

Revision: 12.0 on 03/08/2019

DCT To Go Report

CH/A: JN1R - ALTA AVIONICS LLC **DCT ID:** 41276-FY21Q2-1.4.2-0001 **MLF Label:** Certificate Requirements **DCT Type:** ED DCT **Specialty:** Airworthiness **DCT Revision:** 12.0 on 03/08/2019 (Released)

Summary Information

Purpose (Certificate Holder Responsibility):

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

Objective (FAA Responsibility):

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

Common Data Fields

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

Supplemental Information

SRR

145.153(a), 145.201, 145.201(b), 145.209(a)

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, 8900.1 Vol 6 Ch 9 Sec 4

PI Instructions

Questions	Answers	Response Detail, Comments and Actions
1.4.2 Certificate Requirements		
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 Do procedures require the organizational chart be kept current and available for inspection by the FAA?</p> <p>REFERENCES: SRR 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</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 12/14/2018 11:18:16 AM , QID: 1202, Response Details: EP & ED DCTs (Both OP and AW)</p>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
<p>8 Does the Repair Station Manual include consistent position titles throughout the manual?</p> <p>REFERENCES: Advisory Circular (AC) AC-145-9</p> <p>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: 1203, Response Details: EP & ED DCTs (Both OP and AW)</p>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
<p>9 Do the procedures require supervisors to oversee the work performed by any individuals unfamiliar with the methods, techniques, practices, aids, equipment, and tools used to perform that work?</p> <p>REFERENCES: SRR 145.153(a) Advisory Circular (AC) AC-145-9 FAA Order 8900.1 8900.1 Vol 6 Ch 9 Sec 13</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 2 12/14/2018 11:18:17 AM , QID: 1204, Response Details: EP & ED DCTs (Both OP and AW)</p>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
<p>10 Do the procedures require the Repair Station to be rated for all articles maintained or altered and have all required special technical data, equipment, or facilities?</p> <p>REFERENCES: SRR 145.201(b) Advisory Circular (AC) AC-145-9</p> <p>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: 1225, Response Details: EP & ED DCTs (Both OP and AW)</p>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
<p>14 Do the procedures require the Repair Station to remain within the limitations of its ratings and OpSpecs when performing: #1. Maintenance; #2. Preventative maintenance; or #3. Alterations?</p> <p>REFERENCES: SRR 145.201</p> <p>Safety Attribute: Procedures, Question Type: Output Validation, Scoping Attribute: IF (FAR PART = "145") THEN ACTIVATE QUESTION, Rev. 3 3/15/2017 9:13:59 AM , QID: 1229, Response Details: EP & ED DCTs (Both OP and AW)</p>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
<p>17 Do procedures exist in enough detail to meet the regulatory and guidance requirements for this element to produce the intended results?</p> <p>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)</p>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	
<p>20 Do controls exist within this element that ensure risks are reduced to an acceptable level?</p>	<input type="radio"/> Yes <input type="radio"/> No	

Questions	Answers	Response Detail, Comments and Actions
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)		
22 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	
24 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
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

Revision: 12.0 on 03/08/2019

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