimum required information is denoted by a red asterisk.

Click Next. This will walk you through the different screens and field, as necessary depending on the CFR Part.

Eventually, you will end up in Section 1E, attach a signed, scanned copy of the original signed PASI or applicable application form. Optionally, enter additional information explaining the proposed operation or business.

In Section 1F, enter the applicant's name and title. This is because you are completing the Pre-application Information on behalf of the applicant.

Click Submit. The pre-application information is submitted for review and acceptance. A confirmation message displays.

Review and Disposition Preapplication Information

To review and disposition the Pre-application Information:

[Which function: Disposition Preapplication Information]

From the SAS menu, select Configuration > Preapplication Information. The Applicant tab, Preapplications sub-tab opens to the users home office. Click the Company Name of the record you want to work with. The record opens in the Section 1 tab.

Review the content of the Preapplication Information submitted. The Expand All button can be used to open all sections of the Preapplication Information. Then click the Section 2 tab.

The Date Received will default to the date submitted but can be adjusted to the current date or any past date. Note: It cannot be changed to a date in the future.

To disposition the request the select a Disposition Request action:

Accept for Resource Analysis - To accept the preapplication information at the FSDO.

Return - To return the preapplication information to the person who submitted it for edits.

The text box below Disposition Request displays the email message that will be sent if the preapplication information was submitted via the SAS External Portal. Modify the text as necessary.

Click Submit.

How to Disposition SAS External User Registration Requests

To access the SAS External Portal, CH/A employees must have an approved account set up by the FAA. For details on this see Section 11.1.3.

Resource Analysis

How an enter resource analysis data

[Which Function: Edit Office Level Resource Analysis]

Entering resource analysis data allows the office to determine which resources are needed to complete the certification and oversight of the new applicant and compare that to the resources that are available.

Navigate to the Preapplications/CSOP page. The Applicants tab is displayed.

Select the applicant row on the grid. The Resource Analysis tab becomes active.

Select the Resource Analysis tab. The Resource Analysis Office screen is selected.

Select the correct value from the Peer Group dropdown, as applicable. Note: This is editable when there are multiple Peer Groups for a given CFR Part.

Complete the Resource Analysis section by typing the number of inspectors needed and those available for Certification and Continued Operational Safety (COS).

Enter rationale for the analysis in the Analysis Rationale free text box.

Additional comments can be entered by selecting the Add Additional Comments button. The Add Additional Comment window will open. Enter comments as necessary and select Add.

The comment will then populate the grid with the Date entered, Name, and Comment. The Date can be changed to the current date or any date in the past. It cannot be forward dated.

Attachments may be added as necessary including copies of Letter.\

Once the Resource Analysis is completed, select Save.

How to Select Office Resource Indicator

[Which function: Recommend Waitlist or Begin Certification]

Navigate to the SAS Menu and select the Preapplication Information/CSOP hyperlink.

In the Applicant tab, Preapplication subtab, highlight the row of the applicant desired.

Select the Resource Analysis tab. Verify the information is complete and accurate. In the Office Resource Indictor field, select the drop down options of Red or Green. Red will move the applicant to Waitlist. Green will begin certification.

If you select the option of Red, enter Analysis Rationale and the Waitlist button will enable.

The Status will remain in Accepted for Resource Analysis but the Waitlist Tracking number will be created and the Office Waitlist Order and CFR Waitlist Order numbers will populate.

For information on Waitlist please continue with section 1.4 Waitlist.

If you select the option of Green, enter Analysis Rationale and the Begin Certification button will enable.

For information on Certification and the applicant is a CFR part 121, 135, 141, 142, 145 or 147 (one the schools are turned on for the office), please continue with Section 1.6 Certification Projects. For other CFR parts, please see Activity Recording and Tasks.

Waitlist

How to update waitlist information

[Which function: Comment on Waitlist]

Navigate to the SAS Menu and select the Preapplication Information/CSOP hyperlink.

In the Applicant tab, Preapplication subtab, highlight the row of the applicant desired.

Select the Waitlist tab. The Waitlist Tracking Number will have automatically generated and is not editable. The Office Waitlist Order and CFR Waitlist Order numbers will also automatically populate and are not editable unless use of the Waitlist Advancement process. The Date Applicant Waitlisted will automatically populate and is not editable.

Whenever the applicate is updated on a status via Letter, the Date Last Official Notification field should be updated and a Waitlist comment entered.

The Reason for Waitlisting field is a drop down selection and a reason should be selected to represent why the applicant was placed on the waitlist.

To enter a Waitlist Comment, enter the comment in the free text box and the Add button will be enabled. Click the Add button and the comment will move to the grid. This will include the Date, Name and Comment. The Date is editable to be either the current or a past date. A future date is not available.

Attach documents as desired using the Attach Documents button. Select Save.

How to perform CSOP Coordinator functionality

[Which function: Edit Division Level Resource Analysis]

Navigate to the SAS Menu and select the Preapplication Information/CSOP hyperlink.

In the Applicant tab, Preapplication subtab, filter the office as necessary. Highlight the row of the applicant desired.

Select the Resource Analysis tab and the CSOP Coordinator pane will default open.

Select the CSOP Coordinator agreement with Office Resource Analysis radio button Yes.

Enter CSOP Coordinator Comments by typing in the free form text box as desired. The Add button will be enabled. Select the Add button and the commend will move to the grid and include the Date, Name of submitter and the Comment.

The Date can be edited to the current date or any date in the past. Future dates cannot be selected.

Attach documents as desired by clicking the Attach document button. Select Save.

At this point the status of the applicant will change to Waitlist.

Create Letters

As a part of the CSOP process, letters must be sent to the applicant on the status. The Create Letters section of the Resource Analysis tab provides access to the current version of each letter template. They can be downloaded to your computer, edited, and attached via the Attach Documents functionality. This does not automatically send the letter to the applicant. They can be then sent via email, the SAS messaging system, or other approved means.

Navigate to the SAS Menu and select the Preapplication Information/CSOP hyperlink.

In the Applicant tab, Preapplication subtab and highlight the row of the applicant desired. Navigate to the Resource Analysis tab.

Select the Create Letters button. Popup is displayed that lists all the CSOP letters.

Select the desired letter from the list. The letter template is displayed non-editable. Save the template to the desktop or a desired folder outside of SAS, edit it as needed.

Select the Attach Document button and attach the letter to the screen. This letter can be sent to the applicant via External Portal messaging (if the applicant is using External Portal) or by an approved means outside of SAS.

Comment History

The comment history tab gathers all comments added in the CSOP process onto a single grid that can be filtered or exported to Excel.

Navigate to the SAS Menu and select the Preapplication Information/CSOP hyperlink.

In the Applicant tab, Preapplication subtab and highlight the row of the applicant desired. Navigate to the Comment History tab.

A grid will display with all of the comments from Office, CSOP Coordinator, and Waitlist screens. This table can be filtered by any of the columns.

To export the grid in Excel, click on the Export to Excel button on the top right of the grid. The Excel document will open and can be saved to the computer.

Transfer Applicant

SAS allows an applicant that is in a waitlist status to be transferred from one office to another. Applicants in a Submitted, Returned, or Accepted for Resource Analysis status cannot be transferred.

[Which function: Transfer Applicant]

Navigate from the SAS Menu to Preapplication Information/CSOP. The Applicants tab is displayed.

Select the Office.

Select the record on the grid and select the Resource Analysis tab. The Resource Analysis Division screen is displayed with the CSOP Coordinator pane open. If not, navigate to the CSOP Coordinator pane.

In the Transfer Applicant section, the current office will pre-populate in the Send From Office dropdown. Select Office youd like to transfer to, from the Send To Office dropdown. The Transfer Applicant button becomes active.

Select the Transfer Applicant button. A popup message is displayed to confirm the transfer.

Select the Yes button. Another popup is displayed as a reminder to send the Transfer letter.

Select OK.

Terminate a Preapplication

There are times when a preapplication submission must be terminated. SAS allows for termination of a preapplication in an Accepted for Resource Analysis or Waitlist status. Note: An applicant in a Submitted or Returned status cannot be terminated.

[Which function: Terminate Preapplication]

Navigate from the SAS Menu to Preapplication Information/CSOP hyperlink.

In the Applicant tab, Preapplication subtab, highlight the row of the applicant to terminate.

Select the Resource Analysis tab.

At the bottom of the screen, the Terminate Preapplication button will be enabled.

Click on the Terminate Preapplication button and the Warning!! window will open.

This warning will ask the user three things:

Confirm the applicant is the proper one.

Attach the termination letter, if not already attached.

Add a justification for the termination.

Note: Once an applicant is terminated, the process cannot be reversed. The applicant will have to start with submission of preapplication information if they wish to reapply.

Select OK.

A pop-up window will open confirming that the termination of the application is complete.

Certification Projects

Which Certificates will be in the certification projects?

Use the Certification Projects tab to view a list of certification projects and select a certification project to view or edit. If you are:

An Office Manager or Office POC, you can view all projects assigned to your office.

A CPM, CTL, or CTM, you can view all projects to which you are assigned.

If you do not have one of these roles you cannot view certification projects.

To open the Certification Projects tab, from the SAS menu, select Certification Projects.

To open an individual project, in the Applicant column, click the company name link. The project opens in the Certification Request tab.

The statuses listed in the Certification Project can be one of the following:

Initial-Cert A project that has completed the Preapplication Information and, if applicable, the 8310-3. The application has been accepted but is still has not been assigned a designator code by AFS-620.

Precert A project that has begun certification. The following has occurred:

The CPM has been assigned

The CPM has contacted AFS-620 for a designator code

The Preapplication data has been reviewed

The Preapplication Checklist has been marked as Completed

The CPM has accepted the Formal Application

When a Configuration Change Modifies a CHS Scoping/DCTS

When a configuration change results in additional DCTs being added to or removed from a CH/A's Operating Profile:

Newly added SP DCTs will appear automatically on the CH/A's CAP going forward.

Newly added ED and EP DCTs will not automatically appear on the CAP. The PI must add these manually to the CAP using the Add Assessment button. (The new ED and EP DCTs will now appear in the list of available DCTs when Add Assessment is clicked.)

Newly removed future SP DCTs will be automatically removed from the CH/A's CAP.

Newly removed ED and EP DCTs will continue to appear on the CAP (even if no longer applicable) unless and until they are manually removed by the PI.

Note: The configuration change must be approved before the change to DCTs is available to the CAP.

How to use Certification Projects

Use the Certification Projects tab to view a list of certification projects and select a certification project to view or edit. If you are:

An Office Manager or Office POC, you can view all projects assigned to your office.

A CPM, CTL, or CTM, you can view all projects to which you are assigned.

To open the Certification Projects tab, from the SAS menu, select Certification Projects.

To open an individual project, in the Applicant column, click the company name link. The project opens in the Certification Request tab.

The statuses listed in the Certification Project can be one of the following:

Initial-Cert A project that has completed the Pre-application Information and, if applicable, the 8310-3. The application has been accepted but is still has not been assigned a designator code by AFS-620.

Precert A project that has begun certification. The following has occurred:

The CPM has been assigned

The CPM has contacted AFS-620 for a designator code

The Pre-application data has been reviewed

The Pre-application Checklist has been marked as Completed

The CPM has accepted the Formal Application

How to use the Certification Request tab

Use the Certification Request tab to view a current certification applicant's basic company information and the type of certificate it is applying for.

On the tab you can also:

Add FAA and applicant comments and attach documents to the request

Select a Designator Code for an applicant

Indicate whether the pre-application checklist is complete

Accept the Formal Application

Generate an applicant's CAP | Re-generate an applicant's CAP

Terminate a precertification or application

How to Use the Certification Item Summary Tab

Use the Certification Item Summary tab as the go-to location when working through the certification process. This tab contains links to all of the information within SAS connected to the certification project. Only members of an applicants certification project team can access and view its certification project.

Note: When certification project team members review and take action on an application, they should navigate to those certification items (CAP, DCTs, AAA, etc.) via the Certification Item Summary tab. When you navigate to a module directly using the SAS menu, you only see the COS screens and cannot see applicant information. This will change in a later SAS release.

Navigating in the Certification Item Summary tab

The Certification Item Summary tab lists each of the five SAS modules. Under each module's title are hyperlinks for the certification items belonging to that module. For each item the tab shows the date it was last updated and its current status.

When you navigate to other modules using the certification item hyperlinks, a Return to Certification Summary button appears on the left side of the screen. Use it to return to the Certification Item Summary tab.

The Certification Item Summary tab includes a Refresh button. Use it to ensure you are seeing the latest information if you think certification items may have changed since you opened the screen.

Module 1 Configuration

Pre-application Information This link brings you to the Pre-application Information tab.

Configuration Data This link brings you to the Configuration Data and Operating Profile tabs for this applicant.

Operating Profile This link brings you to the Operating Profile.

Module 2 Planning

Schedule of Events This link brings you to the applicant's Schedule of Events.

Note: This link does not work for a certification project completed entirely in SAS Automation by the FAA (that is, where the SOE is not completed by the applicant using the External Portal). In that scenario, the CPM must maintain the Schedule of Events outside of SAS Automation. The CPM can create a folder in Document Management to track changes from the applicant's SOE.

Comprehensive Assessment Plan (CAP) This link takes you to the CAP for that applicant's CPM. In addition to the assigned applicant, the CAP will include all COS certificates assigned to the CPM if he also has a PI role. If the Office Manager or FLM logs in, they will see the CAP for all of the PIs and CPMs in the office.

It is recommended to filter the CH/A to the applicant with which the user is working. When the CAP is generated, it will populate all of the EDAs that are scoped in through the Operating Profile. The rest of the process for balancing the CAP and recommending resources is unchanged for the CPM.

Schedule of Events (SOE)

The Schedule of Events (SOE) is a list of the major events that will take place during the certification process, and the dates when they are planned to be completed. The SOE is a collaborative process between the applicant and the FAA. The events that appear on the SOE vary according to the 14 CFR Part the applicant is seeking certification for. The SOE allows the applicant and FAA to track the progress of events in the initial certification process.

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

SOE Statuses

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

Schedule of Events Form Statuses

The table below shows the statuses associated with the schedule of events.

Status

Definition

Draft

Applicant has saved but not submitted the form.

Submitted

Applicant has submitted the form to the FAA for review.

In Review

FAA is reviewing the form.

Returned

FAA has returned the form to the applicant for modification.

Accepted

FAA has accepted all dates on the form.

Completed

All events on the form are complete.

Terminated

FAA has canceled the form (for example, if the applicant has withdrawn its application for certification).

Individual Event Statuses

The table below shows individual event statuses.

Status

Definition

Planned

Applicant has entered a date for the event.

Revised

The event date has been revised.

Baselined

The event date has been accepted.

Completed

The event is complete.

N/A

The event does not pertain to the applicant.

How to Complete and Submit the SOE

[Which Function: Disposition SOE]

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

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

To submit an initial SOE:

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

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

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

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

To:

Save the data without submitting it to the FAA, click Save. You will be able to resume editing the form.

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

How to identify non-applicable events

The default events that appear on a SOE are fixed, determined by the applicant's CFR part, and cannot be removed. While you cannot remove events from the list, to eliminate confusion, you should identify any events that do not apply to the applicant by setting their event status to N/A. This should be done for all non-applicable events before the applicant opens the SOE in the SAS External Portal.

To set an event's status to N/A:

From the SAS menu, select Planning > Schedule of Events. The SOE Record List page opens.

In the record list, click the name of the CH/A whose Schedule of Events you want to work with. The SOE opens in the Schedule of Events page.

In the Event Status field for events that do not apply to the applicant set the value to N/A. The applicant will see the N/A status when completing the SOE in the SAS External portal.

Click Save.

How to add a Custom event

While you cannot remove default events from the SOE, as necessary you can add additional ones.

From the SAS menu, select Planning > Schedule of Events. The SOE Record List page opens.

In the record list, click the name of the CH/A whose Schedule of Events you want to work with. The SOE opens in the Schedule of Events page.

In the list of events, click an event next to which you want to add a new one.

Click the Above or Below button. A new row is inserted in the table.

Enter a description for the new event.

Click Save.

Click Return SOE to Applicant to allow the applicant to propose a date for the new event.

Note: To delete a custom event, select its row and click Delete the Selected Event.

How to Update and Submit a Revised SOE

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

Approve and baseline the proposed dates

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

To revise the SOE:

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

For each event that needs to be revised (i.e. does not have Baseline or N/A in Event Status), in Current Proposed Date enter a new proposed date.

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

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

How to Review and Disposition an SOE

Tasks pertaining to SOE include:

Identifying events that do not apply to a particular applicant

Adding custom events to the form

Reviewing and dispositioning an SOE

To review and disposition an SOE:

From the SAS menu, select Planning > Schedule of Events. The SOE Record List page opens.

In the record list, click the name of the CH/A whose SOE you want to work with. The SOE opens in the Schedule of Events page.

Review and modify the SOE, as necessary. To:

Accept an applicant-entered event date. Set the Event Status to Baselined.

Add a comment for an event, enter text in the Comment field. Comments are not visible to SAS External Portal users.

Indicate that an event is complete, enter a date in the Actual Completion Date field. When you save the record, that event's status will change to Complete.

To:

Save your data, click Save. You will be able to continue editing the form, as necessary.

Save your data and return the form to the applicant for revision, click Save and then click Return SOE to Applicant. The form will be re-enabled for editing by the applicant in the SAS External Portal. SAS Automation will generate a notification to the applicant alerting them that the SOE has been returned.

Accept the SOE as complete, click Accept. To accept an SOE, all events on the list must have an Actual Completion Date.

Module 3 Resource Management

Certification Project Team This link brings you to User Administration to see the members of the of the certification project team.

Resource Work List This link brings you to the Resource Work List and can be filtered by the CPM and CH/A. It will default to show all of the work assigned both in Initial Certification and COS. It is recommended to filter on the CH/A.

Module 4 Data Collection Tool

Data Collection Tools (DCTs) Applicants Assigned This link brings you to the Data Collection > Select DCT tab. The tab is filtered to show all DCTs assigned to the applicant for completion by the certification project team.

Data Collection Tools (DCTs) Applicants Submitted This link brings you to the Data Collection > Select DCT tab. The tab is filtered to show all DCTs submitted by the applicant for FAA review.

Data Collection Tools (DCTs) FAA This link brings you to the Data Collection > Select DCT tab. The tab is filtered to show DCTs that are being performed by the FAA.

Certification Documents This link brings you to the Document Management > Formal Application folder, which displays documents uploaded during the certification process.

Note: When accessed via links on the Certification Item Summary tab, the Select DCT tab displays in Expanded View. This is necessary to for the filtering to work correctly.

Module 5 Analysis, Action and Assessment

Assessment Determination This link brings you to the AAA > Select Assessment tab. This will also show all certificates assigned in both Initial Certification and COS. The process for completing this section is no different than other assessments in AAA.

Action Item Tracking Tool This link brings you to the AAA > AITT Record List tab. This will also show all certificates assigned in both Initial Certification and COS. The process for completing this section is no different than other assessments in AAA.

Certificate Disposition This link brings you to the Certification Projects > Certification Disposition tab.

Begin Certification / Initial Certification

The SAS Initial certification process allows the industry user and the FAA inspectors to utilize SAS functionality for applicants of CFR Part 121, 135, 121/135, 141,142, 145 and 147 to get certified with the FAA in accordance with the FAA policy and guidelines. Initial certification process of SAS allows industry users, who use SAS External Portal to submit preapplication information and interact with FAA inspectors throughout the process. The SAS Initial Certification process takes user through policy defined phases from Pre-application Information submission, Precertification, Design Assessment, Performance Assessment and Administrative phases to make a certificate active in SAS and register with the FAA to conduct their business. The process also provides flexibility for Satellites to be added to the SAS for Part 141 and 142 and enables AFS 620 to better interact with the CPM in SAS during the certification process.

How to Assign CPM to the Initial Certification Project

[Which function: View Training Center Certification Projects]

Log into the SAS Internal Portal and navigate to the CH/A Team link from SAS fly-out menu. System displays the CH/A Team tab with a CH/A dropdown for the logged in users office.

Click on the CH/A dropdown. System displays the names in the dropdown.

Select from the CH/A dropdown. System enables the Add Person to CH/A Team button

Click on the Add Person to CH/A Team button. System displays a popup window with available resources, roles and functions that can be assigned.

Select the office from the office dropdown and a resource from the Name dropdown. System displays the only available role as Certification Project Manager (CPM).

Select the role and assign it to the person using the blue and white arrows. System assigns default functions for the role to the resource

Click the Save button. System closes the popup window and saves the selection in the display grid on the screen

How to Access Certification Projects as CPM

[Which Function: Activate Certification Projects]

Log into the SAS Internal Portal and navigates to the Certification Projects link from the SAS fly-out menu. System by default displays the list of projects for which the user is responsible with Principal and Satellite certification projects grouped together.

Click on the hyperlink under Applicant Name for either the Principal base or the Satellite certification project and navigate to the Certification Item Summary tab. System displays a summary of work items on the screen for which the user is responsible

Click on the Certification Project Team (CPT) link on the screen. System displays the CH/A Team screen with the CPM assigned to the selected CH/A.

Click on the Add Person to CH/A Team button. System displays a popup window with available resources, roles and functions that can be assigned.

Select the office from the office dropdown and a resource from the Name dropdown. System displays the only available role as Certification Project Manager (CPM).

Select the role and assign it to the person using the blue and white arrows. System assigns default functions for the role to the resource

Click the Save button. System closes the popup window and saves the selection in the display grid on the screen

How National Admin Assigns Appropriate Functions to AFS 620 and AFS 280

[Which Function: Edit Office Roles and Functionality]

Log into SAS Internal Portal and navigate to Select User link from SAS fly-out menu. System displays the list of resources in the logged in users office by default.

Select an Office from the Office dropdown [FS60 or FS80] and a Name from the Name dropdown. System displays name of the selected resource in the grid.

Click on the link under the Name column. System displays the User Details screen of the selected resource.

Expand the Roles and Functionality header and click on the link under the Office column. System displays the Edit Roles and Functions for Office popup screen with available and selected roles and functions for the resource. System displays new functions for AFS 620 and AFS 280 under Available Functions section.

Select the appropriate functions for AFS 620 from the Available Functions list and assign it to the user. System removes the selected functions from Available Functions section and moves it to the Selected Functions section. AFS 620 functions are Return Certification Project, Select Designator Code, and Send Confirmation to CPM

Select the appropriate functions for AFS 280 and assign it to the user. AFS 280 functions is View Training Center Certification Projects. System removes the selected role from Available Functions section and moves it to the Selected Functions section.

Click the Save button. System closes the popup window and saves the selection of assigned functions in the display grid under Roles and Functionality section.

How AFS 280 can view the Certification Project

[Which function: View Training Center Certification Projects]

Log into SAS Internal Portal and navigate to the Individual Work Plan (IWP). System displays a tile for Part 142 Certification with status for Part 142 certification projects that are in Initial Cert or Pre-cert status.

If you click on any summary item on the tile, the system filters the work items and displays the same in the IWP grid.

If you click on any of the work item from the grid, the system navigates the user to the Certification Projects screen and by default displays all the ongoing

CFR Part 142 certifications that are present Nationally.

If you click on any link under Applicant column, the system displays the Certification Request screen of the selected applicant. System displays all the information in read-only mode.

You can navigate to the Certification Item Summary tab and click on any of the links. System navigates the user to the selects screen and displays data in read-only mode.

You can navigate to the Meetings tab, and the system will display data in the screen in read-only mode.

You can navigate to the Certification Disposition tab, the system will display data in the screen in read-only mode.

How CPM Requests the Precertification Number

[Which function: Request Precertification Number]

Log into the SAS Internal Portal and navigates to the Certification Projects link from the SAS fly-out menu. System displays all the certification projects including Principal base and/or Satellites for which the user is assigned as a Certification project team member.

Click on any link under Applicant column for a Principal base or Satellite certification project in Initial Cert status for which the user has the appropriate function. System navigates the user to the Certification Request page and displays the Request Precertification Number button as enabled on the screen.

Click on the Request Precertification Number button. System displays a popup message stating Are you sure you want to request for Precertification Number. A notification will be sent to AFS 620.

Click the OK button. System closes the popup and changes the status of the certification Project to Pre-cert Requested. System sends a notification to all the users having the Select Designator Code function.

How CPM Approves a Certification Project

[Which function: Approve Certification Project]

Log into the SAS Internal Portal and navigate to the Certification Projects link from the SAS fly-out menu. System displays all the certification projects including the Principal base and/or Satellites for which the user is assigned as a Certification project team member.

Click on any link under the Applicant Name with Precert status Principal base or a Satellite certification project. Then navigate to the Certification Disposition tab. System displays the Certification Disposition screen for the selected certification project

Click on the Approve button on the screen.

Click the OK button on the popup message. System disables the Approve button and changes the Certification Status to Activation Requested. System sends a notification to users.

How AFS 620 Changes the Status of the Applicant to Active

[Which function: Confirm Activation for Certification Project]

Log into the SAS Internal Portal and navigates to the Individual Work Plan from the SAS fly out menu. System displays all the work items for the user including Work Item Status of Need Activation.

Navigate to the Notification Panel by clicking the expand button. System displays notifications for the logged in user including notification for Activation Request submitted for the Principal base, Satellite, and for existing SAS CFR Parts (121, or 135, or 145).

Change the CH/A to Active in FAAMIS and wait for the process to sync up with the eFSAS and SAS.

Navigate to the Certification Projects link from the SAS fly-out menu. System displays all the certification projects including the Principal, Satellites, and for existing SAS CFR Parts, for which the user needs to take some action.

Click on any link under the Applicant Name for a Principal base in Activation Requested status. System displays the Certification Request screen for the selected certification project with Change to Active and Return Certification Project buttons active.

Click the Change to Active button on the screen.

Click OK on the popup message.

Click the OK button. System navigates user to the Certification Projects screen.

How AFS 620 Sends Confirmation to CPM after attaching the Designator Code to Certification Project

[Which function: Send Precert Confirmation]

Log into the SAS Internal Portal and navigates to the Certification Projects link from the SAS fly-out menu.

Create the designator code and precertification number in FAAMIS for the CFR Part and Office and waits for the process to sync up.

Clicks on any link under Applicant Name column for a Principal base or Satellite certification project in Precert Requested status.

Click on the dropdown against the Designator Code field on the screen. Select the appropriate designator code from the dropdown. Clicks on the Save button.

Click on the Send Confirmation to CPM button. Then click on the OK button on the popup message.

Click OK on the next popup message.

How to View Items on the IWP and Notifications

[Who can perform: AFS 620 User]

Log into the SAS Internal Portal and navigate to the Individual Work Plan from the SAS fly out menu. System displays a new work item tile for Plan Certification with a summary of the number of requests that require Precertification Number and the number of requests needing Activation.

User clicks on the tile for Plan Certification. System filters the IWP grid and displays the work items associated with Plan Certification

Navigate to the Notification tile by clicking on the expand icon. System displays a notification from the CPM requesting a precertification number and the certification projects that need to be activated

Click on any link under Subject column. System opens a popup window with Subject and Message details. The System also provides a link for the Certification Projects page.

Working with the 8310-3

Following the acceptance of the Pre-application Information by the FAA, applicants applying for a certificate under 14 CFR Part 145 should submit a Repair Station Certificate and/or Rating (Form 8310-3).

When should an 8310-3 be submitted?

A certificate holder/applicant must have submitted the Pre-application Information and the FAA must have accepted this before the Form 8310-3 can be completed in SAS Automation.

How to submit an 8310-3

[Which Function: Create 8310-3]

Note: This should be done as a part of dispositioning the applicant to Active status or when the CH changes are complete and the FAA is ready to approve a configuration change request.

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

Click Create 8310-3. The 8310-3 (Applicant) tab opens.

Complete the required fields in Section 1.

Note: Name is a type-ahead field. Most other fields in the section will auto-populate after you select the name.

In Section 2, specify the reason(s) the form is being submitted.

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

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

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

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

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

Click OK. A confirmation message displays.

How to view on 8310-3

[Which Function: Edit 8310-3]

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

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

How to edit an 8310-3

[Which Function: Edit 8310-3]

To edit a Form 8310-3, you must be the CPM (or PI in the case of a change request) and the form's status must be either Draft or Returned.

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

For the form you want to edit, in the Tracking Number column, click its link. The form opens in the 8310-3 (Applicant) tab.

Click the Edit 8310-3 button at the bottom right of the page. Make changes to the form's data, as desired.

Click Save or Submit.

How to withdraw an 8310-3

[Which Function: Disposition 8310-3]

To withdraw a Form 8310-3 you must be the CPM and the form's status must be either Draft or Returned.

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

For the form you want to edit, in the Withdraw column, click its Withdraw link.

How to review and disposition an 8310-3

[Which Function: Disposition 8310-3]

On the Certification Projects > Certification Item Summary tab, the CPM/PI clicks the link to open Form 8310-3.

Or, from the SAS menu, the CPM/PI selects Configuration > Repair Station Form 8310-3. The 8310-3 Forms tab opens. Click the Tracking Number of the Form 8310-3 you want to work with. The form opens in the 8310-3 (Applicant) tab.

Review the content of the form. When the CPM/PI is ready to disposition the 8310-3, click the 8310-3 (FAA) tab. A warning message displays, reminding you not to complete the 8310-3 (FAA) tab and submit until you are ready to disposition the application for an initial certification (or approve the associated change request, if COS).

Click OK. If you are going to disposition the 8310-3, then you can continue. If you do not, you can leave the page without entering any information.

Complete these fields as follows:

Step 6. Remarks: Include deficiencies found, ratings denied, reasons for denial, etc.

Step 7. Findings Recommendations: Select the appropriate finding-recommendation.

Step 8. Date of Inspection: Select the date of the inspection.

Step 9. FAA Inspectors: List the office and inspectors who performed the inspection.

Step 10. Disposition Request:

Select the appropriate radio button Approved, Disapproved, or Return. Enter the Certificate Issued Number.

Enter the Date completed.

Enter the Supervising or Assigned Inspector.

Enter the Title of the Supervising or Assigned Inspector.

Click Save or Submit:

Save preserves your changes but does not disposition the request.

Submit dispositions the request as you indicated.

How the CPM Generates the CAP

[Which function: Generate CAP]

Log into the SAS Internal Portal and navigate to the Certification Projects link from the SAS fly-out menu. System displays all the certification projects including the Principal base and/or Satellites for which the user is assigned as a Certification project team member.

Click on any link under the Applicant column with Precert status certification project for which the user is assigned as a CPM. System navigates the user to the Certification Request page and displays the Generate CAP button as enabled on the screen.

Click on the Generate CAP button on the screen. System displays a popup message stating The CAP is being generated. It may take a few minutes to initialize. Click the OK button on the popup message. System closes the popup message and changes the Generate CAP button to Regenerate CAP button.

Navigate to the Certification Item Summary tab and click on the Comprehensive Assessment Plan (CAP) link on the screen. System navigates the user to the CAP screen and displays the scoped in Initial Cert EDAs for the selected certification project on the CAP.

How CPM Accepts Formal Application

[Which function: Accept Formal Application]

Navigate to the Certification Projects link from the SAS fly-out menu.

Click on a link under the Applicant Name column for a Principal base in Precert Issued status.

Select the checkbox against Pre Application Checklist Complete? Click the Save button on the screen. Click OK on the popup message.

How MGR Terminates the Certification Project

[Which function: Terminate Project]

Log into the SAS Internal Portal and navigates to the Certification Projects link from the SAS fly-out menu. System displays all the certification projects including Principal base and/or Satellites in the office.

Click on any link under the Applicant column for a Principal base, which is in Initial Cert or Precert status. System navigates the user to the Certification Request page and displays the Terminate Pre-application button (for Initial Cert certification project) or Terminate Project button (for Precert certification project) as enabled on the screen.

Click on the Terminate Pre-application or Terminate Project button (as applicable) on the screen. System displays a popup warning message

Click on the OK button on the popup message. System removes the Principal base and all associated Satellite certification projects from the Internal and External Portals. System sends a notification to the CPM, External Portal User, MGR and AFS 280 (for Part 142 certification projects)

Team DCTs

[Which function: View Training Center Certification Projects]

Log into the SAS Internal Portal and navigate to the CH/A Team link from SAS fly-out menu. System displays the CH/A Team tab with a CH/A dropdown for the logged in users office.

Click on the CH/A dropdown. System displays the Principal base and associated Satellite names in the dropdown.

Select either a Principal base or a Satellite from the CH/A dropdown. System enables the Add Person to CH/A Team button

Click on the Add Person to CH/A Team button. System displays a popup window with available resources, roles and functions that can be assigned.

Select the office from the office dropdown and a resource from the Name dropdown. System displays the only available role as Certification Project Manager (CPM).

Select the role and assign it to the person using the blue and white arrows. System assigns default functions for the role to the resource

Click the Save button. System closes the popup window and saves the selection in the display grid on the screen

How to Use the Meetings Tab

Use the Meetings tab to view and request meetings during initial certification process that are not a part of the SOE.

Note: Scheduling meetings using the Meetings tab is not to be used in lieu of the Schedule of Events.

To open the Meetings tab:

From the SAS menu, select Certification Projects.

For the request you want to work with, in the Applicant column, click the company name link. The project opens in the Certification Request tab.

Click the Meetings tab.

Only members of the FAA Certification Team are able to add meetings.

To add a meeting:

Click Add Meeting. The Meetings dialog box opens.

Enter details of the meeting. You can enter meetings either before or after they occur.

Optionally, attach any supporting documents by clicking Attach Document.

Click Save.

To edit or delete a meeting:

In the Meetings record list table, in the Meeting Type column, click the link for the meeting you want to edit or delete. The Meetings dialog box opens.

To edit the meeting, modify its details as desired. Then click Save.

To delete the meeting, click Delete.

Click Save.

How to Use the Certification Disposition Tab

The Certification Disposition tab summarizes the status of the design assessments assigned for the precertification. This is also where the CPM can:

Add comments and send the disposition notification to the applicant.

Approve the certification. Optionally, a certification can be approved with incomplete assessments. Approving with incomplete assessments does not remove those assessments from the CAP.

Note: For Part 145 certifications, you must disposition the 8310-3 Form before you can disposition the certificate itself. See "How to Review and Disposition a Form 8310-3" on page Error! Bookmark not defined..

The following fields are available in the Certification Disposition tab:

Field

Description

Applicant

The name of the applicant as it appears in Vitals. This is read only.

Certification Status

The current status of the applicant. This will be Initial-cert or Precert and is read only.

Last Updated By

The name of the Certification Project Team member who last updated the certification. This is a read-only field

Last Updated Date

The date and time (Central Time Zone) that the application was last updated by any member of the Certification Project Team. This is a read-only field.

EDAs

This is a table of all assessments applicable for the certification. These are scoped in based upon the information submitted with the Pre-application Information and the CHOP.

Attached Documents

This is a hyperlink to the Document Management folders.

FAA Comments

The CPM can add any comments regarding the disposition of this application. These comments are only located on this screen and only visible to members of the certification project team.

Disposition Certification Request

This is a pre-populated field that is read-only.

If all assessments are Closed or Closed Pending Action, then the text reads:

Note: Approving the applicants certification request on this screen will notify the applicant of this disposition. You should also follow FAA guidance for approval of certification as documented in FAA Order 8900.1. Policy for issuance of the appropriate operating certificate is described in FAA Order 8900.1 Volume 3, Chapter 1, Section 4.

If assessments are not all Closed or Closed Pending Action, the text will read:

Note: Approving the applicants certification request on this screen will notify the applicant of this disposition. You should also follow FAA guidance for approval of certification as documented in FAA Order 8900.1. Policy for issuance of the appropriate operating certificate is described in FAA Order 8900.1 Volume 3, Chapter 1, Section 4. To approve the certification, all assessments must first be Closed or Closed Pending Action.

Approve Certification with incomplete Assessments

The CPM can choose to approve the certification with incomplete assessments. This does not remove these assessments from the PIs CAP.

Note: If the required PIs have not been assigned to the CH/A, SAS displays a reminder/alert when you approve the certification request. The alert does not prevent the certificate from being made Active.

Select an Assessment grid

This grid can be viewed from the Select Assessment tab. It serves to display the list of assessments that are available, as well as the status.

Approve Certification with Incomplete Assessments

[Which Function: Accept Formal Application]

The CPM can choose to approve the certification with incomplete assessments.

Navigate to Certification Projects from the SAS fly out menu

Select a certificate to approve

Click on the Certification Disposition tab.

Enter comments in the FAA comments text box.

Select the check box Approve Certification with Incomplete Assessments.

Click Save

Configuration Module 1

This chapter describes how to enter and edit Certificate Holder/Applicant (CH/A) configuration data.

About Certificate Management

After initial certification, a certificate holders configuration data is baselined, meaning it becomes the standard of reference. However, the certificate holder may want to change its data because it is incorrect. It may also wish to request approval from the FAA to change the scope of its operations. Certificate management encompasses these types of activities.

The typical steps in certificate management are:

The certificate holder submits a configuration change request.

The FAA reviews the request.

If action is required, the FAA conducts the necessary DCT(s), performs Analysis, Assessment, and Action, and makes a disposition on the proposed configuration change.

The FAA notifies the certificate holder of the disposition of its proposed configuration change.

About Configuration Data

A CH/A's configuration data is the set of unique characteristics or attributes that define what the CH/A does. Configuration data includes, for example, basic information about a company's base of operations and senior management, its route structure, fleet type, fleet size, and domestic versus international operations.

Configuration data is grouped into three categories:

Operations specifications document how certificate holder operations are conducted.

Vitals include information about the company's base of operations and senior management, its route structure, fleet type, fleet size, domestic versus international operations, Extended Operations (ETOPS), and so on.

Note: See the Vitals Data Fields lists in the Reference section of this document for descriptions of all of the configuration data Vitals fields.

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

Based on a CH/A's configuration data, SAS creates the Operating Profile (OP). The OP is a list of the functions that a CH/A performs, along with applicable regulatory requirements, hazards analysis, configuration information, and performance history. Based on the OP, the FAA can then plan and resource assessments tailored to the CH/A.

Operations Specifications

See References/Appendix

Vitals Information

See References/Appendix

Configuration Change Request

The Configuration Change process is the process by which changes are made to a certificate holder's configuration and contractor data. The Configuration Change process applies to Active and Suspended certificates only. A Configuration Change can be initiated by a certificate holder (via the SAS External Portal) or by the PI (via the SAS Automation).

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

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

Creating, reviewing, and approving/returning configuration changes is performed by PIs. configuration data changes -can be approved/returned by any PI on a certificate.

Types of Configuration Changes

Types of Configuration Changes

There are several different types of configuration changes in SAS:

Configuration Data Changes: Configuration Data change requests involve changes to a certificate's Vitals and/or Operations Specifications (OpSpecs). It can be initiated by the certificate holder (via the SAS External Portal) or by a PI (via the SAS Automation). Once a Configuration Data change request is submitted, regardless of who submitted it, the change request is reviewed and approved (or returned) by the PI.

Configuration Data change requests initiated via Automation can be created using either the standard method or the streamlined method. The standard method is completed using the Configuration Change Request tab and has the opportunity to complete DCTs or actions as necessary to disposition the change. The streamlined method is completed entirely in the Vitals or Op Specs tab and just changes items from the Vitals or OpSpecs page (respectively) using the Edit button.

Limitations on Configuration Data Change Requests

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

Operations Specification

Field (on the Vitals tab)

Table (on the Vitals tab)

Note: The tables on the Vitals tab are: Aircraft, Authorized DBAs, Name/Address, and Waivers Authorizations. So, for example, if there is already a change request in which a person is being added, modified, or deleted in the Name/Address table, you cannot create a second change request that also contains a change to that table.

This limitation applies to both the Automation and External Portal.

If there is a Configuration Data change request in a Draft, Submitted, Returned, or In Review state, and a second one is attempted, the user will get an error message. To correct this, the first Configuration Data change request must be approved by the PI or withdrawn before the second can be saved.

Except for the examples above, there is no limit to the number of concurrent Configuration Data change requests you can create.

Note: Some Vitals data is maintained in the system of record which is linked to SAS via eFSAS. When a Configuration Data change is submitted, all Vitals fields are checked, not just the fields that are changed. Occasionally, the systems of record may have changes to data that needs to be updated even though it is not a part of the submitted configuration Data change. An example of this is that the FAAs aircraft registry may change the series number and so this needs to be updated. The user will get an error that states there is eFSAS error and which field(s) are affected.

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

Limitations on Contractor Data Change Requests

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

Once saved, Contractor Data change requests created via the Automation cannot be withdrawn.

Configuration Data Change Process Steps

Configuration Data changes requests have two options: standard or streamlined. These can also be completed via the External and Automation or Automation only.

For a Configuration Data change using the Automation only (no interface by the certificate holder using the External Portal):

How to Create a Configuration Data Change Request (Standard Method) Using Automation Only

The PI enters the Configuration Changes hyperlink from the SAS Menu.

In the CH/A drop-down, select the appropriate certificate for which the configuration change will be completed.

On the Select Configuration tab under Configuration Changes, select the Add Request button. This will open the Change Request Detail tab.

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

Select to Save or Submit the Configuration Data change. If the PI chooses to submit, there will be a message confirming this request should be submitted along with confirmation this has been submitted.

If the PI elects to save the Configuration Data change it will be in a Draft status.

The configuration data version changes from Baseline to the title of the change request.

The status of the request changes to Draft and the request is now listed on the Configuration Change Requests sub-tab. You can select it from the list to resume working on it.

The Configuration Data tab becomes editable. You can now make the changes to Operations Specifications and/or Vitals that make up the change request. After making changes on either of those tabs, click Save to save your work.

If the PI submits the Configuration Data change it will be in a Submitted status.

The PI can then navigate to the Configuration Data tab and edit any needed changes to Operations Specifications and/or Vitals and save.

When the PI has made all necessary changes, navigate back to the Change Request Details tab. There are two buttons at the bottom of the screen that will show the number of changes for OPSS and/or Vitals. By selecting on those buttons, the PI can review a summary of the changes. At this time the PI can Return or Accept these changes. (This will enable the Determine Action and Disposition Request tabs.)

Note: The Current Value column in the Changes in pop-up window always shows the data at the time the change request was created. Thus, if you view the pop-up window after a change request is complete, the Current Value is the baseline value at the time the change request was made (as opposed to the current baseline).

The PI can review the impact of the configuration change in the Recommended Questions tab. You can filter the modified Operating Profile to see which assessment and questions were added, deleted, or modified. By default, all assessments included in the Operating Profile are listed. To filter, open the filter for the Change column and choose the filter(s) desired: Is equal to, in not equal to, contains, does not contain, starts with, ends with, and is null.

The questions on the right pane can also be filtered to show those questions that have are is equal to, in not equal to, contains, does not contain, starts with, ends with, and is null by selecting the Change filter and selecting those desired.

The table below summarizes the meanings of the various Change statuses in the Recommended Questions view:

Navigate to Change Request Detail and click submit.

The PI navigates to the Determine Action tab and can review the information and choose to add any number of actions, as necessary. These include EDAs, C DCT, or if they are making a change and need the certificate holder to take action, a Certificate Holder Design DCT.

If the PI elects to add an action, then the action(s) will be added to the CAP and will go through the normal Data Collection and AAA process. When the PI clicks on the Select button, a window will open to select the action desired. For example, if the EDA Select button is clicked, the following will open and allow the PI to pick which EDAs to add to the CAP. When the PI completes selection, and clicks the Add to CAP button, the assessments are added and the window closes.

If the PI elects to take other action that is not listed, the PI can describe the action in the Other section and then Save Text.

The PI navigates to the Disposition Request tab and reviews the request and actions. The PI can add comments and then elect to Approve/Accept Request or Return Request. Once completed the Configuration Data change can be submitted and the CAP and Operating Profile will be updated at this time.

If the PI Returns the change, the Configuration Data change will be in a Returned status.

If the PI Accepts the change, the Configuration Data change will be in a Final status.

To save without completing the disposition, the PI clicks the Save Comments button. To complete the disposition, the PI selects the Approve/Accept option and clicks Submit. Once the configuration change request disposition has been submitted, SAS automatically re-generates the certificate holder's Operating Profile.

Note: If there are changes to the OPSS, SAS does not automatically update and reissue the OPSS. This process will still need to be completed outside.

Standard Method Process Steps with External User

Only the standard Configuration Data change process is available. A streamlined process cannot be completed with the Internal and External Portal users together.

The certificate holder will submit a configuration data change request via the External Portal. The PI will receive a notification that a configuration change has been submitted.

The PI can navigate to the Configuration Changes tab in Configuration and then to the Change Request Detail tab for the appropriate configuration change. The PI can review the Change Request Details and Recommended Questions, if included and then Accept or Return the Configuration Change.

If the PI accepts the configuration change, the Determine Action and Disposition Request tabs become enabled. The certificate holder will receive a notification that the configuration change is In Review status.

If the PI returns the configuration change, the status will change to Returned and the External Portal will have the ability to edit and resubmit or withdraw the configuration data change.

The PI navigates to the Determine Action tab of the configuration change. If desired, the PI can add EDAs or C DCTs for the FAA to complete or the PI can elect to add a Certificate Holder Design DCT.

When selecting a Certificate Holder Design DCT, a window will open and allow the PI to select one or more ED DCTs. The PI can elect to save the selection or Add to CH/A. If the PI selects the Add to CH/A button, the DCT will be available under Data Collection Tools for the External Portal user.

Once the External Portal user completes and submits the ED DCT, the PI will be able to conduct Data Review on the DCT.

The CH/A Provided check box on the top right of the question pane will be checked and disabled to show that the DCT was completed by the External Portal user.

The PI will then, as necessary, add the ED DCT to the CAP. The PI can then recommend a resource. Once the resource is assigned to the ED DCT, the resource will navigate to the Select DCT screen and then in the Enter Common Data Field tab will check the box for CH/A Provided.

When the resource navigates to the Perform DCT screen, the resource can select the View Prior Response button on the left pane.

The question and response will then be populated with the response submitted by the External Portal user. The FAA resource can then select the Apply Response button and the response for that question, with the CH/A Provided check box selected, will populate the DCT for that question.

The resource can continue this for all questions. If the resource chooses not to apply the CH/A-provided response, the resource can deselect the CH/A Provided check box and answer the question.

The resource will then submit the DCT. It will complete Data Review and then the PI can complete the necessary AAA before going to the Disposition Request tab of the Configuration Change and elect to Approve/Accept Request or Return Request. If the Configuration Change is Approved/Accepted then the status will transition to Final status. If the PI returns the configuration change request, then the PI can add FAA comments and will be in a status of Returned until the External Portal user makes edits and resubmits.

When you submit the Configuration Change request, a notification is sent to the FAA. The Principal Inspector (PI) can Accept or Return the request.

If the PI returns the request, its status will change to Returned. You then have the ability to edit and resubmit or withdraw it.

If the PI accepts the request, you will receive a notification that the configuration change is In Review status.

While the request is in In Review status, the PI can add a Certificate Holder Design DCT to the change request. The DCT will be available for you under Data Collection Tools. After you complete and submit the ED DCT the FAA will review it. Then the PI will elect to approve or possibly again return the Configuration Change request.

If the Configuration Change is Approved its status will transition to Final. If the PI returns the configuration change its status will be Returned. You can make edits and resubmit, or withdraw the request.

Streamlined Method Process Steps

Note: The streamlined process is not available when conducting a configuration change in the Automation and External Portal together.

The PI can navigate to Configuration Data from the SAS Menu.

The PI navigates to the Vitals or OpSpecs tab for the certificate holder on which the configuration change will be made. Ensure the Baseline View is selected (this view is required to make a streamlined configuration change).

The PI then selects the Edit button on the bottom right of the screen. The fields in Vitals or OpSpecs will now be editable.

Once the PI edits any of the fields in Vitals or OpSpecs, there will be three buttons enabled on the bottom right of the screen:

The Reset button will set the Vitals or OpSpecs fields back to the last submitted status.

The Save button will save all changes in Vitals or OpSpecs but allow the PI to continue to make edits.

The Submit to Final button will submit and approve the Configuration Data change. If the configuration change does not contain changes to that impact the certificate holders Operating Profile, then the configuration change goes immediately to Final. If there is an impact to the Operating Profile, the PI will get a warning of the impact.

By selecting OK, the configuration change will go to Final and the Operating Profile is updated. By selecting Cancel, the configuration change is saved In Review. The configuration change can then be completed using the standard method in the Select Configuration tab.

If the PI submits a streamlined Configuration Data change request, and then navigates to the Select Configuration tab under Configuration Changes, the PI can find the Configuration Data change with a status of Final. The Configuration Data change title will also be appended with the word Auto to differentiate between a standard and streamlined change.

How to withdraw a Configuration Change Request

As necessary, you can withdraw a Configuration data change request on behalf of a certificate holder.

Note: You cannot withdraw Contractor data change requests created using the Automation. You can add, remove, or edit contractors and individual contractor data within the request prior to approving it.

To withdraw a configuration data change request:

From the SAS menu, select Configuration > Configuration Changes. The Configuration Changes tab opens.

Click the Select Configuration sub-tab. This tab displays all of the configuration change requests, both in progress and approved, for a certificate holder.

Click the title of the change request you want to withdraw. The request opens in the Change Request Detail tab.

Click Withdraw Request. The request is withdrawn and no longer appears in the list of change requests.

Using Column Filters on Configuration Change Tables

All columns in the Configuration Change tab/table can have filters applied, including the columns for Change Request Title, Change Request ID, Submit Date, Status Date, and Status. You can layer on more than one filter at a time by clicking on the filter button for more than one column.

To filter the Change Request Title, click on the filter symbol. Now you may enter free text as a search criteria and click on the Filter button. The whole or a part of the search criteria can be entered.

To filter the Change Request ID, click on the filter symbol. Now you may enter free text as a search criteria and click on the Filter button. The whole or a part of the search criteria can be entered. Alternatively the search criteria can be specifically selected from a dropdown in the column search popup (i.e. CR.*BXA200527.1631 in the example below.)

To filter the Status, click on the filter symbol. You may select the status type that youd like to see check-boxes. The following are available to pick from: Select All, In Progress Certification, In Review, Draft, Submitted, Return, Withdrawn, and Final. You may select more than 1 status to search for.

Contractor Data

How to Add a Contractor

There are two main types of contractors: maintenance and training. In SAS, maintenance contractors apply to all CFR Parts while training contractors apply to Part 121 only.

Note: For Part 121/135 split certificates, when you add a contractor, it is treated as if it is a Part 121 contractor.

Maintenance contractors for Part 121 operators can be designated as Essential Maintenance Providers (EMPs).

Contractor Data and Change Requests

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

Updates directly into SAS

You add and maintain contractor data for a CH/A on the Configuration Data > Contractor tab. Here you can enter contractor data directly, or import it from an Excel file.

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

To enter contractor data directly:

From the SAS menu, select Configuration Data. The Configuration Data screen opens.

Select the CH/A you want to work with.

Click Contractors to display the Contractors tab. The left side of the tab lists any contractors that have already been entered in the system. The right side is where you enter/edit contractor data.

Proceed to the sections below for instructions on how to add and delete contractors.

How to add training contractors

On the Contractor tab, click Add Contractor.

For Type, select Training.

Enter/select the Designator.

Click Save.

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

How to add maintenance contractors

On the Contractor tab, click Add Contractor.

For Type, select Maintenance (the default).

Specify whether the contractor is FAA-Certificated Repair Station, A&P, AMO, AME, or Other:

If FAA-Certificated Repair Station, enter/select the Designator.

If not FAA-Certificated Repair Station, enter Name, FFA A&P/AMO/AME Certificate Number (if not Other).

Select the Add Location hyperlink on the table Locations where Maintenance is Performed.

In the Address Details window enter:

Either an Airport code or the Physical Address where work is performed.

Maintenance Type for that location EMP, Regularly Scheduled Maintenance and/or RII

Optionally, select the Maintenance Categories that apply.

Select OK.

Add any additional locations, as applicable.

Click Save.

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

How to Add a Maintenance Contractor

On the Contractor tab, click Add Contractor.

Specify whether or not the contractor is FAA-Certificated:

If FAA-Certificated, enter/select the Designator.

If not FAA-Certificated, enter Name and FAA A&P/AMO/AME Certificate # (if applicable).

For CFR Part 145, there are no additional required fields.

Click Save.

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

How to Import Contractor Data from an Excel File

Only PIs and their proxies can add and maintain a CH/A's list of current contractors on the Contractors tab. Note: This section is not applicable for CFR Parts 141, 142, and 147.

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

To import contractor data from an Excel file:

From the SAS menu, select Configuration Data. The Configuration Data screen opens.

Click Contractors to display the Contractors tab. The left side of the tab lists the contractors that are already in the system.

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

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

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

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

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

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

The first tab is for FAA-Certificated Repair Stations or those that have a designator code/DSGN.

For each contractor record, use the Action column on the General Info tab to specify whether you are adding/updating data, deleting data, or whether no action should be performed for this record during import. The default for existing data is No Change.

When you are done editing contractors, remember to save your work and close the file.

To import the Excel file, click Excel Import. Note: The file will not import if it is open.

SAS imports the contents of the file. If the import is successful, the new contractors are displayed in the Contractors list on the left side of the tab. SAS also displays an Import Log showing your results. You can save the log to a local directory on your computer by selecting the Save Log button.

If one or more errors are encountered, the log provides detail by showing the name and Excel row number followed by the information error.

Correct the errors in the Excel spreadsheet, and retry the import.

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

Save versus Approve contractors

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

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

How to delete a contractor

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

To delete a contractor:

Select the contractor in the Contractors list. You can only select one contractor at a time.

Click Delete Contractor. The contractor is removed from the list.

The Contractors tab saves automatically following a deletion. There is no need to save manually (the Save button is disabled).

You can now proceed to make additional changes to the list of contractors. When you're ready to approve the Change Request for your changes, click Approve.

Working with Operating Profile (CHOP)

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

How to access Baseline Operating Profile View

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

From the SAS menu, select Configuration > Operating Profile. The Operating Profile tab opens.

The tab displays the baseline operating profile.

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

Summary details of that assessment (purpose, objective, and the regulations/guidance statements it addresses)

The individual questions that make up the assessment. For each question you can view: 1) its scoping rule and, 2) the regulations/guidance statements the question addresses.

Operating Profile Left Pane

The left pane of the Operating Profile tab lists the assessments the CH/A is subject to, filtered by Specialty and Assessment Type.

By default, Airworthiness Design Assessments (DA) are listed. You can also view Performance Assessments (PA).

Use the Specialty and Assessment Type drop-down lists to change the default filters.

Operating Profile Right Pane

The right pane of the Operating Profile tab displays either:

A summary of the assessment selected in the left pane (this is the default view).

The questions that make up the assessment selected in the left pane.

Use the Summary View and Question View links to switch between the two.

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

Change a Certificate Status (Surrender, Revoke, Suspend)

[Which function: Change Certification Status]

As necessary, you can Surrender, Revoke or Suspend an active certificate, or restore a suspended certificate. These actions may only be performed by AFS620 and those with the Change Certification Status function.

Active status certificate can be changed to:

Surrendered

Suspended

Revoked

For more information on what happens when a certificate is surrendered, revoked, suspended, or restored See "Certificate Change Impact on Data" on page 170.

Surrender, Revoke, or Suspend a Certificate

To surrender, revoke, or suspend a certificate:

From the SAS menu, select Configuration > Configuration Changes.

Click Change Certificate Status. Change Certificate Status dialog box opens.

Select the new status: Surrendered, Suspended, or Revoked.

Click Submit.

Restore a Suspended Certificate

To restore a certificate:

For the SAS menu, select Configuration > Configuration Changes.

Click Change Certificate Status. Change Certificate Status dialog box opens.

Select the status: Active.

Click Submit.

Coordinating with AFS-620

Once the change is submitted, AFS-620 will receive an automated notification the next morning that the status of the certificate has been changed by the office in SAS.

Please only submit the status change once in SAS and allow the other databases (eFSAS, FAAMIS, etc.) to replicate. Replication may take one day or a few days. For example: If the change is made in SAS today, check the eFSAS and FAAMIS databases over the next few days to make sure they are all in agreement.

Troubleshooting a Failed Attempt to Surrender, Revoke, or Suspend Certificate Status

In the event that the Configuration Change fails, the PI will receive an error message and the certificate will remain active. The error message may vary depending on the nature of the failure. It could be a general Web Services Call failure, or it could be a specific message returned from an external system such as eFSAS. For example:

If the PI receives a failure when trying to change certificate status, he/she should:

Make the necessary changes listed in the error message. This may include submitting a new configuration change to correct the data,

Repeat the steps for deactivating the certificate, or,

Withdraw the Configuration Change.

Certificate Status Updates coming from eFSAS

[Which function: Change Certification Status]

SAS ignores certificate status updates that are not initiated within SAS; it specifically ignores updates from eFSAS, to any certificate that has the following status: in progress, active, revoked, surrendered, or suspended.

This applies to peer groups 121, 135, 145, 121/135, 141, 142, 147

Planning and Resourcing Module 2

This chapter describes how to plan, resource, and approve assessments.

Certificate Holder Assessment Tool (CHAT) for offices not transitioned to using the Risk Profile and RPAT

The Certificate Holder Assessment Tool (CHAT) presents data so that you can assess a certificate holders systems and operating environment for hazards as the starting point for planning. As a PI or Certificate Project Manager, you will use a series of risk indicators to identify conditions in a certificate holders or applicants systems or operating environment that may create hazards. The risk indicators contain inspector word, pictures and a risk scale that guides you in completing the tool.

The Planning module assembles planning data as applicable from Analysis, Assessment, and Action (AAA), from System Configuration, from Resource Management, and from the Safety Performance Analysis System (SPAS), National Safety Analysis (NSA), which includes National Hazard Analysis and Hazard Mitigation, and other sources.

The certificate holders performance history, including the results of recent DAs and PAs, is made available from AAA. SPAS data is from a Risk Indicator Package link. The link opens SPAS and enables you the Principal Inspector or Certification Project Manager to assemble the package.

Information is organized by risk indicator and by system, subsystem, and element. Note: until office transition in 2021 and 2022.

Risk Indicators on the CHAT

Risk indicators change over time. New ones are added, existing ones are modified or made inactive. To accommodate this, SAS displays only active Risk Indicators and any updated titles or descriptions.

How to Review the CHAT

To review the planning data and assess a CH/As systems and operating environment:

From the SAS menu, select Planning > Certificate Holder Assessment Tool (CHAT). The CHAT tab opens.

To view the CHAT Report, click the CHAT Report link.

The report opens in a separate browser window. When you are done, click Close Window to close the report.

To update the CHAT, click the Update CHAT tab.

By default, the tab loads the CHAT as it was last submitted. You can use this as your starting point, or, to start from scratch with no data and nothing selected, click the Clear button.

Optionally, to view a previous version of the CHAT, make a selection from the CHAT Version list. When you are done, select the current date/time from the list to return to the current CHAT.

Optionally, use the SPAS Data Package and SPAS Query and Browse links to view historical SPAS data for the selected certificate holder and specialty. (In SPAS, prepare the SPAS data package by clicking Save to File.)

On the left side of the tab, in the Select Certificate Holder Risk Indicators tree, select the risk indicators that apply.

Certificate Holder Performance History has sub-categories regarding the results of the certificate holders operations over time.

Certificate Holder Organizational Risk Indicators has sub-categories regarding organizational and environmental factors internal to the certificate holder organization, which can be managed to improve system stability and safety.

Certificate Holder Operational Risk Indicators has sub-categories regarding organizational and environmental factors related to the certificate holder operations, which can be managed to improve system stability and safety.

Click on any risk indicator to view its description.

After selecting the risk indicators, use the Select PI Options sections on the right to check any and all options to take to mitigate the risk, including: Add Element Design Assessment (EDA), Adjust Priority/Resource Order of SPA, Add Element PA (EPA), Add Custom DCT, Identify Hazard, Initiate RMP, and No Action Required. After checking a box, expand it and complete its fields.

For example, suppose you believe one or more of the selected risk indicators warrant adding an Element DA. In that case you would:

Check the box next to Add Element DA (EDA) and then click its down arrow to expand the panel.

In Select Risk Indicator(s) check the boxes for the indicators that warrant an EDA.

Optionally, explain your selections in the Comment text box.

For Add Element DA, Add Element PA, and Adjust Priority/Resource Order of the SPA, you can click the Related Assessment(s) > Add/Remove button to specify the assessments that should be added or whose priority order should be adjusted. Click Save to save the list of related assessments.

Use the No Action Required option for risk indicators that do not require an option.

You can select multiple PI Options for a single risk indicator--including No Action Required--when you want to specify a possible range of actions to mitigate a risk.

After making the necessary changes, finalize and save the CHAT by clicking Submit at the bottom of the screen. A message displays asking you to confirm your changes. Click Yes to save the CHAT and create any new actions as specified. Or click No to cancel.

Certificate Holder Assessment Tool (CHAT) for offices transitioned to using the Risk Profile and RPAT

This section describes how to work with the CHAT for offices that have transitioned to using the Risk Profile.

How to Set a Value for a given Risk Indicator in the CHAT for a Selected CH/A

[Which function: Manage CHAT]

Navigate to the Select CHAT tab from the SAS fly out menu by clicking on the CHAT link under the Planning module. SAS presents the Select CHAT screen with a list of CHAT records attached to the PI.

Select the desired CHAT row from the list of CHAT records on the Select CHAT screen. Click the Update CHAT tab. SAS presents the draft CHAT (if one exists) or the previously submitted CHAT.

To review or update a specific Risk Factor click on the + button beside the Component, where the Risk Indicator is located. The expanded Component will display all Risk Factors that fall under that Component along with previously set PI Risk points and Auto Points calculated by the automation.

There are several Risk Factors, known as PI Only, that a PI may provide a value.

Select a value from the drop-down that corresponds to the level of risk for that Risk Factor. Once a Risk Value greater than zero is set you must justify that selection.

Click on the red Justification Required Triangle Icon or alternatively the Risk Factor link. SAS displays a Risk Indicator modal window with several justification checkboxes and an optional justification text field.

Once a Justification is checked/selected and/or comments are provided in the Additional Comments textbox click the Save button.

Risk Profile Assessment Tool (RPAT)

The Risk Profile provides a Certificate Holder Index (CHI) and an Assessment Priority Index (API) for use in the planning module to prioritize work in SAS in support of risk-based decision making. RPAT provides a framework for the risk-based prioritization of surveillance. The CHI is calculated for each certificate holder in SAS and is usable across CFR Parts and peer-groups to aid RBDM at the office, division, and national levels. The API is calculated for all of scoped Master List of Function MLF functional areas for each certificate holder and is used to develop a risk-based, data-supported Comprehensive Assessment Plan (CAP).

Acronym/Abbreviation

Description

API

Assessment Priority Index

CHI

Certificate Holder Index

RPAT

Risk Profile Assessment Tool

Term

Definition

Assessment Priority Index

The score assigned to an assessment that, along with the due date, determines the assessments initial resource priority order in a PIs CAP.

Certificate Holder Index

The Certificate Holder Index is a score that provides an estimate of the certificate holders ability to manage risk throughout the scope of its operations.

Certificate Holder Index (CHI)

The CHI index is able to sort/order certificates of different CFR Parts. The CHI risk index is able to prioritize certificates across CFR Parts. The CHI in SAS is calculated to manage risk throughout the scope of its operations. The CHI score in SAS can be sorted and filtered in a number of ways e.g. nationally, by specialty, by peer group, by PI etc.

The Certificate Holder Index currently has five main components.

Safety Performance History The Safety Performance History component is comprised of events that occur due to full or partial failures of the certificate holders system(s). Examples of these events include fatal and non-fatal accidents, incidents, occurrences, enforcement actions, and DOD audit results. The four key factors for this component are Fatal Accidents, Non-Fatal Accidents, Incidents and enforcement actions.

Operational/Organizational Risk The Operational/Organizational risk component derives its scores from factors related to the certificate holder operations, management personnel, and organizational structure that can be managed to improve system stability and safety. These are documented through the PIs Level of Concern for the various risk indicators in the Certificate Holder Assessment Tool (CHAT).

Observed Risk The Observed Risk component derives its scores from Assessment, Analysis and Action (AAA) results. The most recent assessments count most heavily, but the previous four assessments within the last two years are also utilized. Similarly, SPAs are calculated separately than other assessments and have more impact on the scores. Other assessments, such as EPAs, EDAs, Custom DCT, and DORs, are also evaluated separately.

Uncertainty Risk Uncertainty risk describes the risk that occurs when oversight has not taken place. Examples include new entrant status, lack of available resources, or assessments that have been moved outside of the baseline interval.

Flight Exposure Flight exposure measures the extent of the risk presented to the flying public during a certificate holders operations. It is calculated by using the average number of seats on the certificates aircraft or if a repair station performs maintenance on Air Carriers. The flight exposure is the only component that is not additive, but multiplicative, meaning it impacts the calculation as a multiplier after all other components are summed.

Each of the Risk components are built from several risk factors. Each Risk Factor contributes to the overall score for each component. Each factor is weighted by the automation in accordance with its potential impact on safety. For example, the score for the Risk Factor Fatal Accidents has a higher weighting value than the score for Non-Fatal Accidents.

Assessment Priority Index (API)

In SAS, inspectors perform assessments (or inspections) that are scheduled on their Comprehensive Assessment Plan (CAP). The SAS risk model not only provides a means to prioritize certificates but also provides a means to prioritize the various assessments that are performed by inspectors. The API orders assessments for all certificates and assessments. The API score in SAS can be sorted and filtered (in a similar manner to the CHI) in a number of ways e.g. nationally, by specialty, by peer group, by PI etc.

The Assessment Priority Index currently has five main components.

Certificate Health Incorporates a portion (currently 50%) of the Certificate Holder Index (CHI) and applies it to all SPs as configured in a CH/As Operating Profile.

Master List of Functions (MLF) Associated Risk Indicators Includes points from CHAT actions, where the PI has linked an Element Performance Assessment (EPA), Element Design Assessment (EDA), or System/Sub System Performance Assessment (SP) via the Add EPA, Add EDA, Adjust priority/Resource order of an SPA, or Apply to API PI Options/Actions.

Deferred Oversight Derives points for a given MLF when the scheduled SPs on the CAP exceed their baseline intervals (6 months, 1 year, and 2 years) and is also based on the number of RNAs a PI set in the CAP for the previous 4 quarters.

System Performance Includes points from AAA results for each of the CH/As SPs for both the Last Completed Assessments and Average Assessment for the previous four quarters.

Criticality Uses the High, Medium, and Low criticality designation of the SP as a multiplier for the 4 other components.

How to Navigate the RPAT

Navigate to the Risk Profile Assessment Tool (RPAT) from the SAS fly out menu by clicking the Planning module.

SAS will open up the RPAT tab.

How to use the RPAT Filters

Click on the RPAT Filters expansion tab, to open up the options for filters. From here, you have choice of making filter selections of CHDO, 14 CFR, Peer Group, CH/A, Specialty, MLF Label Specialty, API Grouping, API Grouping Label, Criticality, PI/CPM, and whether to Show Rows with Zero Values. After you have made the appropriate selections, click on the Search Button. For PIs, the default filters are configured to show certificates assigned to that PI. For office managers, the default shows certificates for that office.

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

How to Interpret the RPAT Screen

In order to navigate to the CHI Detail View screen, you may click on any CH/A from the results section of the filter. This will take you to the CHI Detail View screen.

The Priority Index value gives an overall value of the priority of each entity. In the example below, we see that this entity has a Priority Index of 642. Higher values are given higher priority. The circular graph shows the percentage breakdown of components that make-up the total value. For example, we see that 27% of the value was comprised of Uncertainty (Unc).

The user may hover over the sections of the graph to view the component value associated with this percentage. Here, we see the component score of the Safety Performance History (SPH) was 236 before taking into account the Flight Exposure component which translates to 272 after the original component score is multiplied by the Flight Exposure multiplier. The total index is the sum of the four components multiplied by the flight exposure multiplier. The four categories of components are:

Uncertainty (Unc)

Organizational & Operational (Org Op)

Observed (Obs)

Safety Performance History (SPH)

Each component is further broken into Factors. You can click on the pie chart to see the Factor Scores broken down for each component. In the example below, weve clicked on the yellow Org Op to filter the Factor Score table to just factors under Org Op. The Factor Score is the score associated with each . All the factor scores add up to 168, which is what we see in the Bar Chart, or the hover-over portion of the circle graph. 168 happens to be 30% of the chart, which is what we also see.

You can hover over the bar chart to view the remaining points, analogous to the remaining incidents left for each component. Each component score is maxed out at 300. This means that if a components factor scores add to more than 300, the model will use 300. The remaining points are an indication of when the component will reach the maximum. Generally, the component bar graphs can be read like a gauge where higher scores within a given component indicate areas of concern. If one component has a high score while other components have low scores, this should be explored. A large Safety Performance History score would be indicative of a certificate having many safety issues. If the observed risk is low, this means that problems are not being uncovered as part of the surveillance process. If the Organizational and Operational component is low, then little is being addressed via that CHAT. The exception is Uncertainty. If a certificate has few identified risks then they may have a higher uncertainty because more assessments could be pushed out to a later date. The role of uncertainty is to suggest that eventually attention needs to be shifted back to a certificate if enough time has passed without oversight or observations.

