

FLIGHT STANDARDS  
SAFETY ASSURANCE SYSTEM (SAS)



# SAS External Portal

## User Guide 3.4

# Contents

<b>1</b>	<b>PREFACE .....</b>	<b>7</b>
1.1	DOCUMENT OVERVIEW.....	7
1.2	DOCUMENT AUDIENCE .....	7
1.3	DOCUMENT CONVENTIONS .....	7
1.4	TERMINOLOGY .....	8
1.5	GETTING HELP .....	8
<b>2</b>	<b>INTRODUCTION.....</b>	<b>8</b>
2.1	THE SAS PROGRAM .....	8
2.2	SAS SYSTEM AND BROWSER REQUIREMENTS .....	9
2.3	SAS EXTERNAL PORTAL LOG-IN AND NAVIGATION FEATURES.....	11
2.3.1	System Use Notice and Privacy Act Statement .....	11
2.3.2	Two Factor Authentication .....	12
2.3.3	Pop up screens and Transient Messages.....	12
2.3.4	Captcha Screen during Registration .....	13
2.4	SAS MODULES AND LIFE CYCLE .....	14
2.5	ABOUT THE SAS EXTERNAL PORTAL .....	14
2.6	WHAT CAN I DO IN THE SAS EXTERNAL PORTAL? .....	14
2.7	ABOUT THE SAS MASTER LIST OF FUNCTIONS.....	15
<b>3</b>	<b>SAS REGISTRATION AND PREAPPLICATION INFORMATION.....</b>	<b>17</b>
3.1	ABOUT THE SAS REGISTRATION PROCESS .....	17
3.2	WHO CAN REGISTER? .....	17
3.3	HOW TO REGISTER FOR ACCESS TO THE SAS EXTERNAL PORTAL.....	17
3.4	HOW TO REGISTER FOR ACCESS AS A NEW CERTIFICATION APPLICANT AND PREAPPLICATION INFORMATION HAS NOT YET BEEN SUBMITTED FOR YOUR COMPANY (OPTION 1).....	20
3.5	HOW TO REGISTER FOR ACCESS AS A NEW CERTIFICATION APPLICANT AND PREAPPLICATION INFORMATION HAS NOT YET BEEN SUBMITTED FOR YOUR COMPANY (CFR PART 141, 142, 147 - OPTION 1) .....	29
3.6	HOW TO REGISTER FOR ACCESS AS A NEW CERTIFICATION APPLICANT AND PREAPPLICATION INFORMATION HAS ALREADY BEEN SUBMITTED FOR YOUR COMPANY (OPTION 2).....	33
3.7	HOW TO REGISTER FOR ACCESS TO SAS WHEN YOU ALREADY HAVE A CERTIFICATE (OPTION 3)	42
3.8	HOW TO REGISTER FOR ADDITIONAL CH/AS .....	48
3.9	HOW TO LOG OUT OF SAS .....	51

3.10	HOW TO MAINTAIN YOUR SAS ACCOUNT.....	51
3.11	IF YOU FORGET YOUR SAS USER NAME OR PASSWORD .....	52
<b>4</b>	<b>GETTING STARTED USING SAS.....</b>	<b>53</b>
4.1	ABOUT THE SAS HOME PAGE.....	53
4.2	ABOUT SAS COMMUNICATIONS.....	53
4.3	BROADCASTS.....	54
4.4	NOTIFICATIONS .....	55
4.5	MESSAGES.....	57
4.5.1	To Reply to a Message:.....	58
4.5.2	To Create and Send a Message:.....	59
4.6	ABOUT THE SAS MENU.....	60
4.7	ABOUT TABS .....	61
4.8	SAS FIELD TYPES .....	62
4.8.1	Required Fields .....	62
4.8.2	List Boxes.....	62
4.8.3	Type-to-Search List Boxes .....	63
4.8.4	Date Fields .....	64
4.8.5	Name Fields (Persons).....	64
4.9	WORKING WITH TABLES.....	64
4.9.1	Filtering Table Data .....	65
4.9.2	Using Table-Level Filters .....	65
4.9.3	Using Column-Level Filters.....	66
4.9.4	Changing Column Order .....	68
4.9.5	Creating Groups in Tables .....	68
4.9.6	Exporting Table Data .....	69
4.10	WORKING WITH FILE ATTACHMENTS.....	69
4.10.1	File Size .....	69
4.10.2	File Types.....	69
4.10.3	To Attach a File: .....	70
4.11	SAVING DATA IN SAS .....	71
4.11.1	Unsaved Changes .....	72
4.11.2	Wizards .....	72
4.12	KEYBOARD NAVIGATION.....	72
4.13	USER ASSISTANCE .....	73
4.13.1	SAS Online Help .....	73
4.13.2	Your FAA Point of Contact.....	74
<b>5</b>	<b>INITIAL CERTIFICATION.....</b>	<b>75</b>
5.1	ABOUT THE CERTIFICATION PROCESS .....	75

