

Revision: 13.0 on 06/24/2019

DCT To Go Report

CH/A: JN1R - ALTA AVIONICS LLC **DCT ID:** 41276-FY21Q2-4.3.7-0001 **MLF Label:** Work Away from Station **DCT Type:** ED DCT **Specialty:** Airworthiness **DCT Revision:** 13.0 on 06/24/2019 (Released)

Summary Information

Purpose (Certificate Holder Responsibility): To perform work away from the station for a temporary and recurring basis.

Objective (FAA Responsibility): Determine if the CH will be able to; (1) Comply with regulations; (2) Perform work away from the station on a temporary and recurring basis.

Common Data Fields

<input type="checkbox"/> *If work is offsite of the airfield, include one of the following ▶ Address: ▶ Latitude/Longitude: Start Date End Date Location: (Nearest) Airfield ◦ Address 1 ◦ Address 2 ◦ Address 3	◦ City ◦ State ◦ Postal Code ◦ Country ◦ Latitude ◦ Longitude Related/Affiliated Maintenance Designator CH/A Provided No
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Supplemental Information

SRR
145.203(b), 145.209(f)

OPSS Authorizing Documents
D100

Advisory Circular (AC)
AC-145-9

FAA Order 8900.1
8900.1 Vol 6 Ch 9 Sec 16

PI Instructions

Questions	Answers	Response Detail, Comments and Actions
4.3.7 Work Away from Station		
2 Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element? Safety Attribute: Responsibility, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:48 PM, QID: 51943, Response Details: Responsibility ED/EP/SP DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No	
4 Is the person with authority clearly identifiable, qualified and knowledgeable to effectively plan, direct and control resources, change procedures and make key determinations including safety risk acceptance decisions for this element? Safety Attribute: Authority, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:48 PM, QID: 51944, Response Details: Authority ED/EP/SP DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No	
6 Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary? Safety Attribute: Process Measurement, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:48 PM, QID: 51945, Response Details: Process Measurement ED/EP/SP DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No	

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Questions	Answers	Response Detail, Comments and Actions
<p>10 Does the Repair Station Manual specify, for work performed at a location other than the fixed location, the name of the person (by title) responsible for initiating such work and assigning the personnel necessary to perform the inspections?</p> <p>REFERENCES: SRR 145.203(b), 145.209(f) Advisory Circular (AC) AC-145-9</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") AND (LOCATIONS = "OTHER THAN FIXED LOCATION") AND (OPSPEC = "D100") THEN ACTIVATE, Rev. 3 3/15/2017 10:15:19 AM , QID: 5681, Response Details: EP & ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>12 Does the Repair Station Manual include procedures for communicating between the Repair Station personnel who are responsible at the fixed location and the maintenance personnel working away from the station?</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") AND (LOCATIONS = "OTHER THAN FIXED LOCATION") THEN ACTIVATE, Rev. 4 3/15/2017 10:15:21 AM , QID: 5686, Response Details: EP & ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>13 Does the Repair Station Manual include procedures for performing work at other locations on a recurring basis specify:</p> <p>#1. Which preparations and conditions must be met prior to performing any work; #2. Who (by title) is responsible for supervising the maintenance; #3. Who (by title) determines that the location is appropriate for the work; and #4. When and how articles are inspected?</p> <p>REFERENCES: SRR 145.203(b), 145.209(f) OPSS Authorizing Documents D100 Advisory Circular (AC) AC-145-9</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") AND (LOCATIONS = "OTHER THAN FIXED LOCATION") AND (OPSPEC = "D100") THEN ACTIVATE, Rev. 5 3/15/2017 10:15:18 AM , QID: 5687, Response Details: EP & ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>14 Do the procedures specify that:</p> <p>#1. Applicable sections of the Repair Station Manual will be available at the remote site; and #2. Adequate tools, equipment, and current technical data will be available at the remote site?</p> <p>REFERENCES: SRR 145.203(b), 145.209(f) Advisory Circular (AC) AC-145-9</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") AND (LOCATIONS = "OTHER THAN FIXED LOCATION") AND (OPSPEC = "D100") THEN ACTIVATE, Rev. 5 3/15/2017 10:15:18 AM , QID: 5692, Response Details: EP & ED DCTs (Both OP and AW)</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	
<p>15 Does the Repair Station Manual include procedures for performing work at other locations on a recurring basis that specify:</p> <p>#1. How the work is recorded; #2. Which Repair Station forms are used; #3. Who (by title) is responsible for transporting and storing records; #4. Where records are stored; and #5. How each location will comply with its Repair Station Manual and 14 CFR Part 145?</p> <p>REFERENCES: SRR 145.203(b), 145.209(f) OPSS Authorizing Documents D100 Advisory Circular (AC) AC-145-9</p> <p>Safety Attribute: Procedures, Question Type: Output Validation,</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	