The above screen shot shows again the four component scores, circled in green, as well as the Flight Exposure Multiplier in the red square.

How to Navigate to the National View List

An alternative view of the List View is the National View. This is used when a PI would like to have information about certificates beyond his or her assigned certificates. This visual view serves to give the user a high overview of the priority index for other entities. You can navigate to this view anytime from the RPAT Screen by clicking the National View check button on the left of the RPAT Filters and then clicking the Search button. Doing so opens the National view. Doing so will give you a complete list of CH/A to select from under the results.

How to Navigate to the CHI Scorecard Tab

From the CHI Detail View subtab, click on the CHI Scorecard subtab. SAS navigates to the CHI Scorecard screen for the particular CH/A in question.

Each component is broken into Factor Names, each with a certain factor Value. The Measure Description column gives the description for each Factor Name. Similarly, the Point Assignment Description explains the calculation method for value. Sub Factor scores are the Factor Points/Value multiplied by the model weight. Users may hover over the Sub Factor score to see the break down for all calculations. This table helps the user understand the point by point breakdown as well as the calculations that resulted in the specific CHI score.

The role of the scorecard is to provide a precise description of how factor scores are assigned based on the data. The scorecard can be filtered to a single component by clicking on the donut view graph. The scorecard can be filtered to a single factor by clicking on the bar chart on the bottom left with all the factors. Unless the option to Show rows with Zero Values? is selected, only information for factors that have non-zero scores are displayed.

Each component score is the sum of all the additive factors. Each factor score is the sum of all sub factors. In some cases, there are multiple sub-factors for a single factor, especially when the model looks back five years, but places more emphasis on events that happen in the previous 12 months. All Sub-Factor scores need to be added to see the final factor score.

For each factor (or sub-factor) the scorecard provides the raw data that is used in the calculation. The data has a Measure Description which describes the data that supports the score. The value of the data is the data value that supports the score. There are then weights that determine how that value is mapped to a final factor/sub-factor score. For example, CHAT PI Turnover in Personnel has a value of 10 for high concern. The Point assignment description then describes how this translates to a final score. As the description says Multiply 6 times the value of the CHAT PI Turnover in Personnel the final factor score is 60.

If the Columns labeled Divided by and Rate are not empty, this factor uses data using a rate.

The rate is the Value divided by what is in the Divided by column. The Point Assignment Description then describes how the rate is used to calculate the final score. There will only be data in the Divided By and Rate columns when the factor uses a normalizer for the value, such as Fleet Size. This is done to keep the score more meaningful across both large and small certificates.

The hover over provides the detailed math for the calculation. The hover over is not required to effectively use the information coming from the RPAT. The hover over provides the mathematical description of the calculation.

How to Navigate and Interpret the API List View and API Detail View

From the current screen or tab, click on the API List View subtab to navigate to the API List View. From here, click on any CH/A in order to navigate to the specific API Detail View.

The API Detail View subtab displays information that is similar to the CHI Detail View tab, with the addition of the Criticality Multiplier instead. This Criticality Multiplier value is assigned and pre-determined by policy. This value acts as a multiplier and is predetermined. The API score is calculated by taking the sum of points in the red box, and then multiplying it by the Criticality Multiplier and then rounding up: (100+106+0+324) x 1.2 = 636. Similar to the CHI Detail View, we can also view the 5-year trend graph from this subtab as well to see the previous performance over the past five years.

How to Navigate and Interpret the API Scorecard

From the API Detail View subtab, click on the API Scorecard tab. SAS opens to the API scorecard screen for the particular CH/A in question.

Each component is broken into Factor, each with a certain Value. The Point Assignment column gives the calculation method for each value.   Sub Factor scores are the Factor Points multiplied by the model weight. Users may hover over the Sub Factor score to see the break down for all calculations. This table helps the user see the point-by-point breakdown as well as the calculations that resulted in the specific API score.

The API Scorecard functions in the same way as the CHI scorecard. Refer to the CHI Scorecard for the descriptions of how the calculations are presented in the scorecard and hover over.

How to associate Risk Indicators

[Which Function: CHAT Manager]

To apply Actions/Options to any Risk Factor, click the right arrow beside the desired Risk Factor. Actions/Options are required for any Risk Factor, where the value is greater than zero. For the Automation Only Risk factors (zero or greater than zero) PI Action/Options are optional.

How to associate MLFs to PI Options

Click on the right arrow button beside the following option/actions to view the available MLFs for selection: Add Element DA (EDA), Adjust Priority/Resource order of SPA, Add Element PA (EPA), Apply to API.

Check/select the desired MLFs for the PI Option selected.

Click the Save button to save the CHAT as draft. Click the Submit to finalize your CHAT updates.

The confirmation dialog will present a list of items that will created in the CAP with a corresponding linked Action item and also present any standalone AITT action items.

User clicks the Save button. SAS Submits the CHAT record and archives the current CHAT record.

Comprehensive Assessment Plan (CAP)

For Certification, the Certification Project Team (CPT) plans and resources Design Assessments (DAs) and Performance Assessments (PAs) at the element level. Planning creates DA and PA records in the Comprehensive Assessment Plan (CAP). Resourcing enables the Front Line Manager and Certification Project Managers the ability to assign an inspector to each DCT aligned with the corresponding DAs and PAs.

For Continued Operational Safety, System/Subsystem Performance Assessments (SPAs) are planned and resourced on a periodic basis related to the 14 CFR part and peer group of the Certificate Holder. For example, 14 CFR Part 121 PAs are performed every six months, 12 months, or 24 months, based on criticality.

In addition, a PI can create a Custom DCT and request data collection action by one or more inspectors through the resourcing process.

Also, a PI can generate PAs and DAs as action items within the Analysis, Assessment, and Action function and request data collection action by one or more inspectors through the resourcing process.

The Comprehensive Assessment Plan, or CAP, is a planning and scheduling tool for Principal Inspectors. It lets them view, schedule, and resource standard and non-standard assessments. Assessments can be planned for both the current and future quarters. You can also add assessments any time, as needed.

By default, the CAP displays the assessments for all of your CH/As. Like most screens in SAS, you can filter the display to show only certain records.

In addition to resourcing and scheduling assessments, you can also use the CAP tab to:

View your CAP history (by quarter)

View the CAPs of other PIs

The CAP Display

There are two ways to view the CAP:

Calendar view (default)

List view

Choose the view you want by selecting its tab.

How to update and submit the CAP

This example shows how to update and submit the CAP using 141, 142 and 147 CFR parts.

Log into the SAS Internal Portal and navigate to the Comprehensive Assessment Plan (CAP) link from SAS fly-out menu.

Click on the Add Assessment button at the bottom of the screen.

Select a Part 141 or 142 or 147 certificate from the CH/A dropdown on the screen.

Select the appropriate option on the screen and click on the Add button.

Double click on an assessment for Part 141 or 142 or 147 certificate.

Click on the dropdown against Assessment Due Date, select a due date which is two or more quarters out and click on the Save button.

Enter an appropriate justification and click on the Save button.

Double click on an assessment for Part 141 or 142 or 147 certificates.

Recommend a resource for a DCT for the selected assessment and click on the Save button.

Click on the Submit Plan button on the CAP.

Navigate to the Select Assessment link from the SAS fly-out menu.

Click on an assessment that is in Ready for AAA status for Part 141 or 142 or 147 certificate.

Click on the Collect More Data button on the screen and click on the Yes button on the popup message box.

How an authorized user can concur with the CAP

Log into the SAS Internal Portal and navigates to the Individual Work Plan (IWP).

Clicks on the Comprehensive Assessment Plan (CAP) link from the SAS fly-out menu and navigate to the CAP Concurrence tab.

Expand the row for a part 141 or 142 or 147 certificate.

Selects the certificate and click on the Concur button on the screen.

How to invoke the Automation Sort in CAP

[Which function: Re-Order Cap]

Navigate to the CAP screen from the SAS fly out menu by clicking on the CAP link under the Planning module.

The CAP contains a new API column, which represents the score for each SPA, EPA, EDA, and Custom DCTs. If the API has changed since the last time the CAP was submitted then an up or down arrow will be presented beside the score, along with the amount the score increased or decreased.

Clicking the Sort by API button will sort the CAP via the API in descending order after selecting Yes in the confirmation dialog. The sort can be undone by clicking the Revert to Previous Assessment Order. However, be aware that undoing the sort will be unavailable if further modifications are made to the CAP or the CAP is submitted

Click the Submit button when the CAP is in the desired order. Submitting the CAP will remove any up/down arrows.

How to adjust the CAP in Plan for Next Cycle mode

[Which function: Plan for Next Cycle]

Navigate to the CAP from the SAS fly out menu by clicking on CAP link underneath the Planning module.

Click on the Plan for Next Cycle button. SAS presents a confirmation dialog, click YES. SAS will present the CAP with the same physical/visual order of the current cycles CAP.

Modify the CAP as if you are viewing it in the next cycle (quarter or fiscal year). You may also click the Sort by API to sort the CAP according to the API.

Click the Submit Plan button when youre finished making adjustments (if any). The Plan for Next Cycle is now saved.

CAP Calendar View

The Calendar View is the default view of the CAP. It presents a graphical display of assessments scheduled over past, present, and future quarters.

In the Calendar View you can:

Schedule assessments (for present and future cycles)

Add and remove assessments

Add DCTs to assessments

Recommend resources for DCTs

Adjust due dates and SPA baseline intervals

Adjust assessments' resource order

The schedule area of the Calendar View uses icons and color coding to identify:

Different assessment types

Resourced and unresourced assessments

Automatic, manual, and CHEP-scheduled assessments

Unstarted, started, and closed assessments

On-time, at-risk, and overdue assessments

The lower part of the screen shows totals of each quarter's assessments by type.

How to Filter the CAP

The CAP tab has the following filters available: CH//A, Specialty, PI/CPM, CAP Version, and Timeframe:

Immediately as you make a selection on one of these sort filters, the CAP will change to display the sorted schedule.

The CH/A dropdown allows the CAP to be filtered by a specific Certificate Holder Applicant, or by All.

The Specialty dropdown filters the CAP by Both, Airworthiness, and Operations.

The PI/CPM dropdown filters by inspector.

The CAP Versions dropdown filters different historical versions of the CAP for the user to view.

The Timeframe dropdown filters the CAP by Fiscal Quarters.

Groupings of Items on the CAP

The following groups of items appear on the CAP Calendar top to bottom as follows.

Scheduled SPAs

Non-scheduled assessments

Initial Certification Assessments

CHEP assessments

If the CAP has not been sorted by API items within a particular group (for example, scheduled SPAs) sort by Criticality, Assessment Due Date, Designator Code, Label.

CAP Calendar View Icons and Colors

The schedule portion of the Calendar View uses icons and color-coding as follows:

Indicator

What it Indicates

Key

Bolded Title

The assessment was added as the result of a change request.

Cell Color

The quarter

Gray Past quarters

Green Quarters within the current baseline interval

Yellow Future quarters beyond the current baseline interval

Icon Shape

Whether the assessment is scheduled automatically by SAS.

Also, CHEP assessments.

Square = Auto-scheduled assessments

Circle = Manually scheduled assessments

Triangle = CHEP assessments

Icon Border

Whether the assessment is resourced

Dashed Border = Not Resourced

Solid Border = Resourced

Icon Letter

The type of assessment

P = SPA

E = EPA

D = EDA

C = Custom

M = Essential Maintenance Provider (EMPs)

Icon Color

Whether the assessment is on-time, at risk, or overdue

Green = On time

Yellow = EMP less than 30 days to due date. All others within the 30 day grace period. Custom DCTs not assessed on their own will remain yellow after the end of the grace period.

Red = Overdue

Gray = Overdue, all DCTs are RNA

Icon Subscript Number

The number of DCTs created for that assessment.

Icon Subscript Plus/Minus Sign

Indicates that the assessment has linked assessments (that is, assessments added as actions to the parent assessment).

+ = Show the linked assessments

- = Hide the linked assessments

Icon Superscript Character

If the assessment is closed and/or has pending actions

= Closed

P = Has Pending Actions

Italicized/Not-Italicized

Whether the assessment has been modified since it was added to the CAP

Italicized= Not modified

Not Italicized = Modified

The following table contains a description of icons that may be found in a CAP/Plan.

Assessment Due Date and Grace Period

Assessment icons alter their appearance to alert you that you are approaching an assessment due date or passed the due date.

Due Dates

Due dates for assessments, regardless of type, always fall on the last day of a quarter. As necessary, an assessment can be moved to a different quarter, but the due date will always fall on the last day.

Grace Periods

SPA, EDA, EPA and Custom DCT assessments have a thirty-day grace period before they are considered overdue. The grace period begins at midnight after the due date.

Definition of Overdue

SPA, EDA, EPA and Custom DCT assessments are considered overdue after the end of the 30-day grace period. The icon on the CAP will turn yellow as a warning that the DCT/Assessment is in the grace period. All DCT Due Dates are the last day of a quarter; therefore, the assessment will be overdue on the 31st day after the quarter in which the DCT or Assessment was due.

CAP Icons for Grace Period/Overdue Assessments

Icons for incomplete assessment change their appearance to alert you when they pass their due date.

Assessment Type

Icon Appearance

SPAs

When the due date passes, the Calendar icon turns yellow for 30 days to indicate the assessment is in the grace period. Once the grace period is over, if the assessment is not complete, the icon turns red indicating the assessment is overdue.

EPAs, EDAs, and Custom DCTs

Assessments are considered overdue after the end of the 30-day grace period. The icon on the CAP will turn yellow as a warning that the DCT/Assessment is in the grace period. Once the due date passes, if the assessment is not complete, the icon turns red indicating the assessment is overdue

Note: CHEP assessment icons do not change appearance to reflect due dates.

Baseline Intervals

Icons for automatically recurring assessments (SPAs) are automatically placed within their baseline intervals. The baseline interval is represented by green cells.

Baseline intervals for SPAs vary according to criticality; the higher the criticality the shorter the interval. If you adjust an SPA assessment so that its due date falls outside of its baseline interval, SAS will prompt you to provide a justification for your action.

Resource Order

Resource Order is a non-binding, top to bottom, suggested order for resourcing assessments. SAS sets a default Resource Order for items in the CAP based on their due date. PIs can modify the Resource Order by dragging items up or down. FLMs use the Resource Order as a guide in resourcing and working on assessments.

Default Resource Order is set as follows: For each assessment in the current fiscal year, SAS assigns a number based on its criticality and due date. Assessments outside the fiscal year are not given a Resource Order. Since SAS assigns one number for each assessment in the fiscal year, rows with more than one assessment will have more than one Resource Order.

Note: Assessments in the past quarters do not receive or display a Resource Order. Overdue assessments can have resource order numbers provided they are not in the past.

CAP List View

The List View presents the current year's CAP in a table format. It's handy for getting a quick view of the current year. However you cannot edit the CAP in the List View; it is a read-only display.

The List View:

Only shows data for the current year

Lists assessments sorted by resource order (default)

Lets you view due dates for assessments without having to first open them in a details window

Indicates when the Assessment Due Date does not equal the Baseline Due Date

Columns

In addition to columns that display the basic attributes of an assessment (Label and Title), the CAP also includes the following:

Column

Description

Where It Appears

Indicates where Assessment Due Date is not equal to Baseline Due Date.

List View

14 CFR

CFR Part of the assessment

All Views

Assessment Due Date

The actual due date of the assessment, reflecting any modification that was made to it.

List View

Baseline Due Date

The due date of the SAP assessment, as defined by its baseline interval.

List View

CH/A Code

Operator's Designator Code.

All Views

CHDO

Identifies the assessments CHDO. Different values indicates that the user is a Multiple Office users.

Calendar

View

Criticality

Criticality pertains to scheduled SPAs only and is used to determine their baseline intervals. Possible values are High, Medium, and Low. An assessment with High criticality will have a shorter baseline interval then one with Medium, and so on. Criticality is assigned in the SAS Authoring environment by SAS Authors; it cannot be set in Automation.

All Views

Number of DCTs

Number of DCTs in the assessment.

All Views

Resource Order

Suggested order for resourcing assessments. See section of Resource Order for more information.

All Views

Specialty

AW, OP, or Both.

All Views

SRC

Source (SRC) identifies the source of an assessment: Continued Operation Safety (COS), Initial Certification (IC) CHEP, or Configuration Change (CC).

All Views

Type

Type of assessment (for example, SPA, Custom DCT, etc.).

List View

Using the List View

Although the CAP cannot be edited in List View, you still may adjust the filters at the top of the screen by CH/A, Specialty, PI/CPM, CAP Version, Timeframe, and expanded view.

Working with the CAP

To work on a CAP, you must have the SAS role of CAP Modifier. This is typically given to a CH/A's PI, but may also be shared with other proxies as needed.

Working on the CAP includes:

Adding assessments

Adjusting assessment priorities, due dates, and intervals

Adding and removing DCTs from assessments

Recommending resources and entering instructions for DCTs

Submitting the CAP (plan) for implementation

How to Review and Modify the CAP

To review and adjust a CAP:

From the SAS menu, select Planning > Comprehensive Assessment Plan (CAP). The CAP tab opens at the Calendar View.

Make adjustments as needed to the plan for individual assessments for the planning cycle.

Note: If you are on more than one CH/A team, you must select CH/A: All to be able to adjust the plan. If you filter just one CH/A, the CAP Calendar view is read-only.

To adjust the order in which an assessment is listed, click on that row and drag it to the desired new position.

On the pop-up window, enter the reason you changed the resource order and then click Save.

When done adjusting the plan, click Submit to update the adjusted assessments and submit the plan.

After you submit your plan, if concurrence is required or resources must be assigned, your FLM or another responsible individual will be notified automatically.

Adding an Assessment

To add an assessment:

In the CAP tab, click Add Assessment at the bottom of the screen. SAS opens the Add Assessment dialog box.

Select a CH/A for the new assessment.

Select the Specialty.

If this is an element-level assessment, select an element from the Elements drop-down list.

Click Add. The Add Assessment dialog box closes and the Assessment Details window opens.

Complete the Assessment Details window according to the procedure.

Recommending Resources

Open the Resource Work List by one of the following methods:

From the SAS menu, select Resource Management > Resource Work List (RWL).

When you work in the Planning module you have access to the following tabs: CHAT, CAP, Resource Work List and CAP Concurrence.

DCTs appear on the RWL only if they have a resource order number. Resource order numbers are assigned to DCTs that fall within the fiscal year.

Click the DCT Status Report link.

DCT Teams

SAS lets you create and assign teams to ED, EP, and SP DCTs. This allows multiple users to answer DCT questions to complete the work. Once a team has been created, PIs can recommend it as the resource for an ED, EP, or SP DCT. FLMs assign team members and confirm the assignment of a team to a DCT.

Recommending and Assigning Teams

Teams can be recommended/assigned to ED, EP, and SP DCTs.

PIs recommend teams as resources for DCTs using the CAP > Assessments Details screen.

FLMs assign teams as resources for DCTs using the RWL.

You specify a team's members at the same time that you recommend/assign it to a DCT.

Team SP DCTs with drill-down EP DCTs automatically have the same team as the Team SP DCT.

You cannot save a team for reuse on future DCTs.

Team Composition

A team must have one Team Coordinator and one or more team members.

Shared ASI assignments cannot be assigned to DCT teams.

FLMs can change a team's composition and reassign a team DCT as necessary, even after data collection has started on the team DCT.

Team Member Capabilities

Team DCT members can:

Answer any question in the DCT. However, once answered that question can only be modified by that team member unless responses in the question are completely cleared.

Answer duplicate questions, regardless of who created those duplicate questions.

Any team member can drill-down and add an EP DCT to a team SP DCT. The EP DCT is automatically assigned to the same team as the SP DCT, so that any team member can work on it.

Any team member can remove a team EP DCT that was added as part of a drill-down from a team SP DCT provided:

No questions are answered in the DCT, or...

No other team member has answered a question in the DCT.

Note: Except for the Office Manager, resources are restricted from removing an added EP DCT if the DCT contains question responses from any other resource.

If a team SP DCT is reassigned, any drill-down EP DCTs that were added are also automatically reassigned to the new resource/team.

Only the Team Coordinator can submit a team DCT for Data Quality Review. All questions must be complete and without any data validation errors.

How to Recommend or Assign a Team to a DCT

To recommend or assign a team to a DCT:

If you are a PI, in the CAP, open the Assessment Details screen for the desired assessment. Then, in the Assessment Details screen, for the desired DCT, select Team from the Recommended/Assigned To drop-down list.

Or, if you are an FLM, in the RWL, in the Resource Name column for the desired DCT, select Team.

The Team Assignment dialog box opens.

Select the proposed members from the Resources list to add to the team.

Select one person from the Team Members list to be the Team Coordinator.

Click Save. The Team Assignment dialog box closes. A Team icon appears next to the Recommended/Assigned To or Resource Name field.

Subsequently, to view or modify the team, click its Team icon to re-open the Team Assignment dialog box.

How to Delete a DCT in an Assessment on the CAP

CAP owners (e.g., PIs and CPMs), may sometimes need to delete a DCT from an assessment with more than one DCT, in some situations even after a DCT has been resourced. A DCT can only be deleted if it has not been locked. Owners can delete DCTs on the CAP provided these conditions are true:

There are at least two DCTs in the assessment. (By rule every assessment must have at least one DCT, therefore you cannot delete an assessments only DCT.)

The DCT's status is in Unassigned, Ready for Assignment, or Assigned.

It is not an EMP DCT. (EMP assessments only allow one DCT per assessment.)

No questions have been answered on the DCT (in Data Collection).

To delete a DCT, the CAP's Assessment Details includes a Remove DCT button for each additional DCT that is added to an assessment. The button remains enabled until a question is answered on the DCT (in Perform DCT).

About linked assessments

Linked assessments are EPA, EDA, and Custom DCTs created and added as actions to another assessment undergoing AAA. These new assessments are linked to the original assessment in a parent-child relationship.

Linked Assessments in the CAP

The manner in which linked assessments appear in the CAP is determined by their parent assessment.

If the parent assessment is an SPA, the linked child assessments appear in the CAP on the same row of the parent assessment and receive the same resource order. SPAs with linked assessments include an expander button that lets you expand and collapse the row to view or hide the linked assessments.

If the parent assessment is not an SPA, the linked child assessments do not appear on the same row of their parent assessment. Instead, they are displayed in the group of assessments below scheduled SPAs according to their due date.

Linked Assessments in the Resource Work List

In the Resource Work List, parent and child assessments display the same resource order number.

Linked Assessments in the Action Item Tracking Tool

Action records are automatically created in the AITT for each SPA-linked assessment. A link icon displays for each action linked to an assessment. When you position your mouse pointer over an assessment, hover text appears listing the action's linked assessment.

When assessments linked to an SPA are closed on the CAP, any associated actions are closed automatically in AITT. The Closure Justification text for the action displays: Associated linked assessment was closed hence the action item is now closed.

Note: Due dates of linked actions appearing in AITT cannot be changed. Due dates are adjusted in the CAP.

About auto-close

For assessments located on the CAP, SAS Automation will auto-close an assessment when all the following conditions are true:

For an SPA, EDA, EPA, Custom DCT, Planned Random or En Route assessment:

The grace period has expired (overdue).

None of the assessments associated DCTs has ever been submitted for Data Review.

(For SPA only) at least one of the assessments DCT is assigned or Resource Not Available (RNA).

For an EMP assessment:

Due date is in the past (overdue).

It has never been submitted for Data Review.

Once closed, AAA cannot be performed. The assessment's DCTs are closed as well and cannot be edited or reassigned.

Note that this automatic closing pertains specifically to COS-based assessments; It does not include assessments related to Initial Certification (IC), CHEP, or configuration changes.

The process that automatically closes assessments runs twice each quarter:

At midnight on the first day of the quarter. This closes overdue EMP assessments that have never been submitted for Data Review.

At midnight on the 31st day of the quarter. This closes overdue SPA, EDA, EPA, and Custom DCT (including En Route and Planned Random) assessments that have never been submitted for Data Review. (The extra 30 days allows assessments to complete the grace period.)

Key Factors in Auto-Close

Only DCTs and assessments that are on the CAP (in other words, planned) can auto-close. DORs, En Route, and Random assessments do not auto-close.

A DCT won't auto-close once it has been submitted for Data Review. Therefore, SAS will not auto-close a DCT that was Data Reviewed and returned to the PI for correction or additional work.

An assessment with multiple DCTs must have had at least one of its DCTs submitted for Data Review to prevent it from auto-closing.

DCTs on a CAP that are linked to assessments will be auto-closed according to the rules governing their own type of DCT and not the rules of the linked assessment.

For SPAs only, if all the DCTs are unassigned, the assessment will not auto-close. Instead it will advance to the next quarter on the CAP. Note that its due date will not change, nor will the due dates of its DCTs. These must be changed manually, if desired.

Scenarios

An SPA is due on 3/31/15 and has three linked/child DCTs:

On 3/31/15, the icons for the SPA and its three linked DCTs will turn yellow and enter the 30 day-grace period.

On 4/30/15, if the SPA has not been submitted for Data Review it will be auto-close and:

If a linked DCT has not been submitted for Data Review it will also be auto-closed.

If a linked DCT has been submitted for Data Review it will remain open and attach itself to the next scheduled SPA.

All DCTs in an assessment will auto-close if:

The assessment has a combination of DCTs that are unassigned and RNA

The assessment has all its DCTs listed as RNA

The assessment has all its DCTs resourced but not started

The assessment has DCTs in any combination of Unassigned (but not all), RNA, Not Started, In Progress, and Started status (but, none in Data Review).

If a DCT is added in Data Collection, AAA (Assessment Determination tab), AITT, or through the SAS menu and not added to the CAP it is not a part of the auto-close process.

Areas impacted by auto-close

CAP: The Auto Closed state helps you distinguish between assessments that are automatically closed through SAS Automation and the existing states of Closed and Closed Pending Actions that result when a PI closes the assessment through AAA.

CAP / Assessment Summary: The Assessment Summary pop-up displays pre-defined auto-close text in the Justification field.

RWL: Auto-closed assessments do not appear in the RWL.

Data Collection and AAA: Select DCT and AAA list assessments that have been auto-closed with the status Auto Closed.

Reports: The DCT Status Report displays the status Auto Closed.

Office Workload List (OWL)

SAS is being enhanced to support the vision to provide a closed loop oversight system to plan, record and track work in addition to that on the CAP. The Office Workload List (OWL) represents a conceptual need for an additional component to be added to SAS in order to plan the work within the office and resource and track all work not currently captured in CAP. The work items that can be viewed, recorded and tracked in the OWL are the Activities and Office Tasks. Following are the types of work captured in the OWL:

Planned (non-NPG) Activities

NPG Activities

On the Job Training (OJT Activities

IACRA Activities

Designee Oversight (DMS) Activities

Office Tasks

How to Navigate to the OWL/ Navigating to the OWL

[Who can perform: All SAS users]

Log into SAS and navigates to the OWL page by clicking the Office Workload List (OWL) link displayed under the Planning module from the SAS fly-out menu.

Depending on your role, you will see different default views for the OWL. The following table lists the following information that each user shall see:

For the..

The OWL Lists..

Office Manager

All the planned work items within the office

Front Line Manager

All the planned work items within the office

Principal Inspector

All the planned work items of the Certificates assigned and created by the PI

Certification Project Manager

All the planned work items of the applicants assigned and created by the CPM

Any other AFS User

Only the work items added by the AFS user

Note: The default timeframe for the OWL is the current FY quarter.

How to search for work items on the OWL

[Who can perform: All SAS users]

You may make changes the search fields on top of the OWL screen and then click on the Search button. System lists the work items in the table below based on the search filters that you have selected.

How to update NPG Activities in the OWL and save

[Which function: Edit own Activity in OWL, Edit Others activity in OWL]

Filter and search for NPG Activities from the Work Item Type dropdown. Then click the Search button to display NPG Activities.

Select the work item by clicking on the link in the Title column. System opens the details popup window. System opens the details popup window.

You may update one or more fields in the popup window and click the Save button. System saves the details and closes the details popup window.

How to update IACRA Activities in the OWL and save

[Which function: Edit own Activity in OWL, Edit Others Activity in OWL]

Filter and search for IACRA Activities from the Work Item Type dropdown. Then click the Search button to display IACRA Activities.

Select the work item by clicking on the link in the Title column. System opens the details popup window. System opens the details popup window.

How to update Planned (Non-NPG) Activities in the OWL and save

[Which function: Reopen Activity]

Filter and search for Planned (Non-NPG) Activities from the Work Item Type dropdown. Then click the Search button to display Planned (Non-NPG) Activities.

Select the work item by clicking on the link in the Title column. System opens the details popup window. System opens the details popup window.

You may update one or more fields in the popup window and click the Save button. System saves the details and closes the details popup window. System saves the details and closes the details popup window.

How to update Designee Oversight (DMS) Activities in the OWL and save

[Which function: Edit own Activity in OWL, Edit Others activity in OWL]

Filter and search for Designee Oversight (DMS) Activities from the Work Item Type dropdown. Then click the Search button to display DMS Activities. Designee Oversight activities are fed into SAS from the DMS system.

Select the work item by clicking on the link in the Title column. System opens the details popup window. System opens the details popup window.

You may update one or more fields in the popup window and click the Save button. System saves the details and closes the details popup window. System saves the details and closes the details popup window.

How to View Designee Oversight activities in the OWL

[Who can perform: All SAS users]

User selects Designee Oversight activities (DMS) in the Work item Type drop down. System lists all the Designee Oversight activities fed from DMS. Now click the Search button.

Select a Designee Oversight activity by clicking on the hyperlink in the Code/Title column. System displays the Designee Oversight Details popup window with high-level details of the activity along with the profile of the designee.

How to update On the Job (OJT) Activities in the OWL and save

[Which function: Edit own Activity in OWL, Edit others activity in OWL]

Filter and search for On the Job Training (OJT) Activities from the Work Item Type dropdown. Then click the Search button to display OJT Activities.

Select the work item by clicking on the link in the Title column. System opens the details popup window. System opens the details popup window.

You may update one or more fields in the popup window and click the Save button. System saves the details and closes the details popup window. System saves the details and closes the details popup window.

How to update a Task in the OWL and save

[Which function: Edit Task in OWL]

Filter and search for Task from the Work Item Type dropdown. Then click the Search button to display Tasks.

Select the work item by clicking on the link in the Title column. System opens the details popup window. System opens the details popup window.

You may update one or more fields in the popup window and click the Save button. System saves the details and closes the details popup window. System saves the details and closes the details popup window.

How to recommend resources in the OWL and submit for assignment

[Which function: Submit OWL]

To recommend a resource, choose a resource in the Resource dropdown list, and click on the Save button in the OWL. System saves the resource recommendation on the work item.

Note: This step can be optional, user may directly select and submit the work item for resource assignment.

You may select one or more work items that are to be submitted to RWL for resource assignment by clicking on the checkboxes against the records in the table.

Click on the Submit button in the OWL. System submits all the selected work items to RWL for resource assignment.

How to delete a work item in the OWL

[Which function: Delete Own Planned Activity]

To delete a work item, select a Planned (Not Started) work item and click on the Delete button. System deletes the work item from the OWL.

How to Close Task in the OWL

[Which function: Close Task]

Select Tasks in the Work Type drop down. System lists all the tasks in the OWL within the Office. Click the Search button.

Now select a task by clicking on the hyperlink in the Code/Title column. System displays the Task Details popup window with all the details of the task.

Enter a Closed Date and click\ on Close Task in the popup window. System sets the status on the task to Closed and closes the popup window.

How to Export OWL to Excel

[Who can perform: All SAS users]

You may choose to change the list based on the filters, then when you are ready, click on the Export to Excel button. System opens the Excel file with the OWL work items in a separate window.

How to reopen closed activity

[Which function: Reopen Activity]

Filter the activities in the OWL to Closed activities. System displays Closed activities in the OWL. Then click on the Search button.

Select a closed activity by clicking on the link in the Title column. System opens the details popup window.

Click on the Reopen button. System reopens the activity and sets the status of the activity to Open Status and closes the details popup window.

Note: System allows reopening of a closed activity for 2 years from its Closed date for MGR and FLMS, and 1 year for other users in the office.

How to reopen a task

[Which function: Reopen Task]

User filters the OWL list to Closed and/or Terminated tasks. Click the Search button. System displays Closed and/or Terminated tasks in the OWL based on the filter selection.

Select a closed task by clicking on the link in the Title column. System opens the details popup window.

User clicks the Reopen button. System reopens the task and sets the status of the task to Open status and closes the details popup window.

Note: System allows reopening of a closed or terminated task for 2 years from its Closed date.

How to terminate a task in OWL

[Which function: Terminate Task]

Filter the OWL to list the Tasks. System lists all the Tasks in the OWL based on the search criteria. Click the search button.

Selects a Task by clicking on the hyperlink in the Description column. System displays the Task Details popup window with all the details of the Task.

Enter a justification and then click on Terminate Task in the popup window. System sets the status of the Task to Terminated and closes the popup window.

How to Update NPG activities published from NPG Planning

[Which function: Reopen Activity]

Select the NPG Required activities in the Work item type drop down. System lists all the NPG activities in the list. Click on the Search button.

Select an NPG Required activity by clicking on the hyperlink in the Description column. System displays the Activity Details popup window with high-level details. Make the necessary changes and click on the Save button. System saves the changes to the NPG activity in the OWL.

How to access designee oversight activities in the OWL

Log into the SAS Internal Portal and navigates to the Office Workload List (OWL) link under Planning from the SAS fly-out menu. System displays a link for DMS Home Page on top of the screen.

Click on the DMS Home Page link on the OWL screen. System navigates the user to the DMS homepage of the logged in user.

ODN Work Summary

This section serves to explain the features of the Office Workload List and the Office/Division/National (ODN) Work Summary solution components. The overall purpose is to provide a closed loop oversight system to plan, record and track work in addition to that on the CAP and provide aggregated views of all work in an office, division or national.

How to Generate ODN Work Summary Report

[Which function: View Work Items in OWL]

Log into SAS and navigate to the OWL page by clicking the Office Workload List (OWL) link displayed under the Planning module from the SAS fly-out menu.

Click on the ODN Work Summary Report link. The system generates the report and displays the report in a separate window. If generated from the OWL, the report is filtered by default to the originating office of the logged in user.

You may change the filter criteria in the report. System lists the work items in the table below based on the search filters selected by the user.

How to view designee oversight activities in the ODN Work Summary Report

Logs into the SAS Internal Portal and navigate to the Office Workload List (OWL) link from the SAS fly-out menu.

Click the ODN Work Summary Report link.

Note: Alternatively user may navigate to the Reports link from the SAS fly-out menu and click on the ODN Work Summary Report from the list of report lists.

System displays the filters for Source, Designee Type and Designee Name on the report among other filters.

Resource Work List

How to Navigate to the RWL

[Who can perform?: All AFS SAS users]

Log into SAS and navigate to the RWL page by clicking the Resource Work List (RWL) link displayed under the Resource Management module from the SAS fly-out menu.

How to Assign DCTs

[Who can perform: PIs and FLMs]

To assign or recommend a resource on the RWL:

Open the Resource Work List. To do this:

From the SAS menu, select Resource Management > Resource Work List (RWL). Or...

From your IWP, click a resourcing item.

The Resource Work List tab opens. It displays the DCTs to which you can assign or recommend resources.

On the row for each DCT to which you want to assign or recommend a resource:

In Resource Name select an inspector. If you select a team, the Team Assignment dialog box opens, allowing you to add a coordinator and team members.

As applicable, select LOC, and M/M/S.

After making your selections:

To save a draft of the selected resource assignment or recommendation without actually submitting or assigning it, click Save.

If you are a PI or CPM, to recommend/request resources click Submit. SAS saves your selections and sends a notification to the Front Line Manager or CFLM to assign the resources. (Note that the Submit button is inactive for FLMs, OMs, and CFLMs.)

If you are an FLM, OM, or CFLM, to assign resources click Assign. SAS saves your selections and sends a request for concurrence to the FLM (for Part 135/145) or OM (for Part 121). (Note that the Assign button is inactive for PIs and CPMs.)

When concurrence is received, SAS generates a DCT work item for each assignee in their IWP.

Note: The Assign button is disabled until the rows (and only those rows) with DCTs you are assigning are selected (via their check box). This is to accommodate users with multiple roles. For example, a person could be both a certification FLM and a PI. In that instance that user should only be able to assign DCTs related to initial certification.

Assigning Teams to DCTs

SAS lets you create and assign teams to ED, EP, and SP DCTs. This allows multiple users to answer DCT questions to complete the work. Once a team has been created, PIs can recommend it as the resource for an ED, EP, or SP DCT. FLMs assign team members and confirm the assignment of a team to a DCT.

Recommending and Assigning Teams

Teams can be recommended/assigned to ED, EP, and SP DCTs.

PIs recommend teams as resources for DCTs using the CAP > Assessments Details screen.

FLMs assign teams as resources for DCTs using the RWL.

You specify a team's members at the same time that you recommend/assign it to a DCT.

Team SP DCTs with drill-down EP DCTs automatically have the same team as the Team SP DCT.

You cannot save a team for reuse on future DCTs.

Team Composition

A team must have one Team Coordinator and one or more team members.

Shared ASI assignments cannot be assigned to DCT teams.

FLMs can change a team's composition and reassign a team DCT as necessary, even after data collection has started on the team DCT.

Team Member Capabilities

Team DCT members can:

Answer any question in the DCT. However, once answered that question can only be modified by that team member unless responses in the question are completely cleared.

Create and/or remove duplicate questions within a team DCT any number of times. However, only the team member who answered the duplicate question can remove the duplicate question.

Answer duplicate questions, regardless of who created those duplicate questions.

Any team member can drill-down and add an EP DCT to a team SP DCT. The EP DCT is automatically assigned to the same team as the SP DCT, so that any team member can work on it.

Any team member can remove a team EP DCT that was added as part of a drill-down from a team SP DCT provided:

No questions are answered in the DCT, or...

No other team member has answered a question in the DCT.

Note: Except for the Office Manager, resources are restricted from removing an added EP DCT if the DCT contains question responses from any other resource.

If a team SP DCT is reassigned, any drill-down EP DCTs that were added are also automatically reassigned to the new resource/team.

Only the Team Coordinator can submit a team DCT for Data Quality Review. All questions must be complete and without any data validation errors.

How to Recommend or Assign a Team to a DCT

To recommend or assign a team to a DCT:

If you are a PI, in the CAP, open the Assessment Details screen for the desired assessment. Then, in the Assessment Details screen, for the desired DCT, select Team from the Recommended/Assigned To drop-down list.

Or, if you are an FLM, in the RWL, in the Resource Name column for the desired DCT, select Team.

The Team Assignment dialog box opens.

Select the proposed members from the Resources list to add to the team.

Select one person from the Team Members list to be the Team Coordinator.

Click Save. The Team Assignment dialog box closes. A Team icon appears next to the Recommended/Assigned To or Resource Name field.

Subsequently, to view or modify the team, click its Team icon to re-open the Team Assignment dialog box.

Viewing the DCT Status Report

To review resource usage, above the table click the DCT Status Report link.

Viewing the History of DCTs assigned out of order Report

To view the history of DCTs, click on the History of DCTS assigned out of order Report

RWL - Ad hoc En Route DCTs

In order to submit the Ad hoc En Route for assignment, the user must have an En Route Approver associated with their User Profile. This function defaults to anyone with the FLM or MGR roles.

To create an En Route DCT and submit it for assignment:

User can log in to SAS Internal Portal, and navigate to the Create DCTs > En Route Inspection screen.

SAS automation displays the En Route Context tab. Notice that the Submit for Assignment button is disabled while the En Route Instruction Report button is enabled. The user can run the report at this point and it will display unfiltered.

Enter/select the certificate in the CH/A Name/Designator field.   SAS accepts and searches for the CH/A name, and displays the results.

Select the appropriate Specialty radio button. The flight number in the Flight Number field will be populated.

Select the appropriate date in the Start Date field. Enter/select the departure location in the Departure Point field. Enter/select the destination location in the Arrival Point field.

Note: These fields will automatically populate into the Common Data Fields of the DCT.

Click the Submit for Assignment button. If this button is still not enabled, be sure to confirm an En Route Approver is assigned in User Administration. Once you submit for assignment, it will populate the Resource Work List (RWL) > Ad hoc En Route DCT sub-tab. Note: If the Submit for Assignment button is not active, check all required fields. If the problem persists, contact your SAS Office Administrator.

You can navigate to the Manage My Created DCTs screen using the SAS Menu and verify that the created En-Route DCT with the below title is listed in the table in Ready For Assignment status.

Note: The CH/A Name/Designator, Start Date, Departure Point, Arrival Point and Specialty are not editable once it has been submitted. This means that these fields are read-only in the Edit Common Data Field tab. If these change, the DCT will need to be deleted and a new one submitted for approval in accordance with policy and guidance.

Note: En Route DCT can be deleted up to the point that its completed

To Approve/Assign an En Route DCT:

Log into SAS Internal Portal, and select the Resource Management > Resource Work List. SAS displays the Resource Work List sub-tabs: DCTs & Ad Hoc En Route DCTs

Click the Ad hoc En Route DCTs sub-tab. SAS displays the Ad Hoc En Route DCTs screen with all the En Route DCT records for users that have the logged in user as their En Route Approver. The Return and Assign buttons are disabled.

Select the check box for an En Route DCT with a Ready for Assignment status in the grid. Click the Assign button. SAS approves the En Route DCT, and changes the Status Assigned. The En Route DCT will now show on the Select DCT screen for the En Route Creator and can be completed.

Note: There is no limitation or automation control on what Ad hoc En Route DCTs can be approved/assigned by an En Route Approver. The En Route Approver can change the En Route Approver: filter or the Resource Home Office: filter and then complete assignment of any Ad hoc En Route DCT in any office. Note: By changing the filters under En Route Approver or Resource Home Office an En Route Approver can assign or return Ad hoc En Route DCTs for any office.

Resource Work List Activities and Tasks

With the addition of the Office Workload List (OWL) the Resource Work List (RWL) in SAS has been enhanced to provide the functionality to resource (assign/reassign) the following planned work items submitted for resourcing from OWL. New sub tabs have been added for resourcing Activities and Tasks in the RWL screen.

Activities (sub tab)

Planned (non-NPG) Activities

NPG Activities

On the Job Training (OJT) Activities

IACRA Activities

Designee Oversight (DMS) Activities

Tasks (sub tab)

Office Tasks

How to Assign an Activity submitted from the OWL

[Which Function: Assign Activities in the OWL]

Click on Activities subtab to list the work items submitted from the OWL. System lists the activities submitted from the OWL ordered by due date

User selects a resource in the Resource Name column on an unassigned activity and clicks on the Assign button. System assigns the activity to the selected resource.

How to assign a task submitted from the OWL

[Which function: Assign Tasks in RWL]

User clicks on Tasks subtab to list the tasks submitted from the OWL. System lists the tasks submitted from the OWL ordered by due date.

Selects a resource in the checkbox and clicks on the Assign button. System assigns the task to the selected resource.

If you are a Front Line Manager (FLM), Office Manager (OM), or Certification Project Manager (CPM) you can assign resources to perform assessments. Do this using the Resource Work List (RWL). Usually resources are assigned as individuals, however teams can also be assigned to ED, EP, and SP DCTs.

The following table describes who can recommend, assign, and concur with a resource assignment.

Assignment Type

Who Can Recommend

Who Can Assign

Who Can Concur

121 work

PI (for COS)

CPM (for Init Cert)

Any FLM in the office (for COS)

Office Manager (for COS)

CFLM (for Init Cert)

Office Manager

(for COS)

Note: There is no concurrence for Init Cert.

135/145 work

PI (COS)

CPM (Init Cert)

Any FLM in the office (COS)

Office Manager (COS)

CFLM (Init Cert)

Assigned resource's FLM

(COS)

Note: There is no concurrence for Init Cert.

Note: There are additional rules for assigning and concurring with Shared ASI resources. Refer to Shared ASI

To assign or recommend a resource on the RWL:

Open the Resource Work List. To do this:

From the SAS menu, select Resource Management > Resource Work List (RWL). Or...

From your IWP, click a resourcing item.

The Resource Work List tab opens. it displays the DCTs to which you can assign or recommend resources.

On the row for each DCT to which you want to assign or recommend a resource:

In Resource Name select an inspector. If you select a team, the Team Assignment dialog box opens, allowing you to add a coordinator and team members.

As applicable, select LOC, and M/M/S.

After making your selections:

To save a draft of the selected resource assignment or recommendation without actually submitting or assigning it, click Save.

If you are a PI or CPM, to recommend/request resources click Submit. SAS saves your selections and sends a notification to the Front Line Manager or CFLM to assign the resources. (Note that the Submit button is inactive for FLMs, OMs, and CFLMs.)

If you are an FLM, OM, or CFLM, to assign resources click Assign. SAS saves your selections and sends a request for concurrence to the FLM (for Part 135/145) or OM (for Part 121). (Note that the Assign button is inactive for PIs and CPMs.)

When concurrence is received, SAS generates a DCT work item for each assignee in their IWP.

Note: The Assign button is disabled until the rows (and only those rows) with DCTs you are assigning are selected (via their check box). This is to accommodate users with multiple roles. For example, a person could be both a certification FLM and a PI. In that instance that user should only be able to assign DCTs related to initial certification.

Task assignments

How to Add a new task in the OWL

[Which function: Add Task]

Log into SAS and navigates to the OWL page by clicking the Office Workload List (OWL) link displayed under Planning from the SAS fly-out menu.

Click on the Add New Task button.

Enter free text in the Activity Code/Title field and all associated required fields.

Then click on the Save Task button.

How to view the API in the RWL

[Which function/roles: All SAS users]

Access the RWL link via the SAS fly out menu under the Resource Management module.

The Resource Work List is presented in a table format.

How to Navigate/View the list of Planned Work Items in RWL

Log into SAS and navigates to the OWL page by clicking the Office Workload List (OWL) link displayed under the Planning module from the SAS fly-out menu.

You may change the search fields on top of the OWL screen and click on the Search button. You may choose to navigate to different pages in the OWL table and look for work items by clicking on the page numbers displayed at the bottom of the table.

How to Update Work Item in the RWL and Save

Select a work item by clicking on one of the links in the Title column.

Now you may update one or more fields in the popup window and then click the Save button.

How to Recommend Resources in the OWL and Submit for Assignment

Note: This method can be optional, as user may directly select and submit the work item for resource assignment.

Click on the pencil icon, now you can recommend a resource in the Resource column and then clicking on the Submit button in the OWL. (This is an optional method)

How to Delete Work Item in the OWL

Choose a Planned (Not Started) work item from the list, select the checkbox to the left, and click on the Delete button.

How to Close a Task in the OWL

Select the task by clicking on the hyperlink in the Description column.

Now enter a close date and click on Close Task in the popup window.

How to Export the OWL to Excel

Click on the Export to Excel button. File will be opened or saved to your local computer.

Note: Whether the Excel file open directly or downloads depends on the settings on your local computer

How to Reopen Closed Activity

Use search filters in activities to search for Closed activities.

Now select a closed activity by clicking on the link in the Title column.

Click the Reopen button.

Note: System allows reopening of a closed activity for 2 years from its closed date.

How to Reopen a Task in the OWL

Use filters in the OWL list to search for Closed and/or Terminated tasks.

Now select a closed task by clicking on the link in the Title column.

Click the Reopen button.

Note: System allows reopening of a closed or terminated task for 2 years from its closed date.

How to Terminate a Task in the OWL

Select a Task that you would like to terminate by clicking on the hyperlink in the Code/Title column.

Enter a justification and click on Terminate Task button in the popup window.

How to View and Update NPG activities published from NPG Planning

Select the NPG activities in the Work item type drop down in the search filters

Click on the pencil icon, now you may now update the Resource field (or any other field as necessary) on the NPG activity and click on the Save button in the OWL.

How to Assign an Activity submitted from the OWL

Log into SAS and navigate to the RWL page by clicking the Resource Work List (RWL) link displayed under the Resource Management module from the SAS fly-out menu.

Click Activities subtab to list the activities submitted from the OWL

Now you may select a resource in the Resource Name column on an unassigned activity, then click on the Assign button.

How to Assign a Task Submitted from the OWL

Click on Tasks subtab to list the tasks submitted from the OWL

Now you may select a resource in the Resource Name column on a task, then click on the Assign button.

CAP Concurrence

The CAP Concurrence tab includes filters at the top of the page: Expand All, Collapse All, and PI/CPM.

The table beneath the filters lists CAP concurrence records that represent one or more assessments.

Each table row contains a check box to allow you to select a record, a plus-sign icon (which toggles to a minus-sign when you click it), and columns labeled CHA, CFR, PI Name, Specialty, FLM Concurrence, and OM Concurrence

Select the criteria you want to use to filter the CAP concurrence list, if any.

Click the plus-sign icon to expand the row and see the specific assessments that require concurrence.

Each row in the expanded assessment list includes these columns: Label, Title, Assessment Type, CAP Action, Changed From, Changed To, Justification, FLM Reqd, OM Reqd,

Check a box to select a group of CAP concurrence records.

Click Concur to concur with the selected CAP concurrence records.

SAS updates the CAP record(s) to reflect the dates on which the FLM Concurrence or OM Concurrence. Then it disables the check box associated with the record.

Items that require concurrence

This topic provides a summary of when CAP concurrence is required and who must provide it.

Carrier Type

FLM (Originating Regions)

OM (Originating Regions)

135/145

All Items*

Required if an SPA assessment has been moved more than one quarter outside the baseline interval.

121

All Items* (Also if an SPA assessment has been moved one or more quarters outside the baseline interval.)

Initial Certification

Concurrence not required for Initial Certification Items

*Definition of All Items appears in the table below (CAP Update Concurrence (All Items))

Items that do not trigger concurrence are shown in table below (Plan/CAP Activities That Do Not Require Concurrence)

FLMs only need to concur with certification for 135/145 FAR Parts; FLMs do not need to concur with any 121 FAR Part work items.

CAP Update Concurrence (All Items)

CAP Update

Requires Initial Concurrence

Requires Re-Concurrence

Add EDA

X

X

Remove EDA

X

X

Add EPA

X

X

Remove EPA

X

X

Add Custom DCT

X

X

Add DCT to SPA

X

X

Add DCT to EPA

X

X

Remove DCT from SPA

X

X

Remove DCT from EPA

X

X

Change priority of SPAs

X

X

Change due date of SPAs (within baseline interval)

Change due date of SPAs (that exceed baseline interval)

X

X

Change due date of EDAs

X

Change due date of Custom DCT

X

Change resources assigned to a DCT (i.e., swap resource assignments)

X

Change resource assignment status of DCT to Unassigned

X

X

When a resource is assigned (i.e., changed from Unassigned to Assigned)

X

Adjust Assessment Interval

X

X

Plan/CAP Activities That Do Not Require Concurrence

No.

Items

1

Edit to PI Instructions

2

Change to airport/location or aircraft

3

Change to the data collection planned due date within the time frame of an assessment

4

Change to user preference/user purview

5

Adjustment of resource order of SPAs within the same baseline interval (criticality)

6

Change to the due date of SPAs within Baseline Interval/ within the horizontal green line

7

Change to the due date of non-SPA(s) and non-EMP(s) that are on the Plan/CAP

The table below list the CAP Concurrence requirements for various SAS CFR Parts including CFR Parts 141, 142, and 147. This table is in line with the SAS Volume 10, Chapter 4, Section 1 Policy:

FLM/OM Concurrence

Part

When Concurrence is Required

FLM Concurrence

OM Concurrence

121

Resource order is changed for SPA.

Yes

121

Resource assignment status is changed from Assigned to Unassigned.

Yes

121

Reassignment of an assigned resource.

Yes

121

Addition or removal of EDA, EPA, and C DCT.

Yes

121

Add or remove DCTs from an SPA and EPA.

Yes

121

Assessment is moved out one quarter.

Yes

121

Assessment is moved out two or more quarters.

Yes

135/141/

142/

145/147

Resource order is changed for SPA.

Yes

135/141/

142/

145/147

Resource assignment status is changed from Assigned to Unassigned.

Yes

135/141/

142/

145/147

Addition or removal of EDA, EPA, and C DCT.

Yes

135/141/

142/

145/147

Reassignment of an assigned resource.

Yes

135/141/

142/

145/147

Add or remove DCTs from an SPA and EPA.

Yes

135/141/

142/

145/147

If assessment is moved out one quarter beyond the baseline quarter.

Yes

135/141/

142/

145/147

If the assessment is moved out two or more quarters beyond the baseline quarter.

Yes

Yes

Assignment Concurrence

Assignment Concurrence items can only be concurred with by FLMs and/or OMs in the home office of the person being recommended or assigned.

CAP Concurrence

Use the CAP Concurrence tab to review and concur with CAP changes and resource assignments. By default, your view is restricted to items requiring concurrence for the current cycle.

Concurrence record statuses are Pending, Required, Concurred, and N/A.

Note: For Part 121 certificates, the FLM Concurrence column displays N/A since only Office Manager concurrence is required for Part 121.

To open the CAP Concurrence tab:

From the SAS menu, select Planning > Comprehensive Assessment Plan (CAP).

From the SAS menu, select Resource Management > CAP Concurrence.

In your IWP, click the link for a CAP concurrence item.

Data Collection Module 3

SASs Data Collection module allows you to assess a certificate holder or applicant (CH/A)s system performance and design using Data Collection Tools (DCTs), Activities, Tasks, and OJT Activities. Specifically, the module allows you to:

Prepare for data collection

Collect data

Determine if safety issues or regulatory issues were identified

Act on safety issues and inform the PI/CPM of regulatory issues,

Determine if safety issues were observed outside the assigned DCT

Create Dynamic Observation Reports (DORs)

Activity Recording

Data Collection

To access the Data Collection page, click Data Collection [Module 4] > Select DCT on the SAS menu. Or from the SAS Home Page, select a DCT from your IWP, a notification, or a message.

The Data Collection page is divided into tabs that step you through the process of preparing, entering data for, validating, and submitting DCTs:

Use the DCTs tab to select a DCT to view or work with. It lists DCTs of all types including ad-hoc DCTs (En route Inspections, Random Inspections, and Dynamic Observation Reports that the inspector may have added during data collection). Use the Prepare DCT tab to view the information you must prepare for an inspection. This includes Principal Inspector (PI) instructions, related Specific Regulatory Requirements (SRRs), FAA Policy & Guidelines information, the questions in the DCT, and previous assessment results.

Use the Enter Common Data Fields tab to document the key characteristics of the overall inspection activity, such as location, date, and make/model/series.

Use the Perform DCT tab to enter answers for specific questions and to make additional notes and indications.

Use the Check DCT tab to correct any data validation errors identified by SAS Automation prior to submitting the DCT.

Use the Submit DCT tab to submit the DCT for manual data review. The reviewer then approves the DCT or returns it to you for corrections.

To perform overall data collection, you step through the tabs in order, from left to right. These steps are detailed in this chapter.

About Data Collection

SAS provides a means to assess CH/A system performance and design. Data Collection collects data while conducting oversight of the CH/As process design and performance. The purpose of collecting data is to gather information that PIs/CPMs use to make informed decisions about the CH/As operating systems (1) before approving or accepting them when required to do so by the regulations, and (2) during recurring PAs.

About Activity Recording

SAS provides a means for the collection, storage, retrieval and analysis of data resulting from the many different functions performed as activities by AFS inspectors in the field that currently is provided by the Enhanced Flight Standards Automation Subsystem (eFSAS). The vision for the Activity Recording component in SAS is to provide a closed loop oversight system to plan, record and track all office work in one single system. SAS enables all activity recording to be conducted as the current PTRS functionality in eFSAS will be retired. SAS will be the centralized location for all activity recording that is required by FAA orders and policies and will continue to feed Federal Aviation Management Information System (FAAMIS). SAS allows activities to be added and tracked as ad hoc and/or planned activities. An Ad hoc activity created will directly show up in the Individual Work Plan (IWP) of the resource who added the self-assigned/ad hoc activity. If created as a planned activity, it will show up in the Office Workload List (OWL) to be planned and resourced by the management before the activity can show up in the IWP of the assigned resource.

How to Add a new ad-hoc activity to IWP

[Which function: Add Activity]

User accesses the SAS Menu and clicks on the New Activity hyperlink under the Create DCTs/Activities menu item. System displays the Add New Activity screen.

User may select the Resource, 14 CFR, and CH/A Name/Designator fields to add the activity. Resource is defaulted to the logged in user, if the user has an inspector code and has permissions to work on activity in SAS System displays the selected fields to add the activity.

User may change specialty in the Specialty field. System displays the selected Specialty.

User may optionally change the Technical discipline in the Technical Discipline field. System highlights the selected Technical Discipline.

User then starts entering the activity code or the title in the Activity Code/Title field. System lists the applicable activity code and description based on the entered value. User selects the activity code/title from the list. System displays the selected activity code and title in the field.

User optionally enters a description in the Description field for the activity being added. System allows the user to enter a description for the new activity. System allows the user to enter a description for the new activity.

User clicks on the Save Activity button. System saves the activity and resets the fields to its defaults. Also displays a message indicating that the activity is successfully added to the users IWP. System saves the activity and resets the fields to its defaults. Also displays a message indicating that the activity is successfully added to the users IWP.

How to add new planned activity to OWL

[Which function: Add Activity]

User accesses the SAS Menu and clicks on the New Activity hyperlink under the Create DCTs/Activities menu item. System displays the Add New Activity screen.

User optionally selects the 14 CFR and CH/A Name/Designator fields to add the activity.

User optionally changes the discipline in the Technical Discipline field.

User then selects the Planned check box. System defaults the Due date to the last day of next quarter and makes the Due Date field required.

User may optionally change the Due Date.

User then starts entering the activity code or the title in the Activity Code/Title field. System lists the applicable activity code and title based on the entered value.

User may optionally choose to use the Favorites or the AFS Business Functions to select an activity to add. Activity code/Title can be selected from already added user favorite activity codes using the Favorites radio button in the Select Activity by field. By default the Activity Code/Title radio button is selected.

User clicks on the Save Activity button. System saves the activity and resets the fields to its defaults. Also displays a message indicating that the activity is successfully added to the OWL.

How to add new planned OJT activity

[Which function: Add Activity]

Access the SAS Menu and click on the New Activity hyperlink under the Create DCTs/Activites menu item. System displays the Add New Activity screen and defaults the Resource field to your username.

You may optionally change the resource to a different resource in the logged in users office. System allows the user to select any other resource listed from the logged in users office.

Enter and select an OJT activity code or the title in the Activity Code/Title field. The system will automatically check the Planned check box if not already selected and disables the field. System removes the start date and defaults the Due date to the last day of current fiscal year.

You can optionally change the Due Date.

You must enter the description for the OJT activity in the Description box if OJT activity is selected. You may attach a document for the activity by clicking the Attach Document button and selecting a file.

Click on the Save Activity button. System saves the OJT Trainee activity and resets the fields to its defaults. You will see a display a message indicating that the activities are successfully added to the OWL.

How to perform Data Collection on an activity

[Which function: Edit Activity, Submit Activity]

Log into SAS and navigates to the Data Collection module by clicking on the Select link displayed under Data Collection from the SAS fly-out menu. System displays the Select screen.

Select the Activities tab to list the activities assigned to the user. System lists the activities assigned to the user in the table

Select an activity that has not been submitted for Data quality review. System displays the Enter Common Data Fields screen

Enter the details in the common data fields and clicks on the Save button.

Note: you may also choose to manually link/relate other activities to this activity.

Enter the Primary Area, Keyword, Opinion Codes and Comments for the inspection performed.

Note: User may also choose to trigger one or more activities using the Trigger function. System links the triggered activity to this activity.

Enter the Result of the inspection.

Note: User optionally can attach documents in the activity.

If questions apply to the activity, you must to respond to all the questions and then proceed to clicks Check tab. System displays any data quality errors in the Check screen.

Note: If a question is answered in the negative, system automatically enters an AR comment with blank, Primary area, Keyword & opinion code in the Activity Summary screen. Corrects any errors and saves the details.

Click the Submit tab. System displays the Submit screen with the list of work items that are ready to be submitted for Data Quality Review.

Select the completed activity in the table and clicks on the Submit for Data Quality Review button. System submits the Activity. This sets the statuses to Submitted only for OJT Activities, all other activities are set to Closed status.

How to delete an ad-hoc activity

[Which function: Delete Own Ad-hoc Activity]

Log into SAS and navigate to the Data Collection module by clicking on the Select link displayed under Data Collection from the SAS fly-out menu.

Select an ad-hoc activity that is not in Submitted/Closed state that was added by the same user in error by selecting the checkbox. System enables the Delete Activity button.

Click on the Delete Activity button. System deletes the activity and removes the activity from the list.

Note: The user can only delete his/her own ad-hoc activities

How to copy an activity

[Which function: Edit Activity]

Logs SAS and navigate to the Data Collection module by clicking on the Select link displayed under Data Collection from the SAS fly-out menu.

Selects an activity to copy by selecting the checkbox.

Clicks on the Copy Activity button.

How to recommend RNA on an assigned activity

[Which function: Recommend RNA]

Log into SAS and navigate to the Data Collection module by clicking on the Select link displayed under Data Collection from the SAS fly-out menu.

Select the checkbox for the activity that is not in Closed status to recommend RNA.

Clicks on the Recommend RNA button.

How to Perform Data Quality Review on an Activity (Accept/Return)

[Which function: Disposition Activity]

Log into SAS and navigates to the Data Review module by clicking on the Review Link displayed under Data Collection from the SAS fly-out menu.

Selects an activity that is in Closed status.

Click on the Accept button.

How OJT PM performs Data Quality review on an OJT Trainee Activity (Concur/Not Concur)

[Which function: Edit Activity]

Log into SAS and navigates to the Data Review module by clicking on the Data Review link displayed under Data Collection from the SAS fly-out menu.

Select an OJT Trainee activity that is in Submitted status.

Click on the Accept button.

How to update Returned Activity and Resubmit to DQR

[Which function: Edit Activity]

Log into SAS and navigate to the Data Collection module by clicking on the Select link displayed under Data Collection from the SAS fly-out menu.

Select an activity that is in Returned state.

Click on the Check tab.

Resubmit the activity by clicking on the Submit button.

How to add a new task in the OWL

[Which function: Add Task]

Log into SAS and navigates to the OWL page by clicking the Office Workload List (OWL) link displayed under Planning from the SAS fly-out menu.

Click on the Add New Task button.

Enter free text in the Activity Code/Title field and all associated required fields.

Then click on the Save Task button.

How to Perform Data Collection on a Task

[Which function: Reopen Task]

Log into SAS and navigates to the Data Collection module by clicking on the Select DCT link displayed under Data Collection from the SAS fly-out menu. System displays the Select screen.

Select the Tasks sub tab

Clicks on the Task Code/Title of any task that is in Not Started state.

Enters the details in the enter common data fields and clicks on the Save button.

Note: The user may also choose to manually link/relate other activities to this task.

User goes to Check screen to look for errors and the corrects them and then submits the Task. Submission is only from the Submit tab

Note: As a team member on the task, the user will not be able to submit the task, only the team coordinator will be allowed to submit the task.

How to view documents related to Activities and/ or Tasks in Document Management

[Which function: Manage Documents]

Logs into SAS and navigates to Document Management module from the SAS fly-out menu. System displays the Data Collection folder along with other folders.

Clicks on the Data Collection folder.

Clicks on the Activities sub tab. System list one or more documents/ attachments from the Activity Records associated with the selected CH/A [OR] display No Documents Found when no documents are found to display.

Selects the document by clicking on a link in the File Name column in the grid.

Clicks on the Tasks sub tab. System list one or more documents/ attachments from the Office Tasks associated with the selected CH/A [OR] display No Documents Found when no documents are found to display.

Selects the document by clicking on a link in the File Name column in the grid. System opens the selected document in a separate window

FAAMIS Historical Downloads

All activity records that are created in SAS are available for editing within SAS; thus there is no need for downloading these records. However, historical records that are not available in SAS can have the capability for download. Historical record updates will happen in all transitioned offices, so that users may make all data updates in one system. The historical record download functionality in SAS brings all existing PTRS functionality from eFSAS to SAS.

How to access the list of Historical Activities downloaded from FAAMIS System

We recommend you change the filter Status to Select All then click the Search filter button.

Now choose to Show Downloaded from the optional column. System displays the Downloaded? column in the OWL grid. Now you may optionally choose to filter the Downloaded? column to Yes and click the Filter button in the grid column header filter control.

System lists all the activities downloaded from FAAMIS system based on the search filter selection. You can now see if the Historical Activities was downloaded

Create DCTs/Activities

How to Prepare DCT

From the SAS menu, select Data Collection [Module 4] > Select DCT. The DCTs tab opens.

Click the label or title of the DCT you want to work on. The DCTs tab opens, where you can prepare for data collection.

Tip: The Select DCT tab provides an easier way for you to work on multiple DCTs without having to go back to your IWP.

Note: If you are a field user, the Expanded View check box displays to enable you to view DCTs for CH/As and inspectors outside your office.

How to Complete and Submit DCT

Select a DCT to work on.

User selects an ED DCT, EP DCT, or SP DCT that has not yet started.

SAS opens the Prepare DCT page. The page provides additional information (instructions, regulations, etc.)

User reviews the information and continues to next page.

User acknowledges that the checklist items have been completed. SAS indicates that it is locking the DCT, and opens the Enter Common Data Fields page. Enter values for the Common Data Fields.

User selects the Perform DCT page. SAS opens the Perform DCT page listing the questions associated with the selected DCT

User responds to all questions, and provides additional detail as needed.

Optionally, user may mark responses to alert the PI.

User continues to the Check DCT page. SAS opens the Check DCT page, listing any errors in the Common Data Fields and Perform DCT pages. At any point in the previous steps, the user can elect to Save the DCT and close the browser to navigate away.

User repeats steps until all errors have been addressed.

User continues to the Submit DCT page. SAS opens the Submit DCT page listing all DCTs assigned to the user that have been completed, but not yet submitted for Data Quality Review, including the DCT just competed.

User selects the DCT and submits it for Data Quality Review. SAS indicates that it is submitting the DCT for Data Quality Review and removes the DCT from the list.

How to Perform a DCT

Same as Data Collection Module 3 chapter, except note that the following DCT types are not permitted

En Route

Random

How to Use Check DCT

Same as Chapter 6: Data Collection

How to Submit a DCT (for Data Quality Review)

Same as Chapter 6: Data Collection

About Custom DCTs and DORs

User begins to enter a CH/A Name

User selects a CH/A

User enters a DOR Name, and optionally changes the DOR Context (Organization)

User optionally changes the DOR Context (Specialty)

User requests to add questions to the DOR

User sets the question context and searches for matching questions

User selects one or more questions to add

User selects one or more questions to add. Having added one or more questions, user chooses to complete the DOR.

Having added one or more questions, User chooses to save the DOR for later completion, or complete the DOR immediately.

Creating a PI Custom DCT

User selects a CH/A

User enters additional details about the DCT, including all required fields (Name, etc.), selects Question Type, and searches for questions to add to the DCT

User selects one or more questions to add to the DCT

User choose to send the DCT to Planning

Completing and Submitting a DOR

User enters values for the Common Data Fields.

User selects the Perform DCT page

User responds to all questions, and provides additional detail as needed

User continues to the Check DCT page

User repeats steps until all errors have been addressed.

User continues to the Submit DCT page

User selects the DCT and submits it for Data Quality Review

Managing a DOR DCR

User selects a DOR that has a status of Draft and opens it

User optionally changes the DOR Context (Specialty).

User requests to add questions to the DOR

User sets the question context and searches for matching questions

User selects one or more questions to add

Display of SA (Safety Attribute) Questions

If the Safety Attribute (SA) Header check box is selected in Authoring (please see How to Set a SP Section Label), then SA value may be displayed in the Label column of the Perform Tab. The SA questions will always appear after last MLF Section question.

Linked SP DCT and EP DCT column

In the DCTs tab, there is a Linked column, which indicates to the user if an SP DCT and an EP DCT are linked/related. If so, you will see the blue symbol like in the image below. Clicking on the blue Linked symbol opens a pop-up window that displays the relationship. Here, you will be able to view the DCT IDs.

In the Prepare tab, you can see that the information from the linked PI and Assessment Instructions has been copied for linked DCTs.

Analysis, Assessment, and Action (AAA)

Analysis Assessment & Action (AAA) is designed to help the PI:

Analyze the adequacy of a certificate holders design and the effectiveness of its performance.

Specify actions to be taken based on the PI's analysis.

Track the specified actions.