<b>5.2</b>	<b>INITIAL CERTIFICATION PROCESS STEPS</b> .....	<b>76</b>
<b>5.3</b>	<b>HOW TO EDIT PREAPPLICATION INFORMATION</b> .....	<b>83</b>
<b>5.4</b>	<b>HOW TO USE THE CERTIFICATION REQUEST TAB</b> .....	<b>83</b>
<b>5.5</b>	<b>HOW TO USE THE CERTIFICATION ITEM SUMMARY TAB</b> .....	<b>84</b>
<b>5.6</b>	<b>MODULES 1, 2, AND 4 OVERVIEW</b> .....	<b>85</b>
5.6.1	Module 1 Overview .....	85
5.6.2	Module 2 Overview .....	86
5.6.3	Module 4 Overview .....	87
<b>5.7</b>	<b>FORM 8310-3</b> .....	<b>87</b>
5.7.1	To Complete and Submit Form 8310-3.....	87
5.7.2	How to View, Edit, or Withdraw a Form 8310-3.....	90
5.7.3	To view a Form 8310-3 .....	90
5.7.4	How to Edit a Form 8310-3.....	90
5.7.5	How to Withdraw a Form 8310-3 .....	91
<b>6</b>	<b>CONFIGURATION</b> .....	<b>92</b>
<b>6.1</b>	<b>ABOUT CONFIGURATION DATA</b> .....	<b>92</b>
<b>6.2</b>	<b>HOW TO ADD AND UPDATE CONFIGURATION DATA</b> .....	<b>94</b>
<b>6.3</b>	<b>ABOUT THE OPERATING PROFILE</b> .....	<b>94</b>
6.3.1	How to Access the Operating Profile .....	94
6.3.2	How to Access a Baseline Operating Profile View.....	94
6.3.3	The Operating Profile Tab Left Pane.....	95
6.3.4	The Operating Profile Tab Right Pane .....	96
<b>6.4</b>	<b>HOW TO ENTER OPPTS AUTHORIZING DOCUMENTS</b> .....	<b>98</b>
<b>6.5</b>	<b>HOW TO ENTER VITALS</b> .....	<b>98</b>
<b>6.6</b>	<b>ENTERING CONTRACTOR DATA</b> .....	<b>109</b>
6.6.1	How to Import Contractor Data from an Excel File.....	111
6.6.2	How to Add a Maintenance Contractor (For Part 121 Operators) .....	115
6.6.3	How to Add a Training Contractor (For Part 121 and 135 Operators) .....	116
6.6.4	How to Add a Maintenance Contractor (For Part 145 Operators) .....	116
6.6.5	How to Delete a Contractor.....	116
6.6.6	Auto-Generated Contractor Change Request.....	117
6.6.7	Save versus Approve.....	117
6.6.8	Contractor Data and Change Requests .....	118
<b>7</b>	<b>CONFIGURATION CHANGES</b> .....	<b>118</b>
<b>7.1</b>	<b>ABOUT CONFIGURATION CHANGES</b> .....	<b>118</b>
7.1.1	Types of Configuration Changes.....	118
	Configuration Data Changes .....	118
	Contractor Data changes: .....	119

