

Revision: 12.0 on 09/19/2019

DCT To Go Report

CH/A: JN1R - ALTA AVIONICS LLC DCT ID: 41276-FY21Q2-4.7.4-0001 MLF Label: Parts and Materials DCT Type: ED DCT Specialty: Airworthiness DCT Revision: 12.0 on 09/19/2019 (Released)

Summary Information

Purpose (Certificate Holder Responsibility):

To have components, parts, and materials that meet original type design or properly altered condition.

Objective (FAA Responsibility):

Determine if the CH: (1) Followed the accepted or approved process; and (2) Used components, parts, and materials that met original type design or properly altered condition.

Common Data Fields

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

Supplemental Information

SRR

145.211(c), 43.10(c)

Advisory Circular (AC)

AC-145-9, AC-20-62, AC-21-29

FAA Order 8900.1

8900.1 Vol 6 Ch 9 Sec 11, 8900.1 Vol 6 Ch 9 Sec 12

PI Instructions

Questions	Answers	Response Detail, Comments and Actions
4.7.4 Parts and Materials		
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	

Questions	Answers	Response Detail, Comments and Actions
<p>7 Does the Quality Control Manual include procedures for receiving and documenting:</p> <p>#1. Articles; #2. Standard parts; #3. Preliminary inspections; and #4. Raw materials?</p> <p>REFERENCES: SRR 145.211(c) FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 11</p> <p>NOTE: An article refers to an aircraft, an aircraft component, or an aircraft part being serviced.</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/15/2017 10:13:58 AM , QID: 7668, 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>8 Do the quality control procedures require incoming inspections of raw materials and standard parts to check for:</p> <p>#1. Proper documentation, identification, and traceability; #2. Conformity to a specification and acceptable quality; #3. Shelf life; #4. Contamination; #5. Shipping Damage; and #6. State of Preservation?</p> <p>REFERENCES: SRR 145.211(c) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 11</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/15/2017 10:13:59 AM , QID: 7672, 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>9 Do the procedures specify how Life Limited Parts (LLP) are controlled and documented?</p> <p>REFERENCES: SRR 43.10(c) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 12</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/18/2015 11:38:01 AM , QID: 7678, 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>10 Do the procedures require parts and materials to be protected in storage and during transit to prevent damage, contamination, loss, or substitution until installation?</p> <p>REFERENCES: Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 12</p> <p>NOTE: Sensitive parts and equipment (e.g., oxygen parts, O-rings, or electrostatic sensitive devices) must be properly stored, packaged, identified, and protected from contamination and damage.</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/18/2015 11:38:02 AM , QID: 7679, 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>11 Do the parts and materials storage procedures require the Repair Station to follow the original manufacturer's environmental requirements?</p> <p>REFERENCES: Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 12</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	

Questions	Answers	Response Detail, Comments and Actions
Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 2 3/18/2015 11:38:02 AM , QID: 7680, Response Details: EP & ED DCTs (Both OP and AW)		
12 Do the procedures specify how parts, articles, and in-process items are identified to show: #1. Basic part information (e.g., name, make, model, serial number, batch, lot, etc.); #2. Serviceability status, readily distinguishing serviceable parts and materials from unserviceable parts and materials; and #3. Rejected parts, including questionable parts, awaiting disposition? REFERENCES: FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 12 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/18/2015 11:38:03 AM , QID: 7681, Response Details: EP & ED DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
13 Do the procedures require the Repair Station to retain records showing all parts, materials, and incoming articles are traceable to an approved source? REFERENCES: Advisory Circular (AC) AC-145-9, AC-20-62 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 12 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 2 3/18/2015 11:38:03 AM , QID: 7685, Response Details: EP & ED DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
14 Do the procedures specify how parts and materials received in lots (e.g., hardware, sheet stock, welding rod, coating powders, etc.) and then subsequently divided into smaller quantities remain traceable to the approved source? REFERENCES: Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 12 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 2 3/18/2015 11:38:03 AM , QID: 7686, Response Details: EP & ED DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
15 Do the procedures require disposing of scrap parts and material in a manner that will not allow their approval for return to service? REFERENCES: Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 12 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/18/2015 11:38:03 AM , QID: 7687, Response Details: EP & ED DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
16 Do the procedures require training on the identification and reporting of suspected unapproved parts for personnel who handle or receive parts? REFERENCES: Advisory Circular (AC) AC-145-9, AC-21-29 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 12 Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/18/2015 11:38:03 AM , QID: 7688, Response Details: EP & ED DCTs (Both OP and AW)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
24 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	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	

Questions	Answers	Response Detail, Comments and Actions
PROGRAMS = "SMSVP") THEN ACTIVATE, Rev. 2 3/8/2019 12:47:47 PM , QID: 51940, Response Details: EP & ED DCTs (Both OP and AW)		
26 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	
28 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	
30 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/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

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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

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6	Unclear safety objectives
7	Other