The PI can perform AAA activities for a certificate holder after the data collection activities for an assessment are complete. Data collection and AAA are performed on a periodic basis as appropriate for the 14 CFR Part and peer group of the certificate holder. For example, for 14 CFR Part 121, performance assessments are performed on a quarterly, semi-annual, or annual basis, depending on system/subsystem criticality basis as appropriate.

AAA workflow

AAA tasks consist of:

Reviewing an assessment to identify, analyze, and assess risk.

Documenting the bottom-line assessment determination. As necessary, specify any required courses of action.

Creating, tracking, and updating actions for follow-up and completion.

Plan and enter any resulting actions

PI or CPM

Assessment determination has been made

Assessment of C DCTs, DOR, En Route and Random DCTs

This topic provides examples of assessment behaviors for Custom DCTs, DORs, En Route and Random Inspections.

About C DCT assessed on its own, How do I assess a Custom DCT with its own assessment?

There are two types of Custom DCTs, those that are assessed on their own based on user discretion and those that are not.

Example - For a Custom DCT that is assessed on its own:

The PI creates a Custom DCT using either the SAS menu, the Add Assessment button on their CAP, or as an action in AAA.

The PI opts that the Custom DCT Requires Own Assessment.

Note: The PI can change the value for Requires Own Assessment until a DCT in the assessment goes to AAA Ready. (After that, even if the DCT is returned from AAA, Requires Own Assessment cannot be changed.) The option chosen for Requires Own Assessment is viewable from the CAP Assessment Summary screen and various Data Collection and Data Review tabs.

The Custom DCT will appear on the CAP in the next quarter and the PI can move back to current quarter.

The PI recommends a resource and submits the CAP. The FLM assigns the DCT.

The user assigned to the DCT completes and submits the DCT in Data Collection. The Data Reviewer approves the DCT in Data Review.

The PI assesses the Custom DCT in AAA as its own assessment.

How do I assess a Custom DCT not assessed on its own?

Example - For a Custom DCT that is not assessed on its own:

The PI creates a Custom DCT using either the SAS menu, the Add Assessment button on their CAP, or as an action in AAA .

The PI opts for Custom DCT does not Requires Own Assessment.

Note: Please refer to the notes on behavior of Requires Own Assessment field in the section How do I assess a Custom DCT with its own assessment?

The PI creates the Custom DCT with questions from two elements by selecting the element-level MLFs during Search/Add Question(s).

The PI Sends the PI Custom DCT to Planning for resourcing.

The PI submits the CAP. The FLM assigns the DCT.

The PI completes and submits the DCT in Data Collection. The Data Reviewer approves the DCT in Data Review.

The PI adds an EPA for 1.1.3 to the CAP, recommends a resource, and submits the CAP.

The PI completes and submits the DCT in Data Collection. The Data Reviewer approves the DCT in Data Review.

The PI can perform AAA on EPA 1.1.3 and on the questions out of nine that have rolled up that are associated with 1.1.3 within the Custom DCT.

The PI can perform AAA on the remaining questions that are associated with 1.3.2 when that element EPA (1.3.2) is next assessed. Those questions will roll up to that parent assessment.

How do I assess a Dynamic Observation Report (DOR)?

Example:

The user creates a DOR using the SAS menu and adds element questions to the DOR for 1.1.3 and 4.1.2 by selecting the element MLFs22 during Search/Add Question(s).

The user completes and submits the DOR.

The Data Reviewer approves the DCT in Data Review.

The PI for the certificate can see the questions associated with 1.1.3.

The PI can perform AAA on the remaining questions that are associated with 4.1.2 when that element EPA (4.1.2) is next assessed. Those questions will roll up to that parent assessment.

How do I assess an En Route or Random Inspection for 14 CFR 121s and 135s?

En Route and Random inspections roll up to a system or sub-system assessment based on peer group and specialty. They roll up in AAA for the PI/certificate for which the En Route or Random is being performed.

Peer Group: 121A, 135B, and 135 E

Peer Group: 135C and 135 D

Operations (OP) En Route or Random

2.2 Aircraft Operations

2.0 Flight Operations (OP)

Airworthiness (AW) En Route or Random

4.3 Maintenance Operations

4.0 Technical Operations

Example:

The user creates an En Route or Random Inspection using the SAS menu. In this example the PMI Kevin Kuc from EA23 is creating an En Route for N6WA in CE03.

The user completes the En Route and submits it for Data Review.

The Data Reviewer approves the En Route.

The PI in CE03 for N6WA can now see the En Route associated on the AAA screen under the SPA for 4.3 Maintenance Operations.

Select Assessment

The first step in performing AAA is to select an assessment to analyze. You can do this from your IWP, or from the Select Assessment tab as described here.

To select an assessment to analyze:

From the SAS menu, select Analysis Assessment and Action > Select Assessment. The Select Assessment tab opens. It lists all assessments available for AAA.

Click the Label or Title of the assessment you want to analyze. The assessment opens in the Analyze Data tab.

Understanding the Select Assessment Tab

The Select Assessment tab lists assessments based on assessment status, your default CH, your specialty, and the current timeframe as relevant for the CH (the current quarter for Part 121 and the current fiscal year for Part 135/145).

Column

Description

Show DCTs (+)

To the left of each list assessment is a Plus icon that you can click to view a breakdown of all the DCTs in the assessment.

Note: In addition to standard DCTs, DCTs in the assessment include custom DCTs with a matching MLF label that are not assessed on their own.

Assessment Due Date

The Assessment Due Date column is color-coded:

Green = due in more than Advisory # days;

Yellow = due within 15

Red = past due.

Assessment Status

Values include:

In Data Collection.

AAA Permitted: At least one DCT for the assessment has completed data collection, making the assessment available for AAA.

Ready for AAA,

In Progress AAA,

Closed Pending Action,

Closed

Assessment Type

Displays icons that indicate the assessment type, the number of DCTs for the assessment, and a check mark if completed.

Negative Responses

Displays a traffic light icon with the number of negative responses. By default, a green icon signifies zero negative responses; yellow signifies one negative response; red signifies two or more. The count includes negative responses from all DCTs in the assessment.

Note: Traffic light icons only appear if you have write access to this tab.

Ad hoc assessments

How to Create an Ad Hoc Assessment on the Data Collection Tools via the Perform DCT Tab

From the SAS flyout menu, click the Select DCT hyperlink under Data Collection Tools

The Select DCT Tab opens. Click on the title hyperlink of the DCT that the Ad hoc assessment will be created for.

Click the Add Assessment button, the following popup message is displayed: Ad hoc assessment is added successfully. The Ad hoc assessment status is not displayed as Ready for AAA. The ad hoc assessment type, fiscal year, quarter, and MLF are displayed.

How to Create an Ad hoc assessment from the Individual Work Plan

From the SAS flyout menu, select the Individual Work Plan hyperlink.

In the Neg. Findings CH/A tile select the Future/Not Sched hyperlink.

In the grid beneath, navigate to the Perform DCT screen by clicking on one of the hyperlinks in either the Label or Title columns.

This will navigate you to the Rollup Assessments list on the Perform DCT screen.

How to Delete an Ad Hoc Assessment

From the SAS flyout menu, click the Select Assessment hyperlink under Analysis, Assessment and Action (AAA).

Click on the Garbage Can icon next to the Ad hoc assessment that you would like to delete.

A Warning popup is displayed. Click on the Delete Assessment button on the popup.

The Ad hoc assessment is deleted and not displayed in the Select Assessment grid.

Analyze Data

After you select an assessment to analyze (in the AAA Select Assessment tab) it opens in the Analyze Data tab. The Analyze Data tab includes:

Expandable tiles that provide different views of the data: the Findings Report; Responses by Question Attributes; Responses Listed by DCTs; Historical Data.

A link to the CHAT Summary report.

A link to the SPAS Safety Evaluation Program (SEP) Data Package for the CH/A.

A Collect More Data button that allows you to put analysis on hold if there isn't enough data to make an assessment determination.

CHAT Summary Report

The CHAT Summary report displays details of the CHAT for the CH/A assessment you are currently analyzing.

To access it, at the top of the Analyze Data tab, click the CHAT Summary link.

Findings Report

Use the Findings Report to review each question and response for an assessment. This report includes all related custom DCTs, DORs, En Routes and Random Inspections that occurred in the period since the last assessment was performed and data collection for the current assessment was completed.

Notes

By default, the Findings Report only lists negative findings. To view positive findings, change the filter in the Response (+/-) column.

You can expand a question to view additional details such as Inspector Action Taken, Supporting Comments, Corrective Actions Scheduled, and any attachments.

Corrected on the Spot? Indicates whether the inspector was able to correct the issue on the spot. This applies to negative responses on Performance Assessments only. For all other questions the value will be N/A.

In addition to opening when you maximize its tile, the Findings Report also displays when:

In Responses Listed by DCTs, you click a link in the # of Negative row.

In Historical Data, you click Details in an assessment row.

Responses by Question Attributes

Use Responses by Question Attributes to view responses grouped and tallied by safety attribute, question category, question type, and regulatory/non-regulatory. Responses are counted as positive, negative, not applicable (N/A), or not observable (N/O).

Notes

The Descriptive Scale | Negative Response cell displays two values:

The first value in the Descriptive Scale > Negative Response cell gives the total of all negative Descriptive Scale responses (any response that is negative to any degree counts as 1).

The second value in the Descriptive Scale > Negative Response cell gives the average of the negativity percentages of all the negative Descriptive scale responses. The degree of negativity assigned to individual Descriptive Scale responses is based on the number of available responses.

See "DCTs with Negative Findings" on page Error! Bookmark not defined.. for an explanation of the criteria SAS uses to determine negative findings, including negativity percent for descriptive scale questions.

The Subtotals | Negative Response cell shows the total of all negative responses (2, in the example below).

The % of Total Answers | Negative Response cell shows the number of negative responses (from all question types) divided by the total number of questions. In the example above 2 / 21 = 9.52%.

Viewing Responses Listed by DCT

Click Responses Listed by DCTs to see the distribution of negative responses across the DCTs that comprise the assessment. Its columns provide a side-by-side tally of response types for each DCT. Also included are summary columns for other data collection activities that may have occurred: custom DCTs, DORs, En Routes, and Random Inspections.

The counts in the # of Negative row are links. Click them to view the specific negative response data in the Assessments Findings Report.

How to View and Access the Historical Data Report

From the SAS flyout menu, click the Select Assessment hyperlink under Analysis, Assessment and Action (AAA).

On the Select Assessment tab, click on a Title hyperlink of an Ad hoc assessment in order to navigate to the Analyze Data tab.

Now you can expand the Historical Data report in order to view it by either clicking on the Expand All button, or the individual + signs.

Historical Data

From the SAS flyout menu, click the Select Assessment hyperlink under Analysis, Assessment and Action (AAA).

On the Select Assessment tab, click on a Title hyperlink of an Ad hoc assessment in order to navigate to the Analyze Data tab.

Now you can expand the Historical Data report in order to view it by either clicking on the Expand All button, or the individual + signs.

Requesting Additional Data Collection

If you determine an assessment with the status of Ready for AAA does not contain sufficient data to satisfy its requirements, optionally you can click Collect More Data. This puts the analysis on hold and lets you initiate additional data collection. When you click Collect More Data, SAS takes you to the Planning screens where you can create, schedule and resource additional DCTs as necessary.

How to update the determination values for a given assessment

[Which function: Edit Assessment Determination]

Navigate to the Select Assessment screen from link on the SAS fly out menu under the AAA module.

Select a given Assessment from the Select Assessment screen and then click the Assessment Determination/Action tab. SAS displays the Assessment Determination/Action screen/tab.

Select one of radio buttons denoting the appropriate Determination and then one of the 2 radio buttons (Regulatory or Non-Regulatory).

Assessment Determination

[Which Function: Edit Assessment Determination]

After you analyzed an assessment, use the Assessment Determination tab to indicate the results and any required corrective actions.

To indicate an assessment result:

From the Select Assessment tab, click the Assessment Determination tab.

In the Assessment Determination box, select the result that best reflects your analysis of the available data. The choices include:

Regularoty/non-regulatory compliance

Performance Affirmation

Performance affirmed with mitigation

In Assessment Determination Justification, enter an explanation for the result you chose. This field is required unless you chose Performance/Design Affirmed.

If the result requires corrective action, in the Add Actions box, check one or more boxes corresponding to the type of action(s) you want to add.

Note: Some options are unavailable for certain assessment determinations. For example, Initiate 2150.3() is not available for the Performance Affirmed with Actions Required options. See Corrective Action Limitations below.

If you check Adjust Priority/Resource Order of SPA, Add Element PA (EPA), or Add Element Design Assessment (EDA), indicate the corresponding MLF label.

If you select Other, describe the action in the text field.

In Action(s) Justification, enter an explanation for the actions you selected.

If the assessment determination is complete, click Submit. The Submit button is replaced with a Reopen button and the assessments status changes to:

Closed, if you added no corrective actions or actions were limited to SPA, EPA, and/or EDA.

Closed Pending Actions, if you added any other type of corrective action.

Alternatively, if the assessment determination is not complete and you plan to continue entering data, you can click Save to save what you've entered so far.

Corrective Action Limitations

The following limitations apply to adding corrective actions on the Action Determination screen:

During Initial Certification the CPM cannot select Add Element DA (EDA). It is disabled.

If No issues or findings observed (green radio button) is selected, all actions are disabled.

If Minor (non-regulatory) issues observed (first yellow radio button - 2) is selected, then Initiate 2150.3() is disabled.

The following actions are limited to be added by specialty and default to Airworthiness (AW) or Operations (OP) based on the context of parent assessment type (and cannot be modified):

Adjust Priority/Resource Order of SPA

Add Element PA (EPA)

Add Element DA (EDA), and

Add Custom DCT

Note - If Adjust Priority/Resource Order of SPA, Add Element PA (EPA), or Add Element DA (EDA) are selected the drop-down lists will contain the assessments associated with the certificate holder (or applicant) in the context of the MLF label being assessed.

The following corrective actions can be added regardless of the specialty of the parent assessment:

Notify Certificate Holder

Initiate 2150.3()

Amend OpSpecs

Convene a SAT

Identify New Hazard (Request NSA Support)

Initial RMP

Other

The following action items are available for Peer H Part 145 Repair Stations outside the US with a BASA MIP:

Notify Aviation Authority

Notify Region Coordinator

Notify National Coordinator

Develop Corrective Action Plan

Next Steps

After you submit an assessment determination:

If you specified an integrated action as a corrective action (that is, an EDA, EPA, or custom DCT) you can click Plan Action to plan that action now. The CAP opens, where you can specify particulars of the action (e.g., due date, recommended resource, and so on).

If you specified a corrective action other than EDA, EPA, or custom DCT, you can click the Action Implementation tab to manage that action.

A PI can reopen a closed assessment to change its assessment determination provided no more than 30 days have passed since the Assessment Due Date. After 30 days the button is disabled and an assessment cannot be reopened. To reopen an assessment, click the Reopen button. The assessment's status is set back to In Progress AAA, Note that assessment determination is the only aspect of a reopened assessment that can be modified; you cannot, for example, also reopen and modify the assessment's DCTs.

Add Actions

[Which Function: Add action]

From the Assessment Determination screen, the Add Actions box becomes enable if you require corrective action. Once this box becomes enabled, you may select which actions you would like to add and provide justification in the text box. Once you are done, you may click Save.

Making an early assessment determination

[Which function: Edit assessment determination]

Under normal circumstances you would not (could not) make an assessment determination until an assessment is in Ready for AAA status, meaning that all of its DCTs are complete and AAA Ready.

However, consider these scenarios:

An assessment consists of multiple DCTs (perhaps for multiple locations or different Make/Model/Series). The first of those DCTs has been completed. In analyzing the results of the first DCT the PI decides that he has enough information to make an assessment determination and that it's not necessary to complete the remaining DCTs.

An assessment consists of multiple DCTs and, again, the first of those DCTs has been completed. The ASI assigned on the other DCT is going on a leave of absence. Concurrent to that, the PI decides that the first DCT provided all the data that was really needed to make an assessment determination. It's not worth re-assigning the remaining DCT to another person, hence the PI chooses to RNA the DCT.

In both of these scenarios, it may be advantageous to complete the assessment by making an assessment determination based on the results/findings from the existing DCT(s) that are already in AAA Ready state.

To accommodate this, SAS allows you to make an "early" assessment determination under these conditions, though the assessment is in AAA Permitted state:

There are one of more DCTs in the assessment in AAA Ready status

All DCTs in the assessment not in AAA Ready status are either not started or are marked RNA (Resource Not Available).

When you make an early assessment determination, SAS auto-closes all of the not started/RNA DCTs, thus completing the assessment.

Identify new hazard

Risk management is the process of identifying and documenting hazards in CH/A systems. The goal of risk management is to ensure CH/As eliminate hazards or control their associated risk at an acceptable level.

Hazard Identification

There are two classes of hazard identification in SAS:

Identification of a known type based on known hazard classifications. This action is referred to as Initiate RMP (Risk Management Process).

Identification of a new hazard type. This action is referred to as Identify New Hazard.

Risk Management Responsibility

The risk management process is the responsibility of:

Principal Inspectors (for existing certificate holders)

Certification Project Managers (for applicants)

Once a PI or CPM enters a hazard in the system, other SAS users can also be assigned responsibilities in the process. Whenever a new hazard type is entered, it is sent for review to the National Safety Analysis (NSA) which is responsible for initial classification of new hazard types.

How to Create and Track Hazards

When you identify a new or existing new hazard in SAS, you enter it as an action. Because hazards can become apparent at different points in the certification or COS process, SAS allows you to enter them in several places. You can create a hazard action:

During Planning on the Update CHAT tab

During Data Collection on the Perform DCT tab

During AAA on the Assessment Determination/Action tab and on the Action Implementation tab

In AITT

There is an option to add an action or a sub-action of Regulatory Compliance Action under Manage Corrective Actions and Events.

After a hazard action has been created, it is listed on the AITT Record List tab. There you can open the record to provide details of the hazard, assess its risk level, and suggest a mitigation approach, which may involve additional actions of its own.

AITT Record List and Due Status

The AITT Record List has an Due Status dropdown available at the top of the screen. By default, the Advisory, Overdue, and Open statuses are displayed in the screen, however, you may choose to add records of Closed statuses to the table. Records of closed statuses are omitted from the default view. You may select any of these filiters at anytime to adjust which statuses are displayed in the table.

How to Create a Known Hazard in AITT

To create a known hazard in AITT:

From the SAS menu, select Analysis, Assessment, and Action > Action Item Tracking Tool. The AITT tab opens.

Select the CH/A for which you want to identify a hazard.

From the Add Action drop-down list, select Initiate RMP. The Add Action dialog box opens. The Action Details panel is expanded by default.

On the Action Details panel:

In Explanation, summarize the condition, event, or circumstance of concern.

In Comments, enter any additional notes.

The default due date is TBD. If you change the due date, enter a reason for the change.

Optionally, use Attach Document to append any supporting documentation.

Click the Hazard Details panel to expand it.

Enter a Hazard Title and a Hazard Description.

Optionally, complete other fields, such as Location, Point of Contact, and Related MMS.

Although not required, Potential Consequence is important. It specifies possible negative outcome(s) if no action is taken about the hazard. Select the potential negative consequence(s) from the displayed list.

Click the Initial RMP Classification panel to expand it.

Click Add Risk Factor to add or identify one or more relevant risk factors. For each, select the appropriate risk factor from the drop-down menu and enter a description.

Choose the appropriate Severity and Likelihood for the RMP. Based on the values you select, SAS calculates the Risk Assessment value.

Optionally, enter supporting comments and/or about the risk in the text box. You may attach supporting documents by clicking Attach Document.

When you are finished, click Save. Then expand the RMP panel by clicking the adjacent down-arrow symbol.

Click the Risk panel to expand it.

From the Select Approach drop-down list, select the option that best describes what you plan to do about the hazard and its risk factors. If you select Mitigate, optionally, create one of more sub-actions

Enter a justification for the approach you selected.

When finished you can:

Click Save, or...

Optionally, if you selected Monitor or Transfer as the approach, you can close the action.

How to Create a New Hazard in AITT

From the SAS menu, select Analysis, Assessment, and Action > Action Item Tracking Tool. The AITT tab opens.

Select the CH/A you want to identify a hazard for.

From the Add Action drop-down list, select Identify New Hazard. An alert displays stating the new hazard will require NSA review and asking you to confirm.

Click Yes. The Add Action dialog box opens. The Action Details panel is expanded by default.

On the Action Details Panel:

In Explanation, summarize the condition, event, or circumstance of concern.

In Comments, enter any additional notes.

The default due date is TBD. If you change the due date, enter a reason for the change.

Optionally, use Attach Document to append any supporting documentation.

Click the Hazard Details panel to expand it.

Enter a Hazard Title and a Hazard Description.

Optionally, complete other fields, such as Location, Point of Contact, and Related MMS.

Although not required, Potential Consequence is important. It specifies possible negative outcome(s) if nothing is done about the hazard. Select the potential negative consequence(s) from the displayed list.

Click Submit to NSA. SAS will notify the NSA team about the new hazard you identified.

Note: At this point, you are done until the NSA completes its review of the hazard. When the analysis is complete, you will receive a SAS notification. Then resume following these steps:

To complete a new hazard identification following the NSA review:

Open the action from the SAS notification or the AITT Record List tab.

Click the Initial Hazard Classification panel to expand it.

Review the risk factors identified by the NSA.

Click the Hazard Mitigation panel to expand it.

From the Select Approach drop-down list, select the option that best describes what you plan to do about the hazard and its risk factors. If you select Mitigate, optionally, create one of more sub-actions.

Enter a justification for the approach you selected.

When finished you can:

Click Save, or...

Optionally, if you selected Monitor or Transfer as the approach, you can close the action.

8.5.5.2 NSA reviews new hazard

It is the job of the SAS NSA user to review new hazards when PIs create them in AITT and provide feedback to the inspectors.

Preceding Steps

Prior to reviewing a new hazard:

A PI adds an action in AITT for a certificate holder Identify New Hazard (Request for NSA Support).

The PI completes the AITT Action Details and Hazard Details panels and submits the hazard to the NSA.

The NSA user receives a SAS notification that there is a new hazard in need of review.

To review a hazard in AITT:

Open the hazard by clicking its link in the SAS notification you received about it. Alternately, from the SAS menu, select Analysis, Assessment, and Action > Action Item Tracking Tool. The AITT tab opens. Locate the hazard you want to work with and click its link to open it.

Complete the Initial Hazard Classification (Response from NSA regarding New Hazard) panel.

Click Return to Inspector.

Next Steps:

The PI receives a notification alerting him to the returned Response from NSA on New Hazard. The PI can now continue to work the hazard and close it.

Note: If a hazard has already been returned to an inspector but has not been closed it will maintain a status of Open. Hazards in the AITT record list can be identified by Action Label, Explanation, and the CH/A field so that PI and NSA user can identify what hazards need to be addressed at a given time.

Close a hazard action

As appropriate, you can close a hazard-related action:

After hazard mitigation has taken place, or...

If you specified Monitor or Transfer as the approach for the action.

To close a hazard action:

From the SAS menu, select Analysis, Assessment, and Action > Action Item Tracking Tool. The AITT tab opens.

Select the CH/A you want to close an action for. The tab displays the list of actions and events for that CH/A.

From the list, select the action you want to close by clicking its Action Type. The action opens in the Action dialog box.

Click the Closure Justification panel to expand it.

Optionally, based on your current assessment of the hazard, choose new values of Severity and Likelihood.

Enter a Close Date and a Closure Justification.

Click Close Action.

How an inspector performs a Part 141, 142, and 147 assessment

Log into the SAS Internal Portal and navigate to the Select DCT link from the SAS fly-out menu.

Click on the hyperlink under Title for any Not Started status DCT for a Part 141 or 142 or 147 certificate.

Click the Continue button on the screen and acknowledge any popup message.

Enter the appropriate details on the screen and navigate to the Perform DCT tab.

Enter appropriate responses for all the questions and navigate to the Check DCT screen.

Correct any/all the errors and navigate to the Submit DCT tab.

Select the checkbox against the DCT.

Click on the Submit for Data Quality Review button.

How to Create and Perform an Action on a Part 141, 142, and 147 certificate

Log into the SAS Internal Portal and navigates to the Action Item Tracking Tool (AITT) link from the SAS fly-out menu.

Select a Part 141 or 142 or 147 certificate from the CH/A dropdown and click on the Add Action button.

Select an appropriate Action from the Add Action dropdown.

Enters appropriate details on the screen and click on the Close Action button after entering the Close Date and Closure Justification.

Action Item Tracking Tool

The Action Item Tracking Tool is a centralized means of initiating and following corrective actions used to address and resolve safety concerns for a particular certificate holder. The tool is adaptable to all action types including identifying new hazards (Request NSA Support) and the risk management process (RMP). It can link various actions with other actions.

About Linked Integrated Actions

A linked integrated action is an action that is:

Created in AAA as part of an assessment determination.

On the CAP and stacked immediately below the parent assessment. This includes the Action Types Element DA, Element PA, and Custom DCT.

Of the same resource order number as the parent assessment.

Due Dates for Linked (Integrated) Actions

The default due date for a linked (integrated) action is the final day of the quarter after the action was created. The PI can change the due date, moving it in to the current quarter or out as many quarters as desired provided that it falls within the CAP's range. The PI can even schedule a linked (integrated) action's due date to be after the due date for the next SPA.

Impact of Pending Linked (Integrated) Actions

Integrated actions that remain pending for past or current assessments do not impose any limitations on future assessments, including preventing you from making changes in the CAP to future assessments.

About Actions and Events

As a Principal Inspector who has just specified needed actions in the Assessment Determination tab for a Performance Assessment, you have the option to immediately plan and resource action items in response, to create one or more specific events corresponding to a single action (such as a meeting, a letter, or a phone call), and relate actions to other actions.

Alternatively, you can defer planning and/or resourcing for later.

Note: This tab shares functionality from Action Item Tracking Tool (AITT), but here, only the current certificate holders actions that pertain to the current system/subsystem (or element) assessment are shown. In contrast, AITT accesses all Action items for all assessments (pertaining to all elements or system/subsystems), and also for other certificate holders, as applicable.

Note: See Action Item Tracking Tool for instructions on how to implement actions and events related to the assessment.

Select an action

To select an item in the list of Action Items and Events:

From the SAS menu, select Analysis, Assessment, and Action > Action Tracking Tool. The AITT Record List tab opens.

Select Action Item you want to select.

Optionally, click the small plus-sign icon in the leftmost column in the table for any Action Item row that contains one or more Events. The table expands to a sub-table that lists all the sub-actions and events related to the selected action.

Select an existing action item in the list or select an event row in the embedded list.

Create or edit an action

To create an action or to edit an existing one:

Click the Action Implementation tab.

To create an action, click Add Action. Or...

To edit an action, in the list of existing actions, in the Action Type column, click the link for the action you want to edit. Or select its row and click View/Edit Action.

The Add/Edit Action dialog box opens.

Enter or edit the desired Action Details fields. You can attach supporting documentation to an action item.

Enter or edit an explanation and due date for the action.

Click Save.

How to Close an action

As necessary, you can close an action if it is complete or otherwise no longer needed.

To close an action:

Click the Action Implementation tab.

In the list of actions, in the Action Type column, click the link for the action you want to edit. Or select its row and click View/Edit Action. The Add/Edit Action dialog box opens.

On the Action Implementation tab, in the list of existing actions, in the Action Type column, click the link for the action you want to close. The Edit Action dialog box opens.

Enter a close date and a justification for closing the action.

Click Close Action.

How to Remove an action

As necessary, you can delete an action by removing it. As opposed to closing an action, removing it deletes all record of the action. It also deletes any sub-actions or events linked to the action.

To remove an action:

Click the Action Implementation tab.

In the list of actions, select the row for the action you want to remove.

Click Remove Action.

Limitations on Removing Actions

Whether or not an action can be removed depends on its state and the state of its sub-actions, if any.

Actions That Are	Can Be Removed?
Closed	No
Open and have no sub-actions	Yes
Open and have sub-actions all of which are open	Yes
Open and have sub-actions any of which are closed	No

Notes:

When an action cannot be removed, the Remove Action button will be disabled when that action is highlighted or selected on the Action Implementation tab.

To remove an open action that has a closed sub-action, you first need to re-open the sub-action. Then the parent action can be closed.

As with actions, sub-actions that are closed cannot be removed.

Select an Event

To select an Event:

From the SAS menu, select Analysis, Assessment, and Action > Action Tracking Tool. The AITT Record List tab opens.

You may click on the small plus-sign icon in the leftmost column in the table for any event that contains one or more Events. The table expands to a sub-table that lists all the sub-actions and events related to the selected action.

Select an event row in the embedded list.

How to Create or Edit an Event

To create a record of an event or to edit an existing one:

Click the Action Implementation tab.

To create an event, in the list of existing actions, select row or the action you want to create an event for and click Add Event. Or...

To edit an event, in the list of existing actions, click the + for the action whose event you want to edit. The table expands to show that action's sub-actions and events. Click the title of the event you want to edit.

The Add/Edit Event dialog box opens.

Enter details of the event.

Click Save.

How to Remove an Event

As necessary, you can delete an event record by removing it.

To remove an event:

Click the Action Implementation tab.

In the list of existing actions, click the + for the action whose event you want to remove. The table expands to show that action's sub-actions and events. Select the event you want to remove.

Click Remove Event.

Limitations on Removing Events

As with actions, events that are closed cannot be removed. When an action cannot be removed, the Remove Event button will be disabled.

Initiate an Risk Management Process (RMP)

Hazard Identification

There are two classes of hazard identification in SAS:

Identification of a known type based on known hazard classifications. This action is referred to as Initiate RMP (Risk Management Process).

Identification of a new hazard type. This action is referred to as Identify New Hazard.

Risk Management Responsibility

The risk management process is the responsibility of:

Principal Inspectors (for existing certificate holders)

Certification Project Managers (for applicants)

Once a PI or CPM enters a hazard in the system, other SAS users can also be assigned responsibilities in the process. Whenever a new hazard type is entered, it is sent for review to the National Safety Analysis (NSA) which is responsible for initial classification of new hazard types.

Certificate Holder Evaluation Process (CHEP)

The Certificate Holder Evaluation Process (CHEP) is an ad hoc audit process that evaluates one or more certificate holder systems. Its purpose is to:

Verify that the certificate holder complies with applicable regulations.

Determine if the certificate holder is operating at the highest possible degree of safety in the public interest in accordance with Title 49 of the United States Code (49 U.S.C.), 3) identify hazards and ensure that the certificate holder mitigates associated risks.

CHEP assessments are initiated pursuant to certain triggers defined in FAA policy. (Discussion of those triggers lies outside the scope of this document.)

CHEP assessments apply only to existing, active certificate holders.

CHEP Workflow

In SAS, the CHEP workflow follows the same general workflow as COS assessments:

A CHEP team is set up.

One or more CHEP assessments are added to the certificate holder's CAP by the CHEP FLM or Team Lead (TL). CHEP assessments can be SPAs, EPAs, EDAs or Custom.

Data collection is completed, followed by data review.

The assessment undergoes AAA. When the CHEP reviewer (TL or FLM) submits the assessment, a notification is sent to the certificate holder's PI, who can then add (and subsequently manage) actions for the assessment, as necessary. Only the PI can add actions to the assessment.

CHEP assessments differ from COS assessments mainly in that they are one-time, non-repeating processes. While schedules are defined for them, generally CHEP assessments are not bound to that schedule. For example, CHEP assessments are not subject to the concept of Overdue. Nor do they close automatically; CHEP assessments in SAS remain open until explicitly closed by a user.

CHEP Team Composition and Roles

CHEP Teams are set up in SAS User Administration, similar to CMTs. The following guidelines describe the definition of CHEP Teams.

Area

Description

CHEP Team Roles

To work on CHEP assessments, you must be on a CHEP Team.

A CHEP Team consists of a CHEP FLM, CHEP Team Lead (TL), CHEP ASI(s), a CHEP ASI; and may include a CHEP AST and/or CHEP ASA.

Giving CHEP FLM and TL Roles

All CHEP TEAM roles are given by a user administrator at the National, Regional, or District Office level. (CHEP FLMs can give a TL role once the person is on the CHEP Team.)

A CHEP FLM, CHEP TL, and CHEP ASI can be given to any qualified person.

Giving CHEP ASI, ASA and AST Roles

CHEP FLMs and CHEP TLs can give CHEP ASI, CHEP ASA and CHEP AST roles on the certificate.

CHEP Data Reviewer Function

The CHEP Data Reviewer function allows an individual to perform Data Review on a CHEP assessment. The CHEP Data Reviewer function can be given to users with at least one CHEP Team role. You cannot give the role if a user is not a CHEP team member on the certificate holder.

By default, SAS automatically gives the CHEP Data Reviewer function to a CHEP Team's FLM and TL.

CHEP Team Members in Drop-Down Lists

CHEP Team member's roles are identified in the resource drop-down lists that appear in various SAS screens. For example. Makurat, Douglas (ASI, CHEP ASI, PAI).

CHEP on the IWP

CHEP work assignments show up in the IWP of the responsible CHEP team members. All CHEP work assignments on IWP are identified with the SRC CHEP.

CHEP assessments in planning and resourcing

[Which Function: Submit CAP CHEP Assessments]

CHEP assessments are added to the CAP of the PI for the subject certificate holder. They are then resourced from members of the CHEP team. The following guidelines describe the handling of CHEP assessments in the CAP and the RWL.

Area

Description

Where and By Whom are CHEP Assessments Added

CHEP assessments are added to a PI's CAP by either the CHEP FLM or TL.

Supported Assessment Types

CHEP assessments can be SPAs, EPAs, EDAs or Custom.

CHEP Assessment Icons

CHEP assessments are represented on the CAP by an inverted triangle. As with other assessments, the assessment type is indicated by the letter P, E, D or C inside the assessment icon.

Priority and Resource Order

CHEP assessments display at the bottom of a PIs CAP in the order they that were added. Priority and Resource Order are not set on CHEP assessments.

Limitations on Editing Non-CHEP Assessments

A CHEP team cannot modify CMT work on a PIs CAP, nor can PI's modify CHEP work on their own CAP. The PI on a CMT cannot be part of the CHEP Team conducting an evaluation under any circumstances.

Recommending Resources

The CHEP FLM and TL can recommend CHEP team members as the resource(s) for CHEP DCTs on the PIs CAP.

Moving CHEP Assessments on the CAP

No justification is required when CHEP assessments are moved on the CAP.

Submitting the CAP

The CHEP FLM and TL can submit the plan(s). Only CHEP work is submitted, not CMT work. A new version of the CAP is NOT created when CHEP work is submitted.

Concurrence

Concurrence does not apply to CHEP work.

Assigning Resources

CHEP team members can be assigned to CHEP DCTs.

No justification is required when CHEP DCTs are resourced out of order.

When the Quarter Changes

The percolation process that occurs in the CAP when the quarter changes always moves non-closed CHEP assessments forward, because CHEP assessments are never late.

CHEP assessments in data collection

[Which Function: Edit CHEP DCT]

CHEP assessments undergo Data Collection and Data Review much as non-CHEP assessments do. The following guidelines describe the handling of CHEP assessments in Data Collection.

Area

Description

General Workflow

Assigned CHEP team members work on CHEP DCTs as they would other type of DCT.

Viewing CHEP DCTs

In Data Collection, CHEP team members see the CHEP DCTs assigned to them listed along with their regular (non-CHEP) DCTs. CHEP DCTs are identified by Work Type CHEP.

Limitations

CHEP ASAs can work on any CHEP DCT assigned to the CHEP Team but cannot submit the DCT. (Regular ASAs cannot work on CHEP DCTs.)

You cannot add actions to CHEP DCTs during Data Collection.

CMT managers (MGR) cannot override CHEP DCTs within the office.

Data Review

Any CHEP team member with the SAS function CHEP DCT Data Reviewer can review CHEP DCTs.

The TL or FLM is the Data Reviewer for any CHEP, however, the function can be assigned to any CHEP ASI.

CHEP DCT Data Reviewers see the CHEP DCTs ready for their review listed along with their regular (non-CHEP) DCTs.

CHEP DCTs are identified by the Work Type CHEP.

CHEP assessments in AAA

[Which Function: Edit CHEP Assessment Determination]

CHEP assessments undergo AAA much as non-CHEP assessments do. The following guidelines describe the handling of CHEP assessments in AAA.

Area

Description

Assessment Determination

Both the CHEP FLM and TL can perform assessment determinations on CHEP assessments. Both receive Ready for Review Notifications for CHEP assessments.

Viewing CHEP Assessments

In AAA, CHEP assessments awaiting analysis are listed along with regular (non-CHEP) assessments. CHEP assessments are identified by their Assessment

Type icon.

Requests for More Data Collection

Only the CHEP FLM or TL can request Collect More Data for CHEP assessments.

Reopening Closed Assessments

CHEP assessments follow the same reopen process within the 30-day grace period as non-CHEP assessments.

Roll Up of DCTs

DCTs roll up in CHEP assessments the same as they do for non-CHEP assessments. A CHEP assessment may include unplanned DCTs not set to be assessed on their own from COS and vice versa.

Actions

Once the CHEP team notifies a PI following an assessment determination, the PI can create (and subsequently manage) actions on the assessment. Only the PI can create actions on a CHEP assessment; CHEP Team members cannot.

Actions linked to CHEP SPAs, EDAs, and EPAs are not stacked. They appear at the bottom of the PIs CAP, so that the PI can manage/complete the actions as necessary.

User Administration

User administration is the section of SAS where accounts are set up to allow internal and external SAS users to be given access to the application and functionality beyond read-only rights. This is also where the reporting structure for SAS is maintained. This includes:

Creating and maintaining SAS internal user accounts

Approving and activating, and deactivating SAS external user accounts

Assigning roles and functions to users for offices and/or CH Teams

Assigning proxies

Transferring certificates between offices

Changes to a SAS user's account (for example, a new proxy assignment, a change to CH/A team functionality, or new account settings) will take effect the next time the user accesses SAS. They do not affect sessions that are active at the time the change is made. To have the changes take effect, have the user close and then reopen his or her web browser.

Select User

Search for Users

You can search for SAS accounts using the User Administration Select User tab. To open it, from the SAS menu, select User Administration > Select User.

There is a box Search for Users to select which set of users to view. This allows the user to select the radio button for:

SAS Internal Users view internal FAA, DOT, and OIG users that have been added to SAS and are in an active or inactive state

External Users view industry users who have requested access to SAS for one or more CH/As

Add FAA User to SAS add internal FAA, DOT, and OIG users that are available in Active Directory but have not yet been added to SAS

The results will display in a grid below the Search for User

SAS Internal Users

To search for an internal SAS user account

By default, the Select User tab automatically retrieves all internal users assigned to your home office.

To select a user from a different office, or to narrow the results:

Ensure the type of user search radio button selects SAS Internal Users.

Accept the default office or select a different one. You can also choose Clear Selection from the Office field to search for a user regardless of which office her or she is in.

Optionally, to narrow the search results, select the CH/A the user is associated with and/or enter the users name.

To open a users record for viewing or editing, in the results table, click the users name.

The record opens in the User Details tab.

External Users

To search for an external SAS user account

On the Select User tab, click the External Users radio button.

Optionally, you can narrow the scope of the search to external users associated with a specific FAA field office, CH/A, or name. Office defaults to your home office.

To view the details of a particular user, click his/her name in the results table.

The record opens in the User Details tab.

To deactive/reactive SAS account

[Which function: Edit External User Account]

Note: External user accounts that go 180 days without logging in to SAS are automatically deactivated.

Navigate from User Administration > Select User. In Search for Users, select the External Users radio button. Select the desired External User name hyperlink. The User Details screen will open.

In the External User Profile, the Has active SAS status? radio button is Yes. To remove access, change this to No and click Save.

To activate/deactivate an External Users access to a CH/A

Navigate from User Administration > Select User. In Search for Users, select the External Users radio button. Select the desired External User name hyperlink. The User Details screen will open.

In the CH/A Assignments section, you will see a column labeled Active? and checkboxes underneath. For any checkbox that is checked, the External User has access for that CH/A. If the checkbox is unchecked, then the user does not have access for the CH/A.

Note: If an external user has access to CH/As in numerous offices, then the user will only be able to edit those CH/As for which they have purview. Others will be read-only.

To deactive/reactive access, uncheck/check the checkbox in the Active? column.

Click Save.

How to Add FAA User to SAS

Before an internal user can access SAS, an account must be set up for him or her in the system.

[Which function: Add FAA User to SAS]

Prerequisite: The user being added must first have an account in the FAA Active Directory.

To create a new SAS internal user account

From the SAS menu select User Administration > Select User. The Select User tab opens.

Click the Add FAA User to SAS radio button.

In the Name field, enter some or all of the user's name. Click the Search button. The table lists all users that match your criteria.

Click the name of the user you want to create an account for. The record opens in the User Details tab.

Complete all fields in the User Profile pane and Save.

User Details

The User Details tab displays the User Profile, Roles and Functionality, CH/A Team Membership Roles, and Proxy Information. All of these can be clicked and expanded upon to view more information.

User Profile

The User Profile panel displays fields from the FAA Active Directory source for:

First Name

Last Name

Middle Initial

Email

Phone

FAA ID

The organization will default be AFS for all offices except WA70 (this will an Organization of AXH).

If applicable, the users Home Office Inspector Code will be pulled in from eFSAS Inspector Central. The checkbox Sync Inspector Name Code with eFSAS? allows the inspector code to be pulled in from eFSAS within the hour (if one exists in Inspector Central).

The Last Updated By: and Last Updated Date: will be automatically filled in any time an update is made the users administration settings.

The following fields are editable by a user with the Edit Internal User Profile function.

Home Office is the user's primary office assignment.

Physical Location (Airport) is the nearest airport to where the user is physically located rather than the location of the home office.

Office Manager and Front Line Manager are the Home Office managers that are the direct reporting for SAS functionality. These fields are required based upon the office role(s) assigned to the user. For example, an FLM will have an Office Manager listed but not an FLM.

En Route Approver is the user that will assign or return Ad hoc En Route inspections for this user. This will default to be the FLM, if assigned or Office Manager, if assigned. The drop down will include all users with the Assign En Route in RWL function.

Has completed baseline training? This is set to Yes once the user has completed the necessary SAS baseline training and is necessary to add a user to SAS.

Has active SAS status? This is a Yes/No radio button that will activate/deactivate user access to SAS. This can be manually changed or if the user is not logged into SAS for 90 days (internal user) and 180 days (external user) will automatically change to No. You may manually change the status to No (manual) due to a reason other than Inactive (inactivity) in the Has active SAS status field, see example below.

To check the status, from the Select User tab, you can view the SAS Status column. The column can be filtered by a free text search or by clicking the check boxes for: Select All, Active, Inactive (Inactivity), and Inactive (Other).

If a user has a status of Inactive(Inactivity) or Inactive(Other), it will also be displayed in the Roster Report and External User Roster Report (this is displayed in User ID Status column, and the User ID Status field - blue dot.)

Is Shared ASI? This is the office based Shared ASI role. If a user is available as a Shared ASI in the office, this should be selected to Yes. The default is No.

Specialty is set to define the area of expertise of the user and can be Airworthiness, Operations, None or Both.

Technical Discipline further defines a user's areas of expertise.

For PIs and ASIs, the users Specialty and Technical Disciplines must correlate: for a Specialty of Airworthiness, Technical Discipline must include at minimum Avionics and/or Maintenance; for Operations, Technical Discipline must include Operations.

Office Managers must have a Specialty of Both and Technical Disciplines of Avionics, Maintenance and Operations.

Roles and Functionality

The Roles and Functionality panel provides a hyperlink displaying the users Home office and any other offices in which they user is assigned. Clicking on the office name hyperlink opens a window for Edit Roles and Functions for Office. If edits are made, click Save and the window closes. Updates are saved and can be verified as they display on the data grid below the Home Office. To add a user to another office so the user is in multiple offices, authorized users can opt to click Add Office, Role(s), and Function(s) to add roles and functions to a user from another office. (See section on Multiple Offices.)

SAS has roles and functions. All of the permissions to complete actions are based upon having the function to perform that action. For ease of use, there are several roles that are created in SAS which have a set bundle of functions within it. Ever user with that role has the same set of functions assigned. This prevents having to assign each function individually. Additional functions, called extended functions, can be assigned as needed at either the office or CH/A level.

Users are only allowed one core role. These are: ASA, AST, ASI, FLM, MGR (and the equivalent AXH roles). Other non-core roles can also be added such as Office or National (Super) Administrator, Office Point of Contact, PI/HMPI, etc.

Users do not need to have any role or function to have a read-only view of SAS. If the User Profile field Has active SAS status? is Yes, users will be able to access SAS in a read-only view.

How to Edit Roles and Functions for Office

[Which function: Edit Office Roles and Functions]

To edit the office-based roles and functions for a user, select the office hyperlink and the Edit Roles and Functions for Office window will open.

The top has the Name of the user whose account is being edited along with the office for which the roles and functions are being edited.

Note: Multiple Office functionality is only supported for the roles: ASI/PI, FLM and MGR. Other roles or extending functions for a multiple office is not supported in SAS.

Available Functions in User Admin (for AFS Users):

Add Event

Enables user to add an event to an action

Add Only OJT Trainee Activity to Self

Enables user to add a planned OJT (x023) activity for themself

Add Task

Enables user to add an tasks in the OWL

Approve Waitlist Advancement (CSOP Coord.)

Enables user to approve wait-listed applicants in the preapp/CSOP screen (CSOP coordinator function)

Approve Waitlist Advancement (Div. Mgr.)

Enables user to approve wait-listed applicants in the preapp/CSOP screen (division coordinator function)

Approve Waitlist Advancement (Final)

Enables user to approve the waitlist advancement.

Assign Activities in RWL

Enables user to assign activities in the RWL

Assign DCTs in RWL

Enables user to assign any DCTs in the office (except CHEP DCTs) in the RWL

Assign En Route in RWL

Enables user to return and assing enroutes in the RWL

Assign Tasks in RWL

Enables user to assign tasks in the RWL

Begin Certification

Enables user to begin certification at the end of the CSOP Process (in progress status)

Close Action

Enables user to close and delete actions (and sub-actions)

Close OJT Trainee Activity

Enables user to close an OJT (x023)Trainee activity

Close Task

Enables user to close task in the OWL

Create Ad Hoc Assessment

Enables user to create an Ad Hoc Assessment

Delete Ad Hoc Assessment

Enables user to delete an Ad Hoc Assessment

Delete Event

Enables user to delete an event

Delete Other's Ad-Hoc Activity

Enables user to delete an Ad Hoc activity added by another user

Delete Other's Planned Activity

Enables user to delete a planned activity added by another user

Delete Task

Enables user to delete a task from the OWL

Disposition Activity

Enables user to accept or return a as activity submitted for data quality review

Disposition External User Registration

Enables user to approve or deny an external user registration request

Disposition OJT PM Concurrence

Enables user to provide concurrence on OJT trainee activity

Edit Action

Enables user to edit existing actions and sub-actions

Edit Applicant Status (Non-SAS)

Enables user to manually update applicant status for CSOP for non-SAS CFR Parts

Edit CH/A Team

Enables user to create and edit CH/A Team (active certificate holders). This includes CH/A Team based roles and extension of CH/A Team based functions.

Edit Event

Enables user to edit existing events

Edit External User Accounts

Enables user to activate or deactivate an external user and set the user as active to a CH/A

Edit Message

Enables user to create add/reply messages

Edit Other's Activity

Enables user to edit any activity originating from another users office, including overriding existing data

Edit Other's Task

Enables user to edit any task originating from another users office, including overriding existing data

Edit Others DCT

Enables user to edit any DCT originating from another users office, including overriding existing data

Edit Resource Analysis by CSOP Coordinator

Enables user to edit any resource analysis screen in CSOP on behalf of a CSOP Coordinator

Recommend Waitlist

Enables user to recommend a submitted application to waitlist

Remove Others Related DCTs

Enables user to delete EP DCTS (CHEP & NON CHEP) and MP DCTS added in Data Collection

Reopen Activity

Enables user to reopen a closed activity in the OWL

Reopen Task

Enables user to reopen a closed or terminated task in the OWL

Submit OWL

Enables user to submit one or more planned work items for resource assignment

Submit Other's Activity

Enables user to submit any activity in the office for data quality review

Submit Other's DCT

Enables user to submit any DCT in the office

Submit Other's Task

Enables user to submit any task in the office for data quality review

Submit Waitlist Advancement

Enables user to submit waitlist advancement in CSOP

Terminate Application

Enables user to terminate preapplication in CSOP

Terminate Preapplication

Enables user terminate intial certifciation via the internal portal

Terminate Project

Enables user to terminate a precert applicant via the internal portal

Terminate Task

Enables user to terminate task in the OWL

Transfer Activity

Enables user to transfer an activity to another office

Update Other's Work Items in the OWL

Enables user to edit work items in the OWL added by others

To add an office role

In the Select Role(s) section view the Available Roles. This will only include those office-based roles that are not already assigned.

Select the desired available role, it will be highlighted and the button to move it to the Selected Roles becomes enabled.

Select the > button and it will move the role from Available Roles to the Selected Roles box.

Note: Only one core role is permitted. If you select to give a core role, and one is already selected, you will get a warning and must remove the selected core role before adding another.

The window to the right of the Selected Roles will show the functions that are bundled within those selected roles. They will default to collapsed but may be expanded by clicking on the .

If a function is bundled within a selected role, it is not available to select in the Extended Function(s) section.

To add extended functions, skip down to the section To add an Extended Function, otherwise select Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

To remove an office role

Select the desired role in the Selected Roles window. It will be highlighted and the < button will enable.

Select the < button and the role will move to the Available Roles.

To add extended functions, skip down to the section To add an Extended Function, otherwise select Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

To add Extended Function(s)

The Selected Function(s) section allows to filter by Module, if desired. Select the drop down and click on the desired module/area of SAS to filter on.

Select the desired Available Function(s) and they will be highlighted. Note: To select multiple available functions, use the CTRL key. The > button will be enabled.

Select the > button and the Available Functions will move to the Selected Functions window.

Note: Only Office-based functions are available. For CHA-based functions please see Section 1.2.4.

Select Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

Utilizing the Add Office, Role(s), and Function(s)

Select the Add Office, Role(s) and Function(s) hyperlink and the Add Roles and Functions window will open.

The Name of the selected user will be pre-populated and read only.

Select the desired office to add as multiple office from the drop down.

Select the desired role from Available Roles pane. It will highlight and the > button will enable. Note: Multiple Offices is supported only for ASI/PI, FLM, and MGR. Even though others are selectable, they are not supported.

Select the > button and the role(s) will move from Available Roles to Selected Roles.

The selected role will show in the Bundled Function and you can expand to see the functions bundled within that role.

Note: Although Select Extended Function(s) is displayed and enabled, it is not supported for multiple office functionality.

Select Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile. Both the home and multiple office will display in the office table.

To remove a role from a multiple office

Select the office hyperlink for the multiple office and the Add Roles and Functions to Office window will open.

Click the desired role in the Selected Roles pane and it will highlight. The < button will enable.

Click the < button and the Selected Role will move to the Available Roles window. The user may get a warning as a reminder that all work should be reassigned or that other direct reports may need to be reassigned.

Select Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

How to Add CH/A Team Membership and Roles

[Which function: Edit CH/A Team]

To add a member to a CH/A Team

Select the Add CH/A Team Assignment hyperlink. The Add Roles and Functions to CH/A window will open.

Select the Office from the available drop down. Select the CH/A from the available drop down.

To add a CH/A based role

Select the available CH/A based role in the Available Roles window. It will be highlighted and the > button will enable.

Click on the > button and the role will move from the Available Roles to the Selected Roles pane. The role will also display in the Bundled Roles window. By clicking on the expand icon, the functions bundled within that role will display.

Note: For PI roles, the user must have the correct specialty and there is only one of each PI (PAI, PMI, POI) for each certificate allowed.

Select Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

To remove a member from a CH/ Team

In the CH/A Team Membership and Roles section, select the hyperlink of the CH/A name desired. The Edit Roles and Functions for CH/A window opens.

Select the desired role in the Selected Roles pane and the role will highlight, the < button will enable.

Select the < button and the role will move from Selected Roles to Available Roles. The Role will also be removed from the Bundled Functions pane.

To add CH/A-based Extended functions, go to the section below. Otherwise, select the Save button. The user may get a warning as a reminder that all work should be reassigned or that other direct reports may need to be reassigned.

Select Yes. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

To add CH/A-based extended function(s)

Navigate to the CH/A Team Membership and Roles pane and select the Add CH/A Assignment hyperlink or if the user is already on the CH/A, select the hyperlink.

The Edit Roles and Functions for CH/A window will open. Navigate to the Select Extended Function(s) section.

You can narrow down the Available Functions by filtering the Module drop down.

Select the available CH/A based function(s) in the Available Functions window. It will be highlighted and the > button will enable.

Click on the > button and the function(s) will move from the Available Functions to the Selected Functions pane. There is a Note that reminds users that not all extended functions may work for the selected CH/A. For example, if you have an active certificate and select the Accept Formal Application function, there is no associated functionality given to the user as that function is applicable to pre-certification.

Select Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

To remove CH/A based extended functions

In the CH/A Team Membership and Roles section, select the hyperlink of the CH/A name desired. The Edit Roles and Functions for CH/A window opens.

In the Select Extended Function(s) section, select the desired function(s) in the Selected Functions pane. The function will highlight and the < button will enable.

Select the < button and the role will move from Selected Functions to Available Functions.

Select the Save button. The user may get a warning as a reminder that all work should be reassigned or that other direct reports may need to be reassigned.

Select Yes. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

To update assignment on multiple CH/As at once

Navigate to User Administration > CH/A Team Membership and Roles and select the Update CH/A Assignment hyperlink.

The Update CH/A Assignment for Person window. The name of the user is read-only, the Office is a drop down for any offices the user is associated, the CH/A drop down will show all available CH/As. There is a multi-box select to select the CH/As that you wish to associate the selected extended functions to.

To add the available functions, filter on Module drop down if desired. Select the function(s) in the Available Functions window. The function will be highlighted and the > button will enable.

Select the > button and the function will move from Available Functions to Selected Functions.

Select the Save button. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

To remove the extended functions for multiple CH/As at once

Navigate to the CH/A Team Membership and Roles and select the Update CH/A Assignment hyperlink. The Update CH/A Assignment for Person window will open.

Select the appropriate CH/A(s) from the CH/A dropdown.

Highlight the Selected Function(s) that you wish to remove for the previously selected CH/A(s). The functions will highlight and the < button will enable.

Select the < button and the role will move from Selected Functions to Available Functions.

Select the Save button. The user may get a warning as a reminder that all work should be reassigned or that other direct reports may need to be reassigned.

Select Yes. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

Proxy Information

A SAS proxy assignment allows one person to perform the duties of another within SAS. As a proxy, you receive the same notifications, have the same responsibilities, and can perform the same tasks as the person you are proxying for.

Only certain users can make proxy assignments, and only certain users can proxy for each other.

If You Are A

You Can Specify a Proxy For

Your Proxy Can Be

Office Manager

Yourself

An FLM, PI, or CPM in your office

Anyone in your office.

Front Line Manager

Yourself

Anyone in your office.

Principal Inspector

Yourself

Anyone in your office whose specialty matches yours or is Both.

Certificate Project Manager

Yourself

A CTL on your Certification Team.

While you can only give your proxy to users in your Home Office, users given your proxy will have all the functionality you have, including multiple offices and extended functions.

To view proxy

Navigate from the SAS Menu > User Administration > Select User. Select the desired user and it will open the User Details tab. Open the Proxy Information pane.

The first table will show those users who have proxy for the selected individual. This will include the name of the Assigned Proxy, the type of Proxy, Date Assigned and Office.

The second table will show those users for whom the selected individual is a proxy for.

Changes to Proxy are made in the Proxy tab and are in Section 1.5 Proxy.

Sharing Resources

SAS has different methods of sharing resources. Below is some guidance on when to use each method:

Multiple Office - - If a person needs to perform a role in another office on a regular or planned basis. This is only supported for the roles of ASI/PI, FLM and MGR. No other roles or functions are supported.

Shared ASI - If a person will be performing the ASI role in another office on a regular or planned basis and the work needs to be restricted by certificate.

Shared ASI

Shared ASI functionality allows ASIs to perform data collection outside of their regular office on specific certificates. The request must be approved by the ASI's donating office. Shared ASIs can remain available for work outside of their regular office for as long as the donating office deems appropriate.

When referring to Shared ASIs:

Donating office is the ASIs home office. It is this office that makes them available as a Shared ASI.

Receiving office is the office seeking to use an ASI from another office on one or more CHs.

To designate a resource in the home office

[Which function: Edit Office Roles and Functions]

Navigate to User Administration > Select User. Click on the name of the desired user to navigate to the User Details.

In the User Profiles Pane, select the Is Shared ASI? radio button to Yes. Select Save.

To assign a Shared ASI to a CH in a receiving office

[Which function: Edit CH/A Team]

Navigate to User Administration > CH/A Team tab. Change the office and CH/A drop downs to select the CH desired. Click the Add Person to CH/A Team button. The Add Roles and Functions to CH/A window will open.

Select the home office of the Shared ASI to add to the CH/A Team and then select the Name of the Shared ASI.

Select the Shared ASI role in the Available Roles. The role will highlight and the > button will enable. Click the > button and the Shared ASI role will move from the Available Roles to the Selected Roles. Click Save.

The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

Notes

A user must have the ASI role in SAS to be designated as a Shared ASI. The ASI role must be present before the Shared ASI role can be added.

Shared ASI work is limited to COS data collection for active certificates in other offices. Shared ASIs are not available for data collection related to Initial Certification or CHEP. Nor are they available for tasks that are not data collection (e.g., data review).

You cannot be assigned as a Shared ASI within your donating office.

A Shared ASI can be assigned to work on multiple certificates. This could be multiple certificates in the same office or distributed across different offices. Each certificate assignment must be made individually.

To be available as a resource on a PI's CAP, the Shared ASI's specialty must match that of the PI. Shared ASI s with the AW specialty appear on both the PAI and PMIs CAP.

Multiple Office Users

The multiple office functionality allows a user to have functionality for ASI/PI, FLM or MGR in an office other than their home office.

[Which function: Add Multiple Office for User]

Navigate to User Administration > Select User. Select the desired user name and it will open the User Details.

Select the Roles and Functionality pane and click on the Add Office, Roles(s), and Function(s) hyperlink. The Add Roles and Functions to Office window will open.

Select the office to which you wish to add the user from the Office drop down.

Select the desired role from the Available Role pane. It will highlight and the > button will enable.

Click the > button and the role will move from the Available Roles to the Selected Roles pane.

Select Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

CH/A Team

The CH/A Team tab lists all of the CH/A team members for a specific CH/A.

[Which function: Edit CH/A Team]

Navigate from User Administration > CH/A Team. Select the desired Office and CH/A from the drop down.

To search by CH/A, click the x in the office and it will transition to expanded view to search any CH/A

To view the role(s) and function(s) for each user select the +. To view all, select the Expand All hyperlink at the top right of the table.

To add a user to the CH/A Team, select the Office and CH/A and Search.

Once the CH/A is displayed, click the Add Person to CH/A Team and the Add Roles and Functions to CH/A window will open.

Select the Name of the user and then the desired role and or function from the Available Role / Available Function pane. The role/function will highlight and the > button will enable.

Click the > button and the role/function will move to the Selected Roles / Selected Functions pane. Click Save. The user will receive a warning to confirm that they are performing changes with the authority of the Office Manager. Click the checkbox and OK.

The window will close. The name of the user and date will populate the Last Updated By: and Last Updated Date: fields on the User Profile.

Proxy

The Proxy tab allows assignment and removal of Assigned Proxies and Proxy Assignments.

Assigned Proxy

[Which function: Edit Proxy]

To assign a proxy

Navigate from User Administration > Proxy.

Select the Office and Name for the desired user to change assigned proxy.

Select the Assign Proxy button. The Assign Proxy window will open.

Select the name from the drop down and click Assign.

To remove a proxy

Navigate from User Administration > Proxy.

Select the Office and Name for the desired user to change the assigned proxy.

Select the check box(es) next to the name(s) from which to remove the proxy assignment. The Remove Proxy button will enable.

Select the Remove Proxy button.

Entering Proxy mode

When you have been designated as a proxy for another SAS user, to assume that identity you must enter proxy mode. You can enter proxy mode first time after opening SAS in your browser.

To enter proxy mode:

On the SAS Home Page, from the Proxy Assignments drop-down list, select the person you want to proxy for.

Click Set Proxy. SAS displays a yellow bar indicating your proxy status.

Once you enter proxy mode, you will remain in that mode for the remainder of your SAS session. To exit the current proxy mode and resume using SAS as yourself (or as a different proxy) close and then re-open your browser.

Note: As a proxy you can perform all actions and view all data associated with the person you are proxying for with these limitations:

You cannot change that person's user preferences.

You will not receive SAS emails for that person.

External User Registration

SAS external users are industry users associated with one or more CH/As via the External Portal.

How to Disposition SAS External User Registration Requests

[Which function: Disposition External User Registration]

From the SAS menu, select User Administration > External User Registration. The New User Requests Summary tab opens. It lists all new user account requests that are awaiting disposition.

In the Tracking Number column, click the number of a request you want to view or disposition. The request opens in the Disposition New User Request tab.

On the left side, review the information submitted. If you need to edit, select the Edit Request button. This will allow editing all information except:

Date Submitted

Email

Submission Option

Once information is changed. Select Save.

On the right side of the tab, click the radio button that corresponds to how you want to disposition the request.

Approve: Approve access to SAS for this CH/A. The provisioning POC will need to complete provisioning of FAA ID.

Denied: Deny the request.

Based on the disposition you select, the Email Text field displays a standard message that will be sent to the requester. Revise the text as necessary. If you need additional information before you can approve the request, indicate the required data.

There is a contextual report link to the External User Roster Report which will show if this user has access, or has been denied, for another CH/A.

Click Submit.

How to Monitor External User Activity

You can view the last time an external user logged into SAS on the Select User tab.

From the SAS menu select User Administration > Select User. The Select User tab opens.

Click the External Users radio button.

Optionally, to narrow the scope of the search, enter values in Office, CH/A, and/or Name. Office defaults to your office.

Click Search.

The Results table lists external user accounts that match your search criteria. The Last Sign In column shows the date and time the user last logged in.

Transfer Certificate

To move a CH/A from one office to another, the Transfer Certificate functionality comes to play.

[Which function: Transfer Certificate]

Navigate to User Administration > Transfer Certificate.

The Send from Office will default to your home office. If you have the proper functionality in multiple offices, this dropdown will allow you to select from available offices.

Select the CH/A to transfer from the CH/A drop down.

Select the appropriate office to send the CH/A to in the Send to Office dropdown. The Transfer Certificate button will enable.

Click the Transfer Certificate button and the CH/A will move to the new office.

Reports

SAS reports cover a wide range of activities. Report data is typically updated overnight daily.

Types of Reports: Standard, Audit, and Contextual Reports

There are several types of SAS reports:

Standard reports are generated based on a predefined, fixed set of criteria. Some standard reports allow you to drill-down on data in the report to produce a more detailed sub-report.

Audit reports are a set of security reports for use by SAS IT administrators. They describe login activity and other SAS account-related events.

Contextual reports are reports that may be launched from specific SAS pages or tabs to which they are pertinent in the application.

Who Can View SAS Reports?

All SAS users can generate and view standard reports from the SAS Reporting page.

Access to contextual reports is determined by a user's ability to access the page/tab from which the report is available.

Audit reports are only available to SAS Security Auditors.

Standard Reports

[Which Users: All SAS Users have access to Standard Reports]

All SAS Standard reports are available from the SAS Reporting page. To open SAS reports, click Reports on the SAS menu:

SAS will display the screen of Standard Reports:

The green checkmark on the right hand side of the screen indicates if the report is working correctly or not.

Contextual Reports

[Which Users: Determined by user's ability to access the page/tab from which report is available]

Contextual reports can also be accessed from the specific page or tab pertinent to the topic. Below is an example of a DCT Status Report link from the RWL:

It is important to note that the same Contextual Reports can also be found from the Standard Reports page. For example, notice in the screen below, that the DCT Status Report can also be accessed from the Standard Reports screen.

Audit Reports

[Which Function: View Security Reports]

Audit reports are only available to SAS Security Auditors. Audit reports can be accessed by security auditors from the SAS Standard Reports screen.

How to Generate a Report

To generate a standard SAS report:

From the SAS menu, select Reports. The SAS Standard Reports page opens in its own browser window.

In the list of reports, click the title of the report you want to run.

Enter the selection criteria in the filters for the report (some reports may not require selection criteria, in which case the report will automatically display after you click its title. Please refer to sections below on How to Use Report Filters). When entering report criteria:

Typically, you must complete the report criteria fields in the order in which they appear. This occurs when the choices available in a particular field are contingent on a selection made in a previous field.

Be aware that selection fields will display a value regardless of whether there is report data available for that value. For example, an Office drop-down list will list all offices for the given region, even if there is no data available for them. Thus it is possible to generate a report that contains no data.

To specify date ranges, in the Calendar dialog box, click a start and end date.

After the report is displayed:

When the user clicks on a row, the report displays a blue dot on the right side in order to signify which content is currently selected. Grey dots signify a row that has not been selected. (The reporting tool highlights all rows as selected by default until the user makes a different selection.) The user may select more than one row at a time by holding the Shift or CTRL button on the keyboard while making the selections.

Hovering over the blue and grey dots displays a summary of the data for that record in a compact vertical arrangement, as seen below:

Hovering over any of the selected rows, will cause a popup to appear with the Options of Keep Only and Exclude. Click Keep Only to show only records that have that selected information, while hiding all other rows. For example, if you select and opt to Keep Only a specific User Name, it will show all records for that User Name. If the Status is highlighted and the user selects Keep Only then all records in that status (for example, Inactive) will be returned:

Click Exclude to hide the records associated with the field selected. In this example, by selecting a specific User Name and selecting Exclude, then all records associated with Kough, Michael P will not be in the list. If the user highlighted Status and then opted to exclude the Inactive option, all Inactive records would be excluded.

How to Generate SAS Contextual and Standard Reports for Part 141, 142, and 147

Navigate to the Reports link from the SAS fly-out menu.

Click on any of the reports.

Click on the filters on the screen and select CFR Part 141, 142, and 147.

How to Download and Export a Report

To export the report to a file, at the bottom right of the report, click Download. Five options will appear for the file type: Image, Data, Crosstab, PDF, PowerPoint, and Tableau Workbook

(Note: Some reports will not allow you to select all five file type options.)

Select the method in which you would like to export the report. The Image button creates a screenshot of the entire report for you to save as a PNG file. The Data button gives you the option to download the rows of the report as a Text File. The Crosstab button produces a .csv file for you to open in Microsoft Excel. The PDF button produces a PDF screenshot of your screen that can be open in Adobe or in your browser. The PowerPoint button allows you to open the report in Microsoft PowerPoint. The Tableau Workbook option allows you to open the report as a Tableau file.

How to Navigate in Reports

After a reports page is displayed, use the following methods to edit and navigate the report:

To change the sort order of the report, click the icon next to the header of the column you want to sort by.

To return to the report criteria to modify them and generate a new report, click Clear All.

To return to the report menu, use the browsers Back button or click Back to Reports Menu on the upper right hand corner.

To undo an action, click Undo on the lower left hand corner. To redo an action, click Redo on the lower left hand. The Revert button brings the report back to the original condition prior to the selection criteria.

The Full Screen button at the bottom right corner maximizes the report to take up more screen space, which some users may find it easier to read. At any point, press ESC on the keyboard to leave Full Screen mode.

Useful Features on a Report Screen

To view the number of records, look the top left hand corner of the report

The report header also displays the as of date and time statement for the user

How to Use Filters

Many SAS reports include filters that allow you to sort down on their data. The filters at the top of each SAS report can include check boxes, drop-downs, and scroll-bars that can be selected or adjusted.

To adjust a dropdown and check box, click the arrow to expand all the possible selections and uncheck to boxes that you do not wish to see, then click Apply. For example:

If you see a scroll-bar, you can also choose a specific range for the data that you would like to view. Drag the ends of the scroll-bar to the desired period or duration, and the report will update automatically.

If you see a Calendar or date selection, you may navigate to the specific date that you would like to choose, and click on that date. The report will update automatically. For example:

How to Drill Down in a Report

Some SAS reports include links that allow you to drill down on their data. Drilling down on a report opens a sub-report with additional information about the hyperlinked field.

To drill down on a report:

Make sure the row is selected. Hover over a hyperlinked field until a pop-up appears. The following example is from the SAS Roster Report.

Click the hyperlink in the popup window to drill down on the report.

Another browser opens displaying the related drill-down information.