7.1.2	Configuration Data Change Requests.....	119
<b>8</b>	<b>DATA COLLECTION .....</b>	<b>124</b>
8.1	HOW TO SELECT A DCT FOR DATA COLLECTION .....	124
<b>9</b>	<b>DATA COLLECTION TOOLS (DCTS).....</b>	<b>126</b>
9.1	ABOUT THE DATA COLLECTION TOOLS PAGE .....	126
9.2	HOW TO ACCESS YOUR DATA COLLECTION TOOLS.....	126
9.3	WHEN ARE DCTS PERFORMED?.....	127
9.4	HOW TO GENERATE DCTS.....	127
9.5	ABOUT REGENERATING DCTS.....	129
9.6	PERFORM DCT .....	130
9.7	FILTERING DCT QUESTIONS.....	132
9.8	HOW TO PERFORM A DCT.....	133
9.9	ANSWERING DCT QUESTIONS .....	135
9.10	CHECK DCT .....	137
9.11	HOW TO SUBMIT A DCT .....	138
9.12	SELECT DCT .....	139
9.13	HOW TO ACCESS YOUR DATA COLLECTION TOOLS .....	140
9.14	ABOUT THE DATA COLLECTION TOOLS PAGE.....	141
9.15	HOW TO PREPARE FOR DATA COLLECTION.....	142
9.16	TO VIEW OR PRINT THE DCT-TO-GO .....	143
9.17	ENTERING DCT COMMON DATA.....	146
9.18	TO VIEW OR PRINT THE DCT-TO-GO .....	147
9.19	ENTER COMMON DATA FIELD .....	148
9.20	THE SCHEDULE OF EVENTS (SOE).....	150
9.20.1	SOE Statuses .....	150
9.20.2	How to Complete and Submit an Initial SOE .....	151
	To complete an initial SOE .....	151
9.20.3	Saving and Submitting the SOE .....	152
9.20.4	How to Update and Submit a Revised SOE .....	152
9.20.5	To Revise the SOE.....	153
9.20.6	To Save or Submit the Revised SOE.....	153
9.21	THE MEETINGS TAB.....	153
9.21.1	To Add a Meeting.....	153
9.21.2	To Edit or Delete a Meeting.....	154
9.22	WITHDRAWING A CERTIFICATION REQUEST .....	154
<b>10</b>	<b>DOCUMENT MANAGEMENT .....</b>	<b>158</b>

<b>10.1</b>	<b>ABOUT THE DOCUMENT MANAGEMENT PAGE .....</b>	<b>158</b>
<b>10.2</b>	<b>AUTO-FILED DOCUMENTS.....</b>	<b>159</b>
<b>10.3</b>	<b>DOCUMENT MANAGEMENT LIMITATIONS.....</b>	<b>160</b>
<b>10.3.1</b>	<b>File Size .....</b>	<b>160</b>
<b>10.3.2</b>	<b>File Types.....</b>	<b>160</b>
<b>10.4</b>	<b>MOVING AND DELETING DOCUMENTS.....</b>	<b>160</b>
<b>10.5</b>	<b>FORMAL APPLICATION DOCUMENTS .....</b>	<b>160</b>
<b>10.6</b>	<b>OTHER DOCUMENTS SUPPORTING THE APPLICATION PROCESS .....</b>	<b>161</b>
<b>10.7</b>	<b>SUBMITTING DOCUMENTS .....</b>	<b>161</b>
<b>10.7.1</b>	<b>Resubmitting Documents .....</b>	<b>161</b>
<b>10.8</b>	<b>DOCUMENT STATUS .....</b>	<b>162</b>
<b>10.9</b>	<b>HOW TO UPLOAD A FORMAL APPLICATION DOCUMENT .....</b>	<b>162</b>
<b>10.10</b>	<b>UPLOADING ADDITIONAL DOCUMENTS .....</b>	<b>164</b>
<b>10.11</b>	<b>HOW TO OVERWRITE A FORMAL APPLICATION DOCUMENT .....</b>	<b>165</b>
<b>10.12</b>	<b>HOW TO OVERWRITE AN OTHER CERTIFICATION DOCUMENT.....</b>	<b>166</b>
<b>10.13</b>	<b>HOW TO UPLOAD AN OTHER CERTIFICATION DOCUMENT.....</b>	<b>167</b>
<b>10.14</b>	<b>HOW TO SUBMIT A DOCUMENT .....</b>	<b>169</b>
<b>10.15</b>	<b>HOW TO DELETE A DOCUMENT .....</b>	<b>169</b>
<b>10.16</b>	<b>HOW TO VIEW A FILE'S VERSION HISTORY.....</b>	<b>170</b>
<b>11</b>	<b>AXH PASSENGER MODULE .....</b>	<b>171</b>
<b>11.1</b>	<b>ABOUT AXH PASSENGER MODULE.....</b>	<b>171</b>
<b>11.2</b>	<b>HOW TO ENTER SAS PASSENGER DISCREPANCY .....</b>	<b>172</b>
<b>11.3</b>	<b>REPORTING OF PASSENGER DISCREPANCIES TO THE FAA.....</b>	<b>180</b>
<b>12</b>	<b>AXH RESTFUL WEB API.....</b>	<b>183</b>
<b>12.1</b>	<b>REQUEST AUTHORIZATION.....</b>	<b>183</b>
<b>12.2</b>	<b>REPORT DISCREPANCIES .....</b>	<b>184</b>
<b>12.3</b>	<b>DATA DESCRIPTIONS .....</b>	<b>187</b>
<b>12.3.1</b>	<b>Discrepancy Data Field Description: .....</b>	<b>187</b>
<b>12.3.2</b>	<b>HAZMAT types .....</b>	<b>189</b>
<b>13</b>	<b>REFERENCES.....</b>	<b>191</b>
<b>13.1</b>	<b>COMMON DATA FIELDS MATRIX.....</b>	<b>191</b>
<b>13.2</b>	<b>VITALS DATA FIELDS - 121 OPERATORS .....</b>	<b>589</b>
<b>13.3</b>	<b>VITALS DATA FIELDS - 135 OPERATORS .....</b>	<b>636</b>
<b>13.4</b>	<b>VITALS DATA FIELDS - 121/135 OPERATORS .....</b>	<b>665</b>
<b>13.5</b>	<b>VITALS DATA FIELDS – 141 AIR AGENCY .....</b>	<b>696</b>

