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Summary Information

Determine if the CH will be able to; (1) Comply with regulations; (2) Provide manuals required by personnel to perform their duties.

DCT To Go Report

Objective (FAA Responsibility):

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CH/A: JN1R - ALTA AVIONICS LLC DCT ID:41276-FY21Q2-1.4.3-0001 MLF Label: Manuals DCT Type: ED DCT Specialty: Airworthiness DCT Revision: 23.0 on 09/28/2020 (Released)

Purpose (Certificate Holder Responsibility): To provide manuals required by personnel to perform their duties.

	Common E	Data Fields			
□ *If work is offsite of the airfield, include one of the following		· City			
▶ Address:		 State 			
▷ Latitude/Longitude:		 Postal Co 	ode		
Start Date		 Country 			
End Date		 Latitude 			
Location: (Nearest) Airfield		 Longitude 	е		
Address 1		Related/Affiliated	d Maintenance Designator		
Address 2		CH/A Provided		No	
Address 3					
	Supplementa	I Information			
SRR 145.109(a), 145.203, 145.205(a), 145.205(b), 145.205(c), 145.207(a), 145.207(c), 145.209(a), 145.209(b), 145.209(c), 145.209(e), 145.209(f), 145.2					
Advisory Circular (AC) AC-145-9					
	Pl Instru	uctions			
Response Detail, Comments and					
	Questions		Answers		Actions
1.4.3 Manuals					
Does the process design ensure the individed resources for the safety and quality perform	dual with responsibility provides both financial a ance of this element?	and human	O Yes O No		
Safety Attribute: Responsibility, Question Scoping Attribute: IF (FAR PART = "135" OF PROGRAMS = "SMSVP") THEN ACTIVATE, QID: 51943, Response Details: Responsibi	R "145" OR "141" OR "142" OR "147") AND NOT (Rev. 2 3/8/2019 12:47:48 PM ,	SAFETY			
	ole, qualified and knowledgeable to effectively p make key determinations including safety risk a		O Yes O No		
Safety Attribute: Authority, Question Type: Scoping Attribute: IF (FAR PART = "135" OF PROGRAMS = "SMSVP") THEN ACTIVATE, QID: 51944, Response Details: Authority El	R "145" OR "141" OR "142" OR "147") AND NOT (Rev. 2 3/8/2019 12:47:48 PM ,	SAFETY			
6 Do process measurement(s) exist to evaluate action if necessary?	ate the performance of this element and implem	nent corrective	O Yes O No		
PROGRAMS = "SMSVP") THEN ACTIVATE,	R "145" OR "141" OR "142" OR "147") AND NOT (•			

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Questions	Answers	Response Detail, Comments and Actions
16 Do the Repair Station and Quality Control manuals have procedures for revising these manuals, to include notifying the responsible Flight Standards office and how often notifications will occur? REFERENCES: SRR 145.207(a), 145.209(j), 145.211(c) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 11, 8900.1 Vol 6 Ch 9 Sec 2 Safety Attribute: Procedures, Question Type: Output Validation,	O Yes O No O Not Applicable	
Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 7 6/24/2019 9:38:08 AM, QID: 1236, Response Details: EP & ED DCTs (Both OP and AW)		
REFERENCES: Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 7 NOTE: This applies to the Repair Station Manual and Quality Control Manual. Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/1/2017 9:43:35 AM, QID: 1238, Response Details: EP & ED DCTs (Both OP and AW)	O Yes O No O Not Applicable	
18 Do the procedures specify how manual revisions will be distributed? REFERENCES: Advisory Circular (AC) AC-145-9 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 1 5/14/2014 10:51:14 AM, QID: 1239, Response Details: EP & ED DCTs (Both OP and AW)	O Yes O No O Not Applicable	
19 Do the procedures require that each manual holder receive each revision? REFERENCES: Advisory Circular (AC) AC-145-9 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 1 5/14/2014 10:51:14 AM, QID: 1240, Response Details: EP & ED DCTs (Both OP and AW)	O Yes O No O Not Applicable	
20 Do the procedures require that the revised text of each affected page be clearly identified? REFERENCES: Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 2 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 2 9/27/2018 10:52:35 AM, QID: 1241, Response Details: EP & ED DCTs (Both OP and AW)	O Yes O No O Not Applicable	
21 Do procedures include controlling sections of the repair station manual, such as: #1. Identification; #2. Revision status; #3. Page numbering; #4. Issue date; #5. Approvals; and #6. Acceptance? REFERENCES: SRR 145.207(a), 145.209(k) Advisory Circular (AC) AC-145-9 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 4 3/1/2017 9:43:27 AM,	O Yes O No O Not Applicable	