List of SAS Standard Reports

The following standard reports are available in SAS. For each report, the list below indicates:

Title of the standard report

Description of the report

List of Configuration Reports

Title

Description

Contractor/Maintenance Provider List

The Contractor/Maintenance Provider List report displays the Maintenance Providers (including Essential Maintenance Providers) and Training contractors as entered by 14 CFR part 121 and 121/135 certificate holders as part of Configuration Data under the Contractors tab. This report will replace the current report that can only be accessed in context in Module 1 on the Contractor tab.

Maintenance Provider History Report

The Maintenance Provider History report displays the Maintenance Providers (including Essential Maintenance Providers) and excluding the Training contractors as entered by CFR Part 121, 121/135, 135, and 145 certificate holders as part of Configuration Data under the Contractors tab. The report provides users with the ability to view the contractor data by selecting a Date Range and see what contractors were available on a historical basis.

Operating Profile Report

The Operating Profile report provides the list of MLFs that map to the criteria as selected by the user including by Specialty, Assessment Type, Region, Office, 14 CFR part, Peer Group, or CH/A. The report is useful to view the Operating Profile of a selected certificate holder or to search on the set of certificate holders that have the same MLF(s) scoped in.

Pre-application Report

This report lists the Pre-application forms that have been submitted using SAS automation. The Submitted Date represents the date on which the Pre-application data was initially entered and submitted into SAS. This report is useful to view the SAS status of Pre-application forms submitted by an office or region. Note: Please refer to the CSOP chapter for the complete process for Initial Certification.

National Dashboard Report

This report graphs the trends in status for applicants over the last 9 quarters for an office. The user can view either the total number of applicants per quarter or the change in number of applicants from the previous quarter. Alternatively, a date range can be entered to report on.

CH/A Report

This report lists applicant and CH/A details grouped by Status and Office. The report is grouped by status and then sorted by: Office, CFR Part and Company Name.

Waitlist Report

This report lists waitlisted applicants grouped by office. Two views are available - a list view, and a graphical view which shows a map with proportionally sized dots indicating the number of waitlisted applicants at an office location. Days on the Waitlist is calculated for each applicant by counting calendar days between the date the applicant was placed on the Waitlist and the date the report is run.

Applicant Contact Overdue Status Report

This report shows applicants who are due letters from the FAA according to their status and can be run in one of the three following ways:

. 30 Day View: Show applicants whose Accept for Resource Analysis date is more than 30 calendar days ago

. 60 Day View: Shows waitlisted applicants whose Date Last Official Notification is more than 60 calendar days ago

. 10 Day View: Shows transferred applicants whose Date Last Official Notification is more than 10 calendar days ago

Active Questions by Configuration Attribute Report

The Active Questions by Configuration Attribute report displays active questions based on configuration attribute values contained within question scoping rules. The report may be generated for AFS or AXH questions.

Active Certificate Holders by Configuration Attribute Report

The Active Certificate Holders by Configuration Attribute report displays active certificate holders by configuration attribute based on the certificate holders configuration data.

List of Planning Reports

Title

Description

CHAT Report

This report displays the details of the Certificate Holder Assessment Tool (CHAT) records based on the criteria selected by the user. The report can be used by inspectors to see the list of CHAT updates and the related Risk Indicators and PI Options (actions) that have been selected by a Principal Inspector for a CH or set of CHs, over time.

Planning for Coordinated Visits Report

The Planning for Coordinated Visits report lists all certificate holders for a selected CH/A, usually a repair station, that need to be contacted for a planning meeting. Any assessments added for visits to the repair station by the certificate holders are listed. Other certificate holders who have not added any assessments for visits to the repair station are also listed.

Counts of Coordinated Visits vs non Coordinated Visit DCTs Report

The Counts of Coordinated Visits vs non-Coordinated Visit DCTs report displays graphically the number of DCTs including EMP and non-EMP that are part of coordinated visits and those that are not, at different levels of the AFS organization.

Counts of Outsourced Non-EMP DCTs Report

The Outsourced non-EMP DCTs dashboard shows the counts of DCTs that are performed by certificates of CFR Parts (121,121/135 & 135) with non-EMP Maintenance Provider as the Related Affiliated Designator that are outsourced to a resource outside of the office of the certificate holder. It displays the National and Office level counts by CFR Part 121, 121/135 & 135.

List of Resource Management Reports

Title

Description

Leveraging Resource Report

The Leveraging Resource Report allows users to determine the physical location of users with specific technical disciplines or specialties. The report displays the physical location of SAS users, as recorded in the SAS User Profile, superimposed on a map of the U.S. The size of the circle on the map corresponds to the number of users at that location. The map is interactive, allowing you to filter the results by clicking on a specific circle or by dragging a rectangle on the map to select multiple locations.

Resource Shortfall Report

The Resource Shortfall report displays the DCTs that have been assigned with Resource Not Available (RNA) status. The result set is based on the criteria selected. This report is useful for managers to view the details on DCTs that are designated as RNA in their office. This report can be exported to Excel in order to acquire RNA counts based on the criteria selected by the user prior to export (e.g., by region, office, or certificate holder).

ODN Work Summary Report

The ODN Work Summary Report provides summary counts and detailed views of all AFS ad-hoc and planned (CAP, OWL) work items in an office, division, and nationally. The report presents data across various dimensions including Work Item Type, Work Item Status, Specialty, Origin, SRC, CFR Part, CH/A, Technical Discipline, AFS Business Function, Resource, and Resource Status. This report will be helpful for management to identify unassigned work items and gauge individual resource availability based on current resource assignments.

List of Data Collection Reports

Title

Description

Count of DCTs by Status Report

This report provides a graphical representation, in the form of a bar graph, of the total counts of DCTs by status based on the criteria selected by the user. It displays the DCT Status on the horizontal axis and the total counts by Specialty (AW/OP) on the vertical axis.

DCT Findings Report

The DCT Findings report is organized by DCT Title and DCT ID to display all the question responses by response type (e.g., negative, positive, N/A, and N/O). It replaces the Not Observable (N/O) report as it provides question responses for all response types. Common uses for this report include seeking trends in negative responses for a specific CH/A, or a set of CH/As. Inspectors can run the report to search on trends by response type for a CH/A. Other interesting trends include looking at questions that are often answered N/O or N/A. Such results could indicate that the content of the question isnt meeting the need in the field for a particular set of CH/As.

DCT Status Report

This report is designed to help an office track the status of DCTs for a specified quarter. It assists in tracking DCTs through all the phases of the SAS lifecycle. The focus of this report is on the DCT Status and can be used by managers to ensure that inspectors are completing their assigned work in a timely manner.

The DCT ID column links to the DCT Detail report for that DCT.

En Route/Random Instructions Report

This report is designed to help an inspector find the special instructions provided at the National and PI level before they create an Ad hoc En Route or Random Inspection. The report always displays the latest National and PI level En Route and Random Instructions for both the specialties for a CH/A and assist the inspector in planning an En Route or Random inspection.

8430-13 Report

The 8430-13 report provides office managers using SAS with a list of the 8430-13 numbers used by resources in their office. Inspectors fill out 8430-13 forms when performing En Routes and other inspections as part of their job function. Common uses of this report include searching on a resource to view all the 8430-13 numbers entered by that user. Managers often do this on a monthly basis for each resource in their office. In viewing the list of numbers, the sequence of numbers in a set of 8430-13s may be missing a number. The manager can type the missing number in the 8430-13 field to find it (if it was ever entered).

Released DCT Comparison Report

The Released DCT Comparison Report displays changes between the current and previous major versions of standard and custom DCTs by release date.

Data Reviewer Report

This report provides management, data reviewers and data evaluation program managers to view returned DCTs with the name of the ASI, the DCT reviewers name, the changes to a question(s), Common Data Fields Changes, Review Comments per question, and any Returned message(s).

DCT FSIMS Transmission Report

DCT FSIMS Transmission Report provides information about the transmission of standard DCTs, released from Authoring, to the FSIMS FTP folder. Data includes organization, batch ID, date/time queued, batch state, zip file name, peer group, specialty, DA/PA, MLF label/title, version, and DCT status. The report is intended to improve communication between SAS and FSIMS, particularly in case of batch or DCT transmission failures.

Activity Findings Report

The Activity Findings Report displays the responses for each completed activity recorded in SAS. The Activity Findings report is organized by Activity Code/Title and Activity ID to display the activity findings reported as part of the inspections. Common uses for this report include seeking trends in unfavorable results and/or unfavorable opinion codes for one or more CFR Parts and/or CH/As including the activity question responses by response type (e.g., negative, positive, N/A, and N/O). Inspectors can run the report to search on trends by response type for an Activity. Other interesting trends include looking at questions that are often answered N/O or N/A. Such results could indicate that the content of the question isn't meeting the need in the field for a particular set of Activities.

List of Analysis, Assessment, and Action Reports

Title

Description

Action Item Tracking Tool (AITT) Report

The Action Item Tracking Tool (AITT) report provides actions listed by CH/A, Office, and Source as submitted and updated by users. The report links to related

Sub-Actions and Events where applicable. The report provides the same level of detail as the actions module, AITT. This report is useful to review details on actions by certificate holder or to perform a search on actions assigned by type such as Initiate 2150.3 ().

Assessment Determination and Actions Report

The Assessment Determination and Actions report lists all of the assessment determinations and related actions for CH/As based on the criteria entered by the user. It displays details about the determination including the justification text and details about which actions (if any) were selected. This report also provides a graphical representation of the counts of assessment determinations by type. The data from this report can be exported to Excel to find totals on data based on the criteria the user selected for the Tableau results. Using the built-in features of Tableau a user can click on a specific data point, like an action in the result set column and select "Keep Only". The results will update to display only the records that contain that action type.

Assessment Findings Report

The Assessment Findings Report provides the question response data type (e.g., positive, negative, N/A, and N/O) by DCT within assessments. It uses the assessment "roll-up" logic to display a collection of DCTs (as applicable) for assessments based on the selected criteria. Currently, the report data can be accessed within the context of SAS in three locations: in Module 4 on the Prepare DCT screen under the Historical Assessments by clicking the Details button, in Module 5 on the Analyze Data screen as the "Findings Report" (displays negative findings for the selected assessment) and under the Historical Assessments by clicking the Details button. This report is useful for inspectors to view historical findings on a certificate holder or a set of certificate holders within a timeframe with regards to a specific MLF Label (e.g., 4.2, 6.3).

AAA Trending Dashboard Report

The AAA Trending Dashboard report provides the counts and trends of AAA Assessment Determination results by Office, CFR, CH/A, Specialty and MLF.

The report will contain the following two sections:

- Count of Assessment Determinations by MLF in a Bar chart format allowing the user to drill down to the Assessment Determination and Actions Report to see what actions were taken (if any).

- Assessment Determinations by Quarter in a tabular format allowing the user to drill down to the Action Item Tracking Tool (AITT) Report to see all the actions taken on the assessment to address findings (if any).

AAA Summary Dashboard Report

The AAA Summary Dashboard report provides a summary of AAA actions by Action type and Assessment Determination and also provides the number of DCTs with Negative findings without an assessment in a given timeframe.

The report will contain the following three sections:

- AAA Actions by Action Type and Assessment Determination in a Bar Chart format allowing the user to drill down to the Assessment Determination and Actions Report

- Assessments with AAA Actions by Office in a Map view with the counts of actions by office allowing the user to drill down to the Action Item Tracking Tool (AITT) Report

- DCTs with Negative findings without an assessment in the given timeframe allowing the user to drill down to the DCT Status Report

List of User Administration Reports

Title

Description

Roster Report

The Roster report provides details on internal SAS users including: contact information, office assignment(s), office role(s) and function(s), certificate holder team role(s) and function(s), reporting relationship(s), specialty, and technical discipline(s). The OM and FLM user names on the report link to sub-reports that list the users that report to that OM or FLM respectively. Common uses for the roster report include: seeking contact information for a user, needing a list of users with a certain role or technical discipline, seeking a list of all users in an office, or needing a list of all the users that report to a certain OM or FLM in an office.

Proxy Report

The Proxy report provides users with a list of the proxy assignments based on the search criteria entered. The report is a two-part report. The first set of data, for single SAS user record, displays the user(s) that are assigned as a proxy to that user and in what roles. The second set of data displays the users and their respective roles that the user is acting as a proxy for. This report is useful to understand [whichs are assigned as a proxy on the behalf of other users. This information could be useful for managerial decisions or in the case of an investigation to understand a sequence of decisions that occurred in a workflow in which proxy roles could have influenced what occurred.

External User Roster Report

The External User Roster report provides users with a list of external users based on the search criteria entered. It displays the contact information, CHDO, certificate holder and status of external SAS users. This report is useful for internal SAS users to quickly find the contact information for an external contact especially if the internal user is newly assigned to a certificate or the former certificate holder contact had changed or become inactive due to a lack of logging in to SAS for 180 days or more.

List of AXH Priority Index

Title

Description

AXH Priority Index Report

Within the AXH Priority Index Report, the national view presents an overview of the priority indexes for companies that package and handle shipments containing hazardous materials that are transported by air. Such companies are subject to oversight by AXH and are collectively referred to in SAS as Other Regulated Entities (ORE). The national view includes a bar chart of the selected OREs, ordered in descending order by the value of the AXH Priority Index, and a listing of the OREs with the component values and supplemental data that contribute to the calculation of the overall index. Data in the national view supports Risk-Based Decision Making (RBDM) by AXH for coordinating the inspections of OREs. The AXH Priority Index Report also contains an ORE details view that presents details of the priority index for a selected ORE. The ORE details view includes a donut chart showing the percentage contribution of four components (Incidents, Non-Compliance, Oversight, and Complexity) to the overall index. Other sections present additional details of component values and supplemental data. Data in the ORE details view supports Safety Risk Management (SRM) by AXH for analyzing safety risk.

List of AXH Passenger Discrepancies

Title

Description

AXH Passenger Discrepancy Workflow Report

The AXH Passenger Discrepancy Workflow report provides a graphical representation, in the form of a bar graph, of the total counts of passenger discrepancy reports by workflow status for a user selectable range of dates. The date ranges correspond the dates that the passenger discrepancies were reported to FAA.. The report may also be filtered by the carrier reporting the passenger discrepancies

List of Audit Reports

Title

Description

Login History Report

The Login History report provides the Security Auditors with the login history for internal and external users presented based on the search criteria entered. This report could be used to review the login history for a particular user or to export the data into excel to find out the peak use times of SAS for a particular office or region.

Unsuccessful Login Attempt Report

The Unsuccessful Login Attempt report displays the attempted logins by inactive internal SAS users and external SAS users. The data displays inactive internal SAS users that are on the FAA domain that attempt to login, active external SAS users that attempt to log in with an incorrect password, and inactive external SAS users that attempt to log in.

User Account Change Report

The User Account Change report displays records of internal and external SAS user accounts have been enabled, disabled, or modified.

Document Management

SAS Automation's Internal Document Management is where you can:

View and disposition documents that applicants have submitted as part of initial certification.

Note: Files uploaded by CH/As are not visible to internal users until they have been submitted.

View in one place all files that have been attached to a CH/A's configuration change requests, DCTs, and AITT records.

Store and view other CH/A-related files in Custom Folders that you create.

Note: The only files stored in Document Management are those listed above. Documents sent and received as attachments to SAS communications are not stored in Document Management.

Document Management Permissions

To access a CH/A's Document Management files, you must be either:

A member of its CH/A Team, or...

An FLM or OM in the CH/A's CHDO

Further, only the creator of a Custom Folder can modify its contents.

The Document Management Page

To open the Document Management page, from the SAS menu, select Document Management. Then select the CH/A whose files you want to view.

The page consists of two parts:

Document Folders (on the left)

The File List (on the right)

Document management folders

The left side of the page lists the folders in which documents are stored:

The Formal Application folder is where applicants can upload documents required for the formal certificate application.

The Other Certification folder is where applicants can upload documents that support the certification process but are not part of the formal application.

The Configuration Changes, Data Collection, and AITT (the COS) folders display documents added as attachments to those module screens. These folders are read-only; you cannot add to or modify their contents in Document Management.

Last are listed any custom folders that were created for the CH/A, with newer folders at the top.

The Document List

The right side of the page lists the documents in the current folder. This is where you can select a document to view or work with. The columns in the document list vary according to the current folder.

To view a document in the list, simply click its file name.

Working with Documents

What you can do with a file in Document Management depends on the folder it resides in and your role.

For Files In

CH/A Team Members Can

Office FLMs and OMs Can

Formal Application or Other Certification

View and disposition files

View files

Configuration Changes, Data Collection or AITT

View files

View files

Custom Folders

Create Custom Folders

Upload, delete, move, and view files in the Custom Folders they create

View files in team folders

View files

COS Documents

Cos documents (those stored in Configuration Changes, Data Collection or AITT) are file attachments from these SAS screens/tabs.

Module

Tab/Screen

AITT

AITT Actions

AITT Events

AITT Hazard Classification

Configuration

Configuration Changes

Data Collection

Planned Assessments screen on CAP (Add DCTs)

Common Data Fields

DCT Questions/Answers

Initial Certification folders

The following section lists the documents that you will submit to FAA, depending on the 14 CFR Part that you are applying for. Some documents are required, other documents are optional.

For documents where Required equals:

Yes, the document is required as part of the formal application.

Yes, Conditionally, the document may be required in certain instances but need not be present for other required documents to be submitted.

No, the document is not required as part of the formal application.

Part 121 Formal Application

All required documents must be uploaded before the batch can be submitted.

Document

Description/Notes

Required

121 Applicant Quality Audit

Yes

Aircraft Information Form

Yes

Aircraft Lease or Proof of Ownership

Yes

Company Manuals and Programs

Yes

Corporate Documents

Same as 135s Corporation Papers

Yes

Current Aircraft Equipment List

Yes

Evidence of Economic Authority Request

Yes

Facility Lease Agreements or Proof of Ownership

Yes

Formal Application Letter

Yes

Initial Cadre Check Airman Training Plan

Yes

Layout of Passenger Accommodations

Yes

Qualification Summary-Chief Inspector

Yes

Qualification Summary-Chief Pilot

Yes

Qualification Summary-Director of Maintenance

Yes

Qualification Summary-Director of Operations

Yes

Qualification Summary-Director of Safety

Yes

Quality Audit Form-Chief Inspector

Yes

Quality Audit Form-Chief Pilot

Yes

Quality Audit Form-Director of Maintenance

Yes

Quality Audit Form-Director of Operations

Yes

Quality Audit Form-Director of Safety

Yes

SMS Safety Policy

Yes

SMS Safety Risk Management

Yes

Status of Drug and Alcohol Program

Yes

Status of Environmental Assessment

Yes

Status of Hazardous Materials Program

AKA Dangerous goods procedures manual and training program

Yes

Status of Security Program

Yes

Part 121 Other Certification

The table below lists non-required documents that may be uploaded and submitted to support the certification process. If you wish to include these documents, they must be uploaded to the Other Certification Documents folder. They can be submitted individually.

Document

Description/Notes

Aircraft Configuration Control Document or equivalent

Aircraft Conformity-Letter of Correction

Aircraft Document Request List

Ditching Plan

Emergency Evacuation Plan

Letter of Authorization

Other

Proving Test Plan

Part 135 Formal Application

All required documents must be uploaded before the batch can be submitted.

Document

Description/Notes

Required

Company General Manuals (Operations and Maintenance)

No

Deviation or Exemption Request

No

Documents of purchase, contracts, and leases

Yes

Management Qualification Resume - Chief Pilot

No

Management Qualification Resume - Director of Maintenance

No

Management Qualification Resume - Director of Operations

No

Other

No

Schedule of Events

Yes

Training Curricula (many)

Basic Indoctrination, Crewmember Emergency, Pilot (ground and flight to include: initial, upgrade, recurrent, requalification, differences), and Hazmat

No

Part 135 Other Certification

The following documents are additional, non-required documents that may be uploaded and submitted to support the certification process. These documents, if included, must be uploaded to the Other Certification Documents folder. They can be submitted individually.

Document

Description/Notes

Aircraft Checklists

Aircraft Discrepancy Log

Antidrug and Alcohol Misuse Prevention Program

Company Aircraft Operations Manual

Configuration Deviation List (CDL)

Continuous Airworthiness Maintenance

Continuous Analysis and Surveillance Program

Corporation Papers

Deicing and Anti-icing

Evidence of Economic Authority

Exit Row Seating

FAA Approved Airplane/Rotocraft Flight Manual (AFM/RFM)

Flight and Duty Records

Flight Attendant Manual

Form 4507

Maintenance Personnel Training

Maintenance Reliability Program

Maintenance Technical Manual

Minimum Equipment List (MEL)

Noise and Environmental Assessment

Other

Passenger Briefing Card

Pilot Certificate and Medical Certificate

Proof of Insurance

Proving/Validation Test Plan

Seat Removal Training

Security Program

Part 145 Certification Documents

All required documents must be uploaded before the batch can be submitted.

Document

Description/Notes

Required

Application for Repairman Certificate

No

Combined RSM/QCM

Yes, if applicant is not submitting this information as individual RSM and QCM documents

Documentation-Need for Foreign Repair Station

Yes, conditionally

Hazmat Material Training Certification Letter

If repair station or its contractors or subcontractors perform a hazmat-related job function

Yes, conditionally

Letter of Compliance - 145

Yes

List of Makes and Models of Items to be Maintained

No

List of Propellers

No

Other

No

Quality Control Manual (QCM)

Can be combined with RSM

Yes, if applicant is not submitting this document as a combined RSM/QCM

Repair Station Manual (RSM)

Can be combined with QCM

Yes, if applicant is not submitting this document as a combined RSM/QCM

Specification for Specialized Services

No

Training Program

Yes

For additional information about Document Management in SAS, see the Document Management chapter.

Formal Application Documents

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

Pre-Certification Phase: During the pre-certification phase you upload the formal application documents. If necessary, you can re-upload a new version of a previously uploaded document. When all required documents are ready for review, submit them to the FAA.

Formal Application Phase: In the formal application phase the FAA conducts a preliminary review of submitted documents. Based on that review the FAA may issue an initial approval of the documents or return one or more to you for correction and resubmission.

Each 14 CFR part has a list of required documents that must be submitted as part of the Formal Application document submission.

The Formal Application folder document category lists are updated based on policy.

Required documents are denoted in the Formal Application folder with a red asterisk.

Document Compliance (Design Assessment): During the document compliance phase the FAA conducts a formal review of the design assessment. As in the formal application phase, the FAA may issue an approval of the documents or return one or more to you for correction and resubmission.

Other Documents Supporting the Application Process

Other documents supporting the application process but not required for the package submission can be uploaded to the Other Certification folder. These pass through a simpler review process. They can be uploaded and submitted on an individual basis.

Submitting Documents

When an applicant submits an uploaded document two things happen:

The document is accessible to FAA review

SAS automatically notifies the FAA that the document is ready to review

Required documents, documents required as part of the formal application process must be submitted collectively Once all the required documents are uploaded to SAS the Submit button for the Formal Application folder (on the Document Management page) is enabled to allow submission to FAA.

Resubmitting Documents

Once documents have been submitted all the documents will be marked with Submitted status. After documents are submitted they cannot be uploaded, deleted, or resubmitted until the entire package is returned from FAA. If a set of documents is returned the documents status will change to Returned. Once the set is returned the user can revise the set of documents in order to resubmit to FAA. This process can go back and forth as long as necessary.

How to Disposition Documents

As part of initial certification, applicants using the SAS External Portal submit formal certification and other documents to the FAA. After the documents are submitted, they appear in SAS Automation's Document Management, where the applicant's Certification Team can review and disposition them.

Submitted documents appear in either the Formal Application or Other Certification folder, according to their document type. Formal Application documents must be submitted as a group. Other certification documents can be submitted individually. SAS sends a notification to the CH/A team when an applicant has submitted a document.

Disposition Options

When you disposition a document, you have the option to:

Approve it (for review)

Return it (to the applicant for correction)

When you return a document, the applicant receives a notification in SAS and can then resubmit the document, after making any changes you requested,

Initial Certification Document Status

Initial Certification documents display a status, alerting you to their current state. Possible statuses are:

Status

Description

Submitted (New)

The applicant has submitted the document for review.

Submitted (Modified)

The applicant has re-submitted the document for review.

Terminated

The applicant has terminated the document.

Accepted for Review

The FAA has accepted the document for review.

Returned

The FAA has returned the document to the applicant for correction.

How to Disposition a Document

Note: These instructions assume that you have already viewed and determined a course of action for the file you want to disposition.

From the SAS menu, select Document Management. The Document Management page opens.

Select the applicant.

Select the certification folder, Formal Application or Other Certification.

Select the document by checking its check box.

Click Disposition. The Disposition Document dialog box opens.

Select the disposition option: Approve or Return.

Optionally, enter a comment.

Click OK.

How to View a File's Version History

Document Management maintains a version history of files uploaded to:

The Formal Application and Other Certification folders

Custom folders

A new version history is created whenever you or a CH/A upload a file with the same name and type as an existing file in the folder. For each upload of a given file, its version history stores:

The uploaded version of the file.

Upload details such as the uploader's name and the upload date/time.

An automatic system version number, starting at 0.1 and progressing as 0.2, 0.3 and so on. This number is independent of the optional version number you can enter when you upload a file.

Note: Case-sensitivity is not considered in determining if a file name is unique.

Note: If you delete a file its entire version history is deleted with it.

How to View Version History

To view a file's version history:

In Document Management, open the folder containing the file you want to view.

Check the box to the left of the file.

Click Version History. The Document Version History dialog box opens.

To view a particular version of a file, click its System Version link.

How to view CSOP documents in Document Management

Any user with the ability to view the Document Management section for a given CH/A, logs into the SAS Internal and navigates to the Document Management screen.

Select the applicant from the CH/A dropdown.

Select the Pre-application Information /CSOP folder.

Click on a hyperlinked the document. The document is opened but non-editable.

Document limitations

File Size

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

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

File Types

Extension

Type

.bmp

Bitmap images

.doc, .docx

MS Word documents

.gif

GIF images

.html

HTML documents

.jpg, .jpeg

JPEG images

.pdf

PDF documents

.ppt, .pptx

PowerPoint documents

.rtf

Rich Text documents

.tif

TIF images

.txt

Text documents

.xls, .xlsx

Excel spreadsheets

Moving and Deleting Documents

Only files in custom folders can be moved or deleted.

Create custom folders

As necessary, you can create one or more custom folders for individual CH/As. These can be used to store documents that do not apply to the default SAS document folders.

Custom folders are only visible to internal users; they are not visible to CH/As.

Once created, a custom folder cannot be deleted, nor can its name be changed.

To add a custom folder:

From the SAS menu, select Document Management. The Documents Management page opens.

Select the CH/A for which you want to create a new folder.

Click New Folder. A new folder appears in the list of folders on the left side of the screen. The cursor is automatically positioned next to it, allowing you to enter a name.

Enter a name for the new folder. Press Enter.

Note: If the name of the new folder matches that of an existing one, SAS automatically adds a number in parentheses to the name (for example, Folder (1), Folder (2), and so on).

How to Upload a Document

As necessary, you can move documents from one custom folder to another for a given CH/A if you were the creator of the custom folders. You cannot add, move or delete files from a team member's Custom Folder, but you can view their folders and files.

Note: Custom folders are the only folder type you can upload files to. Files in the certification folders are uploaded by applicants (or their proxy) as part of initial certification. Documents in the Configuration Changes, Data Collection, and AITT folders are attachments to records that are filed automatically by SAS and are always read-only.

To upload a document:

From the SAS menu, select Document Management. The Document Management page opens.

Select the CH/A for which you want to move a document.

Select the custom folder to which you want to upload a file.

Click Attach Document. The Upload Document dialog box opens.

Browse to and select the file you want.

Optionally, add a version number and/or a comment.

Click Upload.

Note: SAS will warn you should your upload fail for any reason (e.g., due to a loss of network connectivity or if the file becomes unavailable during the upload).

How to Move Documents Between Custom Folders

As necessary, you can move documents from one custom folder to another for a given CH/A if you created the custom folder and uploaded the documents as part of the CH/A Team.

Note: Custom folders are the only folder type that you can move files to or from. Files in other folders cannot be moved or deleted.

To move a document from one folder to another:

From the SAS menu, select Document Management. The Document Management page opens.

Select the CH/A for which you want to move a document.

Select the custom folder from which you want to move files.

Select one or more target files by checking their check boxes.

Click Move Document(s). A dialog box opens, prompting you to select the destination folder.

Select the destination folder and click Move.

Note: If the destination folder contains a file identically named to the one you are moving, it is NOT overwritten; after the move both files will exist in the destination folder.

How to Delete Files in Custom Folders

As necessary, you can delete files in custom folders if you created the Custom Folder and added the documents.

Note: Custom folders are the only folder type that you can delete files from. Files in other folders cannot be deleted. Nor can any file in Document Management be renamed.

To delete a file:

From the SAS menu, select Document Management. The Documents Management page opens.

Select the CH/A for which you want to delete a file.

Select the custom folder from which you want to delete files.

Select one or more target files by checking their check boxes.

Click Delete Documents. A dialog box opens, prompting you to confirm the deletion.

Click OK.

User Preferences

SAS User Preferences allow you to tailor certain aspects of your SAS environment. The current SAS release contains a limited number of user preferences.

Not all preferences are available to all users. Your SAS role determines which preferences are available to you.

Preference

Controls

Options

Default Setting

Available To

Email Notifications

Whether SAS also sends an email alert to your FAA email address whenever it sends you a Broadcast or Notification.

Opt In/Opt Out

Opt In

All users

CH/A Groups

Principal Inspectors can create custom groupings of the assigned CH/As. These custom groups appear in the CH/A drop-down lists in screens and tabs where the SAS display can be filtered by CH/A. Selecting a group filters the display to show only the CH/As in that group.

Create any number of groups.

None Defined

PIs only

Due Date Reminder

Whether SAS sends you a SAS Notification as a reminder prior to an assessment's due date. Value determines how many days in advance of the due date the Notification is sent.

Any whole number representing calendar (not work) days. Enter 0 to receive no Notification.

None Defined

PIs only

Default Report View

Which report is expanded by default on the AAA > Analyze Data tab.

Findings Report
Responses By Questions Attributes
Responses Listed By DCTs
Historical Data

Findings Report

PIs only

How to set SAS User Preferences

To set your SAS user preferences:

From the SAS menu, select User Preferences. The SAS User Preferences screen opens.

Note: The image below is what you will see if you are a PI. Other users will only see Email Preferences as an option.

Click the Edit link for the preference you want to set.

For Email Preferences, select the radio button that indicates whether or not you want SAS communications forwarded to your FAA email account. Click Save Changes.

If you are a PI, you can set these additional preferences:

For CH/A Groups, to create a group, give it a unique name then use the >> button to add CH/As to the Selected CH/As box. When you are done, click Save Changes.

To modify a group, click the group's link. The CHs populate below. Then use the >> or << button add or remove CH/As from the group. When you are done, click Save Changes.

To delete a group, check the box next to its name and click Delete CH/A Groups.

For Due Date Reminder, enter the how many days before an assessment's due date you want to receive a reminder. Enter 0 to receive no reminder. Click Save Changes.

For Default Report View, select the report you want maximized by default on the AAA > Analyze Data tab. Click Save Changes.

AXH in SAS

The Office of Hazardous Materials Safety (AXH) is an office within the FAAs Office of Security and Hazardous Materials Safety (ASH). AXH inspectors are tasked with overseeing the safety of certificate holders with regards to the carriage and use of hazardous materials in accordance with Title 49 CFR Parts 171, 172, 173, and 175.

The following office based jobs can be assigned to AXH users. The functions associated by default with these jobs are the same functions associated with the equivalent AFS job.

Abbreviation

Description

AFS Equivalent

Purview

HM FLM

Hazmat Front Line Manager

FLM

HM FLMs can assign ADG resources to planned ADG DCTs; Data Review of ADG DCTs regardless of whether submitted by ADG or AFS users

HM OM

Hazmat Office Manager

OM

HM OMs have the same purview as FLMs, plus CAP Resource Concurrence

HSI

Hazmat Safety Inspector

ASI

HSIs can only perform DCTs to which they are assigned. If assigned as an individual they can also submit completed DCTs. If assigned as a team member they can submit completed DCTs only if they are also designated as the Team Lead.

HSA

Hazmat Safety Assistant

ASA

HSAs can perform DCTs assigned to any ADG HSI but cannot Submit them

HM Office Admin

Hazmat Office Administrator

Office Administrator

HM Office Admins can assign both office and CH/A based jobs to any ADG users, with the exception of Authoring jobs and the Super Administrator

AXH Authoring

[Which Function: Author MLFs]

SAS allows AXH users to enter of the Criticality value (H - High, M - Medium, and L - Low) for AXH elements in the Authoring Environment for each AXH Peer Group. For AXH users, SAS also displays the criticality value in the criticality column of the CAP.

How to Adjust the Criticality Value in the MLF

Navigate to the Data Collection Tools (DCTs) from the Authoring section of the SAS Flyout menu.

From the Criticality column of the corresponding element, you may click on the dropdown to change the criticality value to H for High, M for Medium, or L for Low.

Click the Save button once your choice has been made.

How to Set SP DCT Question Label and Referenceses

Same as in the Authoring Chapter, please refer to SP DCTs in Authoring.

AXH Configuration Data

This section describes the differences in entering and editing Certificate Holder/Applicant (CH/A) configuration data for AXH users. For any actions not described in this section, AXH users should refer to the Chapter on Configuration Module 1.

A CH/A's configuration data is the set of unique characteristics or attributes that define what the CH/A does. Configuration data includes, for example, basic information about a company's base of operations and senior management, its route structure, fleet type, fleet size, and domestic versus international operations.

SAS will not allow AXH DCTs to be created in Initial Certification or Configuration Change

Operations specifications document how certificate holder operations are conducted. Configuration Data is maintained by AFS PIs only.

Vitals include information about the company's base of operations and senior management, its route structure, fleet type, fleet size, domestic versus international operations, Extended Operations (ETOPS), and so on. The Hazmat Principal Inspector is maintained by the HM Office Admin using the User Administration function.

Note: See the Vitals Data Fields lists in the Reference section of this document for descriptions of all of the configuration data Vitals fields.

Based on a CH/A's configuration data, SAS creates the Operating Profile (OP). The OP is a list of the functions that a CH/A performs, along with applicable regulatory requirements, hazards analysis, configuration information, and performance history. Based on the OP, the FAA can then plan and resource assessments tailored to the CH/A.

How to view a CH/As AXH Operating Profile

From the SAS Menu, select Configuration Data. The Configuration Data screen opens.

Select the appropriate CH/A. If the user is not an HM PI, select the Expanded View checkbox and type in the name of the CH/A whose Operating Profile, then select the CH/A.

Navigate to the Operating Profile tab

The user is able to switch between the DA and PA views, and the Summary and Question Views.

How to view the Effect of a Configuration Change on a CH/As AXH Operating Profile

From the SAS Menu, select Configuration Changes

Select the appropriate CH/A. If the user is not an HM PI, select the Expanded View checkbox and type in the name of the CH/A whose Operating Profile, then select the CH/A.

User requests to view changes in Configuration Data tab

User requests to view the impact on the ADF Operating Profile (Recommended Questions).

User selects an element that has been Added or Modified and request to View the Associated Questions

AXH Planning & Resource Management

[Which Function: Manage CHAT]

This section describes the differences for AXH users on how to plan, resource, and approve assessments. For any actions not described in this section, AXH users should refer to Chapter 5: Planning & Resource Management.

The table below lists the assessment types in SAS, and their availability to AXH on the CAP. The table also indicates which assessments can be assigned to teams.

The conditions for enabling the Submit button on the CAP are listed below. If none of these conditions apply, then the button should be disabled.

Rule ID

Condition

Notes

BR-ADG-CAP-003.a

User is an HM PI

BR-ADG-CAP-003.b

Page is in Regular view (i.e., not expanded) and the selected PI/CPM is the current user

BR-ADG-CAP-003.c

HM PI has made one or more changes to the CAP since the last time the HM PI submitted it.

Note, in particular how this rule applies to the initial condition when the HM PI visits the CAP for the first time. Since the CAP has never been submitted, the Submit button is disabled.

This is different from the AFS behavior, where the CAP will (usually) be populated with one or more system added SPAs, and the first time that an AFS PI visits the CAP, the Submit button is enabled.

The table below summarizes what AXH Jobs can be assigned work. The rules also apply to the AXH Jobs that the HM PI can recommend on the CAP. Note that HM PI is not listed, since a HM PI must also be an HIS

Differences in Viewing a CHAT as an HM PI

An AXH user will have read-only access to the CHAT

When an HMPI is logged in, the Specialty will be set to Operations and the PI/CPM dropdown will be be set to HMPIs only.

For non HPMI, the PI/CPM Dropdown from the CHAT Screen will include PMIs, PAIs, POIs, but will not include HMPIs

AFS PI is limited to AFS Options

The AXH CHAT screen has an Organization column that will identify the CHAT record as either AFS or AXH.

However, in Expanded View, a search will return all organizations as well as PMIs, POIs, PAIs, and HMPIs.

HM PI can assess risk using current tools that AXH uses outside of SAS and can adjust the due date of ASH inspections planned on the CAP accordingly.

AFS Risk Factors in the Update CHAT Screen

You may notice from the screen below that the Org designation is displayed in the Update CHAT screen for AXH users.

In the Component Factor column, SAS displays the Risk Factors that are specific to ADG

The PI Options on the right side may contain MLFs that are specific specific to ADG and scoped to the CH/A

Under the Uncertainty Component/Factor, there is a No Additional Risk Identified Risk option. Use this method in order to submit the CHAT with no selected risk indicators. The PI risk options are: 1- Minimal, 3- Low, 6 Mdeium, and 10 High. Under PI Options, you may select No Action Required if this is the case. If you decide to click on the No Additional Identified Risk hyperlink, you will have the option to enter optional comments and save.

Note: If you attempt to submit/add a risk factor that already exists (duplicate), the system will prompt you whether you would like to add the item again or retain the previous item.

Differences in Viewing the CHAT Report Screen

The CHAT Report Screen will feature an Organization Search Filter at the top.

There is an additional Organization column in the CHAT Report Screen.

The CHAT Report will contain AXH Risk Factors

Hovering over each record with you cursor will also briefly display the organization.

Differences in the AXH CAP

AXH CAP does not have an API. Assessments on the AXH are sorted first by Due Date, then Criticality, when a user clicks the Sort by API button.

Assessments in the current quarter will have a resource order and that resource order is applied to all DCTs within a given Assessment. When viewed in RWL that Resource Order is taken from the parent Assessment and displayed beside each DCT in RWL.

The AXH HM PI and AFS PI will have separate CAPs for the same certificate

Only AXH related elements can be added to the HM PIs CAP

AXH will not have the ability to add En Route or Random Inspections to the CAP

SAS will not auto-schedule SPAs, since AXH does not have any SPAs

There is no organizational selector on the CAP page, so expanded view will list AFS PIs as well

Drop-down for the PI/CPM limits the list to PI/CPMs in the users office

SAS displays the AXH Element Criticality (H, M, L), which is set in the Authoring Environment, in the Criticality column of the CAP. The columns in the AXH CAP are displayed in the following order: Criticality, Due Date, MLF Label, and CH/A, as seen in the image below.

How to Add Assessment to CAP as an HM PI

SAS displays the CAP Calendar View, listing assessments for CH/As currently assigned to the HM PI.

User requests to add an assessment. SAS opens the Add Assessment dialog.

User enters basic information about the assessment (CH/A, Type of Assessment, etc.) SAS opens the Assessment details dialog, initially populated with a single DCT. HM PI cannot recommend Shared ASI.

User enters additional details about the assessment (Due Date, Common Instructions, etc.)

User optionally adds additional DCTs. SAS adds additional blocks for each DCT added.

User enters details about each DCT (Recommended Resource, Location, Priority Column etc.). Note: Assessments in the current quarter will have a resource order and that resource order is applied to all DCTs within a given Assessment. When viewed in RWL that Resource Order is taken from the parent Assessment and displayed beside each DCT in RWL.

User saves the assessment. SAS adds the assessment to the CAP and redisplays the CAP. User optionally repeats steps to add additional assessments.

How to Submit the CAP as an HM PI

SAS displays the CAP Calendar View, listing assessments for CH/As currently assigned to the HM PI.

The User removes any filters that have been applied to the CAP. SAS enables the ability to submit the plan.

The user submits the CAP. SAS indicates that it is submitting the plan and redisplays it. The ability to submit the plan is disabled. SAS notifies the HM FLM and HM OM that the plan has been submitted. Note: when the AXH CAP is submitted, an AFS Inspector can view the AXH CAP using the Expanded View option. AXH will use the same CAP symbols as AFS.

How to Assign Resources as a Manager

SAS displays the Resource Work List for the selected HM PI. DCTs where the Resource Name is disabled indicate a DCT that has already been completed or auto-closed. Any HM FLM or HM OM can assign any HSIs. There are no shared ASI for AXH users. Team DCT rules are the same as AFS. Resources Not Available (RNA) options also remain the same. An unassigned resource status and a ready for assignment status both indicate that they have not yet been assigned. There is also an option of selecting All in the PI/CPM drop-down on the Resource Work List tab. This option is only available for AXH users only.

The user assigns makes appropriate resource assignments/ reassignments to DCTs that allow it. For each DCT SAS newly assigned or re-assigned, SAS indicates that the update is pending.

User submits the assignment / reassignment updates. SAS makes the updates.

AXH Data Collection

This section describes the differences in entering and editing Certificate Holder/Applicant (CH/A) configuration data for AXH users. For any actions not described in this section, AXH users should refer to Chapter 6: Data Collection.

The table below summarizes access rights to AXH Data Collection Tools by User. The table refers to access rights within the Data Collection module.

DCT Type	HM PI	HM FLM	HM OM	HSI	HSA	HM Office Administrator
Element Design Assessment (EDA) or Element Performance Assessment (EPA)	Complete and Submit	Complete and Submit	Complete and Submit	Complete and Submit	Complete only	Read only
Custom DCT	Complete and Submit	Complete and Submit	Complete and Submit			

Complete and Submit

Complete only

Read only

Dynamic Observation Report (both AFS and ADG DORs) Created by User

Complete and Submit

Complete and Submit

Complete and Submit

Complete and Submit

Complete and Submit

Complete and Submit

DCT (any type, including both ADG and AFS DORs) created by another User in the office

Read only

Read only

Complete and Submit

Read only

Complete only

Read only

System

Complete and Submit

Complete and Submit

Complete and Submit

Complete and Submit

Complete only

Read only

Sub-system

Complete and Submit

Complete and Submit

Complete and Submit

Complete and Submit

Complete only

Read only

The DCT types that use a Pre-Inspection Checklist are summarized in the table below

DCT Type	Pre-Inspection Checklist Applies?
Element Design Assessment (EDA)	Yes
Element Performance Assessment (EPA)	Yes
Custom DCT	No
Dynamic Observation Report (DOR)	No
System	No
Sub-System	No

Items on the AXH Pre-Inspection Checklist are listed in the table below

#	Checklist Item
1	Review and ensure that you understand the PI or CPM instructions
2	Review and ensure you understand the DCT questions
3	Review and ensure you understand the DCT Purpose and Objective statements
4	Review the Specific Regulatory Requirements (SRRs)
5	Review FAA guidance
6	Review the CH/applicants policies, procedures, and instructions as applicable to the assigned DCT
7	Review the results of previous design and performance assessments

The table below indicates which AXH DCT types support PI Alerts, and who is alerted

DCT Type	PI Alert	Who is notified
Element Design Assessment (EDA)	No	n/a

Element Performance Assessment (EPA)

Yes

HM PI

Custom DCT

No

n/a

Dynamic Observation Report (DOR)

No

n/a

System

Yes

HM PI

Sub-System

Yes

HM PI

How an AXH user Prepares DCT

From the SAS menu, select Data Collection [Module 4] > Select DCT. The DCTs tab opens.

Click the label or title of the DCT you want to work on. The DCTs tab opens, where you can prepare for data collection.

Tip: The Select DCT tab provides an easier way for you to work on multiple DCTs without having to go back to your IWP.

Note: If you are a field user, the Expanded View check box displays to enable you to view DCTs for CH/As and inspectors outside your office.

How an AXH User Completes and Submits DCT

Select a DCT to work on.

User selects an ED DCT, EP DCT, or SP DCT that has not yet started.

SAS opens the Prepare DCT page. The page provides additional information (instructions, regulations, etc.)

User reviews the information and continues to next page.

User acknowledges that the checklist items have been completed. SAS indicates that it is locking the DCT, and opens the Enter Common Data Fields page

User enters values for the Common Data Fields. See chapter of Data Collection for more information on Common Data Fields.Note: some AFS fields are not required for AXH users.

User selects the Perform DCT page. SAS opens the Perform DCT page listing the questions associated with the selected DCT

User responds to all questions, and provides additional detail as needed.

Optionally, user may mark responses to alert the PI.

User continues to the Check DCT page. SAS opens the Check DCT page, listing any errors in the Common Data Fields and Perform DCT pages. At any point in previous steps, the user can elect to Save the DCT and close the browser to navigate away.

User repeats steps until all errors have been addressed.

User continues to the Submit DCT page. SAS opens the Submit DCT page listing all DCTs assigned to the user that have been completed, but not yet submitted for Data Quality Review, including the DCT just competed.

User selects the DCT and submits it for Data Quality Review. SAS indicates that it is submitting the DCT for Data Quality Review and removes the DCT from the list.

How to Perform a DCT

Same as in the Data Collection Module 3, except note that the following DCT types are not permitted

En Route

Random

How to Use Check DCT

Same as in Data Collection Module 3

How to Submit a DCT (for Data Quality Review)

Same as in Data Collection Module 3

About Custom DCTs and DORs

This works the same as described in Create DCTs/Activities.

AXH Completing and Submitting a DOR

This works the same as described in Completing and Submitting a DOR. Note: This can only be performed if an AXH user created an AFS DOR. The DOR cannot include both AXH and AFS questions together. An AFS user cannot enter an AXH DOR.

AXH Creating a PI Custom DCT

Creating a custom DCT in AXH works the same as described in Creating a PI Custom DCT

Individual Work Plan in AXH

IWP tiles that will not be displayed for AXH:

Config. Mgmt.

Initial Certification

IWP tiles that will be displayed:

DCT

Perform AAA

Plan Resourcing

CAP Concurrence

Data Review DCT

Action Items

Neg. Findings CH/A

AXH Analysis, Assessment, & Action

This section describes the differences for AXH users on how to analyze the results of assessments and plan any resulting actions in SASs Analysis, Assessment & Action (AAA). For any actions not described in this section, AXH users should refer to the Analysis, Assessment, and Action (AAA)

The table below summarizes action types available to AXH from within the AAA module.

#	Action Type
1	Held Meeting
2	Sent Letter to CH/A
3	Called CH/A
4	Emailed CH/A
5	CH/A Responded
6	NSA Responded
7	Counsel
8	Other

The table below summarizes event types available to AXH from within the AITT module. Currently these are the same as for AFS.

DCT Type	Rolls Up To
Element Design Assessment (EDA)	EDA
Element Performance Assessment (EPA)	EPA
Custom DCT (not assessed on its own)	One or more EDAs or one or more EPAs, depending on the questions selected
Custom DCT (assessed on its own)	Custom DCT Assessment
Dynamic Observation Report (DOR)	One or more EPAs, depending on the questions selected

How an HM PI Performs AAA

Performing a AAA works the same as described in Analysis, Assessment, and Action (AAA)

Ad Hoc Assessments

This works the same as in Ad hoc assessments

AXH User Administration

This section describes the differences for AXH users on how to manage user accounts in SAS. For any actions not described in this section, AXH users should refer to Chapter 9: User Administration.

The following office based jobs can be assigned to AXH users. The functions associated by default with these jobs are the same functions associated with the equivalent AFS job. AXH users are all in one office, however they may work on certificates in any office.

Abbreviation

Description

AFS Equivalent

Purview

HM FLM

Hazmat Front Line Manager

FLM

HM FLMs can assign ADG resources to planned ADG DCTs; Data Review of ADG DCTs regardless of whether submitted by ADG or AFS users

HM OM

Hazmat Office Manager

OM

HM OMs have the same purview as FLMs, plus CAP Resource Concurrence

HSI

Hazmat Safety Inspector

ASI

HSIs can only perform DCTs to which they are assigned. If assigned as an individual they can also submit completed DCTs. If assigned as a team member they can submit completed DCTs only if they are also designated as the Team Lead.

HSA

Hazmat Safety Assistant

ASA

HSAs can perform DCTs assigned to any ADG HSI but cannot Submit them

HM Office Admin

Hazmat Office Administrator

Office Administrator

HM Office Admins can assign both office and CH/A based jobs to any ADG users, with the exception of Authoring jobs and the Super Administrator

The following rules limit the assignment of specific jobs and combinations of job.

Jobs

Rule

HM Office Admin

This job can only be assigned by another HM Office Admin, or a SAS User assigned the SAS Super Administrator job

HSI, HSA

A user cannot be assigned both jobs at the same time

No job assigned

Except for when first added, an ADG user must have at least one job. Having once been assigned a job, it is not allowed for all jobs to be removed.

The following rules limit the assignment of CH/A based jobs

Jobs

Rule

HM PI

The HM PI job can only be assigned for CH/As operating under 14 CFR parts 121, 121/135, and 135 having a certificate status of Active or Suspended

HM PI

The HM PI job can only be assigned to a user who also has the HSI job

Differences in Functions for AXH Users

The roles and functions are similar to AFS (please refer to the following section: Roles and Functionality) However, there exists some additional functions for AXH users in the table below:

Add ORE Action

Enables user to add an ORE action

Add ORE Event

Enables user to add an ORE event to an action

Close ORE Action

Enables user to close an ORE action

Configure PAX Discrepancy

Provides user with edit rights in AXH Letter Templates and AXH Discrepancy Reporting utilities

Delete ORE Event

Enables user to delete an ORE event

Disposition PAX Discrepancy

Enables user to disposition a PAX discrepancy

Edit ORE AAA Incident

Enables user to edit an ORE incident in AAA

Edit ORE AAA Inspection

Enables user to edit an ORE inspection in AAA

Edit ORE AAA Permit

Enables user to edit an ORE permit in AAA

Edit ORE Action

Enables user to edit an ORE action; includes relating an ORE action to one or more other ORE actions

Edit ORE Event

Enables user to edit existing ORE events

Manage ORE CAP Incident

Enables user to add/edit/delete an ORE incident in the CAP

Manage ORE CAP Inspection

Enables user to add/edit/delete an ORE inspection in the CAP

Manage ORE CAP Permit

Enables user to add/edit/delete an ORE permit in the CAP

Reopen ORE AAA Incident

Enables user to reopen an ORE incident in AAA

Reopen ORE AAA Inspection

Enables user to reopen an ORE inspection in AAA

Reopen ORE AAA Permit

Enables user to reopen an ORE permit in AAA

Return ORE Incident DCT from AAA

Enables user to return an ORE incident DCT from AAA

Return ORE Inspection DCT from AAA

Enables user to return an ORE inspection DCT from AAA

Return ORE Permit DCT from AAA

Enables user to return an ORE permit DCT from AAA

Submit ORE AAA Incident

Enables user to submit an ORE incident in AAA

Submit ORE AAA Inspection

Enables user to submit an ORE inspection in AAA

Submit ORE AAA Permit

Enables user to submit an ORE permit in AAA

Submit ORE CAP Incident

Enables user to submit the CAP for an ORE incident

Submit ORE CAP Inspection

Enables user to submit the CAP for an ORE inspection

Submit ORE CAP Permit

Enables user to submit the CAP for an ORE permit

AXH Communication

This section displays the differences for AXH users on how to use SAS's communications features to receive and send messages and alerts. For any actions not described in this section, AXH users should refer to Chapter 10: Communicating in SAS.

The table below lists events that trigger notifications, and who receives them.

Initiated From

Type

Event

HM

FLM

HM OM

HM PI

HSI

HSA

Admin

Conditions

AAA

AAA

ADG Assessment reopened

X

X

For 135 send to all FLMS;
For 121, send only to OM that that the PI reports to.

AAA

AAA

Data Reviewer approves an ADG DCT

X

AAA

AAA

HM PI Return DCT to Reviewer

X

AAA

Data

Review

HM PI Return DCT to Inspector

X

AAA

AITT

Hazard recommendations supplied for an AITT action created by an ADG user

X

AAA

AITT

ADG Action item reaches overdue status

X

Configuration

Certificate Status Change

PI Surrenders Active or Suspended Certificate

X

Configuration

Certificate Status Change

PI Revokes Active or Suspended Certificate

X

Data Collection

Authoring/ Data Collection

ADG DCT Content Changes (due to SAE release) and change accepted by another resource assigned a DCT within the same assessment

X

HSI assigned to the DCT

Data Collection

Authoring/ Data Collection

Inspector has not started working on a custom ADG DCT to which they are assigned and a change is made to the content of the DCT due to authoring release(s)

X

HM PI who created DCT and Inspector assigned

Data Collection

Custom DCT

HSI submits a Custom ADG DCT

X

Data Collection

Data Collection

ADG DOR is Submitted

X

Data Collection

Data Collection

Data Review is Completed on any ADG DCT (Standard or Custom DCT) and is ready for AAA analysis.

X

Data Collection

Data Review

Data reviewer returns DCT: The Inspector who entered the data shall be sent a notification in the system describing the issue. Including Team DCTs.

HSI assigned to the DCT

Data Collection

Submit DCT

Alert Notification should be sent to the PI on an ADG DCT with one or more PI Alerts. The notification is triggered when the DCT is completed and Submitted to Data Review.

X

RWL

Planning and Resourcing

Change resources assigned to an ADG DCT (i.e., swap resource assignments) in the RWL

X

X

User who made change is also notified HM PI is notified individually for each resource assignment.

CAP

Planning and Resourcing

HM PI submits their plan

X

X

SAS Security

SAS Access

ADG User attempts to login with an inactive account

Login User

User Administration

Proxy Assignments

Upon assignment

Proxy User

User Administration

User Details

User with internal user modifier rights modifies an ADG user's account

x

X

Modified User

User Administration

User Profile

User with internal user modifier rights deactivates a ADG user's account

X

Deactivated User

How to View Notifications as an AXH User

An event that triggers a notification has occurred in SAS

Notifications: Depending on who the logged in user is, the set of notifications will differ.

Messages: Will always be empty. AXH users cannot send or receive messages

Broadcasts: AXH users can send broadcasts that are specific to AXH.

Links: Currently the same as AFS links.

Navigate to the SAS home page. Navigate to the Communication Tiles

Click on Notifications icon. SAS maximizes the Notifications tile

Click hyperlinked Notification type. SAS displays the Notification detail

Click on Broadcasts icon. SAS displays list broadcasts sent to AXH users.

How to Create a Broadcast as an AXH User

SAS displays the Broadcast tile summarizing the number of unread broadcasts sent to the user. The tile is minimized by default. Note: this can only be done by authorized creation users.

User maximizes the Broadcast tile

User selects command to add a broadcast. SAS opens the Add Broadcast page

SAS user selects the audience, and in the case of Internal FAA, the offices that should receive the broadcast. SAS prompts use to confirm the request to send the broadcast

SAS confirms the request. SAS posts the broadcast to the selected audience

AXH Document Management

This section describes the differences for AXH users on how to upload documents in SAS and manage them after they are uploaded. For any actions not described in this section, AXH users should refer to Chapter 12: Document Management.

The following folders are pre-defined in SAS. Documents added in other modules are automatically accessible in these folders, depending on the module where the document was attached. The folders cannot be deleted, and documents in these folders cannot be moved to other folders.

Formal Application

Other Certification

Configuration Changes

Data Collection

Action Item Tracking Tool

Differences for AXH Users

Only HM PI can create custom folders to manage documents that are added

AXH FLM and OM have rights to view all CH/As in SAS Documents

AXH HSI does not have view rights.

HM OM, HM FLM, SAS OM, and SAS FLM will be able to view documents created or added by AXH users for any certificate in SAS

How to Attach a Document as an AXH User

SAS displays an option to attach documents. Note that some documents attached to DCTs may be automatically populated here.

User chooses to attach a document. SAS displays both the Pre-Defined and Custom folders (if any) for the selected CH/A

User selects a document of interest. SAS prompts the user to Open or Save the selected document

User chooses to attach a document. SAS opens a dialog to allow the user to select a document from a local drive

User selects a document from a local drive. SAS uploads the document

How to View Documents as an AXH User

SAS displays the Document Management page, defaulting the list of all CH/As to the CH/A that is alphabetically first

In the left hand pane the first folder is selected by default.

In the right hand pane, SAS displays the contents of the folder, if any

User selects a CH/A of interest. SAS displays both the Pre-Defined and Custom folders (if any) for the selected CH/A

User selects a folder of interest. SAS displays a list of documents within the selected folder

User selects a document of interest. SAS prompts the user to Open or Save the selected document.

User chooses to open the document. SAS displays the contents of the document.

How to Create Custom Folders as an HM PI

SAS displays the Document Management page, defaulting the list of CH/As in the users purview to the CH/A that is alphabetically first.

In the left had pane the first folder is selected by default.

In the right hand pane, SAS displays the contents of the folder, if any

User selects a CH/A of interest. SAS displays both the Pre-Defined and Custom folders (if any) for the selected CH/A.

User chooses to create a new folder. SAS enables edit of the folder name.

User provides a name for the new folder. SAS opens the folder and enable the ability to attach documents.

User chooses to attach a document. SAS opens a dialog to allow the user to select a document from a local drive.

User selects a document from a local drive. SAS uploads the document.

How to Act on Documents in Custom Folders as an HM PI

SAS displays the list of documents in the selected custom folder

User selects a document of interest. SAS enables options to:

Attach Document

View History

Move Document

Delete Document

CFR 129s

SAS has been enhanced to support the needs of AXH with respect to non-US certificate holders that operate under 14 CFR part 129. Many of the SAS AXH processes that are documented in the above sections also apply in the case of part 129s and, with a few exceptions, they are not repeated here. Most or the material here deal specifically with 14 CFR Part 129 in AXH.

How to add a new question for a part 129 CH/A and associate it with an MLF

A suitable subsystem MLF element with one or more corresponding DCTs must already have been checked in to the Authoring repository.

User has navigated to the Questions page. SAS displays the Questions page, defaulting the organization to AXH, and lists questions for AXH that have not yet been released, if any.

User creates a new question. SAS opens the Question Context page. The set of Peer Groups on this page includes the Peer Group for Part 129 Foreign Air Carriers.

User provides question context for a non-global question and sets the applicable peer group to Part 129. SAS enables the Associate Question with MLF section.

User associates a question with a single MLF at the element level. SAS enables the Link References & Define Scoping Rule section. SAS enables the Add/Edit Question Details section.

User links regulatory references to the question, defines the scoping rule, and indicates the scoping rule is accurate.

User provides question details (question type, category, question text, etc.) SAS enables the Add/Edit Response Content section.

User provides response details, including associated Response Details list, and checks the question into the authoring repository. SAS checks the question into the repository.

Note: Since only element level questions are allowed, the user should select a Response Detail List that applies to element level questions.

How to export DCTs for Part 129s to FSIMS

User has navigated to the Release Management page. SAS displays the Release Management page listing DCTs for AXH organization applicable to Part 129 operators that are ready for release.

User selects one or more items to be released and releases them. SAS adds the selected items to the release queue.

At a predefined time, SAS checks to see if there are items to be released. If so, SAS generates a zip file of the information to be exported and copies it to a pre-defined location in the FSIMS environment.

How to assign the HM PI for a selected Part 129 CH/A to an AXH user

AXH User must already have been assigned the HSI role. The Part 129 CH/A must not have an HMPI assigned.

User has navigated to the User Details page. SAS displays details of the AXH user to whom the HMPI role is to be assigned.

User opens the page listing existing CH/A assignment for the selected user (if any) and selects the Part 129 CH/A for which the HMPI role is to be assigned. SAS displays the set of CH/A based jobs that can be assigned. The set is limited to the HM PI role.

User selects and assigns the HMPI role to the AXH user and saves the record. SAS notifies the AXH user assigned the HMPI role that their account has been modified.

User selects the HMPI role to assign to the AXH user. SAS notifies the user that an HMPI already exists for the selected CH/A.

How to view the Operations Specifications data (OpSpecs) for a Part 129 CH/A

User has navigated to the Configurations Page, and then the Operations Specifications page. SAS displays the Operations Specifications page, defaulting the CH/A to the one that is alphabetically first in the list of CH/As that the HMPI is assigned to.

User selects a CH/A that operates under 14 CFR Part 129.

User chooses expanded view and enters the name of the CH/A that he/she wants to view. SAS lists CH/As with names matching the entered text.

How to view Vitals data for a Part 129 CH/A

User has navigated to the Configurations Page, and then the Vitals page. SAS displays the Vitals page, defaulting the CH/A to the one that is alphabetically first in the list of CH/As that the HMPI is assigned to.

User selects a CH/A that operates under 14 CFR Part 129. SAS displays the Vitals page for the selected CH/A in read-only mode.

How to create, update, and delete Configuration Data in eFSAS for Part 129 CH/As

User selects a CH/A in Vitals that operates under 14 CFR Part 129. SAS displays the Vitals page for the selected CH/A in read-only mode. The data reflects the most recently updated data in eFSAS.

User chooses expanded view in Vitals and enters the name of the CH/A that has been added in eFSAS. SAS displays the Vitals page for the newly added CH/A in read-only mode.

User navigates to the Operations Specifications page for the same CH/A. SAS displays the Operations Specifications page for the selected CH/A in read-only mode.

User chooses expanded view in Vitals and begins to enters the name of the CH/A has been made inactive in eFSAS. SAS displays the Vitals page for the newly inactivated CH/A in read-only mode.

User views the section of the Vitals data listing the assigned HMPI. An HMPI is not assigned.

How to view the AXH Operating Profile of a Part 129 CH/A

The AXH Operating Profile for the CH/A must already have been generated.

User has navigated to the Operating Profile page. SAS displays the Operating Profile page, defaulting the CH/A to the one that is alphabetically first in the list of CH/As that the HMPI is assigned to, and setting the selected organization to AXH. SAS displays the AXH Operating Profile for the selected CH/A.

User selects a CH/A that operates under 14 CFR Part 129.

User is able to switch between the DA and PA views, and the Summary and Question views. SAS disables the organizational selector for the AFS Organization.

How to add an assessment to the CAP for a part 129 CH/A that you have been assigned responsibility for

The main flow in this section is previously documented in the original AXH sections above. It is included here to contrast with an alternate method where an AFS User is listed as an AFS PI for a part 129 in the Vitals configuration data, but does not have that user role in SAS.

A special case exists for AFS offices that oversee international CH/As. In such cases, a user may be the PMI or PAI for a set of CH/As that includes both part 145 and 129 CH/As, but the CAP will only include the part 145 certificates assigned to them; they will not have, or be able to create, a CAP for any part 129 CH/As.

User has navigated to the CAP. SAS displays the CAP Calendar View, listing assessments for CH/As currently assigned to the HMPI.

User requests to add an assessment. SAS opens the Add Assessment dialog.

User enters basic information about the assessment for the part 129 CH/A (CH/A, Type of Assessment, etc.). SAS opens the Assessment details dialog, initially populated with a single DCT.

User optionally enters additional details about the assessment (Due Date, Common Instructions, etc.).

User optionally adds additional DCTs. SAS adds additional blocks for each DCT added.

User optionally enters details about each DCT (Recommended Resource, Location, etc.).

User saves the assessment. User optionally repeats steps to add additional assessments. SAS adds the assessment to the CAP and redisplays the CAP.

User has navigated to the CAP. SAS displays the CAP Calendar View, listing assessments for CH/As currently assigned to the HM PI. The list of assessments does not include any assessments for part 129 CH/As.

User requests to add an assessment.   SAS opens the Add Assessment dialog.

User enters basic information about the assessment for a CH/A that they are the PI for. SAS does not list any CH/As that operate under part 129.

Other Regulated Entities

AXH has responsibility for oversight of companies that package and handle shipments containing hazardous materials that are transported by air. These entities are not considered CH/As and the FAA does not approve or deny their permission to operate. The term Other Regulated Entities (ORE) is used and does include Repair Stations. AXH ORE does not use the following processes: Initial Certification, Configuration Change, or CHEP. However, the process include two new areas: Incident Response and Special Permits. The following sections provides a step-by-step guide to assist the user in navigating the SAS application for AXH ORE.

Configuration Data

Log in to the SAS Internal Portal as an AXH User and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Configuration Data page. SAS displays the AXH Other Regulated Entities Search/List page with default search criteria.

The Reset and Search buttons are disabled. SAS displays the first 10 OREs matching the selected criteria. The OREs are sorted in ascending order by Entity ID

Make sure you are on the AXH Other Regulated Entities tab.

If you change the search criteria, the Search button becomes enabled in order to perform a search. SAS displays the OREs matching the selected criteria. To go back to the default, click the Reset button.

You may enter text in the Name field in the search field and click the Search button. SAS displays the first 10 OREs where the entered text matches any part of the name

Locate any row, and click the hyperlinked value in the Entity ID column. SAS displays the Configuration Data page for the selected entity in read-only mode. The right-hand pane is positioned to display the General Information section.

Scroll down and review the configuration data fields and values for the selected entity

You can click the hyperlinked section headers in the left-hand pane to jump to the corresponding section.

If you click the AXH Other Regulated Entities tab, SAS will return the user to the AXH Other Regulated Entities Search/List page, with the previously entered search parameters and list of matching entities

If you delete the entry in the Name field and enter text. Click the Search button. SAS will display the OREs where the entered text matches any part of the name. Alternatively, you may also click the Reset button.

How to Add a New ORE

Log in to the SAS Internal Portal as an AXH User and navigate to the AXH Other Regulated Entitles (ORE) > AXH ORE Configuration Data page.

SAS displays the AXH Other Regulated Entities Search/List page with default search criteria. The Create Entity section is displayed below the grid section with radio button options to create entities for:

Shipper

Freight Forwarder

Ground Handler

The Create New button is disabled.

Verify that your Repair Station is not one of the options for new entities that can be created

In this example, we will create a new Shipper entity. To do so, click the Shipper radio button option. SAS enables the Create New button

Click the Create New button. SAS displays the Configuration Data page in edit mode. The Entity Type field is set to Shipper and is not editable

Review the fields in the General Information section. The following fields are blank, and not editable:

Entity ID

Date Added

Date Updated

Updated By

Some of the editable fields are marked with a red asterisk * indicating that they are required. The following fields are marked with a dagger indicating that they can be used for scoping questions and MLFs:

Entity Type

National Coordinated Oversight (NCO) Program

Review the fields in the Risk Factors section. The following fields are blank, and not editable:

AXH Priority Index

Date Computed

Incident Count

Incident Severity (average)

Uncertainty

Previous Inspections

Enter a name for the new shipper in the Name field. SAS enables the Save and Reset buttons.

Enter values in all the required fields in the General Information section, optionally enter values in other fields, then click the Save button. (If any required fields are missing, SAS shall display an error bar at the top of the page listing problems with user input. Page through the errors by clicking the < and > symbols. In the error bar. Click the symbol in the top-right corner of the error bar when done. SAS closes the error bar.)

SAS returns to the Configuration Data page for the selected entity, still in edit mode. The following fields have been populated and remain not editable:

Entity ID

Date Added

Date Updated

Updated By

The Reset and Save buttons are disabled

Change one or more fields in the General Information section. SAS enables the Reset and Save buttons.

If you want to discard the changes made to the fields in the previous test step and reverts to the last saved version of the data, click the Reset button.

Once you change one or more fields in the General Information section, SAS will enable the Reset and Save buttons again. Once you click the Save button, SAS returns to the Configuration Data page for the selected entity, still in edit mode. The Reset and Save buttons are disabled

In the left-hand pane, click the hyperlinked section header for Operating Locations. SAS positions the right-hand pane to display the Operating Locations section. SAS indicates that there are No records available. The Add New Location hyperlink at the top of the grid is enabled

Click the Add New Location hyperlink. SAS displays a pop-up Operating Location Details page in edit mode. Fill in the required fields, marked with a red asterisk *

Click the OK button. If you leave any or all of the required fields blank and click the OK button, SAS will indicate the required fields that have not been entered

SAS accepts the updates and returns to the underlying screen. The new operating location is listed in the grid. The Reset and Save buttons are enabled

Click the Save button. SAS returns to the Configuration Data page for the selected entity, still in edit mode. The Reset and Save buttons are now disabled

Click the AXH Other Regulated Entities tab. SAS returns to the AXH Other Regulated Entities Search/List page, with the previously entered search parameters and list of matching entities

To check if the new entity has been added properly, enter all or part of the name of the newly created entity in the Name field in the search field and click the Search button. SAS displays the list of entities where the entered text matches any part of the name.

Locate the row for the newly created entity and click the hyperlinked value in the Entity ID column. SAS displays the Configuration Data page for the selected entity.

Optionally, repeat the previous series of steps to create new Freight Forwarder and Ground Handler entities.