<b>13.6</b>	<b>VITALS DATA FIELDS - 142 TRAINING CENTERS</b> .....	<b>729</b>
<b>13.7</b>	<b>VITALS DATA FIELDS - 145 OPERATORS</b> .....	<b>743</b>
<b>13.8</b>	<b>VITALS DATA FIELDS - 147 OPERATORS</b> .....	<b>781</b>
<b>13.9</b>	<b>CONTRACTOR TAB DATA FIELDS</b> .....	<b>791</b>
<b>13.10</b>	<b>CONTRACTOR DATA EXCEL IMPORT REFERENCE</b> .....	<b>795</b>
<b>13.10.1</b>	Contractor Import Excel File Instructions and Field Reference .....	795
<b>13.10.2</b>	Contractor Import Excel File Key .....	806
<b>13.11</b>	<b>GLOSSARY / ACRONYMS</b> .....	<b>808</b>

# 1 Preface

## 1.1 Document Overview

The *SAS External Portal User Guide* presents conceptual, procedural, and reference information for SAS External Portal users. The SAS External Portal enables certificate holders and applicants (CH/A) to interact with their FAA Field Support District Office (FSDO) or Certificate Management Office (CMO). The External Portal supports CH/As for CFR Parts 121, 135, and 145 certificates.

This guide is not a policy document. All procedures in this guide should be viewed as instructions on how to work with the software and not as statements of FAA policies and processes. FAA policies and processes pertaining to SAS can be found in [Flight Standards Information Management System \(FSIMS\), Order 8900.1, Volume 10](#).

## 1.2 Document Audience

This document is intended for current and prospective certificate holders operating under 14 CFR Parts 121, 135, and 145.

## 1.3 Document Conventions

The conventions used in this document are derived from the *Microsoft Manual of Style for Technical Publications*. These include:

- Window, dialog, page, and tab screen names are capitalized and bold. Examples: "Next, click the **Select DCT** tab."
- Button and link names are capitalized and bolded. Example: "To save and submit the form, click **Submit**."
- Field, screen section, and table column names are bold. Their capitalization matches their appearance in the application interface. Examples: "Verify the value in the **Tracking Number** column."

- Statuses, states, and user roles are capitalized and italicized. Example: "The record's status changes to *Accepted*."
- List values, variables, and user input are shown in mono space font. Example: "Enter a search string (for example, `mysearchstring`)."
- Information that requires particular emphasis (such as exceptions or common oversights) is prefaced with the word **Note** in bold. Example: "**Note**: Your SAS User Name and password are case-sensitive."

## 1.4 Terminology

### FSDO, CHDO, and CMOs:

An *FSDO* (Flight Standard District Office) is an FAA district office. This primarily applies to FAA offices with oversight of CFR Part 135 or 145 certificates.

A *CHDO* (Certificate Holder District Office) is an FSDO that has oversight responsibility for one or more certificates.

A *CMO* (Certificate Management Office) is an FAA district office. This primarily applies to FAA offices with oversight of CFR Part 121 certificates.

The term FSDO/CMO and CHDO are often used interchangeably. This document uses the term as it appears on the associated screen or FSDO/CMO as a default.

