

**Element Performance Inspection (EPI) Data Collection Tool**  
**1.3.13 Designated Alteration Station (DAS) (AW)**

**ELEMENT SUMMARY INFORMATION**

**Purpose of this Element** (certificate holder's responsibility):

- To ensure the certificate holder develops and uses appropriate data for major alterations or for the issuance of a Supplemental Type Certificate (STC), in accordance with its Designated Alteration Process (DAS) privileges, limitations, and ACO-approved DAS procedures manual.

**Objective** (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Designated Alteration Station (DAS) process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Designated Alteration Station (DAS) process.

**Specific Instructions:**

- To accomplish this EPI the Inspector will review the DAS policies and procedures, the DAS letter of authority and limitations, and the engineering data applicable to alterations performed at this location. Additionally, the Inspector will observe any work in progress to ensure it meets the engineering data provided for the alteration. If the work observed is a major alteration, ensure the work is performed in accordance with FAA approved data.

**Related EPIs:**

- 1.2.1 Airworthiness Release / Logbook Entry (AW)
- 1.2.2 Major Repairs and Alterations Records (AW)
- 1.2.3 Maintenance Log / Recording Requirements (AW)
- 1.3.2 Inspection Program (AW)
- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 1.3.4 Required Inspection Items (RII) (AW)
- 1.3.9 Engineering / Major Repairs and Alterations (AW)
- 1.3.10 Parts / Material Control / SUP (AW)
- 1.3.12 SFAR36 (AW)
- 1.3.14 General Maintenance Manual / Equivalent (AW)
- 1.3.17 Weight and Balance Program (AW)

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)

- SRRs:
  - 121.135(b)(3)
  - 121.379(b)
  - 21.439(a)(1)
  - 21.439(a)(3)
  - 21.441(a)
  - 21.441(a)(1)
  - 21.441(a)(2)(i)
  - 21.441(b)
  - 21.451(a)(2)
  - 21.451(c)

**Related CFRs & FAA Policy/Guidance:**

- Related CFRs:
  - Intentionally left blank
- FAA Policy/Guidance:
  - Intentionally Left Blank

<b>EPI Section 1 - Performance Observables</b>	
<b>Objective:</b> The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.	
<b>Tasks</b>	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information for the Designated Alteration Station (DAS) process.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the certificate holder's Designated Alteration Station (DAS) process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Designated Alteration Station (DAS) process with the personnel (other than management) who perform the duties and responsibilities required by the process?

<b>Questions</b>		
	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1.	<p>Did the certificate holder perform only DAS alterations on products covered by its certificate and ACO-approved manual?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the air carrier operated maintenance facility that the certificate holder's records, operations specifications, and maintenance manuals that the certificate holder is only performing DAS alterations on products covered by their certificate and maintenance manual.</p> <p><i>Sources:</i> 21.451(a)(2); 8100.xx, Chapter 4, Paragraph 4-1d 8100.7B</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	<p>Did the certificate holder comply with any additional limitations prescribed by the Administrator (ACO)?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the air carrier operated maintenance facility and in the records repository that the certificate holder complies with any additional limitations prescribed by the Administrator (ACO).</p> <p><i>Sources:</i> 21.451(c); 8100.xx, Chapter 4, Paragraph 4-1d, 8100.7B</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	<p>Did the certificate holder, upon notification by the cognizant ACO, investigate a product and report the findings, for which an STC was issued that did not meet the airworthiness requirements?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at the air carrier operated maintenance facility and in the records repository that the DAS, upon notification by the cognizant ACO, investigates that a product for which an STC was issued under this</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>subpart does not meet the applicable airworthiness requirements.  <i>Sources:</i> 21.477(a); 8100.xx, Chapter 2, Page 8, Paragraph e, 8100.7B</p> <p>2. Check at the air carrier operated maintenance facility and in the records repository that the DAS, upon notification by the cognizant ACO, reports the results of findings that a product for which an STC was issued under this subpart contains an unsafe feature or characteristic caused by a defect in design or manufacture.  <i>Sources:</i> 21.477(a); 8100.xx, Chapter 2, Page 8, Paragraph e 8100.7B</p>	
1.4.	<p>Did the observed aircraft alterations comply with DAS technical data?  <i>Related Performance JTIs:</i></p> <p>1. Check at the air carrier operated maintenance facility that the Certificate Holder uses approved data to perform major alterations.  <i>Sources:</i> 121.379(b); AC 21.431-1A, Paragraph 10, Page 8</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Were the certificate holder's policies, procedures, instructions, and information for the Designated Alteration Station (DAS) process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Designated Alteration Station (DAS) process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Designated Alteration Station (DAS) process comply with the instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Designated Alteration Station (DAS) process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>EPI Section 1 - Performance Observables Drop-Down Menu</b>	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.

### EPI Section 2 - Management Responsibility & Authority Observables

**Objective:** The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3–6, below. Answer questions 1 and 2, below, and provide the name/title.
1.	Identify the person who has overall responsibility for the Designated Alteration Station (DAS) process.
2.	Identify the person who has overall authority for the Designated Alteration Station (DAS) process.
3.	Review the duties and responsibilities for the person(s) who manage the Designated Alteration Station (DAS) process.
4.	Review the appropriate organizational chart.
5.	Discuss the Designated Alteration Station (DAS) process with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Designated Alteration Station (DAS) process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the Designated Alteration Station (DAS) process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

		<input type="checkbox"/> No Change
7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the Designated Alteration Station (DAS) process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

<b>EPI Section 2 - Management Responsibility &amp; Authority Observables Drop-Down Menu</b>	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.