How to Modify ORE Configuration Data for a Repair Station

Log in to the SAS Internal Portal as an AXH User and navigate to the AXH Other Regulated Entitles (ORE) > AXH ORE Configuration Data page. SAS displays the AXH Other Regulated Entities Search/List page with default search criteria.

In the Name search field enter text for Repair Station name and click the Search button

Locate the row for the repair station.

Click the hyperlinked value in the Entity ID column. SAS displays the Configuration Data page for the selected entity in read-only mode. The right-hand pane is positioned to display the General Information section. The Edit button is enabled.

Click the Edit button. SAS displays the Configuration Data page in edit mode. The Entity Type field is set to Repair Station and is not editable.

Review the fields in the General Information section. Only the following fields are editable:

Satellite?

Tax ID:

National Coordinated Oversight (NCO) Program

The Parent Company field is disabled and blank. Enter values for the fields. Click the Save button. When complete, SAS returns to the Configuration Data page for the selected entity, still in edit mode. The fields have been updated and cannot be edited. The Reset and Save buttons are disabled.

How to Query and view Configuration Data for an Individual

Log in to the SAS Internal Portal as and navigate to the AXH ORE Configuration Data page.

From the Entity Type drop-down list select both the Shipper and Individual entity types. Click the Search button. SAS displays the OREs matching the selected criteria.

Locate a row on the grid where the Entity Type is listed as having a value of Shipper. Click on the hyperlinked value in the Entity ID column

Click the Edit button. SAS displays the Configuration Data page in edit mode. You may now edit the fields.

Planning (AXH ORE)

How an Authorized User (Incident Response PM) can add a new Incident Response Assessment

Using the SAS flyout menu, navigate to the AXH ORE Comprehensive Assessment Plan (CAP) under ACH Other Regulated Entities (ORE).

Click the Add Assessment button below the grid to open the Add Assessment screen. SAS displays the Add Assessment pop-up window. From the Entity Type drop-list, select an option. Select the radio button for Incident Response. Click the Add button.

In the Assessment Details pages, enter values in the following blocks

Offerer: Enter the name and contact information of the individual offering the hazardous material for shipment.

Incident Information: Enter the date that the incident was reported to FAA, and optionally other incident information.

DCT Assignment: Enter the operating location(s) where the investigation should be conducted, and optionally other information for data collection.

Resourcing (AXH ORE)

How to Assign Resources

Log in to the SAS Internal Portal as an AXH User with the Front Line Manager (HM FLM) or Office Manager (HM OM) role and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Resource Work List (RWL).

Click the Timeframe drop-down. SAS displays a scrollable drop-down list of values for Timeframe

Scroll to the top of the Timeframe list and select All. Click the Search button. SAS lists all DCTs matching the selected search criteria. Locate rows for DCTs having a Resource Status of Ready for Assignment. SAS lists all DCTs matching the selected search criteria. You can also filter by Resource Status from the drop-down.

Check the checkboxes in the leftmost column for one or more of the DCTs. SAS enables the Assign button

Click the Assign button. SAS indicates that it is saving the assignment(s) and removes the DCT(s) from the list.

You can locate rows for DCTs having a Resource Status of Unassigned. For any DCT in the grid (Ready for Assignment, Unassigned), click the Resource Name drop-down list. SAS displays a scrollable drop-down list of values for Resource Name . The following values are in the drop-down list, and can be selected:

<AXH User Name>

<RNA Reason>

Unassigned

Team

Select an AXH User from the Resource Name drop-down list, or in the case that an AXH User was already recommended, a different AXH User. SAS checks the checkbox in the leftmost column for the DCT

For a second DCT, you can click the Resource Name drop-down and select an RNA value from the list. SAS displays a Justification for RNA pop-up window

Enter some text in the Justification for RNA text box. SAS enables the Save button

Click the Save button in the Justification for RNA pop-up window. SAS closes the pop-up window and returns to the underlying screen

How to Assign a Team to a Custom DCT

If not already logged in, log in to the SAS Internal Portal as an AXH User with the Front Line Manager (HM FLM) or Office Manager (HM OM) role and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Resource Work List (RWL)

Locate a Custom DCT in the list having a Resource Status of Ready for Assignment or Unassigned

Click the Resource Name drop-down list. Scroll to the end of the Resource Name list and select Team

In the Resources list, select a user and click the Add >> button to add them to the team. Add one or more users from the Resources list to the Team Members list.

In the Team Members list, select a user and click the Add >> button to add them to the Team Coordinator field.

Click the Save button in the pop-up window. SAS closes the Team Assignment pop-up and returns to the Assessment Details window

Click the Assign button

Constraints for Re-assigning Resources

If not already logged in, log in to the SAS Internal Portal as an AXH User with the Front Line Manager (HM FLM) or Office Manager (HM OM) role and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Resource Work List (RWL)

Click the Resource Status drop-down

Change the selection so that only Assigned is selected. Click the Search button

In a row for DCTs has a DCT Status of Not Started. The Resource Name the drop-down list is enabled

In a row for DCTs has a DCT Status of Completed. The Resource Name the drop-down list is enabled

In a row for DCTs has a DCT Status of In Progress. The Resource Name the drop-down list is enabled

If a row for DCTs has a DCT Status of AAA Ready. The Resource Name the drop-down list will be disabled

Data Collection (AXH ORE)

How to Complete and Submit an Inspection DCT

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Select DCT page. SAS displays the Select DCT page, listing the DCTs assigned to the logged in user. The Select a DCT grid identifies the DCTs assigned to the user

You may change the Timeframe filter to different quarters, or select All.

You can also choose filters from the column headers. Here is an example of the DCT Status filter being selected:

Click the Prepare DCT tab. Alternatively, click the Title field to navigate to the next tab. SAS displays the Prepare DCT page.

Note: The page provides instructions entered by the HMPM, links to relevant regulations, policy, and guidance, and may include links to documents if added by the HMPM.

Optionally, click links on this page to review related items.

Click the Continue button. SAS displays the Pre-Inspection Checklist pop-up window

Check the checkbox in this window to confirm completion of the checklist. SAS enables the OK button

Click the OK button. SAS indicates that it is locking the DCT and displays the Enter Common Data Fields page

You must enter values for the required common data fields as these are required fields:

Start Date

End Date

In the left-hand Related Carrier field, type text, and scroll down to select the from the type-ahead list. SAS enables the Add button.

Click the Add button. SAS adds the selected carrier to the right-hand list.

You can also remove the carrier in the right hand list, just select the recently added carrier. SAS enables the Remove button. Click the Remove button. SAS removes the carrier from the right-hand list

Click the (clear) link in the left-hand Related Carrier field. SAS removes the selected carrier from the left-hand field

In the left-hand Related Carrier field, type required text, and select the following from the type-ahead list.

Click the Add button. SAS adds the selected carrier to the right-hand list

Optionally enter values for other fields on the Enter Common Data Fields page as well.

Click the Perform DCT tab. SAS displays the Perform DCT page in the Question Detail View:

The left-hand pane lists the questions that apply to the selected entity. The number of questions completed out of the total number of questions is displayed below.

The right-hand pane is in edit mode and displays the response options for the selected question and associated fields. The first question is selected by default.

Note: The response options are listed in order, with the positive response option listed first followed by negative response options in order of severity.

In the right-hand pane, select a response option and values in required fields. Optionally enter values in other fields as well. SAS updates the number of questions completed out of the total number of questions.

Continue answering questions until SAS indicates that all questions are complete. Click the Check DCT tab. SAS checks the responses and lists questions that had errors, if any. SAS checks if there were any errors on the Common Data Fields page.

If SAS reported items with errors, correct them as needed. SAS removes the items that had errors from the list

Click the Submit DCT tab. SAS displays the Submit DCT tab, listing the DCTs that have been completed by the logged on user but that have not yet been submitted for Data Quality Review. The list includes the completed DCT, and may include other DCTs as well

In the left most column, check the checkbox for the DCT just completed. SAS enables the Submit for Data Quality Review button.

Click the Submit for Data Quality Review button. SAS indicates that it is submitting DCTs and removes the DCT from the list

How to Complete and Submit Special Permit DCT (SP DCT)

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Select DCT page. SAS displays the Select DCT page, listing the DCTs assigned to the logged in user.

The Timeframe page filter defaults to the current quarter.

The Resource page filter defaults to the current user

The Select a DCT grid identifies the DCTs assigned to the user

You may change the Timeframe filter to different quarters, or select All.

You can also choose filters from the column headers. Here is an example of the DCT Status filter being selected:

Select a row where the Title is Special Permit (New) and click the Prepare DCT tab. Alternatively, click the Title field to navigate to the next tab. SAS displays the Prepare DCT page. The page provides instructions entered by the HMPM, links to relevant regulations, policy, and guidance, and may include links to documents if added by the HMPM.

Optionally, click links on this page to review related items.

Click the Continue button. SAS indicates that it is locking the DCT and displays the Enter Common Data Fields page.

Enter values for the required common data fields, these are required fields:

Start Date

End Date

Optionally enter values for other fields as well.

Click the Perform DCT tab. SAS displays the Perform DCT page in the Question Detail View.

In the right-hand pane, select a response option and values in required fields. Optionally enter values in other fields as well. SAS updates the number of questions completed out of the total number of questions. Optionally, answer additional questions.

Click the Check DCT tab. SAS checks the responses and lists questions that had errors, if any. If SAS reported questions with errors, correct the responses as needed. SAS removes the questions that had errors from the list.

Click the Submit DCT tab. SAS displays the Submit DCT tab, listing the DCTs that have been completed by the logged on user but that have not yet been submitted for Data Quality Review. The list includes the completed DCT, and may include other DCTs as well.

In the left most column, check the checkbox for the DCT just completed. SAS enables the Submit for Data Quality Review button.

Click the Submit for Data Quality Review button. SAS indicates that it is submitting DCTs and removes the DCT from the list.

Repeat steps for other Special Permits

How to Perform an Incident Response Team DCT

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Select DCT page. SAS displays the Select DCT page, listing the DCTs assigned to the logged in user.

Change the Timeframe page filter to All. SAS displays DCTs matching the selected search criteria

Filter the list of DCTs as follows:

DCT Status to Not Started

DCT Type to ORE Incident Response

Select a row where the Title is Incident Response and click the Prepare DCT tab. SAS displays the Prepare DCT page. The page provides instructions entered by the HMPM, links to relevant regulations, policy, and guidance, and may include links to documents if added by the HMPM.

Optionally, click links on this page to review related items. Click the Continue button. SAS indicates that it is locking the DCT and displays the Enter Common Data Fields page.

Enter values for the required common data fields:

Start Date

End Date

Incident Location

Incident Type

Incident Result

Responsibility

Cause

Origination Point

Optionally enter values for other fields as well. Click the Perform DCT tab. SAS displays the Perform DCT page in the Question Detail View.

In the right-hand pane, select a response option and values in required fields. Optionally enter values in other fields as well. SAS updates the number of questions completed out of the total number of questions. Optionally, answer additional questions.

Click the Check DCT tab. SAS checks the responses and lists questions that had errors, if any.

If SAS reported questions with errors, correct the responses as needed. SAS removes the questions that had errors from the list.

Click the Submit DCT tab. SAS displays the Submit DCT tab, listing the DCTs that have been completed by the logged on user but that have not yet been submitted for Data Quality Review. The list includes the completed DCT, and may include other DCTs as well

Additional Functions available to an AXH User when entering a DCT

Log into the SAS Internal Portal and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Select DCT page. SAS displays the Select DCT page, listing the DCTs assigned to the logged in user.

Change the Timeframe page filter and grid filters, as needed to locate DCTs having the following values:

DCT Status: In Progress, Completed, Submitted

DCT Type: ED DCT, EP DCT, PI Custom

Select a row and click the Perform DCT tab. (Alternatively, click the Title field to navigate to the next tab.) SAS displays the Perform DCT page, listing questions in the selected DCT:

The left-hand pane lists the questions for the selected DCT

The right-hand pane lists the question response options for the selected question

In the left-hand pane, check one or more checkboxes to the left of the question. SAS enables the [Create Duplicate] button.

Click the Create Duplicate button. SAS creates a duplicate of the question and adds it add the end of the list of questions in the left hand pane. The question is added in a new section.

In the left-hand pane, check the checkbox to the left of the newly added question. SAS enables the Enter Common Data Fields button.

Click the Enter Common Data Fields button. SAS navigates to the Common Data Fields page for the selected DCT section.

Enter values for the required common data fields:

Start Date

End Date

Optionally enter values for other fields on the Enter Common Data Fields page as well. SAS displays the Perform DCT page in the Question Detail View.

Click the Perform DCT tab. SAS displays the Perform DCT page in the Question Detail View.

DOR (Dynamic Observation Report) AXH ORE

How to Submit a DOR

Log in to the SAS Internal Portal as an AXH HSI and navigate to the Create DCTs > Dynamic Observation Report (DOR) page. SAS displays the Create DCT page, defaulting the selected Specialty to OP and the selected Organization to AXH

In the CH/A Name/Designator field, type the name of an ORE. SAS displays a list of OREs whose names match the text entered by the user. The list is ordered alphabetically. The list may include multiple ORE types: Shippers, Repair Stations, Ground Handlers, and Freight Forwarders.

From the list of matching OREs, select a shipper entity

In the DOR Name field, type a name for this DOR

In the Master List of Functions drop-down list, select an MLF element. SAS enables the Search button

Click the Search button. SAS displays a list of questions for the selected MLF element that apply to the selected ORE.

Check the checkboxes for one or more questions and click the Add button. SAS moves the selected questions to the Selected Question(s) section. The Save DOR, Reset, and Complete DOR buttons at the foot of the page are enabled

Click the Complete DOR button. SAS indicates that it is saving and locking the DCT and displays the AXH ORE Select DCT > Enter Common Data Fields page.

Enter values for the required common data fields, and optionally enter values for other fields as well.

Click the Perform DCT tab. SAS displays the Perform DCT page in the Question Detail View.

In the right-hand pane, select a negative response option and values in required fields. Optionally enter values in other fields as well. SAS updates the number of questions completed out of the total number of questions. Continue answering questions until SAS indicates that all questions are complete.

Click the Check DCT tab. SAS checks the responses and lists questions that had errors, if any. If SAS reported questions with errors, correct the responses as needed.

In the left most column, check the checkbox for the DOR just completed. SAS enables the Submit for Data Quality Review button

Click the Submit for Data Quality Review button. SAS indicates that it is submitting DCTs and removes the DCT from the list

Data Review (AXH ORE)

How to HMFLM returns a DCT to the submitter

Log in to the SAS Internal Portal as an AXH HMFLM and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Data Review page.

Select a row from the grid and click the following tabs to review additional information about the DCT

Prepare DCT (does not apply to DORs)

Review Common Data Fields

Click the Review DCT tab. SAS displays the Review DCT page of the DCT under review, in the Question Detail View.

Click the List View link. SAS displays the Perform DCT page in the List View

Click the Optional Columns button and select Show Answered By. SAS adds the Answered By column to the right side of the grid. The Answered By column identifies who actually entered the response to the DCT

Click the Question Detail View link. The Insert Comment field at the bottom of the right-hand pane is in edit-mode. Scroll down in the right-hand pane to display the Insert Comment field. Optionally, enter comments for one or more questions. Click the Save button to save the comments.

Click the Return DCT button. Enter some text in the required Message field to explain why you are returning the DCT. SAS enables the Send button

How a data reviewer can approve one or more DCTs from the Select DCT Page

Log in to the SAS Internal Portal as an AXH HMFLM and navigate to the AXH Other Regulated Entities (ORE) > AXH ORE Data Review page. SAS displays the Select DCT page, listing AXH ORE DCTs that are in the Data Quality review process.

Locate the DCT that was resubmitted in the previous set of steps, and in the leftmost column, check the checkbox for the DCT. Optionally, you can check additional DCTs where the checkbox is enabled. SAS enables the Approve DCT and Return DCT buttons.

Click the Approve DCT button. SAS indicates that it is approving the DCTs and changes the Review Status to AAA Ready

AAA (AXH ORE)

How PM Performs an AAA Inspection

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities, then the AXH ORE Select Assessment (AAA) page. SAS displays the Select AXH ORE Assessment page

Locate a row having an Assessment Status of Ready for AAA. Click the [+] expander control in the leftmost column in order to view the display the list of DCTs included in the selected assessment.

Click the Analyze Data tab. SAS displays the Analyze Data page. The page presents three analysis reports: Findings Report (maximized), Responses Listed by DCTs, and Historical Data.

Click a hyperlinked value in the DCT ID column. SAS displays the DCT Details report for the selected DCT in a new window.

Close the DCT Details report window. The browser closes the window and returns to the Analyze Data page. Optionally, review the other analysis reports by clicking the maximize icon in the title bar of the report pane.

Click the Assessment Determination / Action tab. SAS displays the Assessment Determination / Action page. The following are Assessment Determination options that you may see:

Performance Affirmed: No issues or findings observed (Green)

Performance Affirmed: Minor (non-regulatory) issues observed (Yellow)

Performance Affirmed: Non-systemic regulatory issues observed (Yellow)

Performance Not Affirmed: Regulatory / systemic issues observed (Red)

In the left-hand Assessment Determination pane, select the yellow radio button for Non-systemic regulatory issues observed. Review the actions available in the right-hand Add Action(s) pane. You may add an action for Add Element PA (EPA) and from the drop-down list. SAS displays a red asterisk against the Action(s) Justification field, indicating that this is a required field. Optionally, add additional actions

Enter some text in the Assessment Determination Justification and Action(s) Justification fields justifying the selected the selected assessment determination and action options. Click the Submit button. SAS indicates that it is saving the assessment. Both the left-hand Assessment Determination pane and the right-hand Add Action(s) pane are disabled. The Reset and Save buttons are disabled. The Submit button is re-labeled to Re-open. The Assessment Status changes to Closed Pending Action

Click the Action Implementation tab. SAS displays the Action Implementation page listing the actions associated with the assessment. The actions just added are listed.

How PM Reviews and Returns a DCT to the Inspector

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities > AXH ORE Select Assessment (AAA) page. SAS displays the Select AXH ORE Assessment page.

Locate a row having an Assessment Status of Ready for AAA. SAS expands the row to display the list of DCTs included in the selected assessment. Click the [+] expander control in the leftmost column.

Locate a row in the DCT sub-grid having a status of AAA Ready. The Return DCT button is enabled for the selected DCT. Click the hyperlinked value in the DCT ID column. SAS displays the DCT Details report for the selected DCT in a new window.

You may review the responses and associated information in the DCT Details report, then close the window.

Click the Return DCT button. SAS displays the Return DCT pop-up window.   The Return To field defaults to Data Reviewer. The Message field is marked with an asterisk * indicating that it is a required field. The Send button is disabled.

In the Return To field, select Inspector. In the Message field, enter some text. SAS enables the Send button

Click the Send button. SAS indicates that it is returning the DCT. SAS closes the Return DCT pop-up window and returns to the underlying Select AXH ORE Assessment window. SAS changes the DCT Status to PI Returned

How a PM performs a Special Permit AAA

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities > AXH ORE Select Assessment (AAA) page. SAS displays the Select

AXH ORE Assessment page, with the following default criteria:

Assessment Type defaults to ORE Special Permits Assessment

Timeframe defaults to the current quarter

Assessment Status defaults to All

Locate a row where Title = Special Permit (New) and Assessment Status = Ready for AAA. Click the [+] expander control in the leftmost column to view the display the list of DCTs included in the selected assessment.

Click the Analyze Data tab. SAS displays the Analyze Data page. The page presents three analysis reports: Findings Report (maximized), Responses Listed by DCTs, and Historical Data

Click the Assessment Determination/Action tab. SAS displays the Assessment Determination/Action page. The left-hand pane, Assessment Determination, is enabled. The right-hand pane, Add Action(s) is disabled.

The following Assessment Determination options are available:

Affirmed: No issues or findings observed (green)

Affirmed: Minor (non-regulatory) issues observed (yellow)

Affirmed: Non-systemic regulatory issues observed (yellow)

Not Affirmed: Regulatory / systemic issues observed (red)

In the Assessment Determination pane, select the radio button in the Affirmed section for No Issues or findings observed (green). SAS enables the Reset, Save, and Submit buttons. The right-hand pane, Add Action(s) remains disabled.

In the Affirmed with Actions Required section, select the radio button for Minor (non-regulatory) issues observed (yellow). SAS enables the right-hand Add Action(s) pane.

Select one or more actions in the right-hand pane and click the Save button. SAS indicates that it is saving the record

In the Assessment Determination pane, if you select the radio button in the Affirmed section for No Issues or findings observed (green). SAS deselects the actions in the right-hand pane

If you checked the Not Issued checkbox for the Permit Number field. SAS disables the Permit Number field, and displays N/A.

You can enter a value in the required Permit Number field. Click the Submit button. SAS indicates that it is saving the record and changes the record Status to Closed

How a PM Performs an Incident Response AAA

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities > AXH ORE Select Assessment (AAA) page. SAS displays the Select AXH ORE Assessment page, with the following default criteria:

Assessment Type defaults to ORE Incident Response Assessment

Timeframe defaults to the current quarter

Assessment Status defaults to All

Locate a row where Title = Incident Response and Assessment Status = Ready for AAA. You can click the [+] expander control in the leftmost column to view the list of DCTs included in the selected assessment.

If you click the Analyze Data tab. SAS displays the Analyze Data page.

If you click on the Assessment Determination / Action tab. SAS displays the Assessment Determination / Action page. The left-hand pane, Assessment Determination, is enabled. The right-hand pane, Add Action(s) is disabled.

Verify that the following Assessment Determination options are available:

Affirmed: No issues or findings observed (1 green)

Affirmed: Minor (non-regulatory) issues observed (2 yellow)

Affirmed: Non-systemic regulatory issues observed (3 yellow)

Not Affirmed: Regulatory / systemic issues observed (4 red)

You may review the data collection fields in the Assessment Determination pane. The Assessment Determination pane should display the following fields:

Date Incident Reported to FAA

Date of Incident

DOT Incident #

Incident Severity

In the Assessment Determination pane, if you select the radio button in the Affirmed section for No Issues or findings observed (1 green). SAS enables the Reset, Save, and Submit buttons. In the left-hand pane, the following fields are enabled but not required: Date Incident Reported to FAA , Date of Incident, and DOT Incident #. In the left-hand pane, in the field for Incident Severity, any previously entered value is cleared and the field is disabled. In the right-hand pane, the options for Add Action(s) are enabled, with the exception of the action for Initiate 2150.3

Select one or more actions and click the Save button. SAS indicates that it is saving the record and changes the record status to In Progress AAA

Deselect all actions and click the Submit button. SAS indicates that it is saving the record and changes the record status to Closed. Both left-hand and right-hand panes are displayed in read-only mode. SAS replaces the Submit button with a Reopen button.

Click the Reopen button. SAS changes the record status to In Progress AAA. Both left-hand and right-hand panes are re-enabled. SAS replaces the Reopen button with the Submit button.

In the left-hand Assessment Determination pane, select the yellow radio button for Minor (non-regulatory) issues observed. In the left-hand pane, the following fields are marked as required

Date Incident Reported to FAA

Date of Incident

Incident Severity

In the right-hand pane, the options for Add Action(s) are enabled, with the exception of the action for Initiate 2150.3

You may review the actions available in the right-hand Add Action(s) pane, and add one or more actions. SAS displays a red asterisk against the Action(s) Justification field, indicating that this is a required field.

Enter some text in the Action(s) Justification field justifying the selected the selected action options. Click the Submit button. SAS indicates that it is saving the record and changes the record status to Closed Pending Action. Both left-hand and right-hand panes are displayed in read-only mode. SAS replaces the Submit button with a Reopen button

Click the Action Implementation tab. SAS displays the Action Implementation page listing the actions associated with the assessment. The actions just added are listed.

How a PM creates an Action

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities > AXH ORE Action Item Tracking Tool (AITT) page.

SAS displays the AXH ORE Action Item Tracking Tool (AITT) page, listing all actions for OREs where Action Status = Open. Actions are listed and color coded with the following Due Status values, depending on due date:

Open (Green): More than 15 days to due date

Advisory (Yellow): 15 or less days to due date

Overdue (Red): Beyond due date

In the Entity field, begin typing the name or ID of a shipper, and select the matching entry from the drop-down list. SAS enables the Add Action [] button

Click the Add Action [] button. SAS displays a list of Action Types that can be added.

Review the list of action types and select one from the list. SAS displays the Add Action: Add Element PA (EPA) in a pop-up window.

Enter some text in the required Explanation field. Optionally enter a different date in the prefilled Due Date field, and enter values in other fields. Click the Save button. SAS closes the pop-up window and returns to the underlying screen.

Verify that the action just added is listed, with a value in the Source column indicating that it was added from AITT.

Actions cannot be added for Individuals in the AITT Module

Please note that actions cannot be directly added for Individuals in the AITT module. A limited set of sub-actions may be added for actions previously created in the AAA > Action Implementation Tab.

How a PM Adds and Completes an Add DOT Incident ID Action

Log in to the SAS Internal Portal and navigate to the AXH Other Regulated Entities > AXH ORE Select Assessment (AAA) page. SAS displays the Select AXH ORE Assessment page.

Locate and select a row having an Assessment Status of Ready for AAA. Click the Action Implementation tab. SAS displays the Action Implementation page, listing all actions associated with the selected assessment

In the Assessment Determination pane, if you select the radio button in the Affirmed section for No Issues or findings observed (1 green). In the right-hand pane, only the following options are enabled: Add DOT Incident ID, and Other. SAS marks the Assessment Determination Justification field with a red asterisk, indicating that it is a required field.

In the left-hand pane, you may verify that no value has been entered in the DOT Incident # field, or if one has been entered, delete it. In the right-hand pane, select Add DOT Incident ID. SAS marks the Action(s) Justification field with a red asterisk, indicating that it is a required field.

Enter some text in the Assessment Determination Justification and Action(s) Justification fields. Click the Submit button. SAS indicates that it is saving the record and changes the record status to Closed Pending Action.   Both left-hand and right-hand panes are displayed in read-only mode.

Click the Action Implementation tab. SAS displays the Action Implementation page listing the actions associated with the assessment. The action just added is listed.

Navigate to the AXH Other Regulated Entities > AXH ORE Action Item Tracking Tool (AITT) page.

Locate and select the row for the Add DOT Incident # added in the earlier steps and click the View/Edit Action button (Alternatively, click the hyperlinked Action Type in the first column.) SAS displays the Edit Action: Add DOT Incident # in a pop-up window. The Close Action button is disabled

Enter a value in the DOT Incident # field. Enter todays date in the Closed Date field, some text in the Closure Justification field, and optionally enter values in other fields. SAS enables the Close Action button

Click the Close Action button. SAS closes the pop-up window and returns to the underlying screen. SAS changes the Action Status of the action to Closed

How to Add an Assessment Action from the Action Implementation tab for Individuals. (Note: Individuals have a restricted set of actions.)

Navigate to the AXH ORE Select Assessment (AAA) page. SAS displays the Select AXH ORE Assessment page.

Locate and click an Incident Response assessment from under the Title field

Click the Assessment Determination/Action Tab

On the Assessment Determination / Action page, note that there are only a limited number of actions that apply to an individual. Select an Action from the set of available actions, then enter some text in the required Assessment Determination Justification field. Click the Save button.

IWP (AXH ORE)

How to View the IWP as a HSI

Log in to the SAS Internal Portal as an AXH HSI and navigate to Individual Work Plan

Verify that the following Summary Boxes are displayed:

SP/EP DCT

ED DCT

Custom DCT

DOR

The Summary Boxes at the top of the page summarize work items by Work Type and Work Item Status. The count of work items corresponds to the values selected in the IWP For and Timeframe page filters.

The Work Item Grid in the lower part of the page lists work items assigned to the user in the IWP For field for the year or quarter listed in the Timeframe field. The columns in the grid can be different depending on the selected Summary Box.

In the Work Item Grid, click on a hyperlinked value in the Title column for a work item having the following values:

Work Type: EP DCT

Work Item Status: Not Started

Click the Continue button. SAS displays the Pre-Inspection Checklist pop-up window.

Check the checkbox in this window to confirm completion of the checklist. SAS enables the OK button. Click the OK button.

Now returns to the Individual Work Plan page. SAS shows the Work Item Status of the EP DCT just selected is In Progress

How to View the IWP as a FLM

Log in to the SAS Internal Portal as an AXH HM FLM and navigate to Individual Work Plan

Verify that the following Summary Boxes are displayed:

SP/EP DCT

ED DCT

Custom DCT

DOR

Plan Resourcing

Data Review SP/EP/ED

Data Review Custom

Data Review DOR

Click the hyperlinked Summary Box subtitle for Plan Resourcing > Need Resourcing (OP). SAS filters the work item grid to list DCTs that have been submitted for resourcing.

Click on a hyperlinked value in the Title column for a work item. SAS navigates to the AXH ORE Resource Work List (ORE) page listing DCTs that are Unassigned or Ready for Assignment

How to View the IWP as a Data Reviewer

Log in to the SAS Internal Portal as an AXH HSI with the Data Reviewer Extended Function and navigate to Individual Work Plan

Verify that the following Summary Boxes are displayed:

SP/EP DCT

ED DCT

Custom DCT

DOR

Data Review SP/EP/ED

Data Review Custom

Data Review DOR

Click the hyperlinked Summary Box subtitle for Data Review Custom > Ready for Review.

How to View the IWP as Program Manager

Log in to the SAS Internal Portal as an AXH Program Manager and navigate to Individual Work Plan

Verify that the following Summary Boxes are displayed:

SP/EP DCT

ED DCT

Custom DCT

DOR

Perform AAA

Action Items

Click the hyperlinked Summary Box title for Perform AAA.

Click the hyperlinked Summary Box subtitle for Perform AAA > Ready for AAA.

In the Work Item Grid, verify that all work items have the following values:

Work Type: Perform AAA

Work Item Status: Ready for AAA

Click on a hyperlinked value in the Title column for a work item

Navigate back to the Individual Work Plan page

AXH ORE Risk Prioritization Assessment Tool (RPAT)

The RPAT value is calculated as a weighted sum of risk components comprising of weighted sub-components (both automated and user entered), multiplied by a user-entered factor. RPAT value ranges from 0.180 to 5.000, with the higher number having a higher priority.

The general design for Tableau Reports is that the data is updated nightly. For RPAT, this means that the value will not be computed immediately after a user updates a user-entered value, not real-time. A change in a user-entered risk factor does not immediately result in a change of the RPAT value.

Note: The AXH Priority Index is not calculated for Individuals.

Navigate to the RPAT Tableau Reports section of the application. You can do this from the SAS Flyout menu:

SAS will then open the AXH RPAT tab for you to view. From this screen, you may click on the arrow button next to the AXH RPAT Filters to add filters to your search.

Note: The 14 CFR filter, Peer Group Filter, and the CH/A filter only return 121, 135, and 129s currently. The PI/CPM filter can only return HMPIs. The grouping contains National and 14CFR, and does not return Office groups. The Model Filter is only visible to users with the View Non-Primary Model, Edit Risk Model, or Release Risk Model functions.

You may any CH/A from the AXHI List View subtab to open it in the AXHI Detailed View.

How to Interpret the RPAT Screen

The AXH Priority Index value gives an overall value of the priority of each entity. In the screen, we see that this entity has a AXHI score of 378. Higher values are given higher priority. The circular graph shows the percentage breakdown of components that make-up the total value. For example, we see that 30% of the value was comprised of Uncertainty.

The user may hover over the sections of the graph to view the component value associated with this percentage. Here, we see the component score of the Incidents was 0.08. The four categories of components are:

Uncertainty

Safety Performance History

Observed

Organizational and Operational

Each component is further broken into Factors. The Factor Points are the maximum amount of points that each Factor Short Name can have. Whereas the weighted points are the actually amount of points allotted to this specific entity.

In the example below, notice that all three Factor Scores for SPH add to the following: 48 + 12 + 2 = 62, which is what we see in the Bar Chart, or the hover-over portion of the circle graph.

The Assessments portion of the report displays raw data that supports the calculation of the severity and priority. The user can view the total count of assessments, as well as the dates the assessments were completed on. The Months since Last Assessment does affect the Uncertainty factor in the Oversight component in the box above it. With the longer the duration, the higher the uncertainty points.

Note: In the five year trend graph, there is an indicator in 2019, that the model was changed to the current one which is described in this section:

How to View & Interpret the AXHI Scorecard

An alternative model to the RPAT AXHI Detailed View is the AXHI Scorecard. Please refer to our section API Scorecard for in section 7.4.

AXH Passenger Module (AXH PAX)

This module provides an external SAS interface that allows air carriers to enter discovered hazardous material discrepancies involving passengers directly in the system. It allows FAA users to enter information received from a certificate holder, generates a tailored letter that informs and educates airline passengers who were found with hazardous materials in checked baggage about the hazardous materials discovered in their respective checked baggage, and generates exportable reports that can be used in risk analysis.

How User Receives Notifications

Log in to the SAS Internal Portal

Click the Notifications tile to maximize it and select the hyperlinked Subject for the notification having the subject line that reads: The account for Junie Abbott has been modified. SAS displays the Notification Window

Select a hyperlinked Subject for the notification which you would like to read. SAS displays the Notification Details in a pop-up window, including the message text entered by the Data Review in the previous step. When you click on the close button, SAS marks that notification as Read.

How to Navigate to and witin the AXH Passenger Module

In the SAS flyout menu, scroll down to the AXH Passenger Module section. SAS lists three functions:

Passenger Discrepancies (Entry)

Passenger Discrepancies (Approve)

Passenger Discrepancies (Print)

You can click one of these three functions to enter the AXH Passenger Module. In this example, we will select the Passenger Discrepancies (Entry), feel free to select appropriate function. SAS will then navigates to the appropriate page.

You may edit the filters and categories at the top of the screen. Once you edit a category filter, SAS will enable the Search and Reset buttons.

If you may now click the Search button. SAS shall perform a search for the filters you have inputted.

Select can select a row in the grid below for any record in order to highlight it. Then you can click the Pax Discrepancy Detail tab.

Alternatively, click the hyperlinked reference number as seen below:

Click the different section header to expand and collapse the headers. In this example, we are clicking on the the AXH Workflow section header:

This example looks at how to navigate to and within the Passenger Discrepancies (Entry) function, but you can also look at the Passenger Discrepancies (Approve) and Passenger Discrepancies (Print) from the same SAS flyout menu.

How an HIS Enters and Reports Passenger Discrepancies

Navigate to AXH Passenger Module > Passenger Discrepancies (Entry) from the SAS flyout menu.

Click the Create New button. SAS displays a new blank Pax Discrepancy Detail page for the selected record

Begin entering data in one or more fields. SAS shall then enable the Save and Reset buttons.

Enter data in all required fields.

Click the Save button. SAS changes the record status to Complete and enables the Submit for Data Quality Review button.

How to Update Passenger Discrepancy Records

Navigate to AXH Passenger Module > Passenger Discrepancies (Entry) from the SAS flyout menu.

Click the appropriate hyperlinked reference number for the record you want to update.

Click the AXH Workflow section header. SAS expands the selected section to display workflow information for the record.

Click the Edit button. SAS changes the record to edit mode

Begin updating or entering data in one or more fields, SAS will enable the Save & Reset buttons.

Once you are done editing the appropriate fields, click the Save button. SAS checks for valid entries in the record and displays a warning in a pop-up window if you have not entered all the required fields. If you get a pop-error, please make sure you complete all required fields and try again.

How an FAA Manager can Review and Accept Passenger Discrepancy Record

Navigate to AXH Passenger Module > Passenger Discrepancies (Approve) from the SAS flyout menu.

Click the appropriate hyperlinked reference number for the record you want to view and approve.

Click the Edit button to review the record or make changes if desired. SAS changes record to edit mode

Update one or more fields in any of the editable sections, SAS will then enable the Reset and Save buttons.

Click the Accept button, SAS indicates that it is accepting the record and changes the status to Accepted. SAS changes the record to read-only mode

How an FAA Manager can Return a Passenger Discrepancy Record

Navigate to AXH Passenger Module > Passenger Discrepancies (Approve) from the SAS flyout menu.

Click the appropriate hyperlinked reference number for the record you want to view and approve.

Click the AXH Workflow section header. SAS expands the selected section to display workflow information for the record

Locate the field for Submitted By.

Make a note of the user that submitted the record. You might need this information in a later step

Click the Return button. SAS displays the Return Passenger Discrepancy pop-up window

Enter some text in the required Message field to explain why you are returning the record.

Make a note of the message text. You might need to verify it in a later step.

Click the Send button. SAS changes the status to Returned

How an Admin can Print Passenger Discrepancy Letters

Navigate to AXH Passenger Module > Passenger Discrepancies (Print) from the SAS flyout menu.

Check one or more checkboxes for letters having a status of Accepted

Click the Print Letter button

If a popup window appears, click the OK button in the pop-up windows to download the zipfile. Depending on your web browser setting, this step might happen automatically.

Locate and open the zipfile

Extract the letters to a location on your workstation. From here you may print the documents as you normally would from a document reader such as Microsoft Word.

How to Terminate Passenger Discrepancy Letter

Navigate to AXH Passenger Module > Passenger Discrepancies (Entry) from the SAS Flyout Menu.

Click the appropriate hyperlinked reference number. SAS displays the PAX Discrepancy Detail page for the selected record.

Click the Terminate button. SAS displays the Terminate Passenger Discrepancy pop-up window. The window displays a warning that terminating a record cannot be reversed

Select one of the applicable Reasons from the bullet list. Then click the Terminate button. SAS indicates that it is terminating the record and closes the Terminate Passenger Discrepancy pop-up window to return to the underlying screen.

SAS updates the record status to Terminated

How to Expunge Passenger Information

Log in to the SAS Internal Portal with the appropriate authorizations, and navigate to AXH Passenger Module > Passenger Discrepancies (Print) from the SAS flyout menu.

Click the appropriate hyperlinked reference number. SAS displays the PAX Discrepancy Detail page for the selected record.

Make a note of the reference number as you may need it in a later step.

Click the Passenger section header and verify the passenger. Once verified, click the Passenger Discrepancy section header to expand it, if not already expanded. Verify that the fields in this section contain information and are correct.

Now click the AXH Workflow section header and verify that Date Closed is within the last 90 days, but that Date Expunged is blank

From the SAS flyout menu, navigate to Utilities.

Click the AXH section header and open the AXH Passenger Discrepancy Reporting item.

Click the Days until a closed record is expunged section header. Edit the Expunge closed record after bullet & text. Then click Save.

AXH Admin Utility

How an Admin Utility User makes updates to the AXH model

Navigate to Operational Utilities (last option) from the SAS Flyout Menu.

Click the arrow to the right of the User Admin section to expand it and then click on the User Admin Tools hyperlink.

Search for a user to make updates to.

In the SAS User Data section, click on the Edit Functions link.

Select the Edit Risk Model function from the left Available Functions list and then click the right arrow (>) button.

Click the Save button in the Edit Functions for Phlke, Ryan dialog.

AXH Maintanence Tab

One of the differences in admin utility for AXH users is the AXH Maintanence tab. This tab provides the ability to modify the parameters and weights that make up the AXH model.

To access this tab, click on the Risk Profile section of Utilities screen, AXHI Maintenance tab is displayed for Admin Utility users. Users may click on the AXHI Maintenance tab, to further navigate to Select Model subtab as seen below. From here, users have the capability of editing the model name, and changing the state of the model (draft, test, or staged).   From the Update Model Subtab, users have the capability to weights & parameters of all the components and factors.

Repair Station Consolidation

SAS supports a vision for repair station assessment consolidation, which is to reduce the number of times repair stations are visited by the FAA to collect required data and to facilitate increased sharing of the data that is collected.

How to designate a Maintenance Provider (MP) as an EMP (Essential Maintenance Provider)

Navigate to Configuration Data under Module 1.

Navigate to the Contractors tab.

Select a Maintenance Provider (MP). This displays the data for the MP in the right side panel.

Scroll down the details for the MP on the right side of the screen.

Select Essential Maintenance Provider. This display the Required Inspection Item (RII) text area.

Click the Save button. This display the Approve button.

Click the Approve button.

Click on the Generate Report button. This displays the Contractor/Maintenance Provider List report.

Confirm that the MP is now an EMP on the Contractor/Maintenance Provider List report.

How to Review an Assessment Determination and Actions report to plan for EMP visit

Navigate to SAS Tableau Reports. This displays the reports home screen.

Select the Assessment Determination & Actions report. This displays the report.

Select a certificate holder from the CH/A dropdown and clicks the search button. This displays results based on search criteria.

Reviews the assessments performed by the PI on the EMP.

Clear selections then selects an EMP from the Related Designator dropdown and clicks the Search button. The system clears selections then displays results.

Analyze the data.

How to plan oversight for EMP Visits

Navigates to the CAP.

Clicks on the P icon for an SPA. This opens the Assessment Details window.

Enter instructions and attach a manual. The Coordinated Visit field is set to No by default.

Select a CH/A from the Maintenance Provider dropdown and click the Save button.

Select an EMP and click the Save button. Modal window closes and data is saved to be used by reporting.

Follow steps 1-5 to plan EMP visits.

EMP preparing for a coordinated visits planning meeting

Navigate to the CAP using the SAS Menu. This displays the CAP.

Click on the link for the Planning for Coordinated Visits report. This opens the report in a new window.

You can now view the work that is planned for the EMP by some of the PIs.

Note - Not all of the PIs will plan their DCTs in advance (or at the same time). 121, 121/135 and 135 PIs that use the EMP who did not plan their work, are listed at the bottom of the report. The CHs are listed on the report because have identified that MP as an EMP on their Contractor list in Module 1.

How to add a shared ASI to the CH/A Teams that are planning to visit an EMP as part of a coordinated visit

Navigate to Select User in User Administration. This displays Select User screen.

Selects an ASI. This displays the users profile.

Add the Shared ASI role to users office roles and click the Save button.

How to update and Submit CAP after a planning meeting as a PI

Navigate to the CAP.

Click on the P icon for one of the assessments. This opens the Assessment Details window.

Click on the Planned as Coordinated Visit.

Clicks the Submit Plan button.

How to assign DCTs that are part of a coordinated visit as and FLM

Navigate to the RWL from SAS Menu.

Select the PI from the PI/CPM dropdown and select a DCT by clicking on the checkbox. This displays the DCTs that are associated with the selected PI.

On another DCT, select RNA-Other SPAs, EPAs, EDAs for Surveillance then click the Assign button. This displays the assigned DCT on the RWL as Assigned status and the system sends a notification to the PI that recommended the resource.

How to receive an RNA notification as a 121 PI

Click on the Resource Not Available (RNA) link in the minimized Notifications widget. The notifications list is opened and filtered by Resource Not Available (RNA) notifications only.

Click on RNA notification to read RNA reason. The notification opens up in a new window.

Now you may read the message and close the window.

How to perform data collection on a DCT that is part of a coordinated visit

Click on the link for Maintenance Planning and Monitoring on the IWP. This displays Prepare DCT screen. On the Prepare DCT screen, you may review the PI instructions.

Scroll down on the Prepare DCT screen and click on the Details button. You may view the Assessment Findings report

Select the EMP to view any related findings. System filters report based on context. You may close the report window when done.

Complete preparation for DCT by clicking Continue button, confirming on modal window, and then clicking OK.

Verify that the DCT is part of a *Coordinated Visit? and that the EMP is selected in the required Related/Affiliated Designator field. The system displays the Maintenance Provider entered by the PI and the Coordinated Visit checkbox displays as selected if the PI selected it on the Assessment Details window when planning the CAP.

Perform the DCT and attach a document to the question.

Submits the DCT for data review.

How to Review documents in Document Management

Navigate to Document Management.

Select a certificate holder from the CH/A dropdown and click on the Data Collection folder. CH/A dropdown displays the certificate holders that youve been assigned to.

Change filters on the Label column.

4. Click on a file name to view.

5. You can view the document as read-only.

How to perform a Data Review

Log into SAS and change filters to Ready for Review DCTs

Click on the title for Maintenance Planning and Monitoring. The IWP tiles filter the grid contents.

Review the DCT, then click on the Approve DCT button.

How to analyze findings in AAA

Click on Select Assessment on the SAS Menu under AAA [Module 5]. System displays Select Assessment screen.

Click on the + sign in the left hand column to expand the rows to show child records.

Click on the Analyze Data tab. System displays the Findings report tile. You can review the negative findings related to the coordinated visit on the Findings Report tile. System by default displays only the negative findings.

Click the filter next to the Response Type columns and selects all options. The system displays additional findings for all response types as applicable.

How to accesses reports to view counts on outsourced DCTs and Coordinated Visit (CV) and non-CV DCTs

MGR navigates to SAS Reports from the SAS Menu. SAS Reports launch screen is displayed.

Select a report that displays counts of Coordinated Visit (CV) and non-CV DCTs. This displays a Tableau report displaying counts of Airworthiness (AW) Performance DCTs that are part of Coordinated Visits to EMPs for each level of the Flight Standards organization and counts for DCTs that are not part of Coordinated Visits.

You may now close report window. Select a report that displays counts of outsourced DCTs. This displays a Tableau report showing counts of outsourced DCTs.

Reports

Contractor/Maintenance Provider List

The Contractor/Maintenance Provider List report displays the Maintenance Providers (including Essential Maintenance Providers) and Training contractors as entered by 14 CFR part 121 and 121/135 certificate holders as part of Configuration Data under the Contractors tab. The report provides users with the ability to filter by EMP or non-EMP and for FAA certificated maintenance providers.

Planning for Coordinated Visits Report

The PI for a 14 CFR part 145 EMP reviews the Planning for Coordinated Visits report to obtain the list of 121, 121/135 and 135 PIs that need to be contacted for a planning meeting. The report displays any data that has been added to the CAPs during pre-planning by the 14 CFR parts 121, 121/135. 135 and 145

PIs. In addition to pre-planning CAP data, the report also displays the certificate holders that have designated the 14 CFR part 145 maintenance provider as an EMP. The PAI and PMI Contact Information will be available in the hover detail.

DCT Findings Report

The DCT Findings report is organized by DCT Title and DCT ID to display all the question responses by response type (e.g., negative, positive, N/A, and N/O). It replaces Not Observable (N/O) report as it provides question responses for all response types. Common uses for this report include seeking trends in negative responses for a specific CH/A, or a set of CH/As. Inspectors can run the report to search on trends by response type for a CH/A. Other interesting trends include looking at questions that are often answered N/O or N/A. Such results could indicate that the content of the question isnt meeting the need in the field for a particular set of CH/As.

Assessment Determination and Actions Report

The Assessment Determination and Actions report lists all of the assessment determinations and related actions for CH/As based on the criteria entered by the user. It displays details about the determination including the justification text and details about which actions (if any) were selected. This report also provides a graphical representation of the counts of assessment determinations by type. The data from this report can be exported to Excel to find totals on data based on the criteria the user selected for the Tableau results. Using the built-in features of Tableau a user can click on a specific data point, like an action in the result set column, and select "Keep only". The results will update to display only the records that contain that action type.

Assessment Determination and Actions Report

The Assessment Findings Report provides the question response data type (e.g., positive, negative, N/A, and N/O) by DCT within assessments. It uses the assessment "roll-up" logic to display a collection of DCTs (as applicable) for assessments based on the selected criteria. Currently, the report data can be accessed within the context of SAS in three locations: in Module 4 on the Prepare DCT screen under the Historical Assessments by clicking the Details button, in Module 5 on the Analyze Data screen as the "Findings Report" (displays negative findings for the selected assessment) and under the Historical Assessments by clicking the Details button. This report is useful for inspectors to view historical findings on a certificate holder or a set of certificate holders within a timeframe with regards to a specific MLF Label (e.g., 4.2, 6.3).

National Dashboard Report

This report displays counts of applicants as well as the change in number of applicants by fiscal quarter.

Counts of Outsourced Non-EMP DCT Report

This report shows the counts of non-EMP only DCTs that have been outsourced from the 14 CFR part 121, 121/135, and 135 (air operator) inspectors to the 14 CFR part 145 inspectors (outside of the offices of the 121, 121/135, 135 certificate holders).

The count of outsourced DCTs criteria are 14 CFR part 121, 121/135, 135 Airworthiness (AW) Performance DCTs with a non-EMP entered in the Related/Affiliated Designator field. It is a sum of DCTs performed by resources that meet the following criteria: a Specialty of AW or Both, the role of Shared ASIs or ASI (if the DCT is Geographical) and the set of Technical Discipline cannot include of non-1825 or Air Carrier but must include General Aviation with Avionics or Maintenance.

Utilities

This chapter describes how users from AFS-900 can use the application to support automation functions in a single location called Utilities. There are many operational utilities, a subset of them are described here. The utilities that a user can perform are dependent on the functions given to that user in User Administration.

Activities

AXH

Configuration/CAVAL Management

CSOP

List Management

NPG

Office Task

Risk Profile

The Utilities link can be accessed from the SAS Menu:

From the Utilities screen, users have the option to expand each section by clicking on the arrow on the left hand side. SAS will display the subsequent sections underneath.

You may click on any of the hyperlinked areas in order to navigate to that particular landing page:

Activities

Activity Codes

[Which Function: Manage Activity Codes]

How to Activate:

Log into SAS and navigate to the Utilities page by clicking the Utilities link displayed in the SAS fly-out menu.

Click on the Activity Codes link.

You may use the Search Criteria box to filter by 14 CFR, Specialty, Technical Discipline, AFS Business Function, and Activity Code/Title, then click the Search button.

How to Deactivate Activity Codes

You may use the Search Criteria box to filter by 14 CFR, Specialty, Technical Discipline, AFS Business Function, and Activity Code/Title, then click the Search button.

Click on a hyperlinked activity code/title, for which the status is Active

User selects Inactive and then click Save.

Keyword Categories

[Which Function: Manage Keyword Categories]

How to activate:

Click on the Keyword Categories link.

Click Add New Keyword Category button

Enter the Keyword Category Code and Keyword Category.

Select Active and click Save

How to deactivate active keyword category or draft keyword category

Click on a hyperlinked ID of a keyword category in Active status.

Select Inactive and click Save

How to save draft keyword category

Log into SAS and navigate to the Utilities page by clicking the Utilities link displayed in the SAS fly-out menu.

User clicks on the Keyword Categories link.

Click Add New Keyword Category

Enter the Keyword Category Code and Keyword Category.

Select Save Draft and click Save.

How to view previous version of keyword category

Log into SAS and navigate to the Utilities page by clicking the Utilities link displayed in the SAS fly-out menu.

User clicks on the Keyword Categories link.

Click on a hyperlinked ID of a keyword category with version 2 or greater.

Selects the Previous Version radio button.

Keyword Lists

[Which Function: Manage Keyword Lists]

How to Activate New Keyword

Log into SAS and click on the Utilities link in the SAS fly-out menu.

Click on the Keywords List link.

Click Add New Keyword

Select the Primary Area and Keyword Category.

Enter a Keyword and a Keyword Description.

Select Active and click Save

How to deactivate keyword or draft keyword

Select hyperlink keyword that is in active status

Select Inactive and click Save

Opinion Codes

[Which Function: Manage Opinion Codes]

How to activate Opinion Code

Click on the Opinion Codes link under Activities.

Click Add New Opinion Code button

Select one or more applicable Primary Areas.

Fill out the Opinion Code, and Description.

Then select Active and click Save

How to deactivate opinion code.

Click on the Opinion Codes link under Activities.

Click on a hyperlinked ID of an opinion code in Active status.

Select Deactivate and click Save

Primary Areas

[Which Function: Manage Primary Areas]

How to activate primary area

Log into SAS and click on the Utilities link in the SAS fly-out menu.

Click on the Primary Areas link under Activities.

Click Add New Primary Area button

Enter a primary area and description

Select Active and click Save.

How to deactivate primary area

Log into SAS and click on the Utilities link in the SAS fly-out menu.

Click on the Primary Areas link under Activities.

Click on a hyperlinked ID of a primary area in Active status.

Select Inactive and click Save.

Result Codes

[Which Function: Manage Result Codes]

How to activate results code

Log into SAS and click on the Utilities link in the SAS fly-out menu.

Click on the Result Codes link under Activities.

Click Add New Result Code button.

Enter required fields: Result Code, Description, and set Status to Activate. Then click Save button.

How to deactivate results code

Click on a hyperlinked ID of a result code in Active status.

Select Inactive and click Save

AXH Utilities

AXH Letter Templates

[Which Function: Configure PAX Discrepancy]

How to Update a Letter Template

Click the AXH Letter Templates item. SAS displays the list of AXH Letter Templates, with metadata identifying who modified the template and the associated date and time

In the Passenger Discrepancy Letter Template column, click the hyperlinked name for Passenger Discrepancy Letter. SAS displays the Edit Letter Template dialog in a pop-up window

Click the hyperlinked file name.

Select the option to open the file. The Operating System prompts you for actions that it can take on the selected file. The file saves to a location on your workstation.

Note: Actions are dependent on the Operating System in use. They are not SAS specific

Save the file with a new name

Return to your SAS session

Click the Attach Document button.

Navigate on your workstation to the location where you saved the edited file and select it

Click the Save button

How to Validate a Letter Template

Click the AXH Letter Templates item

Locate the row for the Passenger Discrepancy Letter Click the Preview button in the last column

Enter your values in the listed fields in the popup screen. Then click the Preview button.

Select the option to save the file. Locate the file just saved and open it. Verify and validate that the letter generated correctly

Return to the browser application

Once this has been verified, you can click Cancel to close the Preview Pax Discrepancy Letter Template pop-up window

AXH Passenger Discrepancy Report

[Which Function: Configure PAX Discrepancy]

How to Configure Process Parameters/Change Triggers

From the SAS menu, navigate to Utilities. SAS displays the Utilities page

Click the AXH section header

SAS expands the section. Click the AXH Passenger Discrepancy Reporting item.

Click the one of the section headers (in this example, we will click on Days Until a Printed Record is Closed section). SAS expands the section to display configuration options for the trigger

Change the trigger to close records 0 days (in our example, or however many days you desire) after the record is printed. Then click the Save button. SAS saves the changed trigger value

Configuration/CAVAL Management

CAVals

[Which Function: Edit CAVals/Vitals]

To edit/add CAVals fields data from the Utilities screen:

Click the CAVals item under the Configuration/CAVal Management section.

Click on the hyperlink of a certificate that you would like to edit (or click Add Value if you would like add a new value):

A Define Value popup appears. Click the Add Trigger button, or click on a hyperlink of a current trigger.

Fill in or edit the required values, and click update.

Click the save button on the Define Value pop-up window

A green confirmation popup will appear in the right hand corner to confirm that the value was updated/added.

Vitals

[Which Function: Edit CAVals/Vitals]

To edit Vitals fields data from the Utilities screen:

Click the Vitals item under the Configuration/CAVal Management section.

Click on the hyperlink of an Active certificate that you would like to edit:

Click the Add Vitals Fields button

Edit the required information in the Define Vitals Field popup and click Save

A green confirmation popup will appear in the right hand corner to confirm

CSOP

Adjust applicant Status from Active back to In-Progress

[Which Function: Adjust Applicant Status]

Navigate to the Adjust Applicant Status screen in Utilities->CSOP.

Select checkbox for the applicant on the grid and select the Set Status to In Progress button. A popup message is displayed.

Select the OK button. A new popup is displayed.

Select the OK button. The popup message closes.

Navigate to the Applicants tab. Select the Applicant in the grid. The status is now In Progress.

The Status Date reverts to the date the applicant was placed In Progress.

Edit Letter Templates

[Which Function: Edit Letter Template]

Note: Some national level users will have the ability to edit the Create Letter templates available in CSOP. While changes will likely be communicated, it is recommended that users download the current version any time they need to send a letter to an applicant to ensure they are using the appropriate template.

The SAS user logs in SAS Internal Portal and navigates to the Letter Templates screen in Utilities->CSOP. The Letter Templates screen is displayed.

Click a hyperlinked letter in the grid. The Edit Letter Template popup is displayed.

To delete the letter, select the checkbox next to Letter and click delete button. The document is deleted. The Save button is disabled.

To attach a letter, select the Attach Document button. The Windows Explore dialog box opens.

The new document is attached and the Edit Letter Template popup closes.

Add New Letter Templates

[Which Function: Edit Letter Template]

The SAS user logs in SAS Internal Portal and navigates to the Letter Templates screen in Utilities->CSOP. The Letter Templates screen is displayed.

Click the Add New button. The Add New Letter Template popup is displayed.

Fill in the required fields, and attach the letter using the Attach Document button. Click Save. The new document is attached and the Add New Letter Template popup closes.

List Management

Aviation Authorities

[Which Function: Manage Aviation Authorities List]

SAS users with the Authoring List Author role will be able to maintain the list of Aviation Authorities that is used in the Vitals tab of Configuration.

How to Add an Aviation Authority

The Authoring List Author can select the Add button on the top left of the table. This will open a new window to add a new Aviation Authority.

Select the country from the drop down list, add the Authority Name (free text), and determine if the Aviation Authority is Selectable by users or not.

Select Save.

Note: Once this is saved, it will refresh and populate for users. There is no separate release functionality.

Formal Application Document

[Which Function: Manage Formal Application Document Categories List]

SAS users with the Authoring List Author role will be able to maintain the list of Formal Application Documents that is used in the Documentation link for Initial Certification.

Select Utilities from the SAS Menu and on the Utilities landing page, select the Formal Application Documents link.

How to edit an existing Formal Application Document

From the Formal Application Document Categories screen, select on the document name hyperlink. The Edit Formal Application Category popup will appear.

Edit the Document Category, CFR Part, and toggle the Required/Active feature. Click Save to continue.

Note: When an edit is made to an existing category, the system will check for an exact match within the Formal Application List Category (121, 135, 145) where the Edit is being made. If the category already exists, a message will be displayed informing the user that a document category with this name already exists, the Save button will be disabled to prevent overwriting.

Notes: If a document has the Required/Active checkbox selected, the document will be displayed on the Formal Application screen for all Initial Certifications within that CFR Part, the system will not allow the submission of the Formal Application documents until the document is attached to the new document category.

If the document category is changed so the Required/Active checkbox is unchecked, then the row will be removed in Document Management > Formal Application folder.

When a document category name is edited, the new name is reflected in the row but any attached documents will remain attached.

The system will not allow the submission of the Formal Application documents until the document is attached to the new category.

Users can expand and collapse all context links. Expand All will expand all three Category subsections (for 121, 135, and 145). The page is divided into three subsections that will display the Formal Application Document Categories for 14 CFR Parts 121, 135 and 145).

How to Add a New Formal Application Category

SAS Authoring List Authors have the ability to define what documents are required as a Formal Application for each CFR Part for an applicant during the Initial Certification Process.

SAS Authoring List Authors can add a new formal application document category by clicking on the Add button. The Add Formal Application Document Category popup will appear.

Fill out the required information, and click save.

Notes: If a document has the Required/Active checkbox selected, the document will be displayed on the Formal Application screen for all Initial Certifications within that CFR Part, the system will not allow the submission of the Formal Application documents until the document is attached to the new document category.

If the document category is changed so the Required/Active checkbox is unchecked, then the row will be removed in Document Management > Formal Application folder.

When a document category name is edited, the new name is reflected in the row but any attached documents will remain attached.

The system will not allow the submission of the Formal Application documents until the document is attached to the new category.

Users can expand and collapse all context links. Expand All will expand all three Category subsections (for 121, 135, and 145). The page is divided into three subsections that will display the Formal Application Document Categories for 14 CFR Parts 121, 135 and 145).

Local/Division/National Use List

[Which Function: Manage L/D/N Use List]

How to Activate Local/Division/National Use Value:

Click on the Local/Division/National Use List link under List Management. The system displays the Local/Division/National Use List screen.

Click Add New L/D/N Use Value. The system displays the Add/Edit L/D/N Use Value window.

Select the Local/Division/National designation.   The system displays the selection.

Enter a Description. The system displays the entry. Select Active and click Save. The system checks that the Local/Division/National Use Value is unique and saves the utility according to versioning and status rules.

How to Deactivate Local/Division/National Use Value

Click on a hyperlinked ID of a local/division/national use value in Active status. The system displays the Add/Edit L/D/N Use Value window.

Select Inactive and click Save. The system saves the local/division/national use value according to versioning and status rules.

Positions List

[Which Function: Manage Positions List]

How to Activate:

Click on the Positions List link under List Management section. The system displays the Positions List screen.

Click Add New Position. The system displays the Add/Edit Position window.

Enter a Position.   The system displays the entries.

Select Active and click Save. The system checks that the Position is unique and saves the utility according to versioning and status rules.

How to Deactivate a Position:

Click on a hyperlinked ID of a position in Active status. The system displays the Add/Edit Position window.

Enter a Position.   Select Inactive and click Save. The system saves the position according to versioning and status rules.

Roles and Functions

[Which Function: Bundle User Role Functions]

How to define a user role bundle:

Click on Roles and Functions. System opens the User Role Groups tab.

Click on a user role group in Final status corresponding to an organization. SAS opens the User Role Group Details tab.

For one or more of the listed user roles, checks or unchecks checkboxes to include or exclude the corresponding functions from the bundle. SAS enables the

View Changes and Save Draft buttons.

Click Save Draft. SAS updates the status to Draft and disables the Save Draft button, and enables the Submit to Final button.

Click on Submit to Final. System opens a Confirmation window

Click on the checkbox. System enables the OK button. Click the OK button.

SAS closes the window and displays a transient success message: User role bundle(s) saved successfully.

NPG Activity Rules

[Which Function: Edit NPG Rule]

The AFS-900 produces National Flight Standards Work Program Guidelines (NPG Order 1800.56x) every year that represents a system-wide identification of areas that have proven safety risks. This provides a baseline of surveillance information and appropriate assurances to assess the soundness of the aviation system. The required PTRS activities (R-items) based on the NPG Order 1800.56x are currently generated via the RAMPS application using RAMPS algorithms. Assessment and Planning Tools (APT) is used to plan the annual work programs every year. All of these systems will be subsumed into SAS.

SAS has been enhanced to allow generation of required NPG activities using NPG Activity Rules and the planning of annual work programs in the Office Workload List (OWL) based on the NPG Order 1800.56x every year. Since the required surveillance of CFR Parts 121, 135, 145, 141, 142 & 147 certificates are done as part of the Continued Operational Safety (COS) process in SAS using Assessments and Data Collection Tools (DCTs) in the Comprehensive Assessment Plan (CAP), the generation of required NPG Surveillance activities for these CFR Parts will be discontinued. Surveillance and Inspections activity codes are still active for these CFR parts.

How to Define NPG Rule

Click on the NPG Activity Rules link in the Utilities screen. Expand the NPG tile, then click on NPG Activity Rules link. System displays the NPG Activity Rules screen.

Click Add New Rule. System displays the Define NPG Rule window in its default state.

Select a CFR quantity and 14 CFR part. System displays the selected components of the NPG rule in the preview box. System tailors activity codes available for selection based on the 14 CFR part selected.

Select an activity quantity and enter/select an activity code. System displays the selected components of the NPG rule in the preview box. System enables the Save and Pre-Generate / Test buttons.

Click Save. System checks to see if the rule is unique and if all secondary required fields are selected. If unique and all secondary required fields selected, system adds the new rule (in Draft status) and closes the Define NPG Rule window.

How to deactivate one or more NPG Rules

Click on the checkbox next to one or more NPG rules in Active, Ready to Publish, or Published status. System enables the Deactivate button at the bottom of the screen

Click on Deactivate. System deactivates the selected NPG rules and sets the status to Inactive. System increments major version.

How to activate one or more NPG Rules

Click on the checkbox next to one or more NPG rules in Draft and/or Inactive status. System enables the Activate button at the bottom of the screen

Click on Activate. System sets the status to Active and increments minor version. You will see a pop-up message informing you of the active status.

How to publish one or more NPG rules

[Which function: Publish NPG Rule]

Note: Status must be Active, and Tested? Must be Yes.

Select one or more checkboxes for NPG Rules. System enables the Ready to Publish button at the bottom of the screen (and other button(s) based on business rules).

Note: Disposition NPG Rule function is required to select Ready of Publish.

Click on Ready to Publish. System sets the status of selected rules to Ready to Publish and increments minor version. This changes the status search criteria to Ready to Publish. You will see a popup message confirming the status change.

Select one or more checkboxes that are in Ready to Publish status. System enables the Publish button at the bottom of the screen (and other button(s) based on business rules).

Click on the Publish button. System validates rules to ensure 1) the rule generates records for at least one entity; 2) the activity code is active; 3) the activity code does not have Current NPG set as prohibited; 4) if a National Use value is selected, it is active; 5) if a configuration attribute is selected, it is active; and 6) if a CAVal is selected, it is active. System pop-up opens a Publish NPG Rule window. Validation errors, if any are displayed in the Validation column.

Select the fiscal year (current or next) for which the rule should be published. Then enter a release comment and click Ok. If invalid rules in the list, system presents a confirmation message: Only valid rules will be published. Continue?

System closes the window and displays a fading pop-up: Rule(s) published successfully. System sets the status of selected valid rules to Published and increments major version. System creates activity records in office OWLs based on details of the published rules. Release comment populates in Version History for the published major versions of each rule published.

How to view NPG Rule (Read-Only)

Click on the NPG Activity Rules link in the Utilities screen. System displays the NPG Activity Rules screen.

You may filter the search criteria from 14 CFR, Status, Pre-Generated / Tested, Last Published In and/or Last Published For fields and clicks on the Search button. System lists the NPG rules in the grid based on the selected search criteria.

Click on a rule ID. System displays the Define NPG Rule window with content populated for existing rule in read-only mode. Notice that the Pre-Generate button, Cancel button, and Version History hyperlinks are the only active fields. The Save button is not active.

You can view the version history by clicking on the Version History link. A new pop-up will open displaying the version history report.

Office Task

[Which Function: Manage Office Task Lists]

To Activate an Office Task:

Click on the Office Tasks link. The system displays the Office Tasks screen.

Click Add New Office Task. The system displays the Add/Edit Office Task window.

Select the Task Type and AFS Business Functions. The system displays selections. Enter a Task Code and Task Title. The system displays entries. Select Activate and click Save. The system checks that the office task is unique and saves the utility according to versioning and status rules.

To Deactivate an Office Task:

Log into SAS and click on the Utilities link in the SAS fly-out menu. The system displays the Utilities screen.

Click on the Office Tasks link. The system displays the Office Tasks screen.

Click on a hyperlinked ID of an office task in Active status. The system displays the Add/Edit Office Task window.

Select Deactivate and click Save. The system saves the office task according to versioning and status rules.

PTRS Rule Setting

To add a new rule:

Log into SAS and click on the Utilities link in the SAS fly-out menu. The system displays the Utilities screen.

Click on the PTRS Rule Settings link. The system displays the PTRS Rules Category Ta.

Expand the desired SAS Rule ID by clicking the + button adjacent to the Rule ID. Then click Add New Step

The system displays the PTRS Rule Details Tab

Fill out all required sections then click the Save button.

To edit a Rule:

From the SAS Rule Settings section, click on the Link to the rule

Update the required information and click Save

Risk Profile

[Which Function: Edit Risk Model]

How to Edit/Update a Model

From the Utilities screen, expand the Risk Profile tab and click on the Risk Profile Model link.

In the State column, you may switch the current model state between draft, released, test, and staged. Then click the set button to switch the model state.

Note: The following steps work whether you are on the CHI Maintenance tab or the API Maintenance tab. User should ensure that they are on the correct tab.

Set the model that you would like to edit to draft status then click set. The view/update link becomes enabled. Click the view/update hyperlink. This opens the Update Model tab.

From the Update Model tab, you can change the model name from the text box, or the Type from dropdown

In order to edit the component details, click on the Edit hyperlink in the Details column. The Component Details popup screen appears. You may make edits to the Name, Label, Short Name, and Description, then click the Save button.

You may delete a component entire by clicking the Remove hyperlink from Update Model tab

You may also edit/adjust the component weight to a different value from the Weight Column then click the save button.

Each component can be drilled down further in Risk Factors Observed screen by clicking on the arrow on the right hand side, for example:

Note: the same function works for the Primary Group and the Multiplicative Group

From the Risk Factors Observed screen, you may edit or remove the individual risk factors.

Clicking the Edit link in the details column, opens up the Risk Factor Word Picture popup, which can be adjusted and saved by clicking the save button.

Clicking the Edit link in the Business Rule column, opens up the Create/Edit Subfactor Rule(s) popup. From this popup, you may click Add to add and save subfactor components.

If you would like to add a new risk factor, from the Risk Factors Observed screen, click the Add Risk Factor button, this creates an empty row for which you can enter the risk factor values. Once you have entered the new risk factor values, click save.

From the Update Model Tab, you can also add a new component to the primary model by clicking the Add Component Button. This opens up the Component Details screen. Complete the required fields and click the Save button.

How to Add a Model

From the Utilities screen, expand the Risk Profile tab and click on the Risk Profile Model link.

Click on the Create new button, the Model Name popup screen will appear.