## 1.5 Getting Help

If you require assistance with SAS please contact your FAA point of contact (typically the Certification Project Manager or Principal Inspector). Chapter 1: Introduction

This chapter provides an introduction to the SAS External Portal, the SAS program, and some of the major concepts you will encounter when using the application.

## 2 Introduction

### 2.1 The SAS Program

The *Safety Assurance System* (SAS) is the Flight Standards system for the certification, surveillance, and oversight of CH/As operating under 14 CFR Parts 121, 135 and 145, in accordance with Office of Aviation Safety (AVS) Safety Management System requirements. SAS encompasses the people, processes, and technology that are involved in the safety management of CH/As.

SAS promotes safety through:



- Initial certification,
- The assurance of continued operational safety (COS),
- Certificate Holder Evaluation Program (CHEP), etc.

It also provides flexibility for targeted oversight and resources where areas of highest risk exist.

SAS ensures overall safety of the operational systems of CH/As. It assesses both the design and performance of these systems to ensure that CH/As effectively manage these systems and are operating safely.

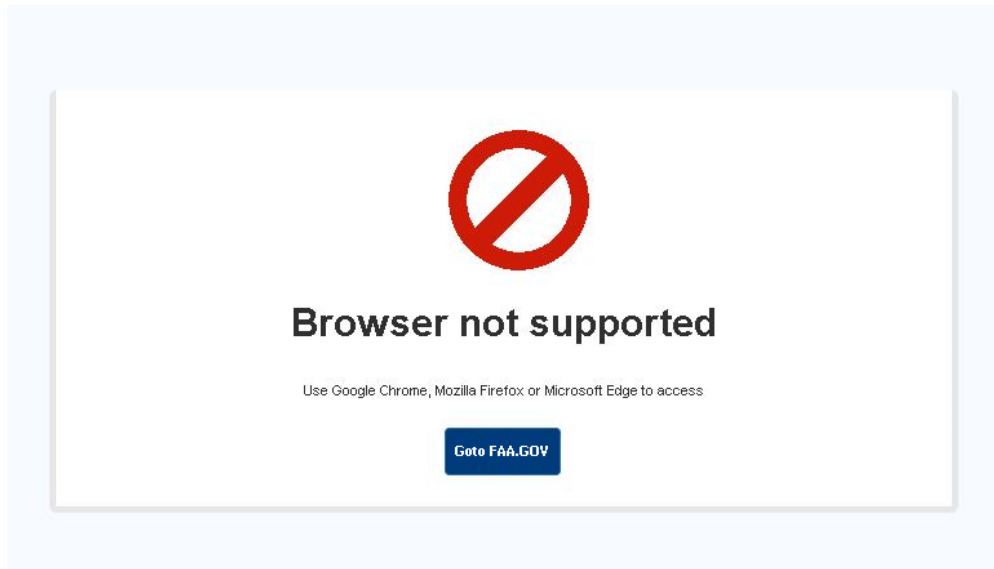
SAS's systems are divided as airworthiness (AW) and operations (OP) specialties. Systems assessed through SAS include (but are not limited to):

- Organizational Management (OP and AW)
- Flight Operations (OP only)
- Operational Control (OP only)
- Aircraft Technical Operations (AW only)
- On-Board Operations (OP only)
- Ground/Station Operations (OP and AW)

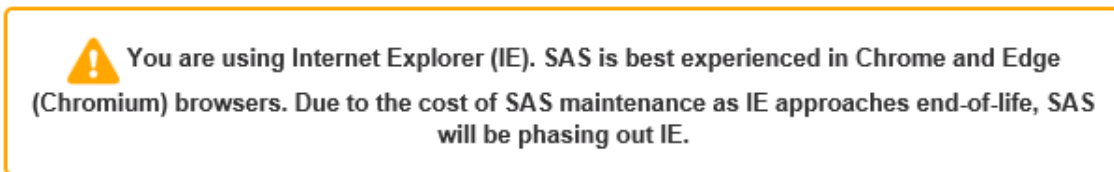
These systems include personnel, training programs, equipment, and facilities.