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Questions	Answers	Response Detail, Comments and Actions
QID: 1242, Response Details: EP & ED DCTs (Both OP and AW)		
22 Do the procedures require current copies of the Repair Station Manual and Quality Control Manual to be accessible for use by Repair Station personnel? REFERENCES: SRR 145.207(c)	O Yes O No O Not Applicable	
Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 2, 8900.1 Vol 6 Ch 9 Sec 7 NOTE: All repair station employees on all shifts must have access to the manual, regardless of the media		
used (electronic, CD ROM, etc.). Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 6 9/27/2018 10:52:35 AM, QID: 1249, Response Details: EP & ED DCTs (Both OP and AW)		
23 Do the manuals contain samples of inspection and maintenance forms and instructions for the completion of those forms or a reference to a separate forms manual? REFERENCES:	O Yes O No O Not Applicable	
SRR 145.211(c) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 11		
NOTE: This applies to the Repair Station Manual and Quality Control Manual. Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/1/2017 9:43:32 AM, QID: 1250, Response Details: EP & ED DCTs (Both OP and AW)		
24 Does the manual include an organizational chart identifying each management position with authority to act on behalf of the Repair Station, and their: #1. Area of responsibility; and #2. Duties, responsibilities, and authority?	O Yes O No O Not Applicable	
REFERENCES: SRR 145.207(a), 145.209(a) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 2, 8900.1 Vol 6 Ch 9 Sec 4		
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 6 9/27/2018 10:52:36 AM, QID: 1251, Response Details: EP & ED DCTs (Both OP and AW)		
 Does the manual include procedures for maintaining and revising the personnel roster for: #1. Managers and supervisors; #2. Inspection personnel; and #3. Personnel authorized to approve for return to service? 	O Yes O No O Not Applicable	
REFERENCES: SRR 145.161(a), 145.207(a), 145.209(b) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 13, 8900.1 Vol 6 Ch 9 Sec 2 Safety Attribute: Procedures, Question Type: Output Validation,		
Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 4 9/27/2018 10:52:36 AM, QID: 1254, Response Details: EP & ED DCTs (Both OP and AW)		
26 Do the procedures require that the manual be followed? REFERENCES: SRR 145.207(a)	O Yes O No O Not Applicable	
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 1 5/14/2014 10:51:14 AM, Printed: 02/25/2021 10:05:28		Page 3 of 8

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Questions	Answers	Response Detail, Comments and Actions
QID: 1258, Response Details: EP & ED DCTs (Both OP and AW)		
27 Does the manual include a description of the Repair Station's operations, including the required: #1. Housing; #2. Facilities; #3. Equipment; and #4. Materials? REFERENCES: SRR 145.109(a), 145.207(a), 145.209(c) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 2	O Yes O No O Not Applicable	
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 4 12/14/2018 10:45:26 AM, QID: 1259, Response Details: EP & ED DCTs (Both OP and AW)		
28 Does the manual include procedures governing work performed at locations other than at the Repair Station's fixed location? REFERENCES: SRR 145.203, 145.207(a), 145.209(f) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 16, 8900.1 Vol 6 Ch 9 Sec 2	○ Yes○ No○ Not Applicable	
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE, Rev. 8 9/27/2018 10:52:36 AM, QID: 1264, Response Details: EP & ED DCTs (Both OP and AW)		
30 Does the manual include procedures to maintain, revise, and provide the FAA with contract maintenance information, including: #1. FAA-approved functions to be contracted to outside sources; #2. The name of each contracted facility and their certificate type (if any); and #3. The frequency of FAA notification?	O Yes O No O Not Applicable	
REFERENCES: SRR 145.207(a), 145.209(h), 145.217(a) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 2, 8900.1 Vol 6 Ch 9 Sec 23 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 7 12/14/2018 10:45:28 AM, QID: 1271, Response Details: EP & ED DCTs (Both OP and AW)		
32 Do the procedures specify to request the current, applicable parts of an air carrier maintenance program or manuals at the time work is performed? REFERENCES: Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 7	O Yes O No O Not Applicable	
NOTE: This applies to Repair Stations performing maintenance, preventive maintenance, or alterations for Operators under 14 CFR Part 121, 125, 129, or 135. Maintenance must be performed per the Operator's program and maintenance manual. Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") AND (OTHER CERTIFICATES OR APPROVALS = "PERFORMS AIR CARRIER MAINTENANCE") THEN ACTIVATE QUESTION, Rev. 2 3/18/2015 9:00:08 AM,		
QID: 1301, Response Details: EP & ED DCTs (Both OP and AW) 36 Does the manual specify who will submit revisions to the FAA for review and acceptance and the frequency of such submissions? REFERENCES: SRR 145.209(j), 145.211(c) Advisory Circular (AC)	O Yes O No O Not Applicable	