Note: These steps work whether you are on the CHI Maintenance tab or the API Maintenance tab. User should ensure that they are on the correct tab

Enter a model name and click the save button. The Select Model screen will update to include your new model.

In order to update the new model, click on the View/Update hyperlink in your new row, and follow the steps in the previous section.

How to Delete a Model

Click on the Delete hyperlink from the action column of any model in draft state.

A warning popup opens, click Yes button to delete

How to Search for Components

From the Utilities screen, expand the Risk Profile tab and click on the Risk Profile Model link.

Click on the Components subtab

Note: These steps work whether you are on the CHI Maintenance tab or the API Maintenance tab. User should ensure that they are on the correct tab.

Enter search criteria from the Model and Component dropdown. The filter will automatically update. Then click on the + symbol to the left of the Model Column to expand and view the search results.

How to Search for Risk Factors

From the Utilities screen, expand the Risk Profile tab and click on the Risk Profile Model link.

Click on the Risk Factors subtab

Note: These steps work whether you are on the CHI Maintenance tab or the API Maintenance tab. User should ensure that they are on the correct tab.

Enter search criteria from the Model and Component dropdown. The filter will automatically update. Then click on the + symbol to the left of the Model Column to expand and view the search results.

How an Utility user with CHAT Management function Updates CHAT Points

Select the CHAT Points tab.

Click the Add button. A blank row is added after the last completed CHAT Level row.

Select a default radio button.

Enter the desired points as either positive or negative numbers or zero.

Enter the Level Label beside the respective Level.

Select the desired Level color beside the respective Level.

Now click the Save button. The added/updated SAS Level records are saved.

Users with Modal Management Function

How a Utility user with Edit Risk Model function can set a model to Draft for Modification

In order to edit the Risk Profile Model, the model must be set to a Draft state. Otherwise, the user with an Edit Risk Model can only view the model.

Select the Certificate Holder Index menu option via the SAS Main menu. SAS displays the CHI Maintenance screen with all CHA models.

Set the Set State drop down to Draft and click the Set button beside the main CHI model.

Click the View Update Model button. SAS then presents the Update Model tab representing the configuration of the selected model containing a Primary and Multiplicative group. The Primary group has an Add Component button, the Multiplicative group does not.

How a Utility user with Model Management function can Update Components

When a model is in Draft state, a user with the Edit Risk Model function can update components by setting new component weights or changing the name of a component. A new component can also be added. Adding new components or updating component names are not recommended without thorough prior analysis.

Update the Component Name in either the Primary or Multiplicative group.

Update the weight of a chosen component.

Click the Save button. SAS now saves the updated properties to the database in the Draft model record.

How a Utility user with Model Management function can Add or Update Risk Factor(s)

When a model is in Draft state, a user with the Edit Risk Model function can update or add risk factors. Existing risk factors can be renamed, weights can be modified, or business rules can be changed.

Expand the Components where the desired Risk Factor is located, by clicking the right arrow > button. SAS displays a fly out of all the Risk Factors that fall under the expanded Component.

Update the existing Risk Factor Name.

To add a risk factor, click on the Add Risk Factor Button. A new line with a blank name will appear. Complete data fields using the same process as in editing a risk factor.

For PI+Data and Data only risk factors, the user can modify the business rule. To modify a business rule, click on the Edit button under business rule. To modify an existing justification, you may edit the text. To add a new Justification click add and insert new text. Click save once you are done.

To Add a new sub-factor, click on the Add button on the Create/Edit Subfactor Rule(s) popup. A dialog will allow the user to add a Single Value, Range, or Value Multiplier Business rule. There is also an option to Apply Condition which means the rule is only valid when the condition is true, or to use a

Normalizer/Divisor which means the rule applies to a rate (e.g. If something is normalized by fleet size the value is divided by the number of aircraft).

Click the Save button. SAS saves the model with the updated Risk Factor to the Draft model record.

How a Utility user with Edit CHAT Points function Updates CHAT Points

A user with the Update CHAT points function can update the CHAT points. This should only be done after thorough prior analysis as it changes the CHAT points for all PI-only risk factors.

Click the CHAT Points tab.

If you are a user with Edit CHAT Points, you can update existing CHAT Points selections by modifying the default selection, points, label, or color. When complete click Save

Activity Rule Engine

Log into SAS and click on the Utilities link in the SAS fly-out menu. The system displays the Utilities screen.

Click on the Rule Engine section, then click on the Activity Rule Engine hyperlink. The system displays the Activity Rule View screen.

Click Add New Rule. The system displays the Rule Editor window. Complete the required sections then click Save.

How to edit an existing rule:

Click on the Rule Id of the Rule that you would like to edit:

Update the required sections, and click Save button.

Authoring Tool

The SAS Authoring Tool is the interface for creating new DCTs and their component parts (lists, MLF labels, and questions). Access is limited to users tasked with creating and maintaining these items. This chapter walks through the main features for authoring of activity questions.   Authoring of Activity Questions allows members of the Technical Support Team (TST) to author and manage activity questions under a new Assessment Type: AR (Activity Recording) which pertains ONLY to activities in SAS.

Lists

The Perform DCT tab is where you record the data collected during the inspection. The tab has three views: List View, Question Detail View, and Full View.

List View displays the complete list of DCT questions:

Full View is a complete view of an individual question only, including possible responses and response details:

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

Master List of Functions (MLF)

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

MLF authoring consists of creating, reviewing, and (if necessary) editing MLF labels. This also includes creating, deactivating (and possibly reactivating) standard DCTs. Creating a new MLF label consists of:

Generating a new MLF label (number and title)

Enabling standard DCTs for the label

Specifying the label's Business Scoping Rule

Creating a New MLF Label

To create a new label:

From the SAS menu, select Authoring > Master List of Functions. The MLF tab appears.

In the Create MLF Label box, select the radio button for the level of label you want to create (system, subsystem, or element).

If you selected subsystem or element, use the Select System/Select Subsystem lists to select the parent hierarchy under which the new label will fall.

Click Create. The new label opens in the MLF Manage Content screen. Its version number is set to 0.1.

Enter details for the label as described in the next section.

Entering MLF Label Data

You view, enter, and edit MLF label data in the Master List of Functions - Manage Content screen. This is also the screen on which you activate and deactivate standard DCTs.

To access the Master List of Functions - Manage Content screen and enter MLF data:

From the SAS menu, select Authoring > Master List of Functions. The Master List of Functions tab opens at the Search screen.

In the label list, click the title of the label you want to work with. Or, to create a new label, Click the Create Label button. The Manage Content screen opens.

If you are editing an existing label, click Check Out to check out the record for editing. Otherwise, if you are creating a new label, proceed to the next step.

Enter or, if necessary, edit the label's title.

As necessary, indicate whether the label is active or inactive. New labels automatically default to Active.

In the Scoping Business Rule field, click Edit. The Scoping Business Rule Editor opens. Enter a rule for the question.

In the table of peer group/specialty combinations, for individual combinations. Use the DCT Exists? list to specify whether a DCT should be created for that peer group/specialty combination. If Yes, SAS automatically creates a DCT to support assessments for that combination. The default is No.

For system/subsystem-level labels for which DCT Exists? is Yes, specify the assessment Criticality: H (High), M (Medium), or L (Low). Criticality is the likelihood that a failure of a certificate holder or applicant system, subsystem, or element could lead to an unsafe condition. It is associated with the baseline intervals that determine the expected maximum time allowed between assessments.

For combinations for which DCT Exists? is Yes, click the Purpose/Objective link and enter the purpose and objective of the DCT. The purpose defines the certificate holder's responsibility. The objective defines the FAA's oversight objective. Both of these descriptions will appear on the DCT.

Purpose Example: "To ensure that the certificate holder's manual has policy, instruction, information, or procedures to keep current its manual. To ensure that those personnel furnished changes and additions to their manual or appropriate parts of the manual are kept up to date."

Objective Example: "To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process. To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Manual Currency process. To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Manual Currency process."

When you are done, click Check In to save and check in the record.

Note: If you have made changes to the DCT Exists? setting, the modified MLF label must reach Ready for Validation status before the new DCTs are available or the old ones are deactivated.

Questions

How to Search for Activity Questions

Log into SAS and navigate to the Questions screen by clicking on the Questions link displayed in the SAS fly-out menu under Authoring. The system displays the Questions tab by default with the DCT Questions search screen.

Click on the Activity Questions radio button. The system displays the Activity Questions search screen. All activity questions in any status other than Released are displayed by default.

Enter a Question ID in Search Criteria and click Search. The system will search for and display the activity question with a matching Question ID in the Search Results grid.

Click Reset. The system will reset the screen to its default state.

Select one or more AFS Business Functions and click Search. SAS searches for and displays all activity questions that match the selected AFS Business Function(s).

Click Reset. The system will reset the screen to its default state.

Select one or more Status(s) and click Search. SAS searches for and displays all activity questions that match any selected status(s).

Click a hyperlinked Question ID. The system displays the selected activity question in read-only mode with the Provide Question Context panel expanded.

Click Return to Search Results and Reset.

Select an AFS Business Function and a Status and click Search. SAS searches for and displays all activity questions that match both the selected AFS Business Function and Status.

How to Create a New Activity Question

Log into SAS and navigate to the Questions screen by clicking on the Authoring link displayed in the SAS fly-out menu. The system displays the Questions tab by default with the DCT Questions search screen.

Click on the Activity Questions radio button. The system displays the Activity Questions search screen. All activity questions in any status other than Released are displayed by default.

Click Create New. The system displays the Activity Question authoring screen with the following default selections:
- Active/Inactive: Active
- Assessment Type: AR
- AFS Business Function: Surveillance and Inspections (x6xx)

Click on the Add/Edit Question Details panel. The system expands the Add/Edit Question Details panel with the following default selections:
- Question Type: Output Validation

- Question Category: Yes/No, without bullets

Enter the question text in the Question/Bullet text column and click on the Add/Edit Response Content panel. The system collapses the Add/Edit Question Details panel and expands the Add/Edit Response Content panel with the following default selections:

- Response Content Order: 1 & 2

- Attach Response Details List(s): SPDCTs (Both OP & AW)

Enter each possible response to the question. The system will display text entered by the user.

Click Check In. The system displays the Check-in window with the following default selection: Select Action: No Action.

Enter text in the Enter Justification textbox and click OK. The system closes the window and displays the Activity Questions search screen. The checked-in question is displayed in the Search Results panel with status dependent on action selected.

Searching/Filtering for Business Rules in Authoring

Please see Searching/Filtering Business Rules.

DCTs

Viewing Corresponding DCTs

To view corresponding questions or DCTs:

With the label displayed in the MLF Manage Content screen, click the Corresponding DCTs or Corresponding Questions (depending on which you want to see).

Based on the link you selected, a dialog opens, listing either all corresponding DCTs or questions.

To drill down into an individual record, click its title or Question ID link.

You may now expand the following categories associated with the question:

Provide Question Context

Associate Question with MLF

Set SP DCT Question Section Label and References

Note: If the Display under Safety Attribute (SA) Header is checked, then SP DCT Section Label is disabled and populated with SA

View Standard DCTs in which Question Will Appear

Link References & Define Scoping Business Rule

Add/Edit Question Details

Add/Edit Response Content

At the bottom of the screen, you have the ability to change the viewing format by clicking on the Select Format dropdown button.

The options are Online Format, Table Format, and Unscoped Format. Once you have made a selction, the Preview button will become enabled. Click on the Preview button.

How to Set a SP Section Label

From the SAS Flyout Menu, click on the Authoring Module, then the Questions link

Now select the Question ID link of the DCT that you would like to view.

Expand the row called Set SP DCT Question Section Label and References.

If the Display under Safety Attribute (SA) Header is checked, then SP DCT Section Label is disabled and populated with SA. Uncheck this box to set SP DCT Section Label.

Select a reference label from the dropdown. Then click the Add Link button.

About Variances in Corresponding DCT Numbers

Changes to a label's DCT associations are not committed until a label reaches Ready for Validation status. As a result, at times you may see a variance between the number of corresponding DCTs and the number of peer group/specialty combinations that require assessment.

For example, suppose a label has four corresponding DCTs. (The label is in Released status and there are four peer group/specialty combinations that require assessment.) User A checks out the label, removes the assessment requirement, and checks the label in, submitting it to Ready for Primary Review. User B views the label and sees the number of corresponding DCTs still at four, even though there are now only three peer group/specialty combinations requiring assessment.

Review, Validation, & Release Management

How to Review, Validate, and Release Activity Question

Log into SAS and navigate to the Questions screen by clicking on the Authoring link displayed in the SAS fly-out menu. The system displays the Questions tab by default with the DCT Questions search screen.

Click on the Activity Questions radio button. The system displays the Activity Questions search screen. All activity questions in any status other than Released are displayed by default.

In the Search Results panel, click on the hyperlinked Question ID of an activity question in Ready for Primary Review status. The system opens the selected question.

Click Check Out. The system checks out the question to the author and enables question editing.

Review the question, make edits if necessary, and click Check In. You may also choose to discard check out by clicking on the Discard Check Out button. The system displays the Check-In window.

Select Submit for Secondary Review, enter justification text, and click OK. The system checks in the question in Ready for Secondary Review status.

In the Search Results panel, click on the hyperlinked Question ID of an activity question in Ready for Secondary Review status. The system will open the selected question.

Click Check Out. The system checks out the question to the author and enables question editing.

Review the question, make edits if necessary, and click Check In. You may also choose to discard check out by clicking on the Discard Check Out button. The system displays the Check-In window.

Select Submit for Validation, enter justification text, and click OK. The system checks in the question in Ready for Validation status.

Click on the Validation tab and select the activity question by clicking on the hyperlink in the Description column. The system opens the selected question.

Click Check Out. The system checks out the question to the author in read-only mode. If additional edits are necessary, you may check in the question and return it to Draft, Ready for Primary Review, or Ready for Secondary Review status.

Click Check In. The system displays the Check-In window.

Select Submit to Ready for Release, enter justification text, and click OK. The system checks in the question in Ready for Release status.

Click on the Release Management tab. The system displays authored items that are in Ready for Release status.

In the row corresponding to the activity question, select Current in the Release To column and click on Release. The system displays a confirmation window with the message Release Item(s) --- Are you Sure?

Click OK. The system releases the activity question for the field to use as part of the data collection module.

REFERENCES

Common Data Fields Matrix

Vitals Data Fields - 121 Operators

The following table lists the configuration vitals attributes that make up a 121 certificate holder's configuration data. These appear on the Configuration Data > Vitals tab. Items are ordered by the section title / subtitle they appear in on the Vitals tab.

Note: The Scoping column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's Scoping column value is P, that means that the entry made on the Vitals tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields - 121 Operators

Menu/Section Title

Subtitle

Vitals Field

Vitals Field Value (VFV)

VFV Field

Scoping

General Information

Air Operator Name

[Air_Operator_Name]

This is the legal or official name of the certificate holder. This field is autofilled and cannot be edited.

General Information

14 CFR

[Operating_FAR]

This data field identifies the operational Title 14 of the Code of Federal Aviation Regulations (CFR) under which a person or organization conducts business. This field is autofilled.

P

General Information

Certificate Type

[Cert_Type]

This field identifies the type of certificate held by the certificate holder. This field is autofilled and cannot be edited.

General Information

CHDO

[CHDO]

This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.

General Information

Previous Designator

[Previous_Designator]

Entries in this field will only be made when the certificate holder had previously operated under another designator. It is important that the same legal entity is the user of the current and previous designator.

General Information

Certificate Number

[Certificate_Number]

A certificate number is a formal identifier, assigned by AFS-600, which distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

General Information

Previous Certificate Number

[Prev_Cert_Number]

Entries in this field will only be made when the FAA re-codes certificate numbers, or whenever knowledge of previous certificate information is necessary, e.g., re- codification of certificate holder certificate numbers.

General Information

Certificate Issue Date

[Cert_Issue_Date]

The date the certificate was originally issued. The date in this field reflects the original date on which all requirements for certification were met, and the certificate became effective. This date must not be changed when a certificate is re-issued for routine purposes, such as, changes in address, name, or certificate holding district office.

General Information

Certificate Status

[Cert_Status]

"The current status of the certificate. The following options are valid codes/descriptions:

A - The certificate is active.

C - The certificate is being or has been transferred to another CHDO.

D - The certificate has been surrendered voluntarily.

P - The certificate is in the precertification process. The entry is changed to active when the certificate is issued or terminated when the certificate holder withdraws the application.

R - The certificate has been revoked.

S - The certificate has been suspended for a specified period. When the suspension period has been completed and the certificate has been returned to the certificate holder, the entry is changed back to active.

T - The applicant terminates precertification activities without a certificate being issued.

General Information

Certification Status Date

[Cert_Status_Date]

"The date in this field represents the date on which the Certificate Status (A-Active, D-Surrendered, R- Revoked, etc.) became effective. The system autofills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the certificate holders status changed (final adjudication of legal enforcement proceedings, completion of certificate transfer requirements, voluntary surrender, etc.).

General Information

Validation Date

[Validation_Date]

The Validation Date field is autofilled with todays date on creation of the certificate holder record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the certificate holder. The information being validated should be done in person, by phone or by mail.

CEO

Name

[CEO_Name]

The name of the person performing Chief Executive Officer duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.

CEO

Title

[Title_of_Above]

The organizational title of the person.

CEO

Address 1:

[CEO_Address_1]

The business address of the person.

CEO

Address 2:

[CEO_Address_2]

The second line of the address, if needed.

CEO

Address 3:

[CEO_Address_3]

The third line of the address, if needed.

CEO

City

[CEO_City]

The name of the city or town.

CEO

State

[CEO_State_Code]

The two-character postal abbreviation for the state or U.S. possession. The field is blank if the address is outside of the United States or U.S. possession.

CEO

Postal code

[CEO_Postal_Code]

The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

CEO

Country

[CEO_Country_Code]

The two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

CEO

Business Phone

[CEO_Phone]

The business telephone number including area code, if the person is located within the United States or U.S. possession. Blank if the person is located outside of the United States or U.S. possession.

CEO

Business Phone Ext

[CEO_Phone_Extension]

Business phone extension

CEO

Foreign Phone

[CEO_Foreign_Phone]

The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.

CEO

Foreign Phone Ext

[CEO_Foreign_Phone_Extension]

Foreign phone extension

CEO

Mobile Phone

[CEO_Cell]

The cellular phone number, if necessary, to reach the person.

CEO

Fax

[CEO_Fax]

The fax number, if necessary, to reach the person.

CEO

Email Address

[CEO_Internet_Address]

The electronic mail (e-mail) address.

Personnel / Training / AW Agreement

PIC Captains

[PIC_Captains]

Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons are qualified and trained as a PIC by the certificate holder.

Personnel / Training / AW Agreement

Flight Engineer Examiners

[Flight_Engineer_Examnrs]

Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.

Q

Personnel / Training / AW Agreement

Pilot Examiners

[Pilot_Examiners]

Enter the number of persons employed by the certificate holder designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 61 to qualified applicants.

Personnel / Training / AW Agreement

Aircrew Program Designees

[Aircrew_Prog_Designees]

"Enter the number of certificate holder employees authorized to conduct airman certification under aircrew designated examiner program authorized under the provisions of CFR 183, and Order 8400.10, volume 5, Chapter 6.

Q

Personnel / Training / AW Agreement

Dispatchers

[Dispatchers]

Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA aircraft dispatcher certificate issued under FAR 65, Subpart C.

Personnel / Training / AW Agreement

Inspectors

[Inspectors]

Enter the number of persons employed by the air operator who either (1) hold an inspection authorization issued under FAR 65.91, but are not working under the provisions of a continuous airworthiness maintenance program of the 121 or 135 air carrier; or (2) have been employed to fulfill inspection responsibilities of the 121 or 135 air carrier maintenance program but are not identified as designated inspectors.

Personnel / Training / AW Agreement

Non Certificated Mechanics

[NonCertificated_Mechanics]

Enter the number of aircraft mechanics domiciled at this location employed by the certificate holder who have not been certificated by the FAA under the provisions of FAR 65, Subpart D.

Personnel / Training / AW Agreement

Repairmen

[Repairmen]

Enter the number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of FAR 65, Subpart E.

Personnel / Training / AW Agreement

Other Pilots

[Other_Pilots]

Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under FAR 61. This person may or may not be qualified and trained as a PIC by the certificate holder but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in- command (SIC) pilot.

Personnel / Training / AW Agreement

Flight Engineers

[Flight_Engineers]

Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.

Q

Personnel / Training / AW Agreement

Check Airmen

[Check_Airmen]

Enter the number of persons designated by the Administrator as check pilot(s) for the operator. Do not include persons authorized under the provisions of CFR 142.55(a).

Personnel / Training / AW Agreement

Flight Attendants

[Flight_Attendants]

Enter the number of persons employed by the certificate holder primarily to perform duties required by FAR 121.391.

M, Q

Personnel / Training / AW Agreement

Navigators

[Navigators]

Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight navigator certificate issued under FAR 63, Subpart C.

Q

Personnel / Training / AW Agreement

Designated Inspectors

[Designated_Inspectors]

"Enter the number of persons employed by the air carrier who are not full time inspection employees, but have specific inspection authority, and who derive their inspection authority through the continuous airworthiness maintenance program of the air carrier under the provisions of FAR 121.369(b)(3).

Personnel / Training / AW Agreement

Certificated Mechanics

[Certificated_Mechanics]

Enter the number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart D

Personnel / Training / AW Agreement

Total Number of Employees

[Total_Number_of_Employees]

Enter the total number of employees regardless of the type of work performed who are employed by the certificate holder.

Personnel / Training / AW Agreement

Crew Member Training

A - Contracts out most/all training

Based on his/her knowledge of the certificate holder, the POI shall select A - Contracts out most/all training if it is the method by which the flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR.

Personnel / Training / AW Agreement

Crew Member Training

N - No training required

Based on his/her knowledge of the certificate holder, the POI shall select N - No training required if flight crewmember, flight attendant, navigator, and aircraft dispatcher training is not required, as required by the applicable CFR.

Personnel / Training / AW Agreement

Crew Member Training

P - Contracts out a moderate amount of training

Based on his/her knowledge of the certificate holder, the POI shall select P - Contracts out a moderate amount of training if it is the method by which the flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR.

Personnel / Training / AW Agreement

Crew Member Training

T - Performs most/all training

Based on his/her knowledge of the certificate holder, the POI shall select T - Performs most/all training if it is the method by which the flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR.

Personnel / Training / AW Agreement

Airworthiness Agreement

A - Contracts out most/all maintenance

Based on his/her knowledge of the certificate holder, the PMI shall select "A - Contracts out most/all maintenance if it is the method by which the Continuous Airworthiness Maintenance Program is conducted, as required by the applicable CFR.

Personnel / Training / AW Agreement

Airworthiness Agreement

M - Performs most/all maintenance

Based on his/her knowledge of the certificate holder, the PMI shall select "M - Performs most/all maintenance if it is the method by which the Continuous Airworthiness Maintenance Program is conducted, as required by the applicable CFR.

Personnel / Training / AW Agreement

Airworthiness Agreement

N - Continuous airworthiness maintenance program not required

Based on his/her knowledge of the certificate holder, the PMI shall select "N - Continuous airworthiness maintenance program not required" if the Continuous Airworthiness Maintenance Program is not required, as required by the applicable CFR.

Personnel / Training / AW Agreement

Airworthiness Agreement

P - Contracts out a substantial maintenance function

Based on his/her knowledge of the certificate holder, the PMI shall select "P - Contracts out a substantial maintenance function" if it is the method by which the Continuous Airworthiness Maintenance Program is conducted, as required by the applicable CFR.

Personnel / Training / AW Agreement

Crew Members

Two Pilots

Select if the certificate holder conducts operations requiring two pilots.

Q

Personnel / Training / AW Agreement

Crew Members

Three Pilots

Select if the certificate holder conducts operations requiring three pilots.

Q

Personnel / Training / AW Agreement

Crew Members

Three or More Pilots

Select if the certificate holder conducts operations requiring three or more pilots.

Personnel / Training / AW Agreement

Crew Members

Four Pilots

Select if the certificate holder conducts operations requiring four pilots.

Q

Personnel / Training / AW Agreement

Crew Members

More than Four Pilots

Select if the certificate holder conducts operations requiring four or more pilots.

Q

Personnel / Training / AW Agreement

Crew Members

Pilot or Flight Engineer Substituted for Flight Attendant

Select if the certificate holder allows the substitution of a pilot or flight engineer for a flight attendant.

Q

Personnel / Training / AW Agreement

Crew Members

Additional Flight Crewmember

Select if the certificate holder conducts operations with additional flight crew members.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Advanced Simulation

Select if the certificate holder has an approved advanced simulation program.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Aircraft Training

Select if the certificate holder conducts in-aircraft training.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Flight Simulators

Select if the certificate holder conducts training using flight simulators.

M, Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Flight Training Devices

Select if the certificate holder conducts training using flight training devices.

M, Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Transition Training

Select if the certificate holder conducts transition training.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Use Distance Learning

Select if CH/A utilizes learning that is accomplished by any training method not including an instructor and a gathering of trainees collocated in a traditional classroom.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Reduction In Hours

Select if the certificate holder has approval for a reduction in training hours.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Differences Training

Select if the certificate holder conducts differences training, applicable to variation(s) of a particular aircraft type that has pertinent differences from the base aircraft type. The base aircraft type and the variation(s) must have the same type certificate (TC).

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Related Aircraft Differences Training

Select if the certificate holder conducts related aircraft differences training, applicable to aircraft with different type certificates (TC) that have been designated as related by the Administrator. To be designated as related, the aircraft must be of the same make and have been demonstrated and determined by the Administrator to have commonality.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Use Home Study Guides as a Substitute for Classroom Ground Training

Select if the certificate holder uses home study guides as a substitute for classroom ground training.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Joint Pilot and Flight Attendant Training

Select if the certificate holder conducts joint pilot and flight attendant training.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Advanced Qualification Program (AQP)

Select if the certificate holder has an approved Advanced Qualification (AQP) training program.

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Programs

Contract Training

Select if the certificate holder is approved to utilize Contract Training for crewmembers. Populate the SAS configuration contractor tab with contractor information.

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Instructor Aircraft

Select if the certificate holder conducts in-aircraft training using flight instructors.

M, Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Personnel

Check Airmen Simulator

Select if the certificate holder conducts simulator training using check pilots.

M, Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Engineer Instructors (Airplane)

Select if the certificate holder conducts training using flight engineer instructors.

Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Instructor Simulator

Select if the certificate holder conducts simulator training using flight instructors.

M, Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Personnel

Check Airmen Aircraft

Select if the certificate holder conducts in-aircraft training using check pilots.

M, Q

Personnel / Training / AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Navigator Instructors (Airplane)

Select if the certificate holder utilizes flight navigator instructors.

RO-DO / PI / Certificated Kinds of Operation / Authorization

Principal Operations Inspector

[Computed text]

The office and three-character inspector ID code of the assigned Principal Operations Inspector (POI).

RO-DO / PI / Certificated Kinds of Operation / Authorization

Principal Maintenance Inspector

[Computed text]

"The office and three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

RO-DO / PI / Certificated Kinds of Operation / Authorization

Principal Avionics Inspector

[Computed text]

The office and three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

RO-DO / PI / Certificated Kinds of Operation / Authorization

Hazmat Principal Inspector

[Computed text]

The office and name of the assigned Hazmat Principal Inspector.

RO-DO / PI / Certificated Kinds of Operation / Authorization

Authorizations

Exemptions

"Select Exemptions if the certificate holder has been granted an exemption from the requirements of any by the Administrator under the provisions of FAR 11. List the exemptions in OPSS paragraph A005.

RO-DO / PI / Certificated Kinds of Operation / Authorization

Authorizations

Deviations

Select Deviations if the Administrator under the provision of a specific FAR has granted the certificate holder a deviation. List the deviations in OPSS paragraph A005.

RO-DO / PI / Certificated Kinds of Operation / Authorization

Authorizations

Reliability

Select Reliability if a Reliability program is authorized by the operations specifications paragraphs D074 or D075.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Authorizations

Exemption 3585

Select if the certificate holder is authorized to use Exemption 3585. Exemption 3585 allows for dispatch to destination when conditional language in the weather forecast for the destination and first alternate airport indicate that weather may be below landing and alternate airport minimums at the estimated time of arrival.

RO-DO / PI / Certificated Kinds of Operation / Authorization

Authorizations

Certificate of Airworthiness or Export Airworthiness Approval > 12/27/2010

Select if the certificate holder operates aircraft that has a certificate of airworthiness or export airworthiness approval greater than 12/27/2010.

RO-DO / PI / Certificated Kinds of Operation / Authorization

Authorizations

Equipment Contracted for Repair

Select if the certificate holder contracts equipment out for repair.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Certificated Kinds of Operation

121 Cert Kind of Operation

Domestic

Select for Domestic (DOM) operations.

M, Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Certificated Kinds of Operation

121 Cert Kind of Operation

Domestic and Flag

Select for Domestic and Flag (DFG) operations.

M, Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Certificated Kinds of Operation

121 Cert Kind of Operation

Supplemental - PAX / Cargo

Select for Supplemental - PAX / Cargo (SUP) operations.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Certificated Kinds of Operation

121 Cert Kind of Operation

Supplemental - Cargo Only

Select for Supplemental - Cargo Only (SCO) operations.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Certificated Kinds of Operation

Domestic/Flag Conducts Supplemental Operations

Select if the certificate holder is a Domestic or Flag operator, and also conducts supplemental operations.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Certificated Kinds of Operation

117/121 Mixed Operations

Select if the certificate holder conducts 121 passenger-carrying complying with the provisions of part 117 and conduct its all-cargo operation under part 121, subparts Q, R, or S.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Proposed or Existing Type Operating Configuration

Allows Cargo in Passenger Compartment

Select if the certificate holder allows cargo in the passenger compartment. (Ref. §121.285)

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Proposed or Existing Type Operating Configuration

Allows Carry-On Baggage on Aircraft

Select if the certificate holder is authorized by OpSpec A011 to use a carry-on baggage program.

RO-DO / PI / Certificated Kinds of Operation / Authorization

Proposed or Existing Type Operating Configuration

Does not Allow Carry-on Baggage on Aircraft

Select this field if OpSpec A011 has been issued but the operator elects not to allow carry-on baggage.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Proposed or Existing Type Operating Configuration

Allows Smoking on Aircraft Per DOT 252

Operates flight where smoking is permitted, subject to DOT 252.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Types of Cargo Carried

RFID Installed

Select if the certificate holder utilizes radio frequency identification (RFID) on aviation products and equipment. (Ref. AC 20-162; AC 119-2)

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Types of Cargo Carried

HAZ/MAT Carried

Select if the certificate holder has an FAA approved hazardous materials (hazmat) program to carry hazardous materials.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Types of Cargo Carried

Carries Cargo

Select if the certificate holder is conducting primarily cargo operations

M, Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Other Equipment And Configuration

CVR Installed

Select if the certificate holder operates aircraft with a CVR installed.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Other Equipment And Configuration

FDR Installed

Select if the certificate holder operates aircraft with a FDR installed.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Other Equipment And Configuration

Lavatory Installed

Select Lavatory Installed when the aircraft is equipped with a Lavatory, but not a portable potty. Ref. AD 74-08-09R3 for Transport Category Aircraft configured with a Lavatory.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Medical Oxygen Equipment

Oxygen Equipment - Operator Provided

Select if the certificate holder operates aircraft with medical oxygen equipment on board.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Medical Oxygen Equipment

Portable Oxygen Concentrators

Select if the certificate holder operates aircraft with portable oxygen concentrators on board.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Specify Altitude Limitations

Altitude > FL250

Select if the certificate holder operates aircraft above FL250.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Specify Altitude Limitations

Altitude > FL270

Select if the certificate holder operates aircraft above FL270.

Q

Proposed or Current Terminal and Enroute Procedures

Extended Operations

ETOPS Greater than 180 Minutes

Select if the certificate holder is authorized ETOPS operations greater than 180 minutes.

Q

Proposed or Current Terminal and Enroute Procedures

Extended Operations

Extended Overwater Operations

Select if the certificate holder operates aircraft in extended overwater operations.

Q

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Polar Area South

Select if the certificate holder conducts Polar Area South Operations.

M, Q

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Specialized Means of Navigation Outside the United States and District of Columbia

Select If The certificate holder Conducts Specialized Means Of Navigation Outside The United States And The District Of Columbia. (Ref. 121.389(a))

Q

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Operations Outside the United States / International

Select if the certificate holder conducts flight within foreign countries. (Ref. 121.11, 121.723)

Q

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Hawaii

Select if the certificate holder conducts operations within Hawaii.

Q

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Alaska

Select if the certificate holder conducts operations within Alaska.

Q

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Overwater Operations

Select if the certificate holder conducts overwater operations.

Q

Proposed or Current Terminal and Enroute Procedures

Additional Flight Planning Constraints

Outsource Flight Following

Select if the certificate holder Outsources Flight Following. Applies to supplemental operators only.

Q

Proposed or Current Terminal and Enroute Procedures

Additional Flight Planning Constraints

High Minimums PIC

Select if the certificate holder operates aircraft with high minimums PICs.

Q

Proposed or Current Terminal and Enroute Procedures

Approach and Landing Operations

Conducts Category II Operations

Select if the certificate holder conducts Category II Operations.

M, Q

Proposed or Current Terminal and Enroute Procedures

Approach and Landing Operations

Conducts Category III Operations

Select if the certificate holder conducts Category III Operations.

M, Q

Operating Configuration

Aircraft Category

Nontransport Category

Select if the certificate holder operates other than transport category aircraft, but do not select for large nontransport which are certificated under Aero Bulletin 7A

Q

Operating Configuration

Aircraft Category

Provisionally Certificated

Reference CFR 21 Subpart 1 Provisional Airworthiness Certificates (Ref. 91.317, 121.207)

Q

Operating Configuration

Aircraft Category

Transport Category

Select if the certificate holder operates transport category aircraft. See TCDS for certification basis.

Q

Operating Configuration

Aircraft Category

Leased or Chartered Civil Aircraft

Select if the certificate holder operates leased or chartered civil aircraft.

Q

Operating Configuration

Aircraft Category

One or more non-US registered aircraft

Select if the certificate holders operates one or more aircraft registered as civil aircraft of an ICAO country.

Q

Operating Configuration

Aircraft Category

One or more US registered aircraft

Select if the certificate holders operates one or more aircraft registered as civil aircraft of the United States.

Q

Operating Configuration

Propulsion

Reciprocating

Select if the certificate holder operates aircraft with reciprocating engines.

Q

Operating Configuration

Propulsion

Four Engines

Select if the certificate holder operates aircraft with four engines.

Q

Operating Configuration

Propulsion

Three Engines

Select if the certificate holder operates aircraft with three engines.

Q

Operating Configuration

Propulsion

Turbine

Select if the certificate holder operates aircraft with turbine engines. Check this box in addition to other applicable boxes for all turbine-powered aircraft.

Q

Operating Configuration

Propulsion

Turbojet

Select if the certificate holder operates turbojet (includes turbofan) aircraft

Q

Operating Configuration

Propulsion

Turbo propeller

Select if the certificate holder operates turbo propeller aircraft

Q

Operating Configuration

Aircraft Equipment

Emergency Evacuation Systems

Select if the certificate holder operates aircraft equipped with automatically deployable emergency evacuation assisting means.

Q

Operating Configuration

Aircraft Configuration

Exit More than 6 Feet from Ground

Select if the certificate holder operates aircraft where an emergency exit is more than six feet from the ground when the plane is on the ground and the landing gear is extended.

Q

Operating Configuration

Aircraft Configuration

Exit Seat installed

Select if the certificate holder operates aircraft with an exit seat installed.

M, Q

Operating Configuration

Aircraft Configuration

Galley Installed

Select if the certificate holder operates aircraft with a galley installed.

Q

Operating Configuration

Aircraft Configuration

Locking Cockpit Door

Select if the certificate holder operates aircraft with a locking cockpit door installed.

Q

Operating Configuration

Aircraft Configuration

Open Overhead Rack

Select if the certificate holder operates aircraft with open overhead racks installed.

Operating Configuration

Aircraft Configuration

Pressurized Aircraft

Select if the certificate holder operates pressurized aircraft.

Q

Operating Configuration

Aircraft Configuration

Tailcone Exit

Select if the certificate holder operates aircraft where a tailcone emergency exit is more than six feet from the ground when the plane is on the ground and the landing gear is extended.

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Unit Load Device

Certified

Select if the certificate holder utilizes Certified Unit Load Devices. A certified ULD meets the requirements of TSO-C90; STC requirements, if applicable or other FAA-approved certification standards. A certified ULD is structurally capable of restraining a load and/or protecting the aircraft systems and structure. (AC 120-85)

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Unit Load Device

Uncertified

Select if the certificate holder uses ULDs not meeting requirements of TSO-C90, STC requirements, or other FAA-approved certification requirements. (AC 120-85)

Q

RO-DO / PI / Certificated Kinds of Operation / Authorization

Unit Load Device

Active

Select if the certificate holder utilizes Active Unit Load Devices. Active ULDs are ULDs with active temperature control systems for transporting temperature sensitive cargo. (AC 120-85)

Q

Operating Configuration

A/C Certification CFR PART/SFAR

Aero Bulletin 7A

Select if the certificate holder operates aircraft originally type certificated IAW Bulletin 7A. These aircraft are referred to as large nontransport airplanes in the performance rules; example aircraft include DC-3, C-46.

Q

Operating Configuration

A/C Certification CFR PART/SFAR

Civil Air Regulations (CAR) 4A

Select if the certificate holder operates aircraft originally type certificated IAW CAR 4A

Q

Operating Configuration

Approvals

Outside Aircraft Check Procedure

Select if OpSpec A023 only allows the provision for Outside the Aircraft Check (OTAC), or if the approved deicing/anti-icing program includes the OTAC authorization of (121.629(d)).

Q

Operating Configuration

Approvals

Approved De-Icing/Anti-Icing Program

Select if OpSpec A023 allows for an Approved Ground Deicing/Anti-icing Program of 121.629(c) which includes provisions for program implementation, training, holdover procedures, fluids and pretakeoff check procedures.

Q

Operating Configuration

Records

Airworthiness Release Form

Select if the CH uses an Airworthiness Release Form and not an aircraft log entry of 121.709(a).

Q

Operating Configuration

Weight

Payload < 7,500 pounds

Select If The certificate holder Operates Aircraft With A Payload < 7500 pounds.

Q

Operating Configuration

Weight

Payload => 7,500 pounds

Select If The certificate holder Operates Aircraft With A Payload That Equals Or Exceeds 7500 Pounds.

Q

Scheduled Operations / Maintenance and Reliability Info.

14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info

10 or More - Continuous Airworthiness Maintenance Program (121 or 135)

Select if the certificate holder has a continuous airworthiness maintenance program for aircraft with 10 or more passenger seats.

Scheduled Operations / Maintenance and Reliability Info.

14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info

10 or More or 121 - Approved Corrosion Prevention Progam

Select if the certificate holder has an approved corrosion prevention program for aircraft with 10 or more passenger seats.

Scheduled Operations / Maintenance and Reliability Info.

14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info

10 or More or 121 - Reliability Program Encompasses Entire Aircraft

Select if the 121 certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program encompassing the entire aircraft.

Scheduled Operations / Maintenance and Reliability Info.

14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info

10 or More or 121 - Reliability Program Does Not Cover Entire Aircraft

Select if the 121 certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program covering some portion of the aircraft.

Scheduled Operations / Maintenance and Reliability Info.

Continued Airworthiness and Safety Improvements

Aging Airplane Inspections and Records Reviews (121.1105)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet.

Q

Scheduled Operations / Maintenance and Reliability Info.

Continued Airworthiness and Safety Improvements

Repairs Assessment for Pressurized Fuselages (121.1107)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet.

Q

Scheduled Operations / Maintenance and Reliability Info.

Continued Airworthiness and Safety Improvements

Supplemental Inspections (121.1109)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet.

Q

Scheduled Operations / Maintenance and Reliability Info.

Continued Airworthiness and Safety Improvements

EWIS Maintenance Program (121.1111)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet.

Q

Scheduled Operations / Maintenance and Reliability Info.

Continued Airworthiness and Safety Improvements

Fuel Tank System Maintenance Program (121.1113)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet.

Q

Scheduled Operations / Maintenance and Reliability Info.

Continued Airworthiness and Safety Improvements

Limit of Validity (121.1115)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet.

Q

Scheduled Operations / Maintenance and Reliability Info.

Continued Airworthiness and Safety Improvements

Flammability Reduction Means (121.1117)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet.

Q

Scheduled Operations / Maintenance and Reliability Info.

Continued Airworthiness and Safety Improvements

Fuel Tank Vent Explosion Protection (121.1119)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet.

Scheduled Operations / Maintenance and Reliability Info.

Areas of Scheduled Operations

AL

Select if the certificate holder conducts scheduled passenger or scheduled cargo operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations / Maintenance and Reliability Info.

Areas of Scheduled Operations

CE

Select if the certificate holder conducts scheduled passenger or scheduled cargo operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations / Maintenance and Reliability Info.

Areas of Scheduled Operations

EA

Select if the certificate holder conducts scheduled passenger or scheduled cargo operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations / Maintenance and Reliability Info.

Areas of Scheduled Operations

GL

Select if the certificate holder conducts scheduled passenger or scheduled cargo operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations / Maintenance and Reliability Info.

Areas of Scheduled Operations

NM

Select if the certificate holder conducts scheduled passenger or scheduled cargo operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations / Maintenance and Reliability Info.

Areas of Scheduled Operations

SO

Select if the certificate holder conducts scheduled passenger or scheduled cargo operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations / Maintenance and Reliability Info.

Areas of Scheduled Operations

SW

Select if the certificate holder conducts scheduled passenger or scheduled cargo operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations / Maintenance and Reliability Info.

Areas of Scheduled Operations

WP

Select if the certificate holder conducts scheduled passenger or scheduled cargo operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations / Maintenance and Reliability Info.

Assc. Reference ID

[Associated_Reference_ID]

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the certificate holder or other computer files.

Scheduled Operations / Maintenance and Reliability Info.

Special Purpose

[Special_Purpose]

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office can use this field.

Scheduled Operations / Maintenance and Reliability Info.

National Use

[National_Use]

This is a two-character field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The region or Field Offices should not use this field.

Scheduled Operations / Maintenance and Reliability Info.

Operational Management Systems

ASAP - Aviation Safety Action Program

Select if the certificate holder has an approved Aviation Safety Action Program (ASAP).

M, Q

Scheduled Operations / Maintenance and Reliability Info.

Operational Management Systems

FOQA - Flight Operations Quality Assurance

Select if the certificate holder has an approved Flight Operational Quality Assurance (FOQA) Program.

M, Q

Scheduled Operations / Maintenance and Reliability Info.

Operational Management Systems

IEP - Internal Evaluation Program

Select if the certificate holder has an approved Internal Evaluation Program (IEP).

M, Q

Scheduled Operations / Maintenance and Reliability Info.

Operational Management Systems

VDRP - Voluntary Disclosure Reporting System

Select if the certificate holder has an approved Voluntary Disclosure Reporting Program (VDRP).

M, Q

Scheduled Operations / Maintenance and Reliability Info.

Maintenance Personnel

Canadian Persons to Perform Maintenance, Preventive Maintenance, or Alterations on US Aeronautical Products

Select if the certificate holder has US aeronautical products maintained By Canadian persons.

Q

Scheduled Operations / Maintenance and Reliability Info.

Technical Operations Agreements and Authorizations

Field Approved Auxiliary Fuel Tanks

Select if the certificate holder operates aircraft with auxillary fuel tanks installed by field approval.

Name / Address

Name/Address Code

CEO, Chief Executive Officer

CEO (Chief Executive Officer) Optional. The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.

Name / Address

Name/Address Code

CIN, Chief Inspector

CIN (Chief Inspector) This person is employed to fulfill the requirements of CFR 119.65 (a) or 91.1413(b) (2). This position is required for CFR 121, a Continuous Airworthiness Maintenance Program under 91K and is optional for other CFRs.

Name / Address

Name/Address Code

CPT, Chief Pilot

CPT (Chief Pilot) This person is employed to fulfill the requirements of CFR 119.65(a) or 119.69(a). This position is required for CFR 121, and 135. It is optional for other CFRs.

Name / Address

Name/Address Code

DMT, Director of Maintenance

DMT (Director of Maintenance) This is the person who is employed to fulfill the requirements of CFR 119.65(a), or 91.1413(b)(1).This position is required for CFR 121, 135 and a Continuous Airworthiness Maintenance Program under 91K. It is optional for other CFRs.

Name / Address

Name/Address Code

DOP, Director of Operations

DOP (Director of Operations) This person is employed to fulfill the requirements of CFR 119.65(a), 119.69(a), or 125.25. This position is required for CFR 121, 125, and 135. It is optional for other CFRs.

Name / Address

Name/Address Code

DOS, Director of Safety

DOS (Director of Safety) This person is employed to fulfill the requirements of CFR 119.65(a). This position is required for CFR 121 and optional for other CFRs.

Name / Address

Name/Address Code

MGR, General Manager

MGR (General Manager) The position is optional for all CFRs. The General Manager has overall management responsibility for all organizational activities of the certificate holder.

Name / Address

Name/Address Code

MML, Maintenance Main Base

MML (Main Maintenance Location) This is the facility/location where: (1) overall maintenance management and maintenance operational control is conducted, (2) the final repository for maintenance personnel training records and aircraft maintenance records is located, and (3) the maintenance management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

Name / Address

Name/Address Code

MOL, Main Operations Location

MOL (Main Operations Location) This is the facility/location where: (1) overall flight management and flight operational control is conducted, (2) the final repository for flight crewmember, flight attendant, dispatcher, and flight operations records is located, and (3) the flight management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

Name / Address

Name/Address Code

PAD, Primary Flight Attendant Domicile

PAD (Primary Flight Attendant Domicile) This is the location where the certificate holder has the largest number of flight attendants assigned.

Name / Address

Name/Address Code

PAT, Primary Flight Attendant Training Location

PAT (Primary Flight Attendant Training Location) This is the location where the certificate holder conducts basic indoctrination training for flight attendants as required by CFR 121.421 or 135.349.

Name / Address

Name/Address Code

PBO, Principal Base of Operations

PBO (Principal Base of Operations) This is the primary operating location as established by the certificate holder.

Name / Address

Name/Address Code

PMD, Primary Maintenance Domicile

PMD (Primary Maintenance Domicile) This is the location where the certificate holder has the largest number of maintenance personnel assigned.

Name / Address

Name/Address Code

PMT, Primary Maintenance Training Location

PMT (Primary Maintenance Training Location) This is the location where the certificate holder conducts basic indoctrination training for maintenance personnel as required by CFR 121.375, 135.433 or 91.1111.

Name / Address

Name/Address Code

PPD, Primary Pilot Domicile

PPD (Primary Pilot Domicile) This is the location where the certificate holder has the largest number of pilots assigned.

Name / Address

Name/Address Code

PPT, Primary Pilot Training Location

PPT (Primary Pilot Training Location) This is the location where the certificate holder conducts basic indoctrination training for pilots as required by the applicable CFR 121, Subpart N and 135, Subpart H.

Name / Address

Name/Address Code

PRD, Pilot Record Database Proxy

Name / Address

Name

[Person_Name]

The name of the person or company performing the role described for the name/address code. If the name is a person, then enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of the space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.

Name / Address

Position Title

[Position_Title]

Enter the organizational title of the person.

Name / Address

Address 1

[Address1]

Enter the business address of the person, company, or facility.

Name / Address

Address 2

[Address2]

Enter the second line of the address (if needed).

Name / Address

Address 3

[Address3]

Enter the third line of the address (if needed).

Name / Address

City

[City]

Enter the name of the city or town.

Name / Address

State

[State_Code]

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

Name / Address

Zip Code

[Postal_Code]

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

Name / Address

Country

[Country_Code]

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

Name / Address

Business Phone

[Commercial_Phone]

Enter the business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

Name / Address

Business Phone Ext

[Extension]

Enter the telephone extension number, if necessary.

Name / Address

Foreign Phone

[Foreign_Phone]

Enter the business telephone number including area code, of the office located outside the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

Name / Address

Foreign Phone Ext

[Foreign_Phone_EXT]

Enter the telephone extension number, if necessary.

Name / Address

Fax

[Fax]

Enter the fax number of the person.

Name / Address

Mobile Phone

[Cell]

Enter the mobile phone number of the person.

Name / Address

E-Mail Address

[Internet_Address]

Enter the email address of the person.

Name / Address

Airport ID

[Airport_Code]

Enter the airport ID where the company or facility is located.

Authorized DBAs

Current DBAs

Authorized DBA Name

[Authorized_DBA_Name]

Any authorized name under which the operator is doing business as authorized in OPSS Paragraph A001.

Authorized DBAs

Current DBAs

Authorized DBA Type

P - Primary

Enter P if the name is the primary DBA name. If there is only one DBA, then it is the primary DBA. The certificate holder should be consulted to determine the primary DBA when there are multiple DBAs.

Authorized DBAs

Current DBAs

Authorized DBA Type

O - Other

Enter O for all other DBAs.

Waivers Authorizations

Current Waivers and Authorizations

Waivers and Authorizations

[Waivers_Authorizations]

The CFR from which the fractional owner holds a waiver. Valid entries are listed on the FSAS Waivers Lookup Table.

Aircraft

Current Aircraft

14 CFR

121

The CFR under which type of aircraft is being operated. This field is read only for 121.

Aircraft

Current Aircraft

Make/Model/Series

[Make_Model_Series]

Enter the make/model/series for each type of aircraft operated by the certificate holder under the selected CFR. The designation must be listed on the FSAS aircraft make/model/series table.

Aircraft

Current Aircraft

PAX Demonstrated

[PAX_Demonstrated_121]

Enter the maximum demonstrated passenger seating capacity identified under 121.291(a) or 121.291(b).

Aircraft

Current Aircraft

PAX Approved / Cargo

[PAX_Approved_Cargo]

Enter the number of passenger seats installed as approved by the POI. Enter "0" (zero) for All-Cargo configured aircraft.

Q

Aircraft

Current Aircraft

Number Required Flight Attendants:

[Number_Req_Flight_Attnds]

For 121, enter the number of flight attendants used during the emergency evacuation demonstration conducted under 121.291.

Aircraft

Current Aircraft

Number of Aircraft:

[Number_of_Aircraft]

Enter the total number of aircraft by make/model/series that the certificate holder operates under the provisions of the selected FAR.

Aircraft

Current Aircraft

Structural Inspection Program

Select if a structural inspection program that complies with the airframe manufacturers documents is required for the candidate aircraft.

Aircraft

Current Aircraft

AQP

Select if an Advanced Qualification Program (AQP) is approved for the make/model/series under the provisions of SFAR 58.

Aircraft

Comments

Comments

[Comments]

Enter FAA comments. Comments are not visible to external users.

Comments

Vitals Data Fields - 135 Operators

The following table lists the configuration vitals attributes that make up a 135 certificate holder's configuration data. These appear on the Configuration Data > Vitals tab. Items are ordered by the section title / subtitle they appear in on the Vitals tab.

Note: The Scoping column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's Scoping column value is P, that means that the entry made on the Vitals tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields - 135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

General Information

General Information

<none>

Air Operator Name

This is the legal or official name of the certificate holder. This field is auto- filled and cannot be edited.

General Information

General Information

<none>

14 CFR

This data field identifies the operational Title 14 of the Code of Federal Aviation Regulations (CFR) under which a person or organization conducts business. This field is auto-filled.

P

General Information

General Information

<none>

Certificate Type

This field identifies the type of certificate held by the certificate holder. This field is auto-filled and cannot be edited.

General Information

General Information

<none>

CHDO

This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is auto-filled.

General Information

General Information

<none>

Previous Designator

Entries in this field will only be made when the certificate holder had previously operated under another designator. It is important that the same legal entity is the user of the current and previous designator.

General Information

General Information

<none>

Certificate Number

A certificate number is a formal identifier, assigned by AFS-600, which distinguishes each certificate held by an individual entity. This field is auto-filled and cannot be edited.

General Information

General Information

<none>

Previous Certificate Number

Entries in this field will only be made when the FAA re-codes certificate numbers, or whenever knowledge of previous certificate information is necessary, e.g., re- codification of certificate holder certificate numbers.

General Information

General Information

<none>

Certificate Issue Date

The date the certificate was originally issued. The date in this field reflects the original date on which all requirements for certification were met, and the certificate became effective. This date must not be changed when a certificate is re-issued for routine purposes, such as, changes in address, name, or certificate holding district office.

General Information

General Information

<none>

Certificate Status

The current status of the certificate. The following options are valid codes/descriptions:

A - The certificate is active.

C - The certificate is being or has been transferred to another CHDO.

D - The certificate has been surrendered voluntarily.

P - The certificate is in the precertification process. The entry is changed to active when the certificate is issued or terminated when the certificate holder withdraws the application.

R - The certificate has been revoked.

S - The certificate has been suspended for a specified period. When the suspension period has been completed and the certificate has been returned to the certificate holder, the entry is changed back to active.

T - The applicant terminates precertification activities without a certificate being issued.

General Information

General Information

<none>

Certification Status Date

The date in this field represents the date on which the Certificate Status (A-Active, D-Surrendered, R- Revoked, etc.) became effective.

The system auto-fills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the certificate holder's status changed (final adjudication of legal enforcement proceedings, completion of certificate transfer requirements, voluntary surrender, etc.).

General Information

General Information

<none>

Validation Date

The Validation Date field is auto- filled with today's date on creation of the certificate holder record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the certificate holder. The information being validated should be done in person, by phone or by mail.

CEO

CEO

<none>

Name

The name of the person performing Chief Executive Officer duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr. II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.

CEO

CEO

<none>

Title

The organizational title of the person.

CEO

CEO

<none>

Address 1:

The business address of the person.

CEO

CEO

<none>

Address 2:

The second line of the address, if needed.

CEO

CEO

<none>

Address 3:

The third line of the address, if needed.

CEO

CEO

<none>

City

The name of the city or town.

CEO

CEO

<none>

State

The two-character postal abbreviation for the state or U.S. possession. The field is blank if the address is outside of the United States or U.S. possession.

CEO

CEO

<none>

Postal code

The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

CEO

CEO

<none>

Country

The two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

CEO

CEO

<none>

Business Phone

The business telephone number including area code, if the person is located within the United States or U.S. possession. Blank if the person is located outside of the United States or U.S. possession.

CEO

CEO

<none>

Foreign Phone

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

EO

CEO

<none>

Mobile Phone

The cellular phone number, if necessary, to reach the person.

CEO

CEO

<none>

Fax

The fax number, if necessary, to reach the person.

CEO

CEO

<none>

Email Address

The electronic mail (e-mail) address.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

PIC Captains

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under FAR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons are qualified and trained as a PIC by the certificate holder.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Flight Engineer Examiners

Enter the number of persons employed by the certificate holder designated by the FAA under the provisions of FAR 183, Subpart C, with privileges to conduct practical tests under FAR 63, Subpart B, for qualified applicants.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Pilot Examiners

Enter the number of persons employed by the certificate holder designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 61 to qualified applicants.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Aircrew Program Designees

Enter the number of certificate holder employees authorized to conduct airman certification under aircrew designated examiner program authorized under the provisions of FAR 183. Do not include persons authorized under the provisions of 142.55(a).

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Dispatchers

Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA aircraft dispatcher certificate issued under FAR 65, Subpart C.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Inspectors

The number of persons employed by the certificate holder who either (1) hold an inspection authorization issued under 65.91, but are not working under the provisions of a continuous airworthiness maintenance program of the 121 or 135 air carrier; or (2) have been employed to fulfill inspection responsibilities of the 121 or 135 air carrier maintenance program but are not identified as designated inspectors.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Non Certificated Mechanics

The number of aircraft mechanics employed by the certificate holder who have not been certificated by the FAA under the provisions of FAR 65, Subpart D. A non-certificated mechanic must be working under the supervision of a certificated mechanic or repairman as authorized by 43.3(d).

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Repairmen

The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of FAR 65, Subpart E.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Other Pilots

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under FAR 61. This person may or may not be qualified and trained as a PIC by the certificate holder but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in-command (SIC) pilot.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Flight Engineers

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Check Airmen

The number of persons designated by the Administrator as check pilot(s) for the certificate holder under the provisions of 135.323(a)(4). Do not include persons authorized under the provisions of 142.55(a).

Personnel/Training/AW Agreement

Personnel / Training /AW Agreement

<none>

Flight Attendants

Enter the number of persons employed by the certificate holder primarily to perform duties required by 91.533, 135.107.

M, Q

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Navigators

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight navigator certificate issued under FAR 63, Subpart C.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Designated Inspectors

The number of persons employed by the 135 air carrier who are not full time inspection employees, but have specific inspection authority, and who derive their inspection authority through the continuous airworthiness maintenance program of the air carrier under the provisions of 135.427(a).

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Certificated Mechanics

The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart D.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Total Number of Employees

The total number of employees regardless of the type of work performed who are employed by the certificate holder.

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Crew Member Training

Enter the code for the method by which the flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR. The POI shall determine the proper entry code based on his/her knowledge of the certificate holder. The following options are valid entry codes/descriptions:

A - Contracts out most/all training

N - No training required

P - Contracts out a moderate amount of training

T - Performs most/all training

Personnel / Training /AW Agreement

Personnel / Training /AW Agreement

<none>

Airworthiness Agreement

Enter the code for the method by which the Continuous Airworthiness Maintenance Program is conducted, as required by the applicable CFR. The PMI shall determine the proper entry code based on his/her knowledge of the operator. The following options are valid entry codes/descriptions:

A - Contracts out most/all maintenance

M - Performs most/all maintenance

N - Continuous airworthiness maintenance program not required

P - Contracts out a substantial maintenance function

Personnel/Training/AW Agreement

Personnel / Training /AW Agreement

Crew Members

One Pilot

Select if the certificate holder conducts operations using only one pilot crewmember under VFR, or also if IFR with A015 issued.

Personnel/Training/AW Agreement

Personnel / Training /AW Agreement

Crew Members

Two Pilots

Select if the certificate holder conducts operations requiring a crew of two pilots as required by CFR

Personnel/Training/AW Agreement

Personnel / Training /AW Agreement

Crew Members

Three Pilots

Select if the certificate holder conducts operations requiring three pilots. (Ref 135.269)

Q

Personnel/Training/AW Agreement

Personnel / Training /AW Agreement

Crew Members

Four Pilots

Select if the certificate holder conducts operations requiring four pilots. (Ref 135.269)

Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Flight Training Devices

Select if the certificate holder conducts training using flight training devices.

M, Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Aircraft Training

Select if the certificate holder conducts in-aircraft training.

Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Flight Simulators

Select if the certificate holder conducts training using flight simulators.

M, Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Programs

Transition Training

Select if the certificate holder conducts transition training.

Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Programs

Use Home Study Guides as a Substitute for Classroom Ground Training

Select if the certificate holder uses home study guides as a substitute for classroom ground training.

Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Programs

Use Distance Learning

Select if CH/A utilizes learning that is accomplished by any training method not including an instructor and a gathering of trainees collocated in a traditional classroom.

Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Programs

Pilot Training Under Both 135 and 121 N&O

Select if the certificate holder uses pilot training programs under both parts 135 and 121 Subpart N Training Program and Subpart O- Crewmember Qualifications as provided in 135.3(b) or (c).

Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Programs

Pilot Training Under 121 N&O Only

Select if the certificate holder conducts pilot training for its part 135 operations using only 121 Subpart N Training Program and Subpart O- Crewmember Qualifications curricula.

Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Programs

Advanced Qualification Program (AQP)

Select if the certificate holder has an approved Advanced Qualification (AQP) training program authorized in OpSpec A034.

Q

Personnel / Training/AW Agreement

Applicable Training Program Criteria

Training Programs

Contract Training

Select if the certificate holder is approved to utilize Contract Training for crewmembers. Populate the SAS configuration contractor tab with contractor information.

Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Instructor Aircraft

Select if the certificate holder conducts in-aircraft training using flight instructors.

M, Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Instructor Simulator

Select if the certificate holder conducts simulator training using flight instructors.

M, Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Personnel

Check Airmen Aircraft

Select if the certificate holder conducts in-aircraft training using check pilots.

M, Q

Personnel/Training/AW Agreement

Applicable Training Program Criteria

Training Personnel

Check Airmen Simulator

Select if the certificate holder conducts simulator training using check pilots.

M, Q

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

<none>

Principal Operations Inspector:

The office and three-character inspector ID code of the assigned Principal Operations Inspector (POI).

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

<none>

Principal Maintenance Inspector:

The office and three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

<none>

Principal Avionics Inspector:

The office and three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

RO-DO/PICertificate Kinds of Operation/Authorization

RO-DO/PICertificate Kinds of Operation/Authorization

<none>

Hazmat Principal Inspector:

The office and name of the assigned Hazmat Principal Inspector.

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Authorizations

Exemptions

Select Exemptions if the certificate holder has been granted an exemption from the requirements of any FAR by the Administrator under the provisions of FAR 11. List the exemptions in OPSS paragraph A005.

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Authorizations

Deviations

Select Deviations if the Administrator under the provision of a specific FAR has granted the certificate holder a deviation. List the deviations in OPSS paragraph A005.

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Authorizations

Reliability

Select Reliability if a Reliability program is authorized by the operations specifications paragraphs D074 or D075.

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Authorizations

Single PIC and No Manuals

Select if the Single PIC certificate holder, issued OpSpec A039, has a full manual deviation from 135.21; and that deviation is recorded in OpSpec A005.

NOTE: Other common Single PIC deviations for management personnel and training programs are not considered full deviations and subsequently are not represented in SAS.

M,Q

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Certificated Kinds of Operation

135 Cert Fixed Wing:

For 135 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions:

CMA Commuter Airplane

ODA On-Demand Airplane PAX/Cargo

ODC On-Demand Airplane Cargo Only

M, Q

RO-DO/PI Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Certificated Kinds of Operation

135 Cert Rotorcraft:

For 135 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions:

CMR Commuter Rotorcraft

ODC On-Demand Rotorcraft Cargo Only

ODR On-Demand Rotorcraft PAX/Cargo

M, Q

Operating Configuration

Operating Configuration

Propulsion

Reciprocating

Select if the certificate holder operates reciprocating engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Single Engine

Select if the certificate holder operates single engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Multiengine

Select if the certificate holder operates multi-engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Three Engines

Select if the certificate holder operates three engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Four Engines

Select if the certificate holder operates four engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Turbine

Select if the certificate holder operates aircraft with turbine engines. Check this box in addition to other applicable boxes for all turbine-powered aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Turbojet

Select if the certificate holder operates turbojet (includes turbofan) aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Turbo-propeller

Select if the certificate holder operates turbo-propeller aircraft.

Q

RO-DO/PI/ Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Proposed Or Existing Type Operating Configuration

Allows Carry-On Baggage on Aircraft

Select if the certificate holder is issued OpSpec A011 and uses a Carry-on baggage program.

Q

RO-DO/PI/ Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Proposed Or Existing Type Operating Configuration

Does not allow Carry-on Baggage on Aircraft

Select if the certificate holder is issued OpSpec A011 and the certificate holder is authorized to conduct operations with a small or medium cabin aircraft using a No-Carry- On Baggage Program, and is eligible to reduce the standard average passenger weights and/or segmented passenger weights listed in Advisory Circular 120-27 by six pounds.

Q

RO-DO/PI/ Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Types of Cargo Carried

RFID Installed

Select if the certificate holder operates aircraft with RFID tags installed. (Ref. AC 20-162, AC 119-2).

Q

RO-DO/PI Certificate Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Types of Cargo Carried

HAZMAT Carried

Select if the certificate holder has an FAA approved hazardous materials (hazmat) program to carry hazardous materials per OpSpec A055.

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Types of Cargo Carried

Carries Cargo

Select if the certificate carries cargo.

M, Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

CVR Installed

Select if the certificate holder operates aircraft with a CVR installed.

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

FDR Installed

Select if the certificate holder operates aircraft with a FDR installed.

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

FDR Installed with Filtered Data

Select if the certificate holder operates aircraft with FDR installed which filters data.

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

Lavatory Installed

Select Lavatory Installed when the aircraft is equipped with a Lavatory, but not a portable potty. Ref. AD 74-08-09R3 for Transport Category Aircraft configured with a Lavatory.

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

APU

Select if the certificate holder operates aircraft with APU installed.

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

Crew Accessible Cargo Compartment

Select if the certificate holder operates aircraft with cargo compartments (disregard baggage areas) that are designed to require the physical entry of a crewmember (See 135.87(e)).

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

91.409(e)

Select if the certificate holder operates an aircraft identified in 91.409(e) and uses one of the programs for inspection in 91.409(f); do not select for an aircraft under an approved program of OpSpec D073.

Q

Operating Configuration

Operating Configuration

Other Equipment And Configuration

Exit More than 6 Feet from Ground

Select if the certificate holder operates aircraft where an emergency exit is more than six feet from the ground when the plane is on the ground and the landing gear is extended.

Q

Operating Configuration

Operating Configuration

Other Equipment And Configuration

Multiengine Airplanes Used In Scheduled Service

Select if the certificate holder operates multi-engine airplanes as a part 135 commuter in scheduled operations.

Q

Operating Configuration

Operating Configuration

Other Equipment And Configuration

Pressurized Aircraft

Select if the certificate holder operates pressurized aircraft.

Q

Operating Configuration

Operating Configuration

Other Equipment And Configuration

Unpressurized Aircraft

Select if the certificate holder operates unpressurized aircraft.

Q

Operating Configuration

Operating Configuration

Other Equipment And Configuration

Retractable Landing Gear

Select if the certificate holder operates aircraft with retractable landing gear.

Q

Operating Configuration

Operating Configuration

Other Equipment And Configuration

Tailwheel Airplane

Select if the certificate holder operates aircraft equipped with a tailwheel.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Galley Installed

Select if the certificate holder operates aircraft with a galley installed.

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Medical Oxygen Equipment

Portable Oxygen Concentrators

Select if the certificate holder operates aircraft with portable oxygen concentrators on board (See §135.91).

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Medical Oxygen Equipment

Allows Passenger Medical Use Oxygen

Select if the certificate holder allows the use of medical oxygen (See §135.91).

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Specify Altitude Limitations

Altitude > 12,000 MSL

Select if the certificate holder operates aircraft above 12,000 feet MSL.

Q

RO-DO/PI/Certificated Kinds of Operation/Authorization

RO-DO/PI Certificated Kinds of Operation/Authorization

Specify Altitude Limitations

Altitude > FL250

Select If the certificate holder operates aircraft above FL250.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Extended Operations

ETOPS Greater than 180 Minutes

Select if the certificate holder is authorized ETOPS operations greater than 180 minutes.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Polar Area South

Select if the certificate holder conducts Polar Area South Operations.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Operations in Restricted International Areas

Select if the certificate holder conducts operations in restricted international areas.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Operations outside the United States / International

Select if the certificate holder conducts flights outside of the United States.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Hawaii

Select if the certificate holder conducts operations within Hawaii.

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Alaska

Select if the certificate holder conducts operations within Alaska.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Approach and Landing Operations

Conducts Category II Operations

Select if the certificate holder conducts Category II Operations

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Approach and Landing Operations

Conducts Category III Operations

Select if the certificate holder conducts Category III Operations

Q

Operating Configuration

Operating Configuration

Aircraft Category

Transport Category

Select if the certificate holder operates transport category aircraft. See TCDS for certification basis.

Q

Operating Configuration

Operating Configuration

Aircraft Category

One or more aircraft type certificated after 10/15/1971 with 9 or more seats

Select if certificate holder utilizes one or more aircraft Type Certificated after 10/15/1971 that has a passenger seating configuration, excluding any pilot seat, of more than eight seats if any person other than the pilot in command, a second in command, a company check airman, or an authorized representative of the Administrator, the National Transportation Safety Board, or the United States Postal Service occupies a pilot seat.

Q

Operating Configuration

Operating Configuration

Aircraft Category

One or more non-US registered aircraft

Select if the certificate holders operates one or more aircraft registered as civil aircraft of an ICAO country

Q

Operating Configuration

Operating Configuration

Aircraft Category

One or more US registered aircraft

Select if the certificate holders operates one or more aircraft registered as civil aircraft of the United States.

Q

Operating Configuration

Operating Configuration

Unit Load Device

Active Unit Load Device

Select if the certificate holder utilizes Active Unit Load Devices. Active ULDs are ULDs with active temperature control systems for transporting temperature sensitive cargo. (AC 120-85)

Q

Operating Configuration

Operating Configuration

Unit Load Device

Certified Unit Load Device

Select if the certificate holder utilizes Certified Unit Load Devices. A certified ULD meets the requirements of TSO-C90; STC requirements, if applicable; or other FAA-approved certification standards. A certified ULD is structurally capable of restraining a load and/or protecting the aircraft systems and structure. (AC 120-85)

Q

Operating Configuration

Operating Configuration

Unit Load Device

Uncertified Unit Load Device

Select if the certificate holder uses ULDs not meeting requirements of TSO-C90, STC requirements, or other FAA-approved certification requirements. (AC 120-85)

Q

Operating Configuration

Operating Configuration

Locations

Maintenance Performed Within The United States

Select if the certificate holder performs maintenance within the United States.