## **2.2 SAS System and Browser Requirements**

It is recommended that you use Firefox, Safari, Chrome, or Microsoft Edge to access SAS. Beginning with SAS v3.2, access to SAS using Internet Explorer as a browser, will be blocked with the message and screen below:



For older versions of SAS such as v3.0 and v3.1, you may still see the following warning message when trying to access the application:



SAS is an HTML-5 application. It is supported on browser/operating system platforms that support HTML5. At present, these include:

Operating System	IE 11	Firefox	Safari	Chrome	Edge
Windows 10	Supported	Supported	N/A	Supported	Supported
Windows 8.1	Supported	Supported	N/A	Supported	N/A
Windows 7 SP1	Supported	Supported	N/A	Supported	N/A
Mac OS 10.12 - 10.14	N/A	Supported	Supported	Supported	N/A

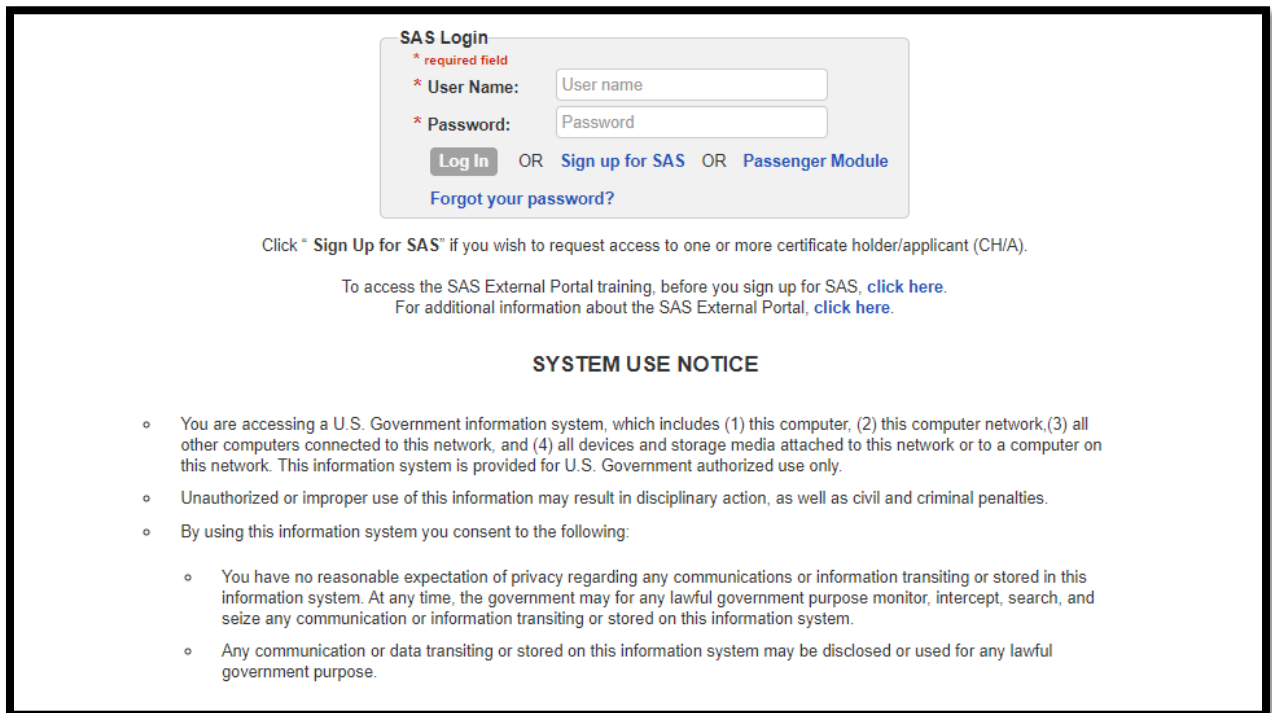
SAS supports a minimum screen resolution of 1024 by 768 pixels.

## 2.3 SAS External Portal Log-in and Navigation Features

This section will discuss a few log-in and navigation features in the External Portal that you may find to be helpful.

### 2.3.1 System Use Notice and Privacy Act Statement

Every time you try to log into SAS external portal, below the **SAS login** box, you will see a brief section called **System Use Notice**. Please read this section carefully as it pertains to consent and authorized access of SAS, which is for U.S. Government use only.



The screenshot displays the SAS External Portal login interface. At the top, there is a "SAS Login" section with a red asterisk indicating a required field. Below this, there are two input fields: "User Name" and "Password". To the right of the "Password" field, there are three options: "Log In" (a button), "OR Sign up for SAS" (a link), and "OR Passenger Module" (a link). Below the input fields, there is a link for "Forgot your password?".