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Questions	Answers	Response Detail, Comments and Actions
AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 11, 8900.1 Vol 6 Ch 9 Sec 2 NOTE: This applies to the Repair Station Manual and Quality Control Manual. Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 9/27/2018 10:52:36 AM,		
QID: 1315, Response Details: EP & ED DCTs (Both OP and AW)		
37 Does the manual include procedures for revising the training program and submitting revisions to the FAA for approval?	O Yes O No	
REFERENCES: SRR 145.209(e) FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 14, 8900.1 Vol 6 Ch 9 Sec 2	O Not Applicable	
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 12/14/2018 10:45:29 AM, QID: 1316, Response Details: EP & ED DCTs (Both OP and AW)		
38 Does the manual include procedures for performing maintenance, preventive maintenance, and alterations following the Operator's: #1. Continuous maintenance program under 14 CFR Part 121 or 135; and #2. FAA-approved maintenance program for foreign air carrier/persons operating U.S. registered aircraft under 14 CFR Part 129? (if applicable)	O Yes O No O Not Applicable	
REFERENCES: SRR 145.207(a), 145.209(g) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 18, 8900.1 Vol 6 Ch 9 Sec 2		
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") AND (OTHER CERTIFICATES OR APPROVALS = "PERFORMS AIR CARRIER MAINTENANCE") THEN ACTIVATE QUESTION, Rev. 5 9/27/2018 10:52:37 AM , QID: 1318, Response Details: EP & ED DCTs (Both OP and AW)		
39 Does the manual include a description of the recordkeeping system, including the required records and how they are: #1. Obtained; #2. Stored; and #3. Retrieved?	O Yes O No O Not Applicable	
REFERENCES: SRR 145.209(i) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 2, 8900.1 Vol 6 Ch 9 Sec 6 NOTE: These records must be in English Safety Attribute: Procedures, Question Type: Output Validation,		
Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 7 12/14/2018 10:45:29 AM , QID: 1327, Response Details: EP & ED DCTs (Both OP and AW)		
40 Do the procedures include instructions for submitting reports of any serious failure, malfunction, or defect? REFERENCES: SRR 145.221(b) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 2, 8900.1 Vol 8 Ch 5 Sec 6	O Yes O No O Not Applicable	
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 9/27/2018 10:52:37 AM, QID: 1331, Response Details: EP & ED DCTs (Both OP and AW)		
41 Do the procedures include instructions for detecting and reporting suspected unapproved parts?	O Yes	

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Questions	Answers	Response Detail, Comments and Actions
REFERENCES: Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 2 Sec 27, 8900.1 Vol 6 Ch 9 Sec 2	O No O Not Applicable	
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 9/27/2018 10:52:37 AM, QID: 1332, Response Details: EP & ED DCTs (Both OP and AW)		
43 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)	O Yes O No O Not Applicable	
45 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)	O Yes O No	
47 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)	O Yes O No	
49 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)	O Yes O No	

Respo	onse 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

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20	Other
Respo	onse 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
Respo	onse Details List N/A Response Detail (Released, 2.0)
1	Not applicable or authorized for the certificate holder or applicant
2	Other
Respo	onse 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
Respo	onse 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
Respo	onse 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
Respo	onse 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

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Other

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Resp	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		

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