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| --- |
| DCT ID: 41276-FY21Q2-4.3.7-0001  4.3.7 Work Away from Station, ED DCT, Airworthiness, CH/A: JN1R - ALTA AVIONICS LLC  Revision: 13.0 on 06/24/2019 |

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| |  | | --- | | 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 form the station on a temporary and recurring basis. | |
|  |
| 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**  145.203(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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   RSM  Section 7.1 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 Accountable Manager | |  | | --- | |  | |
| 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 |   QCM  Section:26 Continuing Analysis and Surveillance | |  | | --- | |  | |
| 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?    **REFERENCES:** **SRR** 145.203(b), 145.209(f) **Advisory Circular (AC)** AC-145-9  **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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM  Section 15. Work Performed Away from Station | |  | | --- | |  | |
| 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?    **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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM  Section 15. Work Performed Away from Station | |  | | --- | |  | |
| 13    Does the Repair Station Manual include procedures for performing work at other locations on a recurring basis specify:         #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?   **REFERENCES:** **SRR** 145.203(b), 145.209(f) **OPSS Authorizing Documents** D100 **Advisory Circular (AC)** AC-145-9  **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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | X | Not Applicable | | |  | | --- | |  | |
| 14    Do the procedures specify that:         #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?   **REFERENCES:** **SRR** 145.203(b), 145.209(f) **Advisory Circular (AC)** AC-145-9  **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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM  Section 15. Work Performed Away from Station   * Does this refer to recurring work or simply work away from station? | |  | | --- | |  | |
| 15    Does the Repair Station Manual include procedures for performing work at other locations on a recurring basis that specify:         #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?   **REFERENCES:** **SRR** 145.203(b), 145.209(f) **OPSS Authorizing Documents** D100 **Advisory Circular (AC)** AC-145-9  **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:** 5695,   **Response Details:** EP & ED DCTs (Both OP and AW) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | X | Not Applicable | | |  | | --- | |  | |
| 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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No | | ◯ | Not Applicable |   RSM/QCM/TPM/FM | |  | | --- | |  | |
| 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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   QCM  Section 26: CAS | |  | | --- | |  | |
| 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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   QCM  Section 26: CAS | |  | | --- | |  | |
| 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) | |  |  | | --- | --- | | ◯ | Yes | | ◯ | No |   TPM  Section 7: Initial Training | |  | | --- | |  | |

|  |  |
| --- | --- |
| **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 |

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