Below the login form, there is a text block that reads: "Click ' Sign Up for SAS' if you wish to request access to one or more certificate holder/applicant (CH/A). To access the SAS External Portal training, before you sign up for SAS, [click here](#). For additional information about the SAS External Portal, [click here](#)."

Below the text block, there is a section titled "SYSTEM USE NOTICE" with the following bullet points:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all other computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government authorized use only.
- Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system you consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or information transiting or stored in this information system. At any time, the government may for any lawful government purpose monitor, intercept, search, and seize any communication or information transiting or stored on this information system.
  - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

Furthermore, below the **System Use Notice**, you will see the **Privacy Act Statement**. Please read through the entire statement and make sure you agree and consent with the information provided before accessing the SAS system. The **Privacy Act Statement** can be seen in the image below.

## PRIVACY ACT STATEMENT

This statement is provide pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a as amended:

**Authority:**The authority for collecting information on Safety Assurance System (SAS) external portal is [49 U.S.C. §40113\(a\)](#) and [14 CFR part 13](#).

**Purpose:**The SAS collects information to create user accounts and allow an individual access to the SAS external portal to start their initial certification process.

**Routine Uses:**The information collected will be included in the system of records notice [DOT/ALL 13 - Internet/Intranet Activity and Access Records](#). Records may be disclosed in accordance with the routine uses that appear in [DOT/ALL 13 Internet/Intranet Activity and Access Records](#) including:

1. to provide information to any person(s) authorized to assist in an approved investigation of improper access or usage of DOT computer systems;
2. to an actual or potential party or his or her authorized representative for the purpose of negotiation or discussion of such matters as settlement of the case or matter, or informal discovery proceedings;
3. to contractors, grantees, experts, consultants, detailees, and other non-DOT employees performing or working on a contract, service, grant cooperative agreement, or other assignment from the Federal government, when necessary to accomplish an agency function related to this system of records; and
4. to other government agencies where required by law.

The Department has also published 14 additional routine uses applicable to all DOT Privacy Act systems of records, including the Civil Aviation Registry. These routine uses are published in the Federal Register at 75 FR 82132, December 29, 2010, and 77 FR 42796, July 20, 2012, under "Prefatory Statement of General Routine Uses" available at <http://www.transportation.gov/privacy/privacyactnotices>.

**Disclosure:**Submission of the information is voluntary, however, failure to submit requested information will result in FAA's inability to grant you access to the system.

### 2.3.2 Two Factor Authentication

SAS has the ability to provide additional security through two-factor authentication for both AFS and AXH External Portal Users. After you log in from the External Portal log-in page with the correct username and password, the SAS system will email you a message that contains a SAS specific URL link and a respective key stored within. Now, click the URL contained in the email message and reenter your username and password information one more time. The system will now let you log in. This extra step provides an additional layer of protection in case your SAS username or password ever becomes compromised.

### 2.3.3 Pop up screens and Transient Messages

Throughout SAS, when you may often see pop-up screens, warning messages, or status notifications.

Some of the pop ups that you will encounter are **Transient Messages** which are green in color like the example below. These typically appear for 5 seconds in the upper right corner of the screen after certain actions are completed to inform you that a button was clicked or a status was saved. Both AFS and AXH users will see transient messages throughout the application.

Note: Transient messages are not applicable to dialogue boxes, or boxes that required user's input (ie. "Yes/No" or "Ok/Cancel"), or dialog boxes that shows error messages from external system, such as eFSAS.



### 2.3.4 Captcha Screen during Registration

When you first register for SAS, you will encounter a CAPTCHA challenge at the external user registration page. Enter the required registration information and provide a correct response to the **CAPTCHA** challenge. Then click the **Submit** button. If you would like to refresh the CAPTCHA challenge, click on the circular vortex icon to the right of the image and try again. Alternatively, you may click on the sound icon to listen to the correct digits and letters, this is useful if you are having trouble seeing the CAPTCHA lettering.

**Register for SAS User ID**  
Complete and submit this if you are requesting access to an initial or additional CH/A. If you are not requesting access to a new CH/A, please [click here](#).