Questions	Answers	Response Detail, Comments and Actions
Scoping Attribute: IF (FAR PART = "145") AND (LOCATIONS = "OTHER THAN FIXED LOCATION") AND (OPSPEC = "D100") THEN ACTIVATE, Rev. 5 3/15/2017 10:15:18 AM , QID: 5695, Response Details: EP & ED DCTs (Both OP and AW)		
17 Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results? Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:47 PM , QID: 51940, Response Details: EP & ED DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
29 Do controls exist within this element that ensure risks are reduced to an acceptable level? Safety Attribute: Controls, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:47 PM , QID: 51941, Response Details: Controls ED/EP/SP DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No	
31 Does the certificate holder have a method to evaluate the impact of changes on related processes (interfaces) for this element? Safety Attribute: Interfaces, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:47 PM , QID: 51942, Response Details: Interfaces ED/EP/SP DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No	
33 Does the process design require that individuals understand their safety role and how it contributes to the safety performance of this element? Safety Attribute: Safety Ownership, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "135" OR "145" OR "141" OR "142" OR "147") AND NOT (SAFETY PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:48 PM , QID: 51946, Response Details: Safety Ownership ED/EP/SP DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No	

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

1	Unclear procedure(s)
2	Conflicting procedure(s)
3	Used workaround(s)
4	Skipped process step(s)
5	Personnel failed to follow process (procedures, guidance, etc)
6	Procedures/guidance not available
7	Procedures/guidance not current
8	Inconsistent procedure(s)
9	Undocumented procedure(s)
10	Minor typographical error(s) (i.e. record entries)
11	Information missing
12	Communication failure(s)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available
17	Equipment/tools not adequate
18	Equipment/tools not calibrated
19	Facilities not adequate
20	Other

Response Details List N/O Response Detail (Released, 2.0)

1	Personnel (e.g., key certificate holder personnel not present/available)
2	Equipment (e.g., equipment not present/available/in serviceable condition)

3	Event did not occur (e.g., did not observe an intoxicated passenger on the flight)
4	Time Constraints (e.g., resources/workload)
5	Weather (e.g., weather needed for observation not present or weather made observation impossible)
6	Other
Response Details List N/A Response Detail (Released, 2.0)	
1	Not applicable or authorized for the certificate holder or applicant
2	Other
Response Details List Controls ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)	
1	Failure to identify hazards or ineffective risk controls
2	Failure to develop and maintain risk controls
3	Failure to effectively mitigate risk before applying risk controls
4	Risk controls ineffective
5	Unclear risk controls
6	Failure to assess risk for a new system
7	Failure to assess risk when revising an existing system
8	Failure to assess risk when developing operational procedures
9	Failure to maintain records of outputs of risk control assessments
10	Other
Response Details List Interfaces ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)	
1	Internal communication failure(s)
2	External communication failure(s)
3	Lack of interfaces
4	Inconsistent interfaces
5	Poor coordination between departments and employees
6	Failure of interfaces between processes or procedures
7	Other
Response Details List Responsibility ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)	
1	Failed to provide financial resources
2	Failed to provide sufficient human resources
3	Individual not clearly identified
4	Failure to ensure safety of process
5	Failure to oversee operations conducted under the certificate
6	Failed to ensure quality performance of process
7	Process oversight failure
8	Communication failure(s)
9	Other
Response Details List Authority ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)	
1	Process oversight failure
2	Unacceptable safety risk acceptance
3	Ineffective planning of resources
4	Ineffective use of resources
5	Ineffective control of resources
6	Failure to implement safety risk processes
7	Process owner not clearly identified
8	Unqualified
9	Other
Response Details List Process Measurement ED/EP/SP DCTs (Both OP and AW) (Released, 1.0)	
1	Inadequate monitoring of operations processes
2	Ineffective evaluations of processes or systems
3	Undocumented or insufficient investigations

4	Failure to conduct audits
5	Ineffective audits
6	Failure to detect changes in the operational environment
7	Personnel failed to perform/follow process (procedures, guidance, etc.)
8	Process failed to meet desired outcome
9	Process oversight failure
10	Other
Response Details List Safety Ownership ED/EP/SP DCTs (Both OP and AW) (Released, 3.0)	
1	Unaware of or ineffective safety policies or processes
2	Unaware of or ineffective safety related reporting tools
3	Unclear safety policy
4	Ineffective safety related training
5	Lack of safety culture
6	Unclear safety objectives
7	Other