|  |
| --- |
| DCT ID: 41276-FY21Q2-4.1.4-0001  4.1.4 Training and Qualification, ED DCT, Airworthiness, CH/A: JN1R - ALTA AVIONICS LLC  Revision: 14.0 on 06/24/2019 |

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| --- | --- | --- |
| |  | | --- | | DCT To Go Report |  |  | | --- | | CH/A: JN1R - ALTA AVIONICS LLC  DCT ID:41276-FY21Q2-4.1.4-0001  MLF Label:  Training and Qualification  DCT Type: ED DCT  Specialty: Airworthiness  DCT Revision: 14. 0 on 06/24/2019  (Released) | |
| Summary Information |
| |  |  | | --- | --- | | Purpose (Certificate Holder Responsibility): | To train all maintenance personnel. | | Objective (FAA Responsibility): | Determine if the CH will be able to; (1) Comply with regulations; (2) Train persons performing maintenance and inspections. | |
|  |
| Common Data Fields |
| |  |  |  |  | | --- | --- | --- | --- | |  | | | | | □ \*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**  145.153(b), 145.153(c), 145.155(b), 145.157(c), 145.163, 145.163(a), 145.163(b), 145.163(c), 145.205, 145.209(e) | | **Advisory Circular (AC)**  AC-145-10, AC-145-9 | | **FAA Order 8900.1**  8900.1 Vol 6 Ch 9 Sec 13, 8900.1 Vol 6 Ch 9 Sec 14 | |
| PI Instructions |
| |  | | --- | |  | |