Q

Operating Configuration

Operating Configuration

Locations

Operations Line Station/Personnel

Select if the certificate holder uses operations line stations for its On Demand operations.

Q

Operating Configuration

Operating Configuration

Locations

Airworthiness Line Station

Select if the certificate holder utilizes airworthiness line stations that return aircraft to service.

Q

Operating Configuration

Operating Configuration

Other Certificates or Approvals

Equipment Contracted for Repair

Select if the certificate holder contracts equipment out for repair.

Q

Operating Configuration

Operating Configuration

Other Certificates or Approvals

Performs NDT/NDI Inspections

Select if the certificate holder performs NDT/NDI inspections.

Q

Operating Configuration

Operating Configuration

Other Certificates or Approvals

CDL

Select if the certificate holder uses a CDL

Q

Operating Configuration

Operating Configuration

Other Certificates or Approvals

NEF

Select if the certificate holder uses a NEF

Q

Operating Configuration

Operating Configuration

A/C Certification CFR PART/SFAR

Aero Bulletin 7A

Select if the certificate holder operates aircraft type certificated IAW Bulletin 7A. These aircraft are referred to as large nontransport airplanes in the performance rules; example aircraft includes DC-3, C-46.

Q

Operating Configuration

Operating Configuration

A/C Certification CFR PART/SFAR

Civil Air Regulations (CAR) 4A

Select if the certificate holder operates aircraft originally type certificated IAW CAR 4A (Examples include DC-6, or L-1049)

Q

Operating Configuration

Operating Configuration

Approvals

Approved De- Icing/Anti-Icing Program

Select if OpSpec A023 allows for an Approved Ground Deicing/Anti-icing Program of 121.629(c) which includes provisions for program implementation, training, holdover procedures, fluids and pretakeoff check procedures.

Operating Configuration

Operating Configuration

Contract Services Outsourced

U.S. Registered Aircraft Located in Canada

Select if the certificate holder Outsources Contract Services On Us Registered Aircraft Located In Canada. Populate the SAS configuration contractor tab with contractor information.

Q

Operating Configuration

Operating Configuration

Contract Services Outsourced

U.S. Registered Aircraft Located Outside United States

Select if certificate holder Outsources Contract Services On Us Registered Aircraft Located Outside the United States. Populate the SAS configuration contractor tab with contractor information.

Q

Operating Configuration

Operating Configuration

Weight

Payload < 7,500 pounds

Select if the certificate holder operates aircraft with a maximum payload capacity of less than 7,500 pounds.

Q

Operating Configuration

Operating Configuration

Weight

Payload => 7,500 pounds

Select if the certificate holder operates aircraft with a maximum payload capacity of 7,500 pounds or more.

Q

Operating Configuration

Operating Configuration

Weight

Small (12,500 pounds or less, maximum certificated takeoff weight)

Select if the certificate holder operates aircraft of 12,500 pounds or less, maximum certificated takeoff weight. (Ref §1.1)

Q

Operating Configuration

Operating Configuration

Weight

Large (more than 12,500 pounds, maximum certificated takeoff weight)

Select if the certificate holder operates aircraft of more than 12,500 pounds, maximum certificated takeoff weight (Ref §1.1)

Q

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

Part 135 Basic Operator

Select for the certificate holder issued OpSpec A037 or A038 using more than one pilot-in-command (PIC) and authorized (because of the operations size and scope), certain deviations from 135 in OpSpecs.

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Single Pilot Operator

Select for the certificate holder using only one pilot for 135 operations and is issued OpSpec A040.

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation

Single Pilot in Command

Select if the certificate holder is issued OpSpec A039 using only one pilot-in-command and up to three second-in-command pilots for 135 operations.

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

Commuter 9 PAX or Less

Select if the certificate holder is authorized per A001 to conduct Part 135 Commuter operations (See §110.2).

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

On Demand 9 PAX or Less

Select if the certificate holder is authorized per A001 to conduct Part 135 On Demand operations (See §110.2); Select this box in addition to other applicable selections.

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

10 PAX or More

Select for the certificate holder operating one of the following:
1) airplane(s) with a maximum passenger seating configuration of ten seats or more either in on-demand service or in scheduled operations not meeting the definition of "commuter" in the preceding Paragraph; or
2) rotorcraft with a maximum passenger-seating configuration of ten seats or more.

P

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

Day Only (Unchecked mean Day/Night)

Select for the certificate holder not authorized to operate at night.

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

Sea Plane

Select for the certificate holder authorized to conduct 135 operations with airplanes requiring an airplane single-engine or multiengine sea rating.

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

Extended Over Water

Select for the certificate holder authorized to conduct 135 operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline, and for helicopter operations, more than 50 nautical miles from an offshore heliport structure.

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

VFR Only, Fixed Wing (Unchecked means IFR/VFR Operations)

Select for the certificate holder authorized to operate airplanes under VFR only.

Q

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

VFR Only, Rotorcraft (Unchecked means IFR/VFR

Operations)

Select for the certificate holder authorized to operate rotorcraft under VFR only.

Q

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

10 or More Helicopter Air Ambulances

Select if the certificate holder operates with 10 helicopter air ambulances, or more.

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Scheduled Passenger Operations, except solely within Alaska

Select if the certificate holder conducts scheduled passenger-carrying operations except within Alaska (Ref. §135.261(b)).

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Always Files FAA Flight Plan

Select if the CH/A always files an FAA flight plan and surveillance of 135.79 is not desired. (Ref. 135.79)

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Conducts Air Tours

Select if the CH/A conducts commercial air tours under its Part 119 Air Carrier certificated operations. Operations conducted under Part 91 are recorded using Activity Recording (AR) codes per NPG Order 1800.56

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

9 or Less - Approved Aircraft Inspection Program (AAIP) under 135.419

Select if the certificate holder has an approved aircraft inspection program for aircraft with nine or less passenger seats under 135.419.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info

9 or Less - Maintained under

135.411 (a)(1)

Select if the certificate holder operates aircraft with nine or less passenger seats and elects to maintain its aircraft under 135.411(a)(1).

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14

CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info

10 or More - Continuous Airworthiness Maintenance Program (121 or 135)

Select if the certificate holder has a continuous airworthiness maintenance program for aircraft with 10 or more passenger seats.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

9 or Less 135 On- Demand CAMP

Select if the 135 on- demand certificate holder has a continuous airworthiness maintenance program per OpSpec D072 for aircraft with nine or less passenger seats.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

9 or Less 135 Commuter CAMP

Select if the 135 commuter certificate holder has a continuous airworthiness maintenance program per OpSpec D072 for aircraft with nine or less passenger seats.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14

CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info

10 or More or 121 - Approved Corrosion Prevention Program

Select if the certificate holder has an approved corrosion prevention program for aircraft with 10 or more passenger seats.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

10 or More or 121 - Reliability Program Encompasses Entire Aircraft

Select if the 135 certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program encompassing the entire aircraft.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

10 or More or 121 - Reliability program Does Not Cover Entire Aircraft

Select if the FAR 135 certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program covering some portion of the aircraft.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

14 CFR 121, 14

CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info

Aging Airplane Inspections and Records

Select if the regulation 135.422 applies to one or more aircraft in the certificate holder's fleet.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

AL

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

CE

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

EA

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

GL

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

NM

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

SO

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

SW

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

WP

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

Assc. Reference ID:

This is a free-form field provided for use by the Field Office to cross- reference files. It may include a reference to the office paper file on the certificate holder or other computer files.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

Special Purpose:

This is a free-form field provided for tracking purposes on a temporary or permanent basis.

Headquarters, the Regional Office, or Field Office can use this field.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Areas of Scheduled Operations

National Use:

This is a two-character field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The region or Field Offices should not use this field.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Operational Management Systems

ASAP - Aviation Safety Action Program

Select if the certificate holder has an approved Aviation Safety Action Program (ASAP).

M, Q

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Operational Management Systems

FOQA - Flight Operational Quality Assurance

Select if the certificate holder has an approved Flight Operational Quality Assurance (FOQA) Program.

M, Q

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Operational Management Systems

IEP - Internal Evaluation Program

Select if the certificate holder has an approved Internal Evaluation Program (IEP).

M, Q

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Operational Management Systems

VDRP - Voluntary Disclosure Reporting System

Select if the certificate holder utilizes Voluntary Disclosure Reporting Program (VDRP).

M, Q

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Operational Management Systems

LOSA - Line Operations Safety Audit

Select if the certificate holder has implemented a Line Operations Safety Audit (LOSA) program

M, Q

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Operational Management Systems

SMS VP - Safety Management System Voluntary Program

Select if the certificate holder utilizes an approved SMSVP program in Active Conformance. This is to be selected after the change of the certificate holders program status from SMSVP Active Participant to SMSVP Active Conformance.

M, Q

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Technical Operations Agreements and Authorizations

Field Approved Auxiliary Fuel Tanks

Select if the certificate holder operates aircraft with auxiliary fuel tanks installed by field approval.

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Maintenance Programs

100 hr/Annual

Select if the certificate holder maintains any of its aircraft IAW a 100 hour or annual inspection program under 135.411(a)(1).

Q

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Maintenance Programs

Progressive Aircraft Inspection Program

Select if the certificate holder maintains any of its aircraft IAW a progressive inspection program.

Q

Scheduled Operations/Maintenance and Reliability Program Info

Scheduled Operations/Maintenance and Reliability Program Info

Maintenance Programs

Continuing Analysis and Surveillance System (CASS)

Select if the certificate holder is required to have a Continuous Analysis And Surveillance System (CASS) (See OpSpec D072).

M, Q

Name/Address

Name/Address

Name/Address

Name/Address Code

Select one of the following codes:

1. CEO (Chief Executive Officer) Optional - The Chief Executive Officer (CEO) is the person who is given the chief decision- making authority in an organization or business, regardless of title.

2. CIN (Chief Inspector) - This person is employed to fulfill the requirements of CFR 119.65 (a) or 91.1413(b) (2). This position is required for CFR 121, a Continuous Airworthiness Maintenance Program under 91K and is optional for other CFRs.

3. CPT (Chief Pilot) - This person is employed to fulfill the requirements of CFR 119.65(a) or 119.69(a). This position is required for CFR 121, and

135. It is optional for other CFRs.

4. DMT (Director of Maintenance) - This is the person who is employed to fulfill the requirements of CFR 119.65(a), or 91.1413(b)(1). This position is required for CFR 121, 135 and a Continuous Airworthiness Maintenance

5. DOP (Director of Operations) - This person is employed to fulfill the requirements of CFR 119.65(a), 119.69(a), or

125.25. This position is required for CFR 121, 125, and

135. It is optional for other CFRs.

6. DOS (Director of Safety) - This person is employed to fulfill the requirements of CFR 119.65(a). This position is required for CFR 121 and optional for other CFRs.

7. MGR (General Manager) - The position is optional for all CFRs. The General Manager has overall management responsibility for all organizational activities of the certificate holder.

8. MML (Main Maintenance Location) - This is the facility/location where: (1) overall maintenance management and maintenance operational control is conducted, (2) the final repository for maintenance personnel training records and aircraft maintenance records is located, and (3) the maintenance management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

9. MOL (Main Operations Location)- This is the facility/location where: (1) overall flight management and flight operational control is conducted, (2) the final repository for flight crewmember, flight attendant, dispatcher, and flight operations records is located, and

(3) the flight management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

10. PAD (Primary Flight Attendant Domicile) This is the location where the certificate holder has the largest number of flight attendants assigned.

11. PAT (Primary Flight Attendant Training Location) This is the location where the certificate holder conducts basic indoctrination training for flight attendants as required by CFR 121.421 or 135.349.

12. PBO (Principal Base of Operations)- This is the primary operating location as established by the certificate holder.

13. PMD (Primary Maintenance Domicile) - This is the location where the certificate holder has the largest number of maintenance personnel assigned.

14. PMT (Primary Maintenance Training Location)- This is the location where the certificate holder conducts basic The name of the person or company performing the role described for the name/address code. If the name is a person, then enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of the space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial.

Always insert a period after an initial and Jr. or Sr.indoctrination training for maintenance personnel as required by CFR 121.375, 135.433

or 91.1111.

15. PPD (Primary Pilot Domicile)- This is the location where the certificate holder has the largest number of pilots assigned.

16. PPT (Primary Pilot Training Location) This is the location where the certificate holder conducts basic indoctrination training for pilots as required by the applicable CFR 121, Subpart N and 135, Subpart H.

Name/Address

Name/Address

Name/Address

Position Title

Enter the organizational title of the person.

Name/Address

Name/Address

Name/Address

Address 1

Enter the business address of the person, company, or facility.

Name/Address

Name/Address

Name/Address

Address 2

Enter the second line of the address (if needed).

Name/Address

Name/Address

Name/Address

Address 3

Enter the third line of the address (if needed).

Name/Address

Name/Address

Name/Address

City

Enter the name of the city or town.

Name/Address

Name/Address

Name/Address

State

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

Name/Address

Name/Address

Name/Address

Zip Code

Enter the U.S. postal zip code, if the address is within the United States or

U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

Name/Address

Name/Address

Name/Address

Country

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

Name/Address

Name/Address

Name/Address

Business Phone

Enter the business telephone number including area code, if located within the United States or

U.S. possession. Leave blank if located outside of the United States or U.S. possession. Enter the telephone extension number, if necessary.

Name/Address

Name/Address

Name/Address

Foreign Phone

Enter the business telephone number including area code, of the office located outside the United States or U.S. possession. The number must be recorded as it is dialed from the United States. Enter the telephone extension number, if necessary.

Name/Address

Name/Address

Name/Address

Fax

Enter the fax number of the person

Name/Address

Name/Address

Name/Address

Mobile Phone

Enter the mobile phone number of the person.

Name/Address

Name/Address

Name/Address

E-Mail Address

Enter the email address of the person.

Name/Address

Name/Address

Name/Address

Airport ID

Enter the airport ID where the company or facility is located.

Authorized DBAs

Authorized DBAs

Current DBAs

Authorized DBA Name

Any authorized name under which the operator is doing business as authorized in OPSS Paragraph A001.

Authorized DBAs

Authorized DBAs

Current DBAs

Authorized DBA Type

Enter P if the name is the primary DBA name. If there is only one DBA, then it is the primary DBA. Enter O for all other DBAs. The certificate holder should be consulted to determine the primary DBA when there are multiple DBAs.

Waivers Authorizations

Waivers Authorizations

Current Waivers and Authorizations

Waivers and Authorizations

The CFR from which the certificate holder holds a waiver. Valid entries are listed on the FSAS Waivers Lookup Table.

Aircraft

Aircraft

Current Aircraft

14CFR

The CFR under which type of aircraft is being operated, either 121 or 135.

Aircraft

Aircraft

Current Aircraft

Make Model Series

Enter the make/model/series for each type of aircraft operated by the certificate holder under the selected FAR. The designation must be listed on the FSAS aircraft make/model/series table.

Aircraft

Aircraft

Current Aircraft

Class

Enter the broad grouping of aircraft having similar characteristics of propulsion, flight, or landing. The following options are valid entry codes/descriptions:

HEL - Helicopter

MEL - Multiengine Land

MES - Multiengine Sea

SEL - Single Engine Land

SES - Single Engine Sea NOTE: If a particular make/model/series can

be operated in more

than one class (such as an amphibious airplane) the make/model/series should be listed twice with each listing, showing the appropriate class, e.g.,

SES, SEL. Enter the actual number of aircraft in the first record; enter 0 (zero) in subsequent entries for the same make/ model/series.

Aircraft

Aircraft

Current Aircraft

Turbine

Select if the aircraft is turbine-powered. This includes all turbine powered aircraft including turboshaft, turbojet, turbofan, and turbo-propeller.

Aircraft

Aircraft

Current Aircraft

VFR Only

Select for each make/ model/series of aircraft that operates under VFR ONLY. Do not check if the M/M/S flies under VFR/IFR

Aircraft

Aircraft

Current Aircraft

Day Only

Select if the certificate holder is not authorized to operate this make/ model/series of aircraft during the period beginning 1 hour after sunset and ending 1 hour before sunrise. Do not select if the certificate holder is authorized to operate this m/m/s both day and night.

Aircraft

Aircraft

Current Aircraft

Aircraft User in Commuter Service

Select if the make/model /series is operated in commuter service with this certificate holder. Do not select if the make/mode l/series is not operated in commuter service with this certificate holder.

NOTE: Checking the box is only appropriate if "CMA" or "CMR" appears in the "Kinds of Operation" field for the certificate holder.

Aircraft

Aircraft

Current Aircraft

PAX Approved/Cargo

Enter the number of passenger seats installed as approved by the POI. Enter "0" (zero) for All-Cargo configured aircraft.

M, Q

Aircraft

Aircraft

Current Aircraft

Number Required Flight Attendants

Enter the number of required flight attendants, if zero enter 0.

Aircraft

Aircraft

Current Aircraft

Number of Aircraft

Enter the total number of aircraft by make/model /series that the certificate holder operates under the provisions of the selected FAR.

Aircraft

Aircraft

Current Aircraft

Structural Inspection Program

Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.

Vitals Data Fields - 121/135 Operators

The following table lists the configuration vitals attributes that make up a 121/135 split certificate holder's configuration data. These appear on the Configuration Data > Vitals tab. Items are ordered by the section title / subtitle they appear in on the Vitals tab.

Note: The Scoping column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's Scoping column value is P, that means that the entry made on the Vitals tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

General Information

General Information

<none>

Air Operator Name

This is the legal or official name of the certificate holder. This field is autofilled and cannot be edited.

General Information

General Information

<none>

14 CFR

This data field identifies the operational Title 14 of the Code of Federal Aviation Regulations (CFR) under which a person or organization conducts business.

This field is autofilled.

P

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

General Information

General Information

<none>

Certificate Type

This field identifies the type of certificate held by the certificate holder. This field is autofilled and cannot be edited.

General Information

General Information

<none>

CHDO

This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.

General Information

General Information

<none>

Previous Designator

Entries in this field will only be made when the certificate holder had previously operated under another designator. It is important that the same legal entity is the user of the current and previous designator.

General Information

General Information

<none>

Certificate Number

A certificate number is a formal identifier, assigned by AFS-600, which distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

General Information

General Information

<none>

Previous Certificate Number

Entries in this field will only be made when the FAA re-codes certificate numbers, or whenever knowledge of previous certificate information is necessary, e.g., re- codification of certificate holder certificate numbers.

General Information

General Information

<none>

Certificate Issue Date

The date the certificate was originally issued. The date in this field reflects the original date on which all requirements for certification were met, and the certificate became effective. This date must not be changed when a certificate is re-issued for routine purposes, such as, changes in address, name, or certificate holding district office.

General Information

General Information

<none>

Certificate Status

The current status of the certificate. The following options are valid

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

codes/descriptions:

A - The certificate is active. C - The certificate is being or has been transferred to another CHDO.

D - The certificate has been surrendered voluntarily.

P - The certificate is in the precertification process. The entry is changed to active when the certificate is issued or terminated when the certificate holder withdraws the application.

R - The certificate has been revoked.

S - The certificate has been suspended for a specified period. When the suspension period has been completed and the certificate has been returned to the certificate holder, the entry is changed back to active.

T - The applicant terminates precertification activities without a certificate being issued.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

General Information

General Information

<none>

Certification Status Date

The date in this field represents the date on which the Certificate Status (A-Active, D-Surrendered, R- Revoked, etc.) became effective.

The system autofills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the certificate holders status changed (final adjudication of legal enforcement proceedings, completion of certificate transfer requirements, voluntary surrender, etc.).

General Information

General Information

<none>

Validation Date

The Validation Date field is autofilled with todays date on creation of the certificate holder record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the certificate holder. The information being validated should be done in person, by phone or by mail.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

CEO

CEO

<none>

Name

The name of the person performing Chief Executive Officer duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.

CEO

CEO

<none>

Title

The organizational title of the person.

CEO

CEO

<none>

Address 1:

The business address of the person.

CEO

CEO

<none>

Address 2:

The second line of the address, if needed.

CEO

CEO

<none>

Address 3:

The third line of the address, if needed.

CEO

CEO

<none>

City

The name of the city or town.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

CEO

CEO

<none>

State

The two-character postal abbreviation for the state or U.S. possession. The field is blank if the address is outside of the United States or U.S. possession.

CEO

CEO

<none>

Postal code

The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

CEO

CEO

<none>

Country

The two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

CEO

CEO

<none>

Business Phone

The business telephone number including area code, if the person is located within the United States or U.S. possession. Blank if the person is located outside of the United States or U.S. possession.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

CEO

CEO

<none>

Foreign Phone

The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.

CEO

CEO

<none>

Mobile Phone

The cellular phone number, if necessary, to reach the person.

CEO

CEO

<none>

Fax

The fax number, if necessary, to reach the person.

CEO

CEO

<none>

Email Address

The electronic mail (e-mail) address.

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

PIC Captains

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under FAR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons are qualified and trained as a PIC by the certificate holder.

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Flight Engineer Examiners

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Pilot Examiners

The number of persons employed by the certificate holder designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 61 to qualified applicants.

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Aircrew Program Designees

The number of certificate holder employees authorized to conduct airman certification under aircrew designated examiner program authorized under the provisions of CFR 183, and Order 8400.10,

volume 5, Chapter 6.

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Dispatchers

Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA aircraft dispatcher certificate issued under FAR 65, Subpart C.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Inspectors

Enter the number of persons employed by the air operator who either (1) hold an inspection authorization issued under FAR 65.91, but are not working under the provisions of a continuous airworthiness maintenance program of the 121 or 135 air carrier; or (2) have been employed to fulfill inspection responsibilities of the 121 or 135 air carrier maintenance program but are not identified as designated inspectors.

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Non Certificated Mechanics

The number of aircraft mechanics domiciled at this location employed by the certificate holder who have not been certificated by the FAA under the provisions of FAR 65, Subpart D.

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Repairmen

The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of FAR 65, Subpart E.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Other Pilots

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under FAR 61. This person may or may not be qualified and trained as a PIC by the certificate holder but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in- command (SIC) pilot.

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Flight Engineers

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.

Q

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Check Airmen

Enter the number of persons designated by the Administrator as check pilot(s) for the operator. Do not include persons authorized under the provisions of CFR 142.55(a).

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Flight Attendants

The number of persons employed by the certificate holder to perform flight attendant duties as required by 14 CFR 121 and/or 135.

M, Q

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Navigators

The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight navigator certificate issued under FAR 63, Subpart C.

Q

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Designated Inspectors

The number of persons employed by the 121 or 135 air carrier who are not full time inspection employees, but have specific inspection authority, and who derive their inspection authority through the continuous airworthiness maintenance program of the air carrier under the provisions of FAR 121.369(b)(3) or FAR

135.427(b)(3).

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Certificated Mechanics

The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart D.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Total Number of Employees

The total number of employees regardless of the type of work performed who are employed by the certificate holder.

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Crew Member Training

Enter the code for the method by which the flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR. The POI shall determine the proper entry code based on his/her knowledge of the certificate holder. The following options are valid entry codes/descriptions:

A - Contracts out most/all training

N - No training required

P - Contracts out a moderate amount of training

T - Performs most/all training

Personnel / Training

/AW Agreement

Personnel / Training

/AW Agreement

<none>

Airworthiness Agreement

Enter the code for the method by which the Continuous

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Airworthiness Maintenance Program is conducted, as required by the applicable CFR. The PMI shall determine the proper entry code based on his/her knowledge of the operator. The following options are valid entry codes/descriptions:

A - Contracts out most/all maintenance

M - Performs most/all maintenance

N - Continuous airworthiness maintenance program not required

P - Contracts out a substantial maintenance function

Personnel / Training

/AW Agreement

Crew Members

One Pilot (135)

Select if the certificate holder conducts 135 operations using only one pilot crewmember under VFR, or also if IFR with A015 issued.

Personnel / Training

/AW Agreement

Crew Members

Two Pilots

Select if the certificate holder conducts operations requiring two pilots.

Q

Personnel / Training

/AW Agreement

Crew Members

Three Pilots

Select if the certificate holder conducts operations requiring three pilots.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Crew Members

Three or more Pilots (121)

Select if the certificate holder conducts operations requiring three or more pilots.

Q

Personnel / Training

/AW Agreement

Crew Members

Four Pilots

Select if the certificate holder conducts operations requiring four pilots.

Q

Personnel / Training

/AW Agreement

Crew Members

More than Four Pilots (121)

Select if the certificate holder conducts operations requiring four or more pilots.

Q

Personnel / Training

/AW Agreement

Crew Members

Pilot or Flight Engineer Substituted for Flight Attendant (121)

Select if the certificate holder allows the substitution of a pilot or flight engineer for a flight attendant.

Q

Personnel / Training

/AW Agreement

Crew Members

Additional Flight Crewmember (121)

Select if the certificate holder conducts operations with additional flight crew members.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Advanced Simulation (121)

Select if the certificate holder has an approved advanced simulation program.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Aircraft Training

Select if the certificate holder conducts in-aircraft training.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Flight Simulators

Select if the certificate holder conducts training using flight simulators.

M, Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Airplane and Simulator Training

Flight Training Devices

Select if the certificate holder conducts training using flight training devices.

M, Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Transition Training

Select if the certificate holder conducts transition training.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Use Distance Learning

Select if CH/A utilizes learning that is accomplished by any training method not including an instructor and a gathering of trainees collocated in a traditional classroom.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Reduction In Hours (121)

Select if the certificate holder has approval for a reduction in training hours.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Differences Training (121)

Select if the certificate holder conducts differences training, applicable to variation(s) of a particular aircraft type that has pertinent differences from the base aircraft type. The base aircraft type and the variation(s) must have the same type certificate (TC).

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Related Aircraft Differences Training (121)

Select if the certificate holder conducts related aircraft differences training, applicable to aircraft with different type certificates (TC) that have been designated as related by the Administrator. To be designated as related, the aircraft must be of the same make and have been demonstrated and determined by the Administrator to have commonality.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Use Home Study Guides as a Substitute for Classroom Ground Training

Select if the certificate holder uses home study guides as a substitute for classroom ground training.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Joint Pilot and Flight Attendant Training (121)

Select if the certificate holder conducts joint pilot and flight attendant training.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel/Training/ AW Agreement

Applicable Training Program Criteria

Training Programs

Pilot Training Under Both 135

and 121 N&O

(135)

Select if the certificate holder uses pilot training programs under both parts 135 and 121 Subpart N Training Program and Subpart O- Crewmember Qualifications as provided in 135.3(b) or (c).

Q

Personnel/Training/ AW Agreement

Applicable Training Program Criteria

Training Programs

Pilot Training Under 121 N&O

Only (135)

Select if the certificate holder conducts pilot training for its part 135 operations using only 121 Subpart N Training Program and Subpart O- Crewmember Qualifications curricula.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Advanced Qualification Program (AQP)

Select if the certificate holder has an approved Advanced Qualification (AQP) training program.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Programs

Contract Training

Select if the certificate holder is approved to utilize Contract Training for crewmembers. Populate the SAS configuration contractor tab with contractor information.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Instructor Aircraft

Select if the certificate holder conducts in-aircraft training using flight instructors.

M, Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Instructor Simulator

Select if the certificate holder conducts simulator training using flight instructors.

M, Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Personnel

Check Airmen Aircraft

Select if the certificate holder conducts in-aircraft training using check pilots.

M, Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Personnel

Check Airmen Simulator

Select if the certificate holder conducts simulator training using check pilots.

M, Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Engineer Instructors (Airplane) (121)

Select if the certificate holder conducts training using flight engineer instructors.

Q

Personnel / Training

/AW Agreement

Applicable Training Program Criteria

Training Personnel

Flight Navigator Instructors (Airplane) (121)

Select if the certificate holder utilizes flight navigator instructors.

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

<none>

Principal Operations Inspector:

The office and three-character inspector ID code of the assigned Principal Operations Inspector (POI).

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

<none>

Principal Maintenance Inspector :

The office and three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

<none>

Principal Avionics Inspector:

The office and three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

RO-DO/PICertificate Kinds of Operation/Authorization

RO-DO/PICertificate Kinds of Operation/Authorization

<none>

Hazmat Principal Inspector:

The office and name of the assigned Hazmat Principal Inspector.

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Authorizations

Exemptions

Select Exemptions if the certificate holder has been granted an exemption from the requirements of any by the Administrator under the provisions of FAR 11.

List the exemptions in OPSS paragraph A005.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Authorizations

Deviations

Select Deviations if the Administrator under the provision of a specific FAR has granted the certificate holder a deviation. List the deviations in OPSS paragraph A005.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Authorizations

Reliability

Select Reliability if a Reliability program is authorized by the operations specifications paragraphs D074 or D075.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Authorizations

Exemption 3585 (121)

Select if the certificate holder is authorized to use Exemption 3585. Exemption 3585 allows for dispatch to destination when conditional language in the weather forecast for the destination and first alternate airport indicate that weather may be below landing and alternate airport minimums at the estimated time of arrival

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Authorizations

Certificate of Airworthiness or Export Airworthiness Approval > 12/27/2010 (121)

Select if the certificate holder operates aircraft that has a certificate of airworthiness or export airworthiness approval greater than 12/27/2010.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Authorizations

Equipment Contracted for Repair

Select if the certificate holder contracts equipment out for repair.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Certificated Kinds of Operation

121 Cert Kind of Operation

For 121 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions:

DOM Domestic

DFG Domestic and Flag

SUP Supplemental (PAX/Cargo)

SCO Supplemental (Cargo Only)

M, Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Certificated Kinds of Operation

Domestic/Flag Conducts Supplemental Operations

Select if the certificate holder is a Domestic or Flag operator, and also conducts supplemental operations

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Certificated Kinds of Operation

135 Cert Fixed Wing:

For 135 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions:

CMA Commuter Airplane

ODA On-Demand Airplane PAX/Cargo

ODC On-Demand Airplane Cargo Only

M, Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Certificated Kinds of Operation

135 Cert Rotorcraft:

For 135 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions:
CMR Commuter Rotorcraft

ODC On-Demand Rotorcraft Cargo Only

ODR On-Demand Rotorcraft PAX/Cargo

M, Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Proposed Or Existing Type Operating Configuration

Allows Cargo in Passenger Compartment (121)

Select if the certificate holder allows cargo in the passenger compartment for 121 operations. (Ref. §121.285)

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Proposed Or Existing Type Operating Configuration

Allows Carry- On Baggage on Aircraft

Select if the certificate holder is authorized by OpSpec A011 to use a carry-on baggage program.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Proposed Or Existing Type Operating Configuration

Does not allow Carry-on Baggage on Aircraft

Select this field if OpSpec A011 has been issued but the operator elects not to allow carry-on baggage

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Proposed Or Existing Type Operating Configuration

Allows Smoking on Aircraft Per DOT 252 (121)

Operates flight where smoking is permitted, subject to DOT 252

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Types of Cargo Carried

RFID Installed

Select if the certificate holder operates aircraft with RFID tags installed.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Types of Cargo Carried

HAZMAT

Carried

Select if the certificate holder has an FAA approved hazardous materials (hazmat) program, has accepted hazmat-handling procedures, and has been authorized to carry hazardous materials.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Types of Cargo Carried

Carries Cargo

Select if the certificate holder carries cargo.

M, Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

CVR Installed

Select if the certificate holder operates aircraft with a CVR installed.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

FDR Installed

Select if the certificate holder operates aircraft with a FDR installed.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

FDR Installed with Filtered Data (135)

Select if the certificate holder operates aircraft with FDR installed which filters data.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

Lavatory Installed

Select Lavatory Installed when the aircraft is equipped with a Lavatory, but not a portable potty. Ref. AD 74-08-09R3 for Transport Category Aircraft configured with a Lavatory.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

91.409(e) (135)

Select if the certificate holder operates an aircraft identified in 91.409(e) and uses one of the programs for inspection in 91.409(f); do not select for an aircraft under an approved program of OpSpec D073.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

APU (135)

Select if the certificate holder operates aircraft with APU installed.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Other Equipment And Configuration

Crew Accessible Cargo Compartment (135)

Select if the certificate holder operates aircraft with cargo compartments (disregard baggage areas) that are designed to require the physical entry of a crewmember (See 135.87(e)).

Q

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Medical Oxygen Equipment

Oxygen Equipment - Operator Provided (121)

Select if the certificate holder operates aircraft with medical oxygen equipment on board.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Medical Oxygen Equipment

Portable Oxygen Concentrators

Select if the certificate holder operates aircraft with portable oxygen concentrators on board.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Medical Oxygen Equipment

Allows Passenger Medical Use Oxygen (135)

Select if the certificate holder allows the use of medical oxygen.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Specify Altitude Limitations

Altitude > 12,000 MSL (135)

Select if the certificate holder operates aircraft above 12,000 feet MSL.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Specify Altitude Limitations

Altitude > FL250

Select If the certificate holder operates aircraft above FL250.

Q

RO-

DO/PI/Certificated Kinds of Operation/Authoriza tion

RO-DO/PI/Certificated Kinds of Operation/Authorization

Specify Altitude Limitations

Altitude > FL270 (121)

Select If the certificate holder operates aircraft above FL270.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Extended Operations

ETOPS Greater than 180 Minutes

Select if the certificate holder is authorized ETOPS operations greater than 180 minutes.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Polar Area South

Select if the certificate holder conducts Polar Area South Operations.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Specialized Means of Navigation Outside the United States and District of Columbia (121)

Select if the certificate holder conducts specialized means of navigation outside the United States and the District of Columbia.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Operations in Restricted International Areas (135)

Select if the certificate holder conducts operations in restricted international areas.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Operations outside the United States / International

Select if the certificate holder conducts flight within foreign countries

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Hawaii

Select if the certificate holder conducts operations within Hawaii

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Alaska

Select if the certificate holder conducts operations within Alaska

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Geographic Areas of Operations

Overwater Operations (121)

Select if the certificate holder conducts overwater operations.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Additional Flight Planning Constraints

Outsource Flight Following (121)

Select If the certificate holder Outsources Flight Following. Applies to supplemental operators only.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Additional Flight Planning Constraints

High Minimums PIC (121)

Select if the certificate holder operates aircraft with high minimums PICs.

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Approach and Landing Operations

Conducts Category II Operations

Select if the certificate holder conducts Category II Operations

Q

Proposed or Current Terminal and Enroute Procedures

Proposed or Current Terminal and Enroute Procedures

Approach and Landing Operations

Conducts Category III Operations

Select if the certificate holder conducts Category III Operations

Q

Operating Configuration

Operating Configuration

Aircraft Category

One or more aircraft type certificated after 10/15/1971

with 9 or more seats (135)

Select if operator operates at least one aircraft that is type certificated after 10/15/1971 with 9 or more seats

Q

Operating Configuration

Operating Configuration

Aircraft Category

Leased or Chartered Civil Aircraft (121)

Select if the certificate holder operates leased or chartered civil aircraft.

Q

Operating Configuration

Operating Configuration

Aircraft Category

Nontransport Category (121)

Select if the certificate holder operates other than transport category aircraft, but do not select for large nontransport which are certificated under Aero Bulletin 7A.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Operating Configuration

Operating Configuration

Aircraft Category

Transport Category

Select if the certificate holder operates transport category aircraft. See TCDS for certification basis.

Q

Operating Configuration

Operating Configuration

Aircraft Category

Provisionally Certificated (121)

Reference CFR 21 Subpart 1 Provisional Airworthiness Certificates (Ref. 91.317, 121.207)

Q

Operating Configuration

Operating Configuration

Aircraft Category

One or more non-US registered aircraft

Select if the certificate holders operates one or more aircraft registered as civil aircraft of an ICAO country

Q

Operating Configuration

Operating Configuration

Aircraft Category

One or more US registered aircraft

Select if the certificate holders operates one or more aircraft registered as civil aircraft of the United States.

Q

Operating Configuration

Operating Configuration

Propulsion

Reciprocating

Select if the certificate holder operates reciprocating engine aircraft.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Operating Configuration

Operating Configuration

Propulsion

Single Engine (135)

Select if the certificate holder operates single engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Multiengine (135)

Select if the certificate holder operates multi-engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Three Engines

Select if the certificate holder operates three engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Four Engines

Select if the certificate holder operates four engine aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Turbine

Select if the certificate holder operates aircraft with turbine engines. Check this box in addition to other applicable boxes for all turbine-powered aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Turbojet

Select if the certificate holder operates turbojet (includes turbofan) aircraft.

Q

Operating Configuration

Operating Configuration

Propulsion

Turbopropeller

Select if the certificate holder operates turbopropeller aircraft.

Q

Operating Configuration

Operating Configuration

Locations

Maintenance Performed Within The United States (135)

Select if the certificate holder performs maintenance within the United States.

Q

Operating Configuration

Operating Configuration

Locations

Operations Line Station/ Person nel (135)

Select if the certificate holder uses operations line stations for its On Demand operations.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Operating Configuration

Operating Configuration

Locations

Airworthiness Line Station (135)

Select if the certificate holder utilizes airworthiness line stations that return aircraft to service.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Exit More than 6 Feet from Ground

Select if the certificate holder operates aircraft where an emergency exit is more than six feet from the ground when the plane is on the ground and the landing gear is extended.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Exit Seat installed (121)

Select if the certificate holder operates aircraft with an exit seat installed.

M, Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Galley Installed

Select if the certificate holder operates aircraft with a galley installed.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Locking Cockpit Door (121)

Select if the certificate holder operates aircraft with a locking cockpit door installed.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Multiengine Airplanes Used In Scheduled Service (135)

Select if the certificate holder operates multi-engine aircraft as a Part 135 commuter in scheduled operations.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Open Overhead Rack (121)

Select if the certificate holder operates aircraft with open overhead racks installed.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Operating Configuration

Operating Configuration

Aircraft Configuration

Pressurized Aircraft

Select if the certificate holder operates pressurized aircraft.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Unpressurized Aircraft (135)

Select if the certificate holder operates unpressurized aircraft.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Retractable Landing Gear (135)

Select if the certificate holder operates aircraft with retractable landing gear.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Tailwheel Airplane (135)

Select if the certificate holder operates aircraft equipped with a tailwheel.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Tailcone Exit (121)

Select if the certificate holder operates an aircraft equipped with a tailcone exit.

Q

Operating Configuration

Operating Configuration

Aircraft Configuration

Emergency Evacuation Systems (121)

Select if the certificate holder operates aircraft equipped with automatically deployable emergency evacuation assisting means.

Q

Operating Configuration

Operating Configuration

Approvals

Outside Aircraft Check Procedure (121)

Select if OpSpec A023 only allows the provision for Outside the Aircraft Check (OTAC), or if the approved deicing/anti-icing program includes the OTAC authorization of (121.629(d)).

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Operating Configuration

Operating Configuration

Approvals

Approved De- Icing/Anti-Icing Program

Select if OpSpec A023 allows for an Approved Ground Deicing/Anti- icing Program of 121.629(c) which includes provisions for program implementation, training, holdover procedures, fluids and pretakeoff check procedures.

Q

Operating Configuration

Operating Configuration

Unit Load Device

Active Unit Load Device

Select if the certificate holder utilizes Active Unit Load Devices. Active ULDs are ULDs with active temperature control systems for transporting temperature sensitive cargo. (AC 120-85)

Q

Operating Configuration

Operating Configuration

Certified Unit Load Device

Select if the certificate holder utilizes Certified Unit Load Devices. A certified ULD meets the requirements of TSO-C90; STC requirements, if applicable; or other FAA-approved certification standards. A certified ULD is structurally capable of restraining a load and/or protecting the aircraft systems and structure. (AC 120-85)

Q

Operating Configuration

Operating Configuration

Uncertified Unit Load Device

Select if the certificate holder uses ULDs not meeting requirements of TSO-C90, STC requirements, or other FAA-approved certification requirements. (AC 120-85)

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Operating Configuration

Operating Configuration

Other Certificates or Approvals

Performs NDT/NDI

Inspections (135)

Select if the certificate holder performs NDT/NDI inspections.

Q

Operating Configuration

Operating Configuration

Other Certificates or Approvals

CDL

Select if the certificate holder uses a CDL

Q

Operating Configuration

Operating Configuration

Other Certificates or Approvals

NEF

Select if the certificate holder uses a NEF

Q

Operating Configuration

Operating Configuration

A/C Certification CFR PART/SFAR

Aero Bulletin 7A

Select if the certificate holder operates aircraft type certificated IAW Bulletin 7A. These aircraft are referred to as large nontransport airplanes in the performance rules; example aircraft include DC-3, C-46.

Q

Operating Configuration

Operating Configuration

A/C Certification CFR PART/SFAR

Civil Air Regulations (CAR) 4A

Select if the certificate holder operates aircraft originally type certificated IAW CAR 4A

Q

Operating Configuration

Operating Configuration

Contract Services Outsourced

U.S. Registered Aircraft Located in Canada (135)

Select if the certificate holder Outcources Contract Services On Us Registered Aircraft Located In Canada. Populate the SAS configuration contractor tab with contractor information.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Operating Configuration

Operating Configuration

Contract Services Outsourced

U.S. Registered Aircraft Located Outside United States (135)

Select if certificate holder Outsources Contract Services On Us Registered Aircraft Located Outside the United States. Populate the SAS configuration contractor tab with contractor information.

Q

Operating Configuration

Operating Configuration

Records

Airworthiness Release Form (121)

Select if the CH uses an Airworthiness Release Form and not an aircraft log entry of 121.709(a).

Q

Operating Configuration

Operating Configuration

Weight

Payload < 7,500 pounds

Select if the certificate holder operates aircraft with a maximum payload capacity of less than 7,500 pounds.

Q

Operating Configuration

Operating Configuration

Weight

Payload => 7,500 pounds

Select if the certificate holder operates aircraft with a maximum payload capacity of 7,500 pounds or more.

Q

Operating Configuration

Operating Configuration

Weight

Small (12,500 pounds or less, maximum certificated takeoff weight) (135)

Select if the certificate holder operates aircraft of 12,500 pounds or less, maximum certificated takeoff weight. (Ref §1.1)

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Operating Configuration

Operating Configuration

Weight

Large (more than 12,500 pounds, maximum certificated takeoff weight) (135)

Select if the certificate holder operates aircraft of more than 12,500 pounds, maximum certificated takeoff weight. (Ref §1.1)

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Commuter 9 PAX or Less

Select if the certificate holder is authorized per A001 to conduct Part 135 Commuter operations (See §110.2).

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

On Demand 9 PAX or Less

Select if the certificate holder is authorized per A001 to conduct Part 135 On Demand operations (See §110.2); Select this box in addition to other applicable selections.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

10 PAX or More

Select for the certificate holder operating one of the following: 1 airplane(s) with a maximum

passenger seating configuration of ten seats or more either in on- demand service or in scheduled operations not meeting the definition of "commuter" in the preceding Paragraph; or 2 rotorcraft with a maximum passenger-seating configuration of ten seats or more.

P

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Day Only (Unchecked mean Day/Night)

Select for the certificate holder not authorized to operate at night.

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Sea Plane

Select for the certificate holder authorized to conduct 135 operations with airplanes requiring an airplane single-engine or multiengine sea rating.

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Extended Over Water

Select for the certificate holder authorized to conduct 135 operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline, and for helicopter operations, more than 50 nautical miles from an offshore heliport structure.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

14 CFR Type

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

VFR Only, Fixed Wing (Unchecked means IFR/VFR Operations)

Select for the certificate holder authorized to operate airplanes under VFR only.

Q

14 CFR Type

14 CFR Type

14 CFR 135

Types of Operation Information

10 or More Helicopter Air Ambulances

Select if the certificate holder operates with 10 helicopter air ambulances, or more.

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Scheduled Passenger Operations, except solely within Alaska

Select if the certificate holder conducts scheduled passenger-carrying operations except within Alaska (Ref. §135.261(b)).

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Always Files FAA Flight Plan

Select if the CH/A always files an FAA flight plan and surveillance of 135.79 is not desired. (Ref. 135.79)

Q

14 CFR Type

14 CFR Type

14 CFR 135 Types of Operation Information

Conducts Air Tours

Select if the CH/A conducts commercial air tours under its Part 119 Air Carrier certificated operations. Operations conducted under Part 91 are recorded using Activity Recording (AR) codes per NPG Order 1800.56

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

9 or Less - Approved Aircraft Inspection Program (AAIP) under 135.419

Select if the certificate holder has an approved aircraft inspection program for aircraft with nine or less passenger seats under 135.419.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

9 or Less - Maintained under 135.411(a)(1)

Select if the certificate holder operates aircraft with nine or less passenger seats and elects to maintain its aircraft under FAR 135.411(a)(1).

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

9 or Less 135 On-Demand CAMP

Select if the on-demand certificate holder has a continuous airworthiness maintenance program for aircraft with nine or less passenger seats.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

or Less 135 Commuter CAMP

Select if the 135 on- demand certificate holder has a continuous airworthiness maintenance program per OpSpec D072 for aircraft with nine or less passenger seats.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

10 or More - Continuous Airworthiness Maintenance Program (121

or 135)

Select if the 135 commuter certificate holder has a continuous airworthiness maintenance program per OpSpec D072 for aircraft with nine or less passenger seats.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

10 or More or 121 - Approved Corrosion Prevention Progam

Select if the certificate holder has an approved corrosion prevention program for aircraft with 10 or more passenger seats.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

10 or More or 121 - Reliability program Encompasses Entire Aircraft

Select if the certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program encompassing the entire aircraft.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

10 or More or 121 - Reliability program Does Not Cover Entire Aircraft

Select if the certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program covering some portion of the aircraft.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenance and Reliability Info.

14 CFR 121, 14

CFR 135, and 14 CFR 121/135

Maint and Reliability Program Info

Aging Airplane Inspections and Records (135)

Select if the regulation 135.422 applies to one or more aircraft in the certificate holder's fleet.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Continued Airworthiness and Safety Improvements

Aging Airplane Inspections and Records Reviews. (121.1105)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Continued Airworthiness and Safety Improvements

Repairs Assessment for Pressurized Fuselages. (121.1107)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Continued Airworthiness and Safety Improvements

Supplemental Inspections. (121.1109)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Continued Airworthiness and Safety Improvements

EWIS

Maintenance Program. (121.1111)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Continued Airworthiness and Safety Improvements

Fuel Tank System Maintenance Program. (121.1113)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Continued Airworthiness and Safety Improvements

Limit of Validity. (121.1115)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Continued Airworthiness and Safety Improvements

Flammability Reduction Means. (121.1117)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Continued Airworthiness and Safety Improvements

Fuel Tank Vent Explosion Protection. (121.1119)

Select if the regulation applies to one or more aircraft in the certificate holder's fleet

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

AL

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

CE

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

EA

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

GL

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

NM

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

SO

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

SW

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

WP

Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

Assc. Reference ID:

This is a free-form field provided for use by the Field Office to cross- reference files. It may include a reference to the office paper file on the certificate holder or other computer files.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

Special Purpose:

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office can use this field.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Areas of Scheduled Operations

National Use:

This is a two-character field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The region or Field Offices should not use this field.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Operational Management Systems

ASAP - Aviation Safety Action Program

Select if the certificate holder has an approved Aviation Safety Action Program (ASAP).

M, Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Operational Management Systems

FOQA - Flight Operational Quality Assurance

Select if the certificate holder has an approved Flight Operational Quality Assurance (FOQA) Program.

M, Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Operational Management Systems

IEP - Internal Evaluation Program

Select if the certificate holder has an approved Internal Evaluation Program (IEP).

M, Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Operational Management Systems

VDRP -

Voluntary Disclosure Reporting System

Select if the certificate holder has an approved Voluntary Disclosure Reporting Program (VDRP).

M, Q

Scheduled Operations/Maintenanc e and Reliability Info.

Scheduled Operations/Maintenan ce and Reliability Info,

Operational Management Systems

SMS VP - Safety Management System Voluntary Program

Select if the certificate holder utilizes an approved SMSVP program in Active Conformance. This is to be selected after the change of the certificate holders program status from SMSVP Active Participant to SMSVP Active Conformance.

M, Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenanc e and Reliability Info.

Maintenance Personnel

Canadian Persons to Perform Maintenance, Preventive Maintenance or Alterations on US Aeronautical Products (121)

Select If The certificate holder Has US Aeronautical Products Maintained By Canadian Persons.

Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenance and Reliability Info.

Technical Operations Agreements and Authorizations

Field Approved Auxiliary Fuel Tanks

Select if the certificate holder operates aircraft with auxillary fuel tanks installed by field approval.

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenance and Reliability Info.

Maintenance Programs

100 hr/Annual

(135)

Select if the certificate holder maintains any of its 135 aircraft IAW a 100 hour or annual inspection program under 135.411(a)(1).

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenance and Reliability Info.

Maintenance Programs

Progressive Aircraft Inspection Program (135)

Select if the certificate holder maintains any of its 135 aircraft IAW a progressive inspection

Q

Scheduled Operations/Mainten ance and Reliability Info.

Scheduled Operations/Maintenance and Reliability Info.

Maintenance Programs

Continuing Analysis and Surveillance System (CASS) (135)

Select if the certificate holder is required to have a Continuous Analysis And Surveillance System (CASS) (See OpSpec D072).

M, Q

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Name/Address

Name/Address

Name/Address

Name/Address Code

Select one of the following codes

CEO (Chief Executive Officer) Optional. The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.

CIN (Chief Inspector) This person is employed to fulfill the requirements of CFR 119.65 (a) or 91.1413(b) (2). This position is required for CFR 121, a Continuous Airworthiness Maintenance Program under 91K and is optional for other CFRs.

CPT (Chief Pilot)

This person is employed to fulfill the requirements of CFR 119.65(a) or 119.69(a).

This position is required for CFR 121, and 135. It is optional for other CFRs.

DMT (Director of Maintenance)

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

This is the person who is employed to fulfill the requirements of CFR 119.65(a), or 91.1413(b)(1).

This position is required for CFR 121, 135 and a

Continuous Airworthiness Maintenance Program under 91K. It is optional for other CFRs.

5) DOP (Director of Operations)

This person is employed to fulfill the requirements of CFR 119.65(a), 119.69(a), or

125.25. This position is required for CFR 121, 125, and 135. It is optional for other CFRs.

DOS (Director of Safety) This person is employed to fulfill the requirements of CFR 119.65(a). This position is required for CFR 121 and optional for other CFRs.

MGR (General Manager) The position is optional for all CFRs. The General Manager has overall management responsibility

Vitals Data Fields - 121/135 Operators

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Subtitle

Field Name

Description Field

Scoping

for all organizational activities of the certificate holder.

MML (Main Maintenance Location)

This is the facility/location where: (1) overall maintenance management and maintenance operational control is conducted, (2) the final repository for maintenance personnel training records and aircraft maintenance records is located, and (3) the maintenance management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

MOL (Main Operations Location)

This is the facility/location where: (1) overall flight management and flight operational control is conducted, (2) the final repository for flight

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

crewmember, flight attendant, dispatcher, and flight operations records is located, and (3) the flight management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

PAD (Primary Flight Attendant Domicile)

This is the location where the certificate holder has the largest number of flight attendants assigned.

PAT (Primary Flight Attendant Training Location)

This is the location where the certificate holder conducts basic indoctrination training for flight attendants as required by CFR 121.421 or 135.349.

PBO (Principal Base of Operations)

This is the primary operating location as established by the

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

certificate holder.

PMD (Primary Maintenance Domicile)

This is the location where the certificate holder has the largest number of maintenance personnel assigned.

PMT (Primary Maintenance Training Location)

This is the location where the certificate holder conducts basic indoctrination training for maintenance personnel as required by CFR 121.375, 135.433 or 91.1111.

PPD (Primary Pilot Domicile)

This is the location where the certificate holder has the largest number of pilots assigned.

PPT (Primary Pilot Training Location)

This is the location where the certificate holder conducts basic indoctrination training for pilots as required by the applicable CFR 121, Subpart N and 135, Subpart H.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Name/Address

Name/Address

Name/Address

Name

The name of the person or company performing the role described for the name/address code. If the name is a person, then enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of the space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.

Name/Address

Name/Address

Name/Address

Position Title

Enter the organizational title of the person.

Name/Address

Name/Address

Name/Address

Address 1

Enter the business address of the person, company, or facility.

Name/Address

Name/Address

Name/Address

Address 2

Enter the second line of the address (if needed).

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Name/Address

Name/Address

Name/Address

Address 3

Enter the third line of the address (if needed).

Name/Address

Name/Address

Name/Address

City

Enter the name of the city or town.

Name/Address

Name/Address

Name/Address

State

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

Name/Address

Name/Address

Name/Address

Zip Code

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash

[-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

Name/Address

Name/Address

Name/Address

Country

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Name/Address

Name/Address

Name/Address

Business Phone

Enter the business telephone number including area code, if located within the United States or

U.S. possession. Leave blank if located outside of the United States or U.S. possession. Enter the telephone extension number, if necessary.

Name/Address

Name/Address

Name/Address

Foreign Phone

The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.

Name/Address

Name/Address

Name/Address

Fax

Enter the fax number of the person

Name/Address

Name/Address

Name/Address

Mobile Phone

Enter the mobile phone number of the person.

Name/Address

Name/Address

Name/Address

E-Mail Address

Enter the email address of the person.

Name/Address

Name/Address

Name/Address

Airport ID

Enter the airport ID where the company or facility is located.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Authorized DBAs

Authorized DBAs

Current DBAs

Authorized DBA Name

Any authorized name under which the operator is doing business as authorized in OPSS Paragraph A001.

Authorized DBAs

Authorized DBAs

Current DBAs

Authorized DBA Type

Enter P if the name is the primary DBA name. If there is only one DBA, then it is the primary DBA. Enter O for all other DBAs. The certificate holder should be consulted to determine the primary DBA when there are multiple DBAs.

Waivers Authorizations

Waivers Authorizations

Current Waivers and Authorizations

Waivers and Authorizations

The CFR from which the certificate holder holds a waiver. Valid entries are listed on the FSAS Waivers Lookup Table.

Aircraft

Aircraft

Current Aircraft

14CFR

Enter the CFR under which type of aircraft is being operated, either 121 or 135.

Aircraft

Aircraft

Current Aircraft

Make Model Series

Enter the make/model/series for each type of aircraft operated by the certificate holder under the selected FAR. The designation must be listed on the FSAS aircraft make/model/series table.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Aircraft

Aircraft

Current Aircraft

Class

Enter the broad grouping of aircraft having similar characteristics of propulsion, flight, or landing. The following options are valid entry codes/descriptions: HEL - Helicopter

MEL - Multiengine Land MES - Multiengine Sea SEL - Single Engine Land SES - Single Engine Sea

NOTE: If a particular make/model/series can be operated in more than one class (such as an amphibious airplane) the make/model/series should be listed twice with each listing, showing the appropriate class, e.g., SES, SEL. Enter the actual number of aircraft in the first record; enter "0" (zero) in subsequent entries for the same make/model/series.

Aircraft

Aircraft

Current Aircraft

Turbine

Select if the aircraft is turbine-powered. This includes all turbine powered aircraft including turboshaft, turbojet, turbofan, and turbopropeller.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Aircraft

Aircraft

Current Aircraft

VFR Only

Select for each make/ model/series of aircraft that operates under VFR ONLY. Do not check if the M/M/S flies under VFR/IFR

Aircraft

Aircraft

Current Aircraft

Day Only

Select if the certificate holder is not authorized to operate this make/ model/series of aircraft during the period beginning 1 hour after sunset and ending 1 hour before sunrise. Do not select if the certificate holder is authorized to operate this make/model /series of aircraft both day and night.

Aircraft

Aircraft

Current Aircraft

Aircraft User in Commuter Service

Select if the make/model/series is operated in commuter service with this certificate holder. Do not select if the make/model/series is not operated in commuter service with this certificate holder.

NOTE: Checking the box is only appropriate if "CMA" or "CMR" appears in the "Kinds of Operation" field for the certificate holder.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Aircraft

Aircraft

Current Aircraft

PAX

Demonstrated

Enter the maximum demonstrated passenger seating capacity identified under 121.291(a) or 121.291(b).

Aircraft

Aircraft

Current Aircraft

PAX

Approved/Cargo

Enter the number of passenger seats installed as approved by the POI. Enter "0" (zero) for All-Cargo configured aircraft.

M, Q

Aircraft

Aircraft

Current Aircraft

Number Required Flight Attendants

For 121, enter the number of flight attendants used during the emergency evacuation demonstration conducted under FAR 121.291. For 135, enter the number of flight attendants for each make/model/series required under the provisions of 135.107.

Aircraft

Aircraft

Current Aircraft

Number of Aircraft

Enter the total number of aircraft by make/model/series that the certificate holder operates under the provisions of the selected FAR.

Vitals Data Fields - 121/135 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Aircraft

Aircraft

Current Aircraft

Structural Inspection Program

Select if a structural inspection program that complies with the airframe manufacturers documents is required for the candidate aircraft.

Aircraft

Aircraft

Current Aircraft

AQP

Select if an Advanced Qualification Program (AQP) is approved for the make/model/series

Comments

Comments

<none>

Comments

Enter FAA comments. Comments are not visible to external users.

Vitals Data Fields 141 Air Agency

The following table lists the configuration vitals attributes that make up a 141 certificate holder's configuration data. These appear on the Configuration Data > Vitals tab. Items are ordered by the section title / subtitle they appear in on the Vitals tab.

Note: The Scoping column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's Scoping column value is P, that means that the entry made on the Vitals tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields 141 Air Agency

Menu Item

Section Title

Subtitle

Vitals Field Name

Description Field

Scoping

Identification / Physical Location

Identification / Physical Location

Authorizations

14 CFR 141 Name

The legal or official name of the air agency

Identification / Physical Location

Identification / Physical Location

Authorizations

Airport ID

Alphanumeric identifier of the airport where the air agency provides services. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

Identification / Physical Location

Identification / Physical Location

Authorizations

CHDO

This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.

Identification / Physical Location

Identification / Physical Location

Authorizations

Foreign

Indicates if the Air Agency is located in a foreign country.

Identification / Physical Location

Identification / Physical Location

Authorizations

GDO

Identifies the GDO of the satellite pilot school.

Identification / Physical Location

Identification / Physical Location

Certificate Information

Parent DSGN

Designator code of the parent air agency, if this is a record for a satellite.

Identification / Physical Location

Identification / Physical Location

Physical Location

Address 1

First line of Air Agency address which identifies its physical location.

Identification / Physical Location

Identification / Physical Location

Physical Location

Address 2

Second line of Air Agency address (if needed).

Identification / Physical Location

Identification / Physical Location

Physical Location

Address 3

Third line of Air Agency address (if needed).

Identification / Physical Location

Identification / Physical Location

Physical Location

Alternate Phone

Identification / Physical Location

Identification / Physical Location

Physical Location

Business Phone

Business telephone number for Air Agencies located in the United States or U.S. possession.

Identification / Physical Location

Identification / Physical Location

Physical Location

Business Phone Ext

Business Phone Extension

Identification / Physical Location

Identification / Physical Location

Physical Location

City

Name of City or Town of the physical location of the Air Agency.

Identification / Physical Location

Identification / Physical Location

Physical Location

Country

The two-character abbreviation of the country where the Air Agency resides.

Identification / Physical Location

Identification / Physical Location

Physical Location

Email Address

Electronic mail (e-mail) address.

Identification / Physical Location

Identification / Physical Location

Physical Location

Fax

Business Fax number of the Air Agency.

Identification / Physical Location

Identification / Physical Location

Physical Location

Foreign Phone

Business telephone number including the country code and city code (if applicable), for Air Agencies located outside of the United States or U.S. possession.

Identification / Physical Location

Identification / Physical Location

Physical Location

Foreign Phone Ext

Foreign Phone Ext

Identification / Physical Location

Identification / Physical Location

Physical Location

Org Web Site

Organization Website

Identification / Physical Location

Identification / Physical Location

Physical Location

Postal Code

US Postal Zip Code or Foreign country postal code associated with the Air Agencies physical location.

Identification / Physical Location

Identification / Physical Location

Physical Location

State

State of the Air Agency address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Address 1

First line of Air Agency mailing address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Address 2

Second line of Air Agency mailing address (if needed).

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Address 3

Third line of Air Agency mailing address (if needed).

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

City

Name of City or Town of the mailing address of the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Country

The two-character abbreviation of the country of the Air Agencies mailing address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Postal Code

US Postal Zip Code or Foreign country postal code associated with the Air Agencies mailing address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

State

State of the Air Agency mailing address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Business Phone

Telephone of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Business Phone Ext

Telephone Extension of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Email Address

Electronic mail (e-mail) address of the person performing chief executive officer duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Fax

Business Fax number of the person performing chief executive officer duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Foreign Phone

Business telephone number including the country code and city code (if applicable) of the person performing chief executive officer duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Foreign Phone Ext

Ceo Foreign Phone EXT

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Mobile Phone

Ceo Mobile Phone

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Name

Official name of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Title

Organizational title of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Business Phone

Telephone of the person performing liaison duties at the Air Agency if located in the US.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Business Phone Ext

Telephone extension of the person performing liaison duties at the Air Agency if located in the US..

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Email Address

Electronic mail (e-mail) address of the person performing company liaison duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Fax

Business Fax number of the person performing company liaison duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Foreign Phone

Business telephone number including the country code and city code (if applicable) of the person performing company liaison duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Foreign Phone Ext

Business telephone extension including the country code and city code (if applicable) of the person performing company liaison duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Mobile Phone

Liaison Mobile Phone

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Name

Person who serves as the contact point between the Air Agency and the FAA. This is the official the FAA inspector contacts during a visit to the facility.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Title

Organizational title of the person performing FAA liaison duties at the Air Agency.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Certificate Number

The current certificate number that appears on the Air Agency certificate.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Certificate Status

Status of the certificate.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Current Issue Date

The date on which the certificate was reissued.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Date of Status

The date on which the Certificate Status was last modified.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Expiration Date

The date on which the Certificate Status expires.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Original Issue Date

The date on which the certificate was originally issued.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Satellite Status

Satellite Status

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Satellite Status Date

The date on which the Satellite Status was last modified.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Validation Date

The date on which the data has been verified for accuracy.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Active Satellites

Select if the air agency has active satellites.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

ACR NO

The number of ACR records in the ACR/DPE ancillary records entered for this location.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Agency Type

Type of record stored in the database:1.Certificate record (C-type)2. Satellite record (S-type)3. Supplemental Satellite record (M-type)

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Associated With College/University

Indicates if the pilot school is associated with a college or university.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Flight/Ground

Indicates if the pilot school has an approved flight training course outline (TCO).

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Ground Only

Indicates if the pilot school has only approved ground training course outlines (TCO) and no flight TCOs.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Pilot School

Indicates if the pilot school meets the requirements of FAR 141 Subparts A through C.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Provisional Pilot School

Indicates that the pilot school does not meet the recent training experience requirements of FAR 141.5(b) but does meet all other requirements.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Airworthiness Personnel

Number of airworthiness personnel employed by the air agency.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Average Annual Enrollment

Average Annual Enrollment for this location.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Certified Instructors

The number of instructors other than the chief and assistant chief instructor(s) employed by the Air Agency.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Check Instructors

The number of Check Instructors checked off in the Instructors ancillary.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Chief Instructors/Asst. Chief Instructors

The number of persons qualified under FAR 141.35 as chief instructors or FAR 141.36 as assistant chief instructors.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Number of A/C Under 91.409(E)

Enter the number of large airplanes, turbojet multiengine airplanes, turbo-propeller powered multiengine airplanes, and turbine-powered rotorcraft inspected under the provisions of FAR 91.409(e).

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Number of Aircraft

Indicates the total number of aircraft for the entire pilot school (all types of records).

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Number of Type Rating Courses

Enter the total number of approved type rating training course outlines (TCOs), which is provided at that location.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Dispatchers

Enter the number of persons employed by the air agency primarily for the purpose of serving as an aircraft dispatcher.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Line Personnel/Aircraft Handlers

Enter the number of line personnel/aircraft handlers employed by the air agency.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Asst Chief Instructor(s)

Enter the number of Asst. Chief Instructor(s) employed by the air agency.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Total Employees

The total number of employees, regardless of the type of work performed, that are employed by the Air Agency at that location.

Instructors

Instructors

Current Instructors

Asst. Chief Instructor

Indicates that the instructor has been identified under FAR 141.33 as the assistant chief instructor for any course at this Air Agency.

Instructors

Instructors

Current Instructors

Category

The category of the course(s) this instructor teaches.

Instructors

Instructors

Current Instructors

Check Instructor

Indicates that the instructor has been identified under FAR 141.33 as a check Instructor.

Instructors

Instructors

Current Instructors

Chief Instructor

Indicates that the instructor has been identified under FAR 141.33 as the chief instructor for any course at this Air Agency.

Instructors

Instructors

Current Instructors

Core Certificate #

The nine digit registry assigned number.

Instructors

Instructors

Current Instructors

Courses Approved

This is a field for the Principal to enter remarks about the instructor.

Instructors

Instructors

Current Instructors

Date Qualified

Date Instructor became qualified to teach.

Instructors

Instructors

Current Instructors

Date Trained

Date Instructor completed formal training.

Instructors

Instructors

Current Instructors

Instructor Name

The name of the person performing chief instructor or assistant chief instructor duties.

Instructors

Instructors

Current Instructors

Title

The organizational title of the person.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Inspectors

Principal Avionics Inspector

Inspector ID code of the assigned avionics inspector.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Inspectors

Principal Maintenance Inspector

Inspector ID code of the assigned maintenance inspector.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Inspectors

Principal Operations Inspector

Inspector ID code of the assigned principal operations inspector.

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

VDRP - Voluntary Disclosure Reporting System

Select If The Air Operator utilizes the Voluntary Disclosure Reporting Program (VDRP).

Q

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

FOQA - Flight Operational Quality Assurance

Select if the air operator has an approved Flight Operational Quality Assurance (FOQA) Program.

Q

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

IEP - Internal Evaluation Program

Select if the air operator has an approved Internal Evaluation Program (IEP).

Q

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

SMSVP - SMS Voluntary Program

Select if the air agency has an approved Safety Management System Voluntary Program.

Q, M

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

ASAP - Aviation Safety Action Program

Select if the air operator has an approved Aviation Safety Action Program (ASAP).

Q

Agreements and Authorizations

Agreements and Authorizations

Authorizations

Examining Authority

Select if the CH/A is authorized examining authority for any curriculum.

Q

Agreements and Authorizations

Agreements and Authorizations

Authorizations

Approved for MEL/MMEL

Select if the CH/A is authorized to use an MEL or MMEL in lieu of an MEL.

Q

Agreements and Authorizations

Agreements and Authorizations

Authorizations

Electronic Recordkeeping

Select if the air agency is authorized Electronic Recordkeeping.

Q, M

Agreements and Authorizations

Agreements and Authorizations

Authorizations

Electronic Signatures

Select if the air agency is authorized Electronic Signatures

Q, M

Training Configuration

Training Configuration

<none>

Full Flight Simulators/Flight Training Devices

Select if the air agency uses Full Flight Simulators or FTDs in any of its approved courses.

Q

Training Configuration

Training Configuration

<none>

Aviation Training Devices

Select if the air agency uses Aviation Training Devices (ATDs) in any of its approved courses.

Q

Training Configuration

Training Configuration

<none>

Part 142 Training Agreement

Select if the air agency has a Part 142 Training Agreement for any of its approved courses.

Q

Training Configuration

Training Configuration

<none>

Internet Training/Courseware

Select if the air agency has approved courses, which include Internet Training/Courseware.

Q

Training Configuration

Training Configuration

<none>

Courses with Reduced Time Requirements

Select if the air agency uses Courses with Reduced Time Requirements in any of its approved courses.

Q

Training Configuration

Training Configuration

<none>

Conducts Training Outside the U.S.

Select if the air agency uses Conducts Training Outside the U.S. for any of its approved courses.

Q

Training Configuration

Training Configuration

<none>

Conducts IFR Training

Select if the air agency conducts Instrument Flight Training in any of its approved courses.

Q

Maintenance Functions

Maintenance Functions

<none>

Conducts NVG Training

Select if the certificate holder conducts NVG training

Q

Maintenance Functions

Maintenance Functions

<none>

Uses Canadian Maintenance Provider

Select if the certificate holder uses Transport Canada Civil Aviation Authority (CAA) authorized persons to perform maintenance

Q

Maintenance Functions

Maintenance Functions

<none>

Uses Special Purpose Equipment

Select if the certificate holder operates aircraft with Special Purpose Equipment such as external load equipment, agricultural dispensing equipment, modifications for students with a disability, etc.