| **Questions** | **Answers** | **Response Detail, Comments and Actions** |
| --- | --- | --- |
| **4.1.4 Training and Qualification** | | |
| 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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   RSM  Section 7.2 President | |  | | --- | |  | |
| 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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   RSM  Section 7.4: Chief Inspector  TPM  Section 4: Introduction | |  | | --- | |  | |
| 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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   TPM  Section 6: Training Needs Assessment | |  | | --- | |  | |
| 7    Do the procedures require the training program to:         #1. Consist of initial and recurrent training; and        #2. Be FAA-approved?   **REFERENCES:** **SRR** 145.163(a) **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   5   2/27/2018 8:48:49 AM ,    **QID:** 4252,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 7: Initial Training  Section 8: Recurrent Training  Section 4: Introduction | |  | | --- | |  | |
| 8    Do the procedures require employees assigned to perform maintenance, preventive maintenance, alterations, and inspection functions to be capable of performing the assigned tasks?    **REFERENCES:** **SRR** 145.163(b) **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   6   2/27/2018 8:48:49 AM ,    **QID:** 4255,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6.2 Individual Training Needs Assessment | |  | | --- | |  | |
| 9    Do the procedures specify who is responsible for revising the training program and submitting revisions to the FAA?    **REFERENCES:** **SRR** 145.209(e) **Advisory Circular (AC)** AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:49 AM ,    **QID:** 4256,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 5: Manual Control | |  | | --- | |  | |
| 10    Do the procedures specify how the Repair Station approves training program revisions and when revisions are submitted to the FAA?    **REFERENCES:** **SRR** 145.209(e) **Advisory Circular (AC)** AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:49 AM ,    **QID:** 4257,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 5: Manual Control | |  | | --- | |  | |
| 11    Do the procedures specify how often the training program will be reviewed for currency and completeness?    **REFERENCES:** **Advisory Circular (AC)** AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:49 AM ,    **QID:** 4258,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6: Training Needs Assessment | |  | | --- | |  | |
| 12    Do the procedures specify who is responsible for reviewing the training program?    **REFERENCES:** **Advisory Circular (AC)** AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   6   2/27/2018 8:48:49 AM ,    **QID:** 4259,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6: Training Needs Assessment | |  | | --- | |  | |
| 13    Do the procedures specify how training programs revisions will be:         #1. Recorded;        #2. Implemented; and        #3. Identified?   **REFERENCES:** **Advisory Circular (AC)** AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   5   2/27/2018 8:48:49 AM ,    **QID:** 4260,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 5: Manual Control | |  | | --- | |  | |
| 14    Do the procedures specify how the revised text will be identified?    **REFERENCES:** **Advisory Circular (AC)** AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:50 AM ,    **QID:** 4264,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 5: Manual Control | |  | | --- | |  | |
| 15    Do the procedures require each certificated supervisor overseeing work to be trained in or thoroughly familiar with:         #1. Methods;        #2. Techniques;        #3. Practices;        #4. Aids;        #5. Equipment; and        #6. Tools?   **REFERENCES:** **SRR** 145.153(b) **Advisory Circular (AC)** AC-145-10, AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 13  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   8   6/24/2019 3:57:32 PM ,    **QID:** 4265,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 15: Inspectors | |  | | --- | |  | |
| 16    Do the procedures specify how to design each of the training program's areas of study and individual classes?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:50 AM ,    **QID:** 4272,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6: Needs Assessment | |  | | --- | |  | |
| 17    Do the procedures require that employee training records be maintained for 2 years?    **REFERENCES:** **SRR** 145.163(c) **Advisory Circular (AC)** AC-145-10, AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   6   2/27/2018 8:48:51 AM ,    **QID:** 4274,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 11: Maintaining Training Records | |  | | --- | |  | |
| 19    Do the procedures require instructors to be evaluated on their qualifications for a subject area, including:         #1. Formal training and experience, as applicable; and        #2. The ability to impart information on the particular subject matter?   **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   5   2/27/2018 8:48:50 AM ,    **QID:** 4283,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 14: Evaluating and Qualifying Instructors | |  | | --- | |  | |
| 20    Do the procedures require that training records include:         #1. The employee's name and job position;        #2. Training requirements determined by the needs assessment, including indoctrination (initial and recurrent) and other training required by areas and course titles;        #3. FAA certificates applicable to the qualifications (e.g., supervisors, RII personnel, and persons approving articles for return to service must be certificated under 14 CFR Part 65);        #4. Other certifications, diplomas, and degrees;        #5. Authorizations and qualifications (if not covered by 14 CFR Part 65 certificates);        #6. Proof of training course completion, if determined applicable to capabilities; and        #7. On-the-job training?   **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   5   2/27/2018 8:48:50 AM ,    **QID:** 4286,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 11: Maintaining Training Records.  FM  ETR: Employee Training Record | |  | | --- | |  | |
| 21    Do the procedures require that training records include a list of accomplished training, including the:         #1. Course title or description;        #2. Course objective;        #3. Date completed;        #4. Test results;        #5. Total hours and location of training;        #6. Name of instructor and instructor qualifications; and        #7. Employee signature?   **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   5   2/27/2018 8:48:51 AM ,    **QID:** 4294,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   FM  ETR: Employee Training Record | |  | | --- | |  | |
| 22    Do the procedures require employees to receive initial and recurrent indoctrination?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **NOTE:** Training should cover the regulations and the Repair Station’s operations, policies, and procedures.  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:51 AM ,    **QID:** 4302,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 11: Course Definition for Initial and Recurrent Training. | |  | | --- | |  | |
| 23    Do the procedures require employees to receive initial technical skills training for new tasks?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:51 AM ,    **QID:** 4303,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6  Training Needs Assessment | |  | | --- | |  | |
| 24    Do the procedures require employees to receive recurrent technical training for specific tasks or functions to ensure currency in existing or added capabilities?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:51 AM ,    **QID:** 4304,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 8: Recurrent Training | |  | | --- | |  | |
| 25    Do the procedures require specialized technical training or advanced training for specific tasks or functions to ensure all employees performing maintenance remain capable of performing assigned tasks?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **NOTE:** Areas that may require specialized training include flame or plasma spray operations, special inspection or test techniques, special machining operations, complex welding operations, aircraft inspection techniques, and complex assembly operations.  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:51 AM ,    **QID:** 4305,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6: Training Needs Assessment. | |  | | --- | |  | |
| 26    Do the procedures require remedial technical training to correct demonstrated lack of skill or knowledge deficiencies?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:51 AM ,    **QID:** 4306,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 9: Remedial Training | |  | | --- | |  | |
| 27    Do the procedures require that measurement of program effectiveness includes a method to determine whether employees are able to perform assigned tasks?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   4   2/27/2018 8:48:52 AM ,    **QID:** 4307,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6: Training Needs Assessment | |  | | --- | |  | |
| 28    Does the training program include initial and recurrent training on maintenance human factors?    **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   3   2/27/2018 8:48:49 AM ,    **QID:** 4308,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 7: initial Training  Section 8: Recurrent Training | |  | | --- | |  | |
| 29    Does the training program ensure that the operator's CAMP training requirements are met?    **REFERENCES:** **SRR** 145.205 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **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.**   6   2/27/2018 8:48:52 AM ,    **QID:** 4309,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 12: Work Performed Under Parts 121 or 135 operations. | |  | | --- | |  | |
| 30    Does the training program include training for personnel assigned to perform inspection functions?    **REFERENCES:** **SRR** 145.163 **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   6   2/27/2018 8:48:53 AM ,    **QID:** 4310,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section15: Inspectors | |  | | --- | |  | |
| 31    Does the training program specify overall training requirements, including:         #1. What tasks are associated with each position responsible for performing maintenance, preventive maintenance, or alterations;        #2. What skills, experience, and training of new and current employees are required;        #3. How to assess employees being assigned new tasks;        #4. How employees will return to tasks after extended periods;        #5. How to introduce new regulations, procedures, equipment, and recordkeeping requirements; and        #6. How to prepare for changes in the nature of basic capabilities?   **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   5   2/27/2018 8:48:52 AM ,    **QID:** 4317,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6: Training Needs Assessment | |  | | --- | |  | |
| 32    Does the training program include an employee training needs assessment that includes:         #1. Conducting objective and consistent assessments;        #2. Documenting assessments in individual training records;        #3. Providing individuals to conduct assessments who are qualified to evaluate assessment results; and        #4. Monitoring individuals to ensure they perform tasks consistently at an acceptable level and assigning recurrent or remedial training if necessary?   **REFERENCES:** **Advisory Circular (AC)** AC-145-10 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 14  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   5   2/27/2018 8:48:52 AM ,    **QID:** 4324,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM  Section 6: Training Needs Assessment | |  | | --- | |  | |
| 33    Does the certificate holder have procedures to determine the ability to understand, read and write English for the following personnel:         #1. Supervisors;        #2. Inspectors; and        #3. Persons authorized to approve an article for return to service?   **REFERENCES:** **SRR** 145.153(c), 145.155(b), 145.157(c) **Advisory Circular (AC)** AC-145-10, AC-145-9 **FAA Order 8900.1** 8900.1 Vol 6 Ch 9 Sec 13  **Safety Attribute:** Procedures,   **Question Type:** Output Validation,    **Scoping Attribute:** IF (FAR PART = "145" ) THEN ACTIVATE QUESTION,   **Rev.**   7   6/24/2019 3:57:32 PM ,    **QID:** 4329,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   QCM  Section 21: Inspection Personnel | |  | | --- | |  | |
| 36    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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   TPM | |  | | --- | |  | |
| 38    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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   QCM  Section 26:CAS | |  | | --- | |  | |
| 40    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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   QCM  Section 26:CAS | |  | | --- | |  | |
| 42    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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   QCM  Section 26:CAS | |  | | --- | |  | |

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| **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 |
| 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 |

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