Q

Maintenance Functions

Maintenance Functions

<none>

Performs Maintenance In-House

Select the certificate holder performs maintenance in-house

Q, M

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings

Course Seqnum

Sequential, system-generated number which, combined with CHDO/Desg, uniquely identifies this record.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings

ME

Indicates the class of the rating.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings

P Lift

Indicates the class of the rating.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings

R/Hel

Indicates the class of the rating.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings

Aircraft Type Rating

Contains the code for an airworthiness rating issued to the Air Agency under the provisions of FAR 145.31, 145.33, or 147.11.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings

SE

Indicates the class of the rating.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses

Airplane SES

Indicates that the Air Agency has an approved Pilot Refresher Course.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses

Power Lift

Indicates that the Air Agency has an approved Pilot Refresher Course.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses

Rotorcraft G/P

Indicates that the Air Agency has an approved Pilot Refresher Course.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses

Rotorcraft Hel

Indicates that the Air Agency has an approved Pilot Refresher Course.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

Airplane MEL

Indicates that the Air Agency has an approved Pilot Refresher Course.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

Airplane MES

Indicates that the Air Agency has an approved Pilot Refresher Course.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

Airplane SEL

Indicates that the Air Agency has an approved Pilot Refresher Course.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

Airplane SES

Indicates that the Air Agency has an approved Pilot Refresher Course.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

Glider

Is the Pilot Refresher Course Category/Class for a Glider?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

LTA Air

Is the Pilot Refresher Course Category/Class for a Lighter-Than-Air Airship?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

LTA Ball

Is the Pilot Refresher Course Category/Class for a Lighter-Than-Air Balloon?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

Power Lift

Is the Pilot Refresher Course Category/Class for a Power Lift?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

Rotorcraft G/P

Indicates that the Air Agency has an approved Pilot Refresher Course.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Category/Class

Rotorcraft Hel

Indicates that the Air Agency has an approved Pilot Refresher Course.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

Airplane MEL

Is the Pilot Refresher Course Instrument for a Multi-Engine Land airplane?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

Airplane MES

Is the Pilot Refresher Course Instrument for a Multi-Engine Sea airplane?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

Airplane SEL

Is the Pilot Refresher Course Instrument for a Single Engine Land airplane?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

Airplane SES

Is the Pilot Refresher Course Instrument for a Single Engine Sea aircraft?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

Glider

Is the Pilot Refresher Course Instrument for a Glider?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

LTA Air

Is the Pilot Refresher Course Instrument for a Lighter-Than-Air Airship?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

Power Lift

Is the Pilot Refresher Course Instrument for a Power Lift?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

Rotorcraft G/P

Is the Pilot Refresher Course Instrument for a Rotorcraft Gyroplane?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Instrument

Rotorcraft Hel

Is the Pilot Refresher Course Instrument for a Rotorcraft Helicopter?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Pilot Certificate

Airplane MEL

Indicates that the Air Agency has an approved Pilot Refresher Course.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Pilot Certificate

Airplane MES

Indicates that the Air Agency has an approved Pilot Refresher Course.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Pilot Refresher Courses - Pilot Certificate

Airplane SEL

Indicates that the Air Agency has an approved Pilot Refresher Course.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Description

Describes the TCOs authorized.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Is the Special Curriculum Course for Ground School training?

Is the Special Curriculum Course for Ground School training?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Is the Special Curriculum Course for Test Preparation?

Is the Special Curriculum Course for Test Preparation?

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Airplane MEL

Is the Special Curriculum Course for a Multi-Engine Land airplane?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Airplane MES

Is the Special Curriculum Course for a Multi-Engine Sea airplane?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Airplane SEL

Is the Special Curriculum Course for a Single Engine Land airplane?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Airplane SES

Is the Special Curriculum Course for a Single Engine Sea aircraft?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Glider

Is the Special Curriculum Course for a Glider?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

LTA Air

Is the Special Curriculum Course for a Lighter-Than-Air Airship?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

LTA Ball

Is the Special Curriculum Course for a Lighter-Than-Air Balloon?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Power Lift

Is the Special Curriculum Course for a Power Lift?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Rotorcraft G/P

Is the Special Curriculum Course for a Rotorcraft Gyroplane?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines

Rotorcraft Hel

Is the Special Curriculum Course for a Rotorcraft Helicopter?

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

Airplane MEL

Indicates the class of the rating.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

Airplane MES

Indicates the class of the rating.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

Airplane SEL

Indicates the class of the rating.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

Airplane SES

Indicates the class of the rating.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

Glider

Indicates the class of the rating.

Q

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

LTA Air

Indicates the class of the rating.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

LTA Ball

Indicates the class of the rating.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

Power Lift

Indicates the class of the rating.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

Rotorcraft G/P

Indicates the class of the rating.

Aircraft Type Ratings

Aircraft Type Ratings

Current Aircraft Ratings - Special Operations

Rotorcraft Hel

Indicates the class of the rating.

Approved TCOs

Approved TCOs

Airline Transport Pilot - Add'n CAT/Class

Airplane MEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a multi-engine land airplane.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Add'n CAT/Class

Airplane MES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a multi-engine sea aircraft.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Add'n CAT/Class

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a single-engine land airplane.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Add'n CAT/Class

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a single-engine sea aircraft.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Add'n CAT/Class

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school additional class/category airline transport pilot certification.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Add'n CAT/Class

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a power lift.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Add'n CAT/Class

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a rotorcraft - helicopter aircraft.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Pilot

Airplane MEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a multi-engine land airplane.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Pilot

Airplane MES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a multi-engine sea aircraft.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Pilot

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a single-engine land airplane.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Pilot

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a single-engine sea aircraft.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Pilot

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school airline transport pilot certification.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Pilot

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a power lift.

Q

Approved TCOs

Approved TCOs

Airline Transport Pilot - Pilot

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a rotorcraft - helicopter aircraft.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Airplane MEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a multi-engine land airplane.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Airplane MES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a multi-engine sea aircraft.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a single-engine land airplane.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a single-engine sea aircraft.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Gldr

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a glider.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school additional class/category commercial pilot certification.

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

LTA Air

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a lighter-than-air aircraft.

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

LTA Ball

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a lighter-than-air balloon.

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a power lift.

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a rotorcraft - gyrocopter.

Approved TCOs

Approved TCOs

Commercial Pilot - Add'n Cat/Class

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a rotorcraft - helicopter aircraft.

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Airplane MEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for an airplane multi-engine land airplane.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Airplane MES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for an airplane multi-engine sea aircraft.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a single engine land airplane.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for an airplane single engine sea airplane.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Gldr

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a glider.

Q

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school commercial pilot certification.

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

LTA Air

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a lighter-than-air aircraft.

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

LTA Ball

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a lighter-than-air balloon.

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a power lift.

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a rotorcraft - gyrocopter.

Approved TCOs

Approved TCOs

Commercial Pilot - Pilot

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a rotorcraft - helicopter aircraft.

Approved TCOs

Approved TCOs

Flight Instructor - Flight Instructor

Airplane ME

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a multi-engine land airplane.

Q

Approved TCOs

Approved TCOs

Flight Instructor - Flight Instructor

Airplane SE

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a single-engine land airplane.

Q

Approved TCOs

Approved TCOs

Flight Instructor - Flight Instructor

Glider

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a glider aircraft.

Q

Approved TCOs

Approved TCOs

Flight Instructor - Flight Instructor

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school flight instructor certification.

Approved TCOs

Approved TCOs

Flight Instructor - Flight Instructor

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a power lift aircraft.

Approved TCOs

Approved TCOs

Flight Instructor - Flight Instructor

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a rotorcraft - gyrocopter aircraft.

Approved TCOs

Approved TCOs

Flight Instructor - Flight Instructor

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a rotorcraft - helicopter aircraft.

Approved TCOs

Approved TCOs

Instrument Rating - Add'n Instr Rating (AIR)

Airplane

Indicates if an Air Agency has a Training Course Outline (TCO) approved for an additional airplane instrument course.

Q

Approved TCOs

Approved TCOs

Instrument Rating - Add'n Instr Rating (AIR)

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for an additional instrument rating ground school course.

Approved TCOs

Approved TCOs

Instrument Rating - Add'n Instr Rating (AIR)

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for an additional power lift instrument rating course.

Approved TCOs

Approved TCOs

Instrument Rating - Add'n Instr Rating (AIR)

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for an additional rotorcraft instrument rating course.

Approved TCOs

Approved TCOs

Instrument Rating - Instrument Rating

Airplane

Indicates if an Air Agency has a Training Course Outline (TCO) approved for an airplane instrument rating course.

Q

Approved TCOs

Approved TCOs

Instrument Rating - Instrument Rating

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for an instrument rating ground school course.

Approved TCOs

Approved TCOs

Instrument Rating - Instrument Rating

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a power lift instrument rating course.

Approved TCOs

Approved TCOs

Instrument Rating - Instrument Rating

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a rotorcraft instrument rating course.

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Airplane MEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a multi-engine land airplane.

Q

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Airplane MES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a multi-engine sea airplane.

Q

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a single engine land airplane.

Q

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a single engine sea airplane.

Q

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Gldr

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a glider.

Q

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school additional class/category private pilot certification.

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

LTA Air

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a lighter-than-air aircraft.

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

LTA Ball

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a lighter-than-air balloon.

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a power lift.

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a rotorcraft- gyrocopter.

Approved TCOs

Approved TCOs

Private Pilot - Add'n Cat/Class

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a rotorcraft - helicopter.

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Airplane MEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for private pilot certification course for an airplane multi-engine land.

Q

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Airplane MES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for an airplane multi-engine sea.

Q

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for an airplane single engine land.

Q

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for an airplane single engine sea.

Q

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Gldr

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a glider.

Q

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school private pilot certification.

Approved TCOs

Approved TCOs

Private Pilot - Pilot

LTA Air

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a lighter-than-air aircraft.

Approved TCOs

Approved TCOs

Private Pilot - Pilot

LTA Ball

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a lighter-than-air balloon.

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a power lift.

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a rotorcraft- gyrocopter.

Approved TCOs

Approved TCOs

Private Pilot - Pilot

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a rotorcraft - helicopter.

Approved TCOs

Approved TCOs

Recreational Pilot - Add'n Cat/Class Rec Plt

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification / additional class category for a single engine land airplane.

Q

Approved TCOs

Approved TCOs

Recreational Pilot - Add'n Cat/Class Rec Plt

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification / additional class category for a single engine sea airplane.

Q

Approved TCOs

Approved TCOs

Recreational Pilot - Add'n Cat/Class Rec Plt

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school additional class/category private pilot certification.

Approved TCOs

Approved TCOs

Recreational Pilot - Add'n Cat/Class Rec Plt

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification / additional class category for a rotorcraft - gyrocopter.

Approved TCOs

Approved TCOs

Recreational Pilot - Add'n Cat/Class Rec Plt

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification / additional class category for a rotorcraft - helicopter.

Approved TCOs

Approved TCOs

Recreational Pilot - Recreational Pilot

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification for a single engine land airplane.

Q

Approved TCOs

Approved TCOs

Recreational Pilot - Recreational Pilot

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification for a single engine sea airplane.

Q

Approved TCOs

Approved TCOs

Recreational Pilot - Recreational Pilot

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school recreational pilot certification.

Approved TCOs

Approved TCOs

Recreational Pilot - Recreational Pilot

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification for a rotorcraft - gyrocopter.

Approved TCOs

Approved TCOs

Recreational Pilot - Recreational Pilot

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification for a rotorcraft - helicopter.

Additional Courses

Additional Courses

Additional School Courses

Aircraft Type Rating - Grnd School

Aircraft type rating.

Additional Courses

Additional Courses

Additional School Courses - Flt Inst Instrument

Airplane

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor instrument for a land airplane.

Q

Additional Courses

Additional Courses

Additional School Courses - Flt Inst Instrument

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school flight instructor instrument certification.

Additional Courses

Additional Courses

Additional School Courses - Flt Inst Instrument

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor instrument for a power lift aircraft.

Additional Courses

Additional Courses

Additional School Courses - Flt Inst Instrument

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor instrument for a rotorcraft - helicopter aircraft.

Additional Courses

Additional Courses

Additional School Courses

Fundamentals of Instruction

Indicates if an Air Agency has a pilot ground school course on the fundamentals of instruction.

Additional Courses

Additional Courses

Additional School Courses

Ground Instructor Advanced

Indicates if an Air Agency has a pilot ground school course on ground instructor advanced.

Additional Courses

Additional Courses

Additional School Courses

Ground Instructor Basic

Indicates if an Air Agency has a pilot ground school course on ground instruction basics.

Additional Courses

Additional Courses

Additional School Courses

Ground Instructor Instrument

Indicates if an Air Agency has a pilot ground school course on ground instructor instrument.

Additional Courses

Additional Courses

Agriculture A/C Ops

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a single-engine sea airplane.

Q

Additional Courses

Additional Courses

Agriculture A/C Ops

Airplane MEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a multi-engine land airplane.

Q

Additional Courses

Additional Courses

Agriculture A/C Ops

Airplane MES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a multi-engine sea aircraft.

Q

Additional Courses

Additional Courses

Agriculture A/C Ops

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a single-engine land airplane.

Q

Additional Courses

Additional Courses

Agriculture A/C Ops

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school agriculture A/C operator.

Additional Courses

Additional Courses

Agriculture A/C Ops

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for power-lift.

Additional Courses

Additional Courses

Agriculture A/C Ops

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for rotorcraft - GP aircraft.

Additional Courses

Additional Courses

Agriculture A/C Ops

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a rotorcraft - helicopter aircraft.

Additional Courses

Additional Courses

Other Refresher Courses

Flight Instructor

Indicates if an Air Agency has other approved training course outlines for flight instructors.

Additional Courses

Additional Courses

Other Refresher Courses

Ground Instructor

Indicates if an Air Agency has other approved training course outlines for GI's.

Additional Courses

Additional Courses

Pilot Refresher Courses

Category/Class

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a category/class pilot refresher course.

Additional Courses

Additional Courses

Pilot Refresher Courses

Instrument

Indicates if an Air Agency has a Training Course Outline (TCO) approved for an instrument pilot refresher course.

Additional Courses

Additional Courses

Pilot Refresher Courses

Pilot Certificate

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a pilot refresher course.

Additional Courses

Additional Courses

Rotorcraft Ext Load Ops

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for rotorcraft ext. load for a rotorcraft gyro aircraft.

Additional Courses

Additional Courses

Rotorcraft Ext Load Ops

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for rotorcraft load for a rotorcraft helicopter aircraft.

Additional Courses

Additional Courses

Rotorcraft Ext Load Ops

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school agriculture rotorcraft ext. load operator.

Additional Courses

Additional Courses

Special Operations

Special Operations Course

Indicates if an Air Agency has a Training Course Outline (TCO) approved for special operations.

Additional Courses

Additional Courses

Test Pilot

Airplane MEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a multi-engine land airplane.

Q

Additional Courses

Additional Courses

Test Pilot

Airplane MES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a multi-engine sea aircraft.

Q

Additional Courses

Additional Courses

Test Pilot

Airplane SEL

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for an airplane single engine land.

Q

Additional Courses

Additional Courses

Test Pilot

Airplane SES

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for an airplane single engine sea aircraft.

Q

Additional Courses

Additional Courses

Test Pilot

Gldr

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a glider.

Q

Additional Courses

Additional Courses

Test Pilot

Grnd School

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a ground school test pilot.

Additional Courses

Additional Courses

Test Pilot

LTA Air

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a lighter-than-air airship.

Additional Courses

Additional Courses

Test Pilot

LTA Ball

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a lighter-than-air balloon.

Additional Courses

Additional Courses

Test Pilot

Power Lift

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a power lift.

Additional Courses

Additional Courses

Test Pilot

Rotorcraft G/P

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a rotorcraft - gyro aircraft.

Additional Courses

Additional Courses

Test Pilot

Rotorcraft Hel

Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a rotorcraft - helicopter aircraft.

Aircraft

Aircraft

Current Aircraft

Aircraft Reg. Number

Aircraft registration number.

Aircraft

Aircraft

Current Aircraft

Make/Model/Series

Aircraft Ancillary Make, Model and Series.

Aircraft

Aircraft

Current Aircraft

Progressive Inspection Program

Indicates if the school has a progressive inspection program for this aircraft type.

Associated Designees

Associated Designees

Current Associated Designees (view only)

Approval/ Authorization/Designation

AppAuthDesg

Associated Designees

Associated Designees

Current Associated Designees (view only)

Cert #

Certificate Number of ACRS or DPES designee

Associated Designees

Associated Designees

Current Associated Designees (view only)

Name

Designee Name

Doing Business As

Doing Business As

DBA Name

DBA

Any authorized name under which the Air Agency is doing business

Exemptions

Exemptions

Current Exemptions

Exemption Number

The assigned code of exemptions authorized for the Air Agency.

Exemptions

Exemptions

Current Exemptions

Expiration Date

Date exemption expires.

GDO ancillary

GDO ancillary

GDO ASI Info

Assigned Avionics Inspector

Active Avionics inspector from the local (GDO) office.

GDO ancillary

GDO ancillary

GDO ASI Info

Assigned Maintenance Inspector

Active Maintenance inspector from the local (GDO) office.

GDO ancillary

GDO ancillary

GDO ASI Info

Assigned Operations Inspector

Active Operations inspector from the local (GDO) office.

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Current Operations

14 CFR

FAR under which a person or organization has received authority to conduct business.

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Current Operations

Designator Code

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Current Operations

FAR 133 Expiration Date

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Current Operations

Name

The legal or official name of the Training Center.

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Rotorcraft External Load Operations or Agriculture Aircraft Operations

Current Operations

Office Code

Tracking Information

Tracking Information

<none>

Associated Reference ID

Free form field used by the field office for cross-referencing files.

Tracking Information

Tracking Information

<none>

National Use

Free form field for tracking national usage.

Tracking Information

Tracking Information

<none>

PTRS Record ID

The year (YYYY) and serial number of the PTRS record ID of the POI's open 1240 record when the FAR 141 record is added.

Tracking Information

Tracking Information

<none>

Special Purpose

Free form field for tracking purposes on a temporary or permanent basis.

Comments

Comments

<none>

Comments

Additional information, considered significant, that is not recorded elsewhere in the record.

Vitals Data Fields 142 Training Centers

The following table lists the configuration vitals attributes that make up a 142 certificate holder's configuration data. These appear on the Configuration Data > Vitals tab. Items are ordered by the section title / subtitle they appear in on the Vitals tab.

Note: The Scoping column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's Scoping column value is P, that means that the entry made on the Vitals tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields 142 Training Centers

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Identification / Physical Location

Identification / Physical Location

Authorizations

14 CFR 142 Name

The legal or official name of the air agency

Identification / Physical Location

Identification / Physical Location

Authorizations

Airport ID

Alphanumeric identifier of the airport where the air agency provides services. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

Identification / Physical Location

Identification / Physical Location

Authorizations

CHDO

This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.

Identification / Physical Location

Identification / Physical Location

Authorizations

Foreign

Indicates if the Air Agency is located in a foreign country.

Identification / Physical Location

Identification / Physical Location

Authorizations

GDO

Identifies the GDO of the satellite pilot school.

Identification / Physical Location

Identification / Physical Location

Authorizations

Transferred CHDO

The District Office to which the certificate is being transferred.

Identification / Physical Location

Identification / Physical Location

Certificate Information

Parent DSGN

Designator code of the parent air agency, if this is a record for a satellite.

Identification / Physical Location

Identification / Physical Location

Physical Location

Address 1

First line of Air Agency address which identifies its physical location.

Identification / Physical Location

Identification / Physical Location

Physical Location

Address 2

Second line of Air Agency address (if needed).

Identification / Physical Location

Identification / Physical Location

Physical Location

Address 3

Third line of Air Agency address (if needed).

Identification / Physical Location

Identification / Physical Location

Physical Location

Alternate Phone

Identification / Physical Location

Identification / Physical Location

Physical Location

Business Phone

Business telephone number for Air Agencies located in the United States or U.S. possession.

Identification / Physical Location

Identification / Physical Location

Physical Location

Business Phone Ext

Business Phone Extension

Identification / Physical Location

Identification / Physical Location

Physical Location

City

Name of City or Town of the physical location of the Air Agency.

Identification / Physical Location

Identification / Physical Location

Physical Location

Country

The two-character abbreviation of the country where the Air Agency resides.

Identification / Physical Location

Identification / Physical Location

Physical Location

Email Address

Electronic mail (e-mail) address.

Identification / Physical Location

Identification / Physical Location

Physical Location

Fax

Business Fax number of the Air Agency.

Identification / Physical Location

Identification / Physical Location

Physical Location

Foreign Phone

Business telephone number including the country code and city code (if applicable), for Air Agencies located outside of the United States or U.S. possession.

Identification / Physical Location

Identification / Physical Location

Physical Location

Foreign Phone / Ext

Foreign Phone Ext

Identification / Physical Location

Identification / Physical Location

Physical Location

Org Web Site

Organization Website

Identification / Physical Location

Identification / Physical Location

Physical Location

Postal Code

US Postal Zip Code or Foreign country postal code associated with the Air Agencies physical location.

Identification / Physical Location

Identification / Physical Location

Physical Location

State

State of the Air Agency address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Address 1

First line of Air Agency mailing address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Address 2

Second line of Air Agency mailing address (if needed).

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Address 3

Third line of Air Agency mailing address (if needed).

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

City

Name of City or Town of the mailing address of the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Country

The two-character abbreviation of the country of the Air Agencies mailing address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

Postal Code

US Postal Zip Code or Foreign country postal code associated with the Air Agencies mailing address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Mailing Address

State

State of the Air Agency mailing address.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Business Phone

Telephone of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Business Phone Ext

Telephone Extension of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Email Address

Electronic mail (e-mail) address of the person performing chief executive officer duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Fax

Business Fax number of the person performing chief executive officer duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Foreign Phone

Business telephone number including the country code and city code (if applicable) of the person performing chief executive officer duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Foreign Phone Ext

CEO Foreign Phone EXT

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Mobile Phone

CEO Mobile Phone

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Name

Official name of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Chief Executive Officer

Title

Organizational title of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Business Phone

Telephone of the person performing liaison duties at the Air Agency if located in the US.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Business Phone Ext

Telephone extension of the person performing liaison duties at the Air Agency if located in the US.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Email Address

Electronic mail (e-mail) address of the person performing company liaison duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Fax

Business Fax number of the person performing company liaison duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Foreign Phone

Business telephone number including the country code and city code (if applicable) of the person performing company liaison duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Foreign Phone Ext

Business telephone extension including the country code and city code (if applicable) of the person performing company liaison duties.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Mobile Phone

Liaison Mobile Phone

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Name

Person who serves as the contact point between the Air Agency and the FAA. This is the official the FAA inspector contacts during a visit to the facility.

Mailing Address/CEO/Company Liaison

Mailing Address/CEO/Company Liaison

Company Liaison

Title

Organizational title of the person performing FAA liaison duties at the Air Agency.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Certificate Number

The current certificate number that appears on the Air Agency certificate.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Certificate Status

Current status of the certificate.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Date of Status

The date on which the Certificate Status was last modified.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Current Issue Date

The date on which the certificate was reissued.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Original Issue Date

The date on which the certificate was originally issued.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Expiration Date

The date on which the Certificate Status expires.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Satellite Status

Indicates the status of the satellite.

Q

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Satellite Status Date

The date on which the Satellite Status was last modified.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Validation Date

The date on which the data has been verified for accuracy.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Associated with College/University

Indicates if the Training center is associated with a college or university.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Certificate Information

Remote Training Sites Authorized

Identifies if Remote Training Sites are Authorized

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Cert Mechanics

The number of Certified mechanic(s) employed by the Training Center.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Evaluators

The number of evaluator(s) employed by the Training Center.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Instructors

The number of instructors other than the chief and assistant chief instructor(s) employed by the Training Center.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Non Cert Mechanics

The number of Non Certified mechanic(s) employed by the Training Center.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Repairmen

The number of repairmen employed by the Training Center.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Number of Personnel

Total Employees

The total number of employees, regardless of the type of work performed, that are employed by the Air Agency at that location.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Inspectors

Training Center Program Mgr or POI

The name of the Training Center Program Manager.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Inspectors

Assistant Training Center Program Mgr

The name of the Assistant Training Center Program Manager.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Inspectors

Principal Avionics Inspector

Inspector ID code of the assigned avionics inspector.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Inspectors

Principal Maintenance Inspector

Inspector ID code of the assigned maintenance inspector.

Certificate Information / Number of Personnel / Inspectors

Certificate Information / Number of Personnel / Inspectors

Inspectors

Principal Operations Inspector

Inspector ID code of the assigned principal operations inspector.

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

VDRP - Voluntary Disclosure Reporting System

Select if the air agency has an approved Voluntary Disclosure Reporting Program (VDRP) .

Q

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

SMSVP - SMS Voluntary Program

Select if the air agency has an approved Safety Management System Voluntary Program.

Q, M

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

ASAP - Aviation Safety Action Program

Select if the air operator has an approved Aviation Safety Action Program (ASAP).

Q

Agreements and Authorizations

Agreements and Authorizations

Authorizations

Electronic Recordkeeping

Select if the certificate holder is authorized to use electronic recordkeeping.

Q, M

Agreements and Authorizations

Agreements and Authorizations

Authorizations

Electronic Signatures

Select if the certificate holder is authorized to use electronic signatures.

Q, M

Partial Program Managers

Partial Program Managers

Current Partial Program Managers

Partial Program Manager

Code which identifies the Partial Program Manager.

Partial Program Managers

Partial Program Managers

<none>

Make/Model

Make/Model or Make/Model/Series code.

Partial Program Managers

Partial Program Managers

<none>

Make/Model

Make/Model or Make/Model/Series code.

Partial Program Managers

Partial Program Managers

<none>

Make/Model

Make/Model or Make/Model/Series code.

Partial Program Managers

Partial Program Managers

<none>

Make/Model

Make/Model or Make/Model/Series code.

Partial Program Managers

Partial Program Managers

<none>

Make/Model

Make/Model or Make/Model/Series code.

Partial Program Managers

Partial Program Managers

<none>

Make/Model

Make/Model or Make/Model/Series code.

Partial Program Managers

Partial Program Managers

<none>

Make/Model

Make/Model or Make/Model/Series code.

Partial Program Managers

Partial Program Managers

<none>

Make/Model

Make/Model or Make/Model/Series code.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Aircraft

Make/Model/Series

Aircraft Ancillary Make, Model and Series.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Aircraft

Number of Aircraft

Number of Aircraft

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Sims and FTDs

FAA Id

FAA Identifier for the Simulator or Flight Training Device.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Sims and FTDs

FTD Manufacturer

Flight Training Device manufacturer.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Sims and FTDs

FTD Model

Flight Training Device Model.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Sims and FTDs

FTD Serial No

Flight Training Device serial number.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Sims and FTDs

Level

FTD Level.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Sims and FTDs

Make/Model

Make, Model and Series of the simulators or flight training device.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Sims and FTDs

Special Remarks

This field is for special use by the TCPM to provide additional information on training devices.

Aircraft / Sims and FTDs

Aircraft / Sims and FTDs

Current Sims and FTDs

TCPM Responsible for Evaluation and Approval

Indicates whether the TCPM is responsible for the evaluation and approval of the simulator (or FTD).

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Aircraft Training

Select if the Training Center or Satellite uses aircraft in its training curriculums.

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Advanced Qualification Program (AQP)

Select if the Training Center or Satellite has an approved Advanced Qualification (AQP) training program.

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Reduction in Hours

Select if the Training Center or Satellite has a curriculum approved for a reduction in training hours.

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Pictorial Preflight Courseware

Select if the Training Center or Satellite uses Pictorial Preflight Courseware

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

ATP Certification Training Program

Select if the Training Center or Satellite has an approved ATP Certification Training Program

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

LOFT - Line Oriented Flight Training

Select if the Training Center or Satellite has an approved Line Oriented Flight Training program.

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Use Distance Learning

Select if the Training Center or Satellite allows for the use of Distance Learning.

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Other Approved Courses

Select if the Training Center or Satellite use Other Approved Course issued in TSPEC B003

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Core Curriculums

Select for the Training Center or Satellite use of Core Curriculums issued in TSPEC B001

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Specialty Curriculums

Select if the Training Center is authorized Specialty Curriculums as identified In Tspec B002

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Pilot School Training, Testing and/or Checking

Select if the Training Center or Satellite conducts Pilot School Training, Testing and/or Checking.

Q

Applicable Training Program Criteria

Applicable Training Program Criteria

<none>

Circling Approach Procedures

Select if the Training Center is authorized Circling Approaches as identified In Tspec C075.

Q

Training Curriculum

Training Curriculum

Current Training Curriculums

Course Number

Training Curriculum Course Number

Training Curriculum

Training Curriculum

Current Training Curriculums

Curriculum Code

Training Curriculum Code

Training Curriculum

Training Curriculum

Current Training Curriculums

Remarks/Additional Information

Contains remarks or a brief description of the authorized curriculum (identifies the curriculum when Curriculum Code = 'OTHER').

Training Curriculum

Training Curriculum

Current Training Curriculums

Type Rating

Training Curriculum Rating Type

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

14 CFR

Operator FAR

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

CHDO

Operator CHDO

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

Facility Use Only (Dry)

Facility Use Only.

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

Make/Model/Series

Make/Model or Make/Model/Series.

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

Name

Operator Designator Name

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

Operator/Agency Designator

Operator Designator Code

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

Sim/FTD FAA ID

FAA Identifier

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

Training (Wet)

Indicates if the Operator has certified training.

Contracting Operator / Agreements

Contracting Operator / Agreements

Current Contracting Operator / Agreements

Type

Type of Operator

Doing Business As

Doing Business As

DBA Name

DBA

The authorized name under which the Air Agency is doing business as.

Exemptions

Exemptions

Current Exemptions

Exemption Date

Date exemption expires.

Exemptions

Exemptions

Current Exemptions

Exemption Number

The assigned code of exemption's authorized for the Air Agency.

GDO ancillary

GDO ancillary

GDO ASI Info

Assigned Avionics Inspector

Active Operations inspector from the local (GDO) office.

GDO ancillary

GDO ancillary

GDO ASI Info

Assigned Maint Inspector

Active Maintenance inspector from the local (GDO) office.

GDO ancillary

GDO ancillary

GDO ASI Info

Assigned OPS Inspector

Active Avionics inspector from the local (GDO) office.

Tracking Information

Tracking Information

<none>

Associated Reference ID

Free form field used by the field office for cross-referencing files.

Tracking Information

Tracking Information

<none>

National Use

Free form field for tracking national usage.

Tracking Information

Tracking Information

<none>

PTRS Record ID

The year (YYYY) and serial number of the PTRS record ID of the POI's open 1240 record when the FAR 142 record is added.

Tracking Information

Tracking Information

<none>

Special Purpose

Free form field for tracking purposes on a temporary or permanent basis.

Comments

Comments

<none>

Comments

Additional information, considered significant, that is not recorded elsewhere in the record.

Vitals Data Fields - 145 Operators

The following table lists the configuration vitals attributes that make up a 145 certificate holder's configuration data. These appear on the Configuration Data > Vitals tab. Items are ordered by the section title / subtitle they appear in on the Vitals tab.

Note: The Scoping column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's Scoping column value is P, that means that the entry made on the Vitals tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Identification/B ASA

Identification/BASA/Physical Location

Authorizations

14 CFR 145

Name

This is the legal or official name of the certificate holder. This field is autofilled and cannot be edited.

Identification/B ASA

Identification/BASA/Physical Location

Authorizations

CHDO

This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.

Identification/B ASA

Identification/BASA/Physical Location

Authorizations

Airport ID

The alphanumeric identifier for the airport on which the contractor is located. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

Identification/B ASA

Identification/BASA/Physical Location

Authorizations

Non-U.S.

Indicates if the certificate holder is located in a foreign country. This field is autofilled and cannot be edited.

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

Has Bilateral Agreement

Select if the certificate holder is located outside the U.S. and is primarily monitored by an Aviation Authority other than the FAA. (This field shown only for repair station located outside of US)

P

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

EASA

Select if the certificate holder is located outside the U.S. and is primarily monitored by an EASA Aviation Authority.

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

Switzerland

Select if the certificate holder is located outside the U.S. and is primarily monitored by an EASA/FOCA Aviation Authority

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

Singapore

Select if the certificate holder is located outside the U.S. and is primarily monitored by the CAA of Singapore.

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

EASA Listed

Select if the certificate holder is EASA approved.

Q

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

EASA Certificate Number

Enter EASA approved certificate holder certificate number. (This field shown only for domestic repair station that are approved by EASA)

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

EASA

Continuation Date

Upon initial approval, renewal, or amendment of EASA certification enter the new continuation (expiration) date.(This field shown only for domestic repair station that are approved by EASA

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

Core Foreign Certificate Number

Contains the certificate number issued by the country in which the certificate holder resides. (This field shown only for repair station located outside of US)

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

Foreign Certificate Issue Date

Contains the date the foreign certificate number was issued. (This field shown only for repair station located outside of US)

Identification/B ASA

Identification/BASA/Physical Location

Certificate Information

Aviation Authority (AA) with Surveillance Responsibility

Select the aviation authority with surveillance responsibility; Applicable only to PG H.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Address 1

The first line of the address, which identifies the physical location of the certificate holder.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Address 2

The second line of the address (if needed).

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Address 3

The third line of the address (if needed).

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

City

The name of the city or town.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

State

The two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Postal Code

The U.S. postal zip code, if the address is within the United States or

U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Country

The country where the certificate holder is located. (This field shown only for repair station located outside of US)

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Business Phone

The business telephone number including area code, if the certificate holder is located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Alternate Phone

The alternate telephone number including area code, if the person is located within the United States or

U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

FAX

The business fax number including area code, if the certificate holder is located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Foreign Phone / Extension

The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Email Address

The electronic mail (e-mail) address.

Identification/B ASA

Identification/BASA/Physical Location

Physical Location

Org Web Site

Enter the certificate holder web site.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Mailing Address

Same as Physical Address

Select if the Mailing Address information is the same as the Physical Location

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Mailing Address

Address 1

The first line of the address, which identifies the physical location of the certificate holder.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Mailing Address

Address 2

The second line of the address (if needed).

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Mailing Address

Address 3

The third line of the address (if needed).

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Mailing Address

City

The name of the city or town.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Mailing Address

State

The two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Mailing Address

Country

The country where the certificate holder is located (This field shown only for repair station located outside of US).

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Mailing Address

Postal Code

The U.S. postal zip code, if the address is within the United States or

U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Chief Executive Officer

Name

The name of the person performing chief executive officer duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Chief Executive Officer

Title

The organizational title of the person.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Chief Executive Officer

Business Phone

The business telephone number including area code, if the person is located within the United States or

U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Chief Executive Officer

Mobile Phone

The cellular telephone number including area code, if the person is located within the United States or

U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Chief Executive Officer

Foreign Phone

The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession ((This field shown only for repair station located outside of US).

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Chief Executive Officer

FAX

The FAX number including area code, if located within the United States or

U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Chief Executive Officer

Email Address

The electronic mail (e-mail) address.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Company Liaison

Name

The company liaison is the person who serves as the contact point between the certificate holder and the FAA. The inspector contacts this official during a visit to the facility. Enter the name of the person performing liaison duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Company Liaison

Title

The organizational title of the person.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Company Liaison

Business Phone

The business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Company Liaison

Mobile Phone

The cellular telephone number including area code, if the person is located within the United States or

U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Company Liaison

FAX

The FAX number including area code, if located within the United States or

U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Company Liaison

Foreign Phone

The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Mailing Address/CEO/C ompany Liaison/POC

Mailing Address/CEO/Company Liaison/POC

Company Liaison

Email Address

The electronic mail (e-mail) address (This field shown only for repair station located outside of US).

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Certificate Number

A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Original Issue Date

The date the certificate was originally issued appears in this field. This field is autofilled and cannot be edited.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Current Issue Date

Update this field when changes in the certificate holders operation result in reissuance of the certificate holder certificate. Enter the date the certificate was reissued.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Certificate Status

The current status of the certificate. The following options are valid codes/descriptions:

P Precertificated T Terminated

A Active.

D Surrendered R Revoked

S Suspended

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Certificate Number

A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

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Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

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Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Certificate Status

The current status of the certificate. The following options are valid codes/descriptions:

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A Active.

D Surrendered R Revoked

S Suspended

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Date of Status

A change was made this date to the certificate status. When the certificate status changes the system autofills the field with todays date. The date can be replaced with a date earlier than todays date.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Validation Date

The Validation Date field is autofilled with todays date on initial entry of the certificate holder record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the certificate holder. The information being validated can be done in person, by phone or by mail.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Expiration Date

The expiration date as shown on the certificate holder certificate.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Satellite

Read only: This certificate holder is a satellite repair station under the managerial control of another certificated repair station.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Designated as Satellite Repair Station

Select if the certificate holder is to be designated as a satellite repair station.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Certificate Information

Parent designator Code

This field read only and show FAAMIS parent designator value

Certificate Information/Pe rsonnel

Certificate Information/Personnel

QMS

Contractor

In-House Quality Monitoring System (QMS)

Select if the certificate holders organization includes a formalized method of carrying out internal audits of its products, procedures, and facilities.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

QMS

Contractor

QMS Contractor

The name of the person or organization providing independent audit services to the certificate holder, in support of a formalized QMS.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Number of Personnel at this Location

FAA Cert Mechanics

The number of mechanics who have been certificated by the FAA under the provisions of FAR 65, Subpart D (A&P).

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Number of Personnel at this Location

Non-Cert Mechanics

The number of mechanics who have not been certificated by the FAA under the provisions of FAR 65, Subpart D (A&P) or Subpart E (Repairmen). NOTE: At a facility, that employs both manufacturing and certificate holder personnel, only count those personnel assigned to the certificate holder. Do not count the manufacturer's employees.

Q

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Number of Personnel at this Location

Repairmen

The number of mechanics who have been certificated by the FAA under the provisions of FAR 65, Subpart E (Repairmen).

NOTE: At a facility, that employs both Manufacturing and certificate holder personnel, only count those personnel assigned to the certificate holder. Do not count the manufacturers employees.

Q

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Number of Personnel at this Location

Total Employees

The total number of employees, regardless of the type of work performed, who are employed by the certificate holder at that location.

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Inspectors

Principal Maintenance Inspector

The three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

Certificate Information/Pe rsonnel

Certificate Information/Personnel

Inspectors

Principal Avionics Inspector

The three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

Certificate Information/Pe rsonnel

Maintenance Functions

Other Maintenance Functions

Work Away from Home Station

Select this field if the certificate holder is authorized to perform work at a place other than its fixed location.

Q

Certificate Information/Pe rsonnel

Maintenance Functions

Other Maintenance Functions

Mobile Maintenance Unit(s)

Select if the certificate holder uses mobile maintenance unit(s)

M, Q

Certificate Information/Pe rsonnel

Maintenance Functions

Other Maintenance Functions

Perform Maintenance/Alt eration for Air Carrier

Select this field if the organization performs maintenance, preventive maintenance, and/or alterations for certificate holders under Parts 121, 125, 135, and/or foreign air carriers or foreign persons operating US registered aircraft in common carriage under 14 CFR Part 129.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Accessories

Class 1

Select the proper Accessory Class for this certificate holder.

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Accessories

Class 2

Select the proper Accessory Class for this certificate holder.

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Accessories

Class 3

Select the proper Accessory Class for this certificate holder.

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Accessories

mm/dd/yyyy

date

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Airframe

Class 1

Select the proper Airframe Class for this certificate holder.

Q

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Airframe

Class 2

Select the proper Airframe Class for this certificate holder.

Q

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Airframe

Class 3

Select the proper Airframe Class for this certificate holder.

Q

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Airframe

Class 4

Select the proper Airframe Class for this certificate holder.

Q

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Airframe

mm/dd/yyyy

date

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Instrument

Class1

Select the proper Instrument Class for this certificate holder.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Instrument

Class2

Select the proper Instrument Class for this certificate holder.

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Instrument

Class3

Select the proper Instrument Class for this certificate holder.

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Instrument

Class4

Select the proper Instrument Class for this certificate holder.

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Instrument

mm/dd/yyyy

date

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Powerplant

Class 1

Select the proper Powerplant Class for this certificate holder.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Powerplant

Class 2

Select the proper Powerplant Class for this certificate holder.

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Powerplant

Class 3

Select the proper Powerplant Class for this certificate holder.

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Powerplant

mm/dd/yyyy

date

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Propeller

Class 1

Select the proper Propeller Class for this certificate holder.

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Propeller

Class 2

Select the proper Propeller Class for this certificate holder.

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Propeller

mm/dd/yyyy

date

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Radio

Class 1

Select the proper Radio Class for this certificate holder.

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Radio

Class 2

Select the proper Radio Class for this certificate holder.

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Radio

Class 3

Select the proper Radio Class for this certificate holder.

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

Radio

mm/dd/yyyy

date

Accessory/Airfr ame/Instrumen t/Powerplant/P ropeller/Radio/ SFAR

Accessory/Airframe/Instrum ent/Powerplant/Propeller/R adio/SFAR

n/a

SFAR 36

Authorized

Select if the repair station has been issued a letter of authorization to perform a major repair on a product using technical data that have not been approved by the Administrator and to approve that product for return to service under the provisions of SFAR 36.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Tracking Information

Tracking Information

n/a

Associated Reference ID

This is a free-form field provided for use by the Field Office to cross- reference files. It may include a reference to the office paper file on the certificate holder or other computer files.

Tracking Information

Tracking Information

n/a

Special Purpose

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office may use this field.

Tracking Information

Tracking Information

n/a

National Use

This is a two-character field provided for use as directed by FAA Headquarters for specific tracking purposes on a temporary or permanent basis.

Tracking Information

Tracking Information

n/a

PTRS Record ID

The Auto Generate PTRS feature, if enabled, autofills with the original certification PTRS Record ID. This field is autofilled and cannot be edited. This feature may be enabled or disabled and is available through the System Administrators Tool|.

Please check with your FSAS System Administrator to verify the status of this feature for your office.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Limited Ratings

Limited Ratings

n/a

Airframe

Select if the certificate holder is authorized for Limited Rating Airframe. Enter the limited ratings authorized.

Q

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Power Plant

Select if the certificate holder is authorized for Limited Rating Powerplant. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Propeller

Select if the certificate holder is authorized for Limited Rating Propeller. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Instruments

Select if the certificate holder is authorized for Limited Rating Instruments. Enter the limited ratings authorized.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Radio

Select if the certificate holder is authorized for Limited Rating Radio. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Accessories

Select if the certificate holder is authorized for Limited Rating Accessories. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Landing Gear

Select if the certificate holder is authorized for Limited Rating Landing Gear. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Limited Ratings

Limited Ratings

n/a

Float

Select if the certificate holder is authorized for Limited Rating Floats. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Non-Destructive Testing

Select if the certificate holder is authorized for Limited Rating Non-Destructive Testing. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Emergency Equipment

Select if the certificate holder is authorized for Limited Rating Emergency Equipment. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Rotor Blades

Select if the certificate holder is authorized for Limited Rating Rotor Blades. Enter the limited ratings authorized.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Aircraft Fabric

Select if the certificate holder is authorized for Limited Rating Aircraft Fabric. Enter the limited ratings authorized.

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Limited Ratings

Limited Ratings

n/a

Specialized Services

Select if the certificate holder is authorized for Limited Rating Specialized Service. Enter the limited ratings authorized.

Q

Limited Ratings

Limited Ratings

n/a

mm/dd/yyyy

Enter the date the certificate holder was last authorized for this rating. This field is autofilled with todays date and may be edited.

Repair Station Operations

Repair Station Operations

Repair Station

Performs Major Alterations

Select if the certificate holder performs major alterations in accordance with Part 43 on any article for which it is rated and within the limitations of its operations specifications and/or if it arranges for another person to perform major alterations of any article for which it is rated.

Q

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Repair Station Operations

Repair Station Operations

Repair Station

Performs Major Repairs

Select if the certificate holder performs major repairs in accordance with Part 43 on any article for which it is rated and within the limitations of its operations specifications and/or if it arranges for another person to perform major repairs of any article for which it is rated.

Q

Repair Station Operations

Repair Station Operations

Records and Technical Data

Issued in the Form of Controlled Documents

Select if the certificate holder uses technical data issued in the form of controlled documents for maintaining articles for which it is rated.

Q

Repair Station Operations

Repair Station Operations

Records and Technical Data

Component Testing Software

Select if the certificate holder utilizes component testing software for maintaining articles for which it is rated and within the limitations of its operations specifications.

Q

Repair Station Operations

Repair Station Operations

Records and Technical Data

Form 337

Select if the certificate holder uses FAA Form 337 for recording major repairs and alterations.

Q

Repair Station Operations

Repair Station Operations

Records and Technical Data

Master Library

Select if the certificate holder maintains a master library.

Q

Repair Station Operations

Repair Station Operations

Records and Technical Data

Records Stored Offsite

Select if the certificate holder stores records that are required to be kept at an off- site location.

Q

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Repair Station Operations

Repair Station Operations

Records and Technical Data

Performs Airworthiness Directives

Select if the certificate holder performs Airworthiness Directives.

Q

Repair Station Operations

Repair Station Operations

Equipment,Par ts,and Materials

Fabricates Parts

Reference AC 43-18 Fabrication of Aircraft parts by Maintenance Personnel

Q

Repair Station Operations

Repair Station Operations

Equipment,Par ts,and Materials

Life Limited Parts

Select if the certificate holder stores or maintains parts for which a mandatory replacement limit is specified in the type design, the Instructions for Continued Airworthiness, or the maintenance manual.

Q

Repair Station Operations

Repair Station Operations

Equipment,Par ts,and Materials

Overhaul of Parts

Select if the certificate holder performs overhaul of articles for which it is rated and within the limitations of its operations specifications.

Q

Repair Station Operations

Repair Station Operations

Equipment,Par ts,and Materials

Test Cell

Select if the certificate holder uses test cells to maintain aircraft engines and APUs for which it is rated.

Q

Repair Station Operations

Repair Station Operations

Contract Agreements

Contracts Out Parts Fabrication

Select If the certificate holder Has An Approved Contract Maintenance Program. Select If the certificate holder Has This Function Approved As Part Of Its Accepted Contract Maintenance Program. Reference AC 43-18

Q

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Repair Station Operations

Repair Station Operations

Contract Agreements

Leased/Rented Equipment

Select if the certificate holder leases or rents equipment to support return to service activities.

Q

Agreements and Authorizations

Agreements and Authorizations

Special Authorization and Approvals

Hazmat Employer

Select if the certificate holder and/or it's contractors and subcontractors perform job functions concerning transportation of hazmat. a letter certifying the training of the appropriate employees must be in the certification report and file.

Q

Agreements and Authorizations

Agreements and Authorizations

Special Authorization and Approvals

Transport Canada Civil Aviation (TCCA) Maintenance

Select if the certificate holder performs maintenance, preventive maintenance, or modifications (with the exception of annual inspections) on a civil aeronautical product under the regulatory control of TCCA.

Q

Agreements and Authorizations

Agreements and Authorizations

Other Certificates and/or Approvals

Contracts Maintenance to Non-Certificated Contractor

Select if the certificate holder has an approved contract maintenance program.

Q

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Agreements and Authorizations

Agreements and Authorizations

Other Certificates and/or Approvals

Contracts Maintenance to Certificated Contractor

Select if the certificate holder has an approved contract maintenance program.

Q

Agreements and Authorizations

Agreements and Authorizations

Other Certificates and/or Approvals

Foreign Air Carrier Maintenance

Select if the certificate holder performs maintenance on a foreign air carrier or a person operating a US registered aircraft under Part 129.

Q

Agreements and Authorizations

Agreements and Authorizations

Other Certificates and/or Approvals

Perform Maintenance Outside of Housing

Select this field if suitable facilities were provided that are accepted to the FAA and meet 145.103(a) for items where work was performed outside of the repair station's housing.

Q

Agreements and Authorizations

Agreements and Authorizations

Other Certificates and/or Approvals

Performs Air Carrier Essential Maintenance

Select if the certificate holder performs essential maintenance for an air carrier.

Q

Agreements and Authorizations

Agreements and Authorizations

Other Certificates and/or Approvals

Performs Air Carrier Maintenance

Select if the certificate holder performs maintenance other than essential maintenance for an air carrier.

Q

Agreements and Authorizations

Agreements and Authorizations

Other Certificates and/or Approvals

Capability List

Select if the certificate holder has submitted and maintains a list of approved repair capabilities

Q

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

IEP - Internal Evaluation Program

Select if the certificate holder has an approved Internal Evaluation Program (IEP).

Q

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

ASAP - Aviation Safety Action Program

Select if the certificate holder has an approved Aviation Safety Action Program (ASAP).

Q

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

VDRP -

Voluntary Disclosure Reporting System

Select if the certificate holder has an approved Voluntary Disclosure Reporting Program (VDRP) .

Agreements and Authorizations

Agreements and Authorizations

Safety Programs

SMS VP - Safety Management System Voluntary Program

Select if the certificate holder utilizes an approved SMSVP program in Active Conformance. This is to be selected after the change of the certificate holders program status from SMSVP Active Participant to SMSVP Active Conformance.

M, Q

Geographic Authorizations - Foreign Only

Current Geographic Authorizations

Designator

Four character alphanumeric identifier of the air carrier/operator (Ref. OpSpec B050)

Geographic Authorizations - Foreign Only

Geographic Authorizations - Foreign Only

Current Geographic Authorizations

Operator Name

The name of the air carrier/operator where the certificate holder provides services. (Ref. OpSpec B050)

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Geographic Authorizations - Foreign Only

Geographic Authorizations - Foreign Only

Current Geographic Authorizations

Airport ID

Alphanumeric identifier of the airport (Ref. OpSpec B050)

Geographic Authorizations - Foreign Only

Current Geographic Authorizations

Aircraft MM

The make/model of the aircraft that the certificate holder provides service for. (Ref. OpSpec B050)

Geographic Authorizations - Foreign Only

Geographic Authorizations - Foreign Only

Current Geographic Authorizations

Contract Number

Enter the contract number. Leave blank if no contract number exists. (Ref. OpSpec B050)

Doing Business As

Doing Business As

DBA Name

DBA

Any authorized name under which the certificate holder is doing business as authorized in OPSS Paragraph A001.

Exemptions

Exemptions

Current Exemptions

Exemption Number

The assigned codes for any Exemptions for which the certificate holder is authorized.

Exemptions

Exemptions

Current Exemptions

Expiration Date

The date the Exemption expires.

Accountable Manager

Current Accountable Manager

Type

Select the Accountable Manager type. There are two selections:

FAA FAA approved Accountable Manager

EASA EASA approved Accountable Manager

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Accountable Manager

Accountable Manager

Current Accountable Manager

Name

The name of the person performing Accountable Manager duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.

Accountable Manager

Accountable Manager

Current Accountable Manager

Title

The organizational title of the person.

Accountable Manager

Accountable Manager

Current Accountable Manager

Business Phone / Extension

The business telephone number including area code, if the person is located within the United States or

U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Accountable Manager

Current Accountable Manager

Alternate Phone

Enter the alternate telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Accountable Manager

Current Accountable Manager

Foreign Phone

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

Accountable Manager

Current Accountable Manager

Fax

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

Accountable Manager

Current Accountable Manager

Mobile Phone

Enter the cellular telephone number including area code, if the person is located within the United States or

U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Accountable Manager

Current Accountable Manager

E-Mail Address

Enter the electronic mail (e-mail) address.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Additional Fixed Locations

Additional Fixed Locations

Fixed Locations

Address1

The first line of the address, which identifies the physical location of the additional fixed location.

Additional Fixed Locations

Fixed Locations

Address2

Enter the second line of the address (if needed).

Additional Fixed Locations

Fixed Locations

Address3

Enter the third line of the address (if needed).

Additional Fixed Locations

Additional Fixed Locations

Fixed Locations

City

The name of the city or town.

Additional Fixed Locations

Additional Fixed Locations

Fixed Locations

State

The two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

Additional Fixed Locations

Fixed Locations

Postal Code

The U.S. postal zip code, if the address is within the United States or

U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

Additional Fixed Locations

Fixed Locations

Country

The country where for the additional fixed location

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Additional Fixed Locations

Fixed Locations

Business Phone / Extension

Enter the business telephone number including area code, if the person is located within the United States or

U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession. Enter the extension number, if necessary, to reach the person.

Additional Fixed Locations

Fixed Locations

Alternate Phone

Enter the alternate telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Additional Fixed Locations

Fixed Locations

Fax

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Additional Fixed Locations

Fixed Locations

Foreign Phone / Extension

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

Additional Fixed Locations

Fixed Locations

Mobile Phone

Enter the cellular telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

Additional Fixed Locations

Fixed Locations

E-Mail Address

Enter the electronic mail (e-mail) address.

EASA 145 Listed Line Stations

EASA 145 Listed Line Stations

BASA 145 Listed Line Stations

Location

The Airport Identification or select from the drop-down menu.

EASA 145 Listed Line Stations

EASA 145 Listed Line Stations

BASA 145

Listed Line Stations

Make Model

The make/model of the aircraft or select from the drop-down menu.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

EASA 145 Listed Line Stations

EASA 145 Listed Line Stations

BASA 145

Listed Line Stations

Rating

Enter the EASA 145 Rating Code or select from the drop-down menu. The available choices are:

L1 Major Checks L2 Service Checks

L3 Minor Service Checks

L4 Overnight and Line Checks

EASA 145 Listed Line Stations

EASA 145 Listed Line Stations

BASA 145

Listed Line Stations

Comments

This free-form field to enter remarks considered significant is not recorded elsewhere in the record for the listed domestic Line Station.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Welding

Select each function the organization contracts to a Non-Certificated person or organization.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Shot Peening

Select each function the organization contracts to a Non-Certificated person or organization.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Machining

Select each function the organization contracts to a Non-Certificated person or organization.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Plating

Select each function the organization contracts to a Non-Certificated person or organization.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Painting

Select each function the organization contracts to a Non-Certificated person or organization.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Balancing

Select each function the organization contracts to a Non-Certificated person or organization.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Plasma Spraying

Select each function the organization contracts to a Non-Certificated person or organization.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Grit Blasting

Select each function the organization contracts to a Non-Certificated person or organization.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Rewinding

Select each function the organization contracts to a Non-Certificated person or organization.

Vitals Data Fields - 145 Operators

Menu Item

Section Title

Subtitle

Field Name

Description Field

Scoping

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Other 1:

Select any other functions that the organization contracts to a Non- Certificated person or organization that are not listed.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Other 2:

Select any other functions that the organization contracts to a Non- Certificated person or organization that are not listed.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Other 3:

Select any other functions that the organization contracts to a Non- Certificated person or organization that are not listed.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Other 4:

Select any other functions that the organization contracts to a Non- Certificated person or organization that are not listed.

Non- Certificated Repair Functions

Non-Certificated Repair Functions

Function(s) Contracted

Other 5:

Select any other functions that the organization contracts to a Non- Certificated person or organization that are not listed.

Comments

Comments

n/a

Comments

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

Vitals Data Fields 147 Operators

The following table lists the configuration vitals attributes that make up a 147 certificate holder's configuration data. These appear on the Configuration Data > Vitals tab. Items are ordered by the section title / subtitle they appear in on the Vitals tab.

Note: The Scoping column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's Scoping column value is P, that means that the entry made on the Vitals tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields 147 Operators

Menu Item

Section Title

Subtitle

Vitals Field Name

Description Field

Scoping

Identification / Physical Location

Authorizations

14 CFR 147 Name

Agency Name

The legal or official name of the air agency

Identification / Physical Location

Authorizations

Airport ID

Airport ID

Alphanumeric identifier of the airport where the air agency provides services. If the location is not on an airport included in

Identification / Physical Location

Authorizations

CHDO

CHDO

CHDO (Certificate Holding District Office) - District Office that is responsible for maintaining this record

Identification / Physical Location

Authorizations

Foreign

Foreign_Flag

Indicates if the Air Agency is located in a foreign country.

Identification / Physical Location

Authorizations

Transferred CHDO

Transferred_CHDO

The District Office to which the certificate is being transferred.

Identification / Physical Location

Physical Location

Address 1

Agency_Addr1

First line of Air Agency address which identifies its physical location.

Identification / Physical Location

Physical Location

Address 2

Agency_Addr2

Second line of Air Agency address (if needed).

Identification / Physical Location

Physical Location

Address 3

Agency_Addr3

Third line of Air Agency address (if needed).

Identification / Physical Location

Physical Location

Alternate Phone

Agency_Alt_Phone

Identification / Physical Location

Physical Location

Business Phone

Agency Phone

Business telephone number for Air Agencies located in the United States or U.S. possession.

Identification / Physical Location

Physical Location

Business Phone Ext

Business_Phone_EXT

Business Phone Extension

Identification / Physical Location

Physical Location

City

Agency City

Name of City or Town of the physical location of the Air Agency.

Identification / Physical Location

Physical Location

Country

Agency Country

The two-character abbreviation of the country where the Air Agency resides.

Identification / Physical Location

Physical Location

Email Address

Agency Internet

Electronic mail (e-mail) address.

Identification / Physical Location

Physical Location

Fax

Agency Fax

Business Fax number of the Air Agency.

Identification / Physical Location

Physical Location

Foreign Phone

Agency_Frgn_Phone

Business telephone number including the country code and city code (if applicable), for Air Agencies located outside of the United States or U.S. possession.

Identification / Physical Location

Physical Location

Foreign Phone Ext

Foreign_Phone_EXT

Foreign Phone Ext

Identification / Physical Location

Physical Location

Org Web Site

Organization Website

Organization Website

Identification / Physical Location

Physical Location

Postal Code

Agency Zip

US Postal Zip Code or Foreign country postal code associated with the Air Agencies physical location.

Identification / Physical Location

Physical Location

State

Agency State

State of the Air Agency address.

Mailing Address/CEO/Compa ny Liaison

Mailing Address

Address 1

Agency_Mail_Addr1

First line of Air Agency mailing address.

Mailing Address/CEO/Compa ny Liaison

Mailing Address

Address 2

Agency_Mail_Addr2

Second line of Air Agency mailing address (if needed).

Mailing Address/CEO/Compa ny Liaison

Mailing Address

Address 3

Agency_Mail_Addr3

Third line of Air Agency mailing address (if needed).

Mailing Address/CEO/Compa ny Liaison

Mailing Address

City

Agency_Mail_City

Name of City or Town of the mailing address of the Air Agency.

Mailing Address/CEO/Compa ny Liaison

Mailing Address

Country

Agency_Mail_Country

The two-character abbreviation of the country of the Air Agencies mailing address.

Mailing Address/CEO/Compa ny Liaison

Mailing Address

Postal Code

Agency_Mail_Zip

US Postal Zip Code or Foreign country postal code associated with the Air Agencies mailing address.

Mailing Address/CEO/Compa ny Liaison

Mailing Address

State

Agency_Mail_State

State of the Air Agency mailing address.

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Business Phone

CEO_Phone

Telephone of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Business Phone Ext

CEO_Phone_Ext

Telephone Extension of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Email Address

CEO_Internet

Electronic mail (e-mail) address of the person performing chief executive officer duties.

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Fax

Ceo_Fax

Business Fax number of the person performing chief executive officer duties.

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Foreign Phone

Ceo_Frgn_Phone

Business telephone number including the country code and city code (if applicable) of the person performing chief executive officer duties.

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Foreign Phone Ext

Ceo_Foreign_Phone_EXT

Ceo Foreign Phone EXT

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Mobile Phone

Ceo_Mobile_Phone

Ceo Mobile Phone

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Name

Ceo_Name

Official name of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Compa ny Liaison

Chief Executive Officer

Title

Ceo_Title

Organizational title of the person performing chief executive officer duties at the Air Agency.

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Business Phone

Liaisn_Phone

Telephone of the person performing liaison duties at the Air Agency if located in the US.

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Business Phone Ext

Liaisn_Phone_Ext

Telephone extension of the person performing liaison duties at the Air Agency if located in the US..

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Email Address

Liaisn_Internet

Electronic mail (e-mail) address of the person performing company liaison duties.

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Fax

Liaison Fax

Business Fax number of the person performing company liaison duties.

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Foreign Phone

Liaison_Frgn_Phone

Business telephone number including the country code and city code (if applicable) of the person performing company liaison duties.

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Foreign Phone Ext

Liaison_Foreign_Phone_EXT

Business telephone extension including the country code and city code (if applicable) of the person performing company liaison duties.

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Mobile Phone

Liaison_Mobile_Phone

Liaison Mobile Phone

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Name

Comp Liaison

Person who serves as the contact point between the Air Agency and the FAA. This is the official the FAA inspector contacts during a visit to the

Mailing Address/CEO/Compa ny Liaison

Company Liaison

Title

Liaison Title

Organizational title of the person performing FAA liaison duties at the Air Agency.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Certificate Information

Certificate Number

Cert No.

The current certificate number that appears on the Air Agency certificate.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Certificate Information

Certificate Status

Cert_Status

Current status of the certificate.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Certificate Information

Date of Status

Status Date

The date on which the Certificate Status was last modified.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Certificate Information

Current Issue Date

Curr_Issue_Date

The date on which the certificate was reissued.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Certificate Information

Original Issue Date

Orig_Issue_Date

The date on which the certificate was originally issued.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Certificate Information

Validation Date

Valid_Date

The date on which the data has been verified for accuracy.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Number of Personnel

Actual Student Enrollment

Actual Enroll

Actual Student Enrollment for this location.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Number of Personnel

Certified Instructors

Cert_Instr

The number of certified instructors other than the chief and assistant chief instructor(s) employed by the Aviation Maintenance Technical School.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Number of Personnel

Maximum Authorized Student Enrollment

Max_Auth_Enroll

Maximum Authorized Student Enrollment for this location.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Number of Personnel

Non-Certificated Instructors

Noncert_Instr

The number of non-certificated mechanic instructors.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Number of Personnel

Total Employees

Total_Emp

The total number of employees, regardless of the type of work performed, that are employed by the Air Agency at that location.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Inspectors

Principal Avionics Inspector

PAI

Inspector ID code of the assigned avionics inspector.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

Inspectors

Principal Maintenance Inspector

PMI

Inspector ID code of the assigned maintenance inspector.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

14 CFR 147

Ratings

Airframe

Airframe

Indicates whether the Agency has FAR 147 Airframe rating.

Q

Certificate Information / Number of Personnel

/ Inspectors / Ratings

14 CFR 147

Ratings

Airframe and Powerplant

Arfrm_Pwrplnt

Indicates whether the Agency has both FAR 147 Airframe & Powerplant rating.

Q

Certificate Information / Number of Personnel

/ Inspectors / Ratings

14 CFR 147

Ratings

Associated with College / University

Assoc_College_Univ

Indicates if the pilot school is associated with a college or university.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

14 CFR 147

Ratings

College / University

College_Univ

Name of College or University that the pilot school is associated with.

Certificate Information / Number of Personnel

/ Inspectors / Ratings

14 CFR 147

Ratings

Powerplant

Pwrplnt

Indicates whether the Agency has FAR 147 Powerplant rating.

Q

Certificate Information / Number of Personnel

/ Inspectors / Ratings

14 CFR 147

Ratings

Primary Cat A/C Maintenance

Prim_Cat_Arcft_Maint

Indicates whether school conducts primary category of aircraft maintenance training.

Agreements and Authorizations

Safety Programs

VDRP - Voluntary Disclosure Reporting System

Select if the air agency has an approved Voluntary Disclosure Reporting Program (VDRP).

Q

Agreements and Authorizations

Safety Programs

SMSVP - SMS

Voluntary Program

Select if the air agency has an approved Safety Management System Voluntary Program.

Q, M

Agreements and Authorizations

Safety Programs

ASAP - Aviation Safety Action Program

Select if the air operator has an approved Aviation Safety Action Program (ASAP).

Q

Agreements and Authorizations

Authorizations

Electronic Recordkeeping

Select if the certificate holder is authorized to use electronic recordkeeping.

Q, M

Agreements and Authorizations

Authorizations

Electronic Signatures

Select if the certificate holder is authorized to use electronic signatures.

Q, M

Associated Designees

Current Associated Designees (view only)

App/Auth/Desg

AppAuthDesg

AppAuthDesg

Associated Designees

Current Associated Designees (view only)

Core Cert

Core_Cert_Number

Certificate Numbers of DMES designees

Associated Designees

Current Associated Designees (view only)

Designator

Designator Code

Unique code to identify an Air Agency.

Associated Designees

Current Associated Designees (view only)

Designee Name

Designee Name

Designee Name

Doing Business As

DBA Name

DBA

Dba_Name

The authorized name under which the Air Agency is doing business as.

Exemptions

Current Exemptions

Exemption Date

Exempt_Date

Date exemption expires.

Exemptions

Current Exemptions

Exemption Number

Exempt

The assigned code of exemption's authorized for the Air Agency.

Tracking Information

<none>

Associated Reference ID

Assoc_Ref_Id

Free form field used by the field office for cross referencing files.

Tracking Information

<none>

National Use

Natnl_Use

Free form field for tracking national usage.

Tracking Information

<none>

PTRS Record ID

Ptrs_Record_Id

The year (YYYY) and serial number of the PTRS record ID of the POI's open 1240 record when the FAR 141 record is added.

Tracking Information

<none>

Special Purpose

Spec_Purpose

Free form field for tracking purposes on a temporary or permanent basis.

Comments

<none>

Comments

CommentBlob

Additional information, considered significant, that is not recorded elsewhere in the record.

Acronym List

AAA

Analysis, Assessment, and Action

AAM

Office of Aerospace Medicine

AC

Acronym for Advisory Circular

AD

Airworthiness Directive

AFS

Flight Standards Service

AFS-620

Aviation Data Systems Branch of Flight Standards

AIR

Aircraft Certification Service

AITT

Action Item Tracking Tool

AOV

Air Traffic Safety Oversight Service

ARM

Office of Rulemaking

ASA

Aviation Safety Assistant

ASI

Aviation Safety Inspector

AST

Aviation Safety Technician

ATC

Air Traffic Control

ATOS

Air Transportation Oversight System

AQS

Integration and Excutive Services

AVP

Office of Accident Investigation and Prevention

AVS

Aviation Safety

AW

Airworthiness

BRE

Business Rules Editor

CA/Val

Configuration Attribute/Value.

CAP

Comprehensive Assessment Plan

CC

Certification Consultant

C DCT

Custom Data Collection ToolD

CFR

Code of Federal Regulations

CH

Certificate holder

CHAT

Certificate Holder Assessment Tool

CH/A

Certificate Holder/Applicant

CHDO

Certificate Holding District Office

CHEP

Certificatate Holder Evaluation Process

CMI

Change Management and Implementation

CMO

Certificate Management Office

CMT

Certificate Management Team

COS

Continued Operational Safety

CPD

Certification Process Document

CPM

Certification Project Manager

CPT

Certification Project Team

CRS

14 CFR part 145 Certificate Repair Station.

CSI

Cabin Safety Inspector

CTL

Certification Team Leader

DA

Design Assessment

DCT

Data Collection Tool

DEPM

Data Evaluation Program Manager

DOR

Dynamic Observation ReportE

EDA

Element Design Assessment

ED DCT

Element Design Data Collection Tool

EIS

Enforcement Information System

EMP

Essential Maintenance Provider

EPA

Element Performance Assessment

EP DCT Element Performance Data Collection Tool

ETOPS

Extended Range Operation with Two-engine Airplanes.F

FAAMIS

FAA Management Information System

FAR

Code of Federal Regulations

FLM

Front Line Manager

FSAS

Flight Standards Automation System

FSDO

Flight Standards District Office

FSIMS

Flight Standards Information Management System

FSNFO

Flight Standards National Field Office

IC

Initial certification

IWP

Individual Work Plan

L

M

MLF

Master List of Functions

N

N/A

Not Applicable

N/O

Not Observable

NSA

Acronym for National Safety Analysis.

NTSB

National Transportation Safety Board

NVIS

National Vital Information Subsystem

OP

Operating Profile

OPSPECS

(aka OPSS) Operations Specifications.

OPSS

See OPSPECSP

ORA

Operations Research Analyst

PA

Performance Assessment

PAI

Principal Avionics Inspector

PASI

Pre-application Statement of Intent

PI

Principal Inspector

PMI

Principal Maintenance Inspector

PMT

Project Management Tool

POI

Principal Operations Inspector

PTRS

Program Tracking and Reporting Subsystem R

RGL

Regulatory Guidance Library.

RII

Required Inspection Item

RWL

Resource Work List

RM

Risk Management

RMP

Risk Management Process

RO-DO

Regional Office-District Office.

SAS

Safety Assurance System

SASO

System Approach for Safety Oversight

SAT

System Analysis Team

SMS

Safety management system

SOE

Schedule of Events

SPA

System/Subsystem performance assessment

SPAS

Safety performance analysis system

SP DCT

System/Subsystem Performance Data Collection Tool

SRC

Source Regulatory Requirement

SRM

Safety Risk Management

SRR

Specific Regulatory Requirement

TC

Team Coordinator

TDY

Temporary Duty Assignment

WebOPPS

The web-enabled version of the Operations Safety System (OPSS).