\* required field

\* First Name:

\* Last Name:

\* Email Address:

\* Re-enter Email:

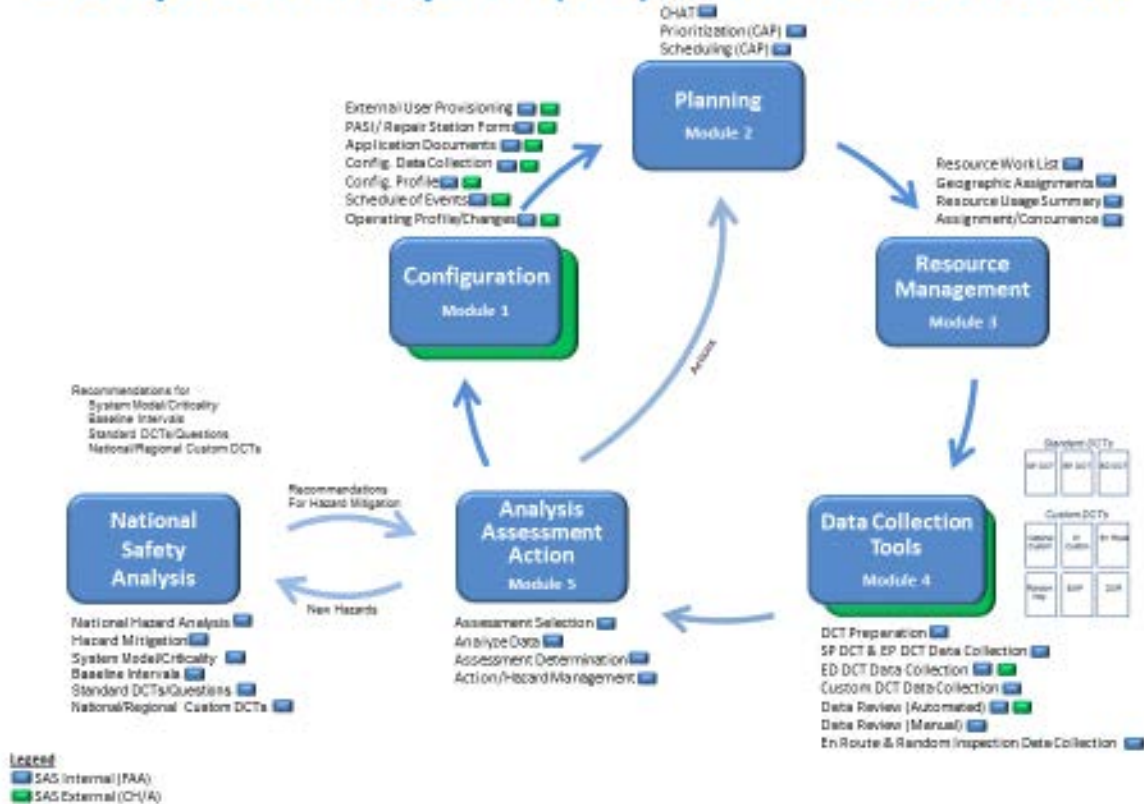
\* CAPTCHA: 

Retype the characters from the picture:

\* At least one of the selection for Applicants or Current Certificate Holders is required

## 2.4 SAS Modules and Life Cycle

### Safety Assurance System (SAS) Modules and Functions



## 2.5 About the SAS External Portal

The SAS External Portal is a web browser-based application that allows CH/As to interact with their local FSDO/CMO. SAS supports CH/As operating under 14 CFR parts 121, 135, and 145.

There are no role or privilege differences within the SAS External Portal. All registered users have equal access to the system, its functionality, and data. Only data pertaining to your CH/A is available to you. The FAA can view your data but other CH/As cannot.

## 2.6 What Can I Do in the SAS External Portal?

If you are an applicant for certification, you can use the SAS External Portal to:

- Submit Preapplication Information.

- Submit your responses to DCT questions and view FAA feedback on your responses.
- Submit required documentation.
- Manage the Schedule of Events (SOE) in coordination with FAA personnel who oversee your application.
- View notifications and broadcast messages from the FAA.
- Message with the FAA regarding your CH/A (only once an FAA Certification Project Manager (CPM) is assigned to your CH/A)

If you are a current certificate holder, you can use the SAS External Portal to:

- Manage the list of maintenance and training contractors that your company contracts with.
- Request changes to the programs your company is authorized to perform through configuration changes.
- Submit documentation to the FAA for review.
- View notifications and broadcast messages from the FAA.
- Message with the FAA PI regarding your CH/A.

## **2.7 About the SAS Master List of Functions**

In SAS, a comprehensive, hierarchical *Master List of Functions* (MLF) defines how the FAA organizes the areas in which it oversees safety. Individual systems are divided into subsystems and elements.

For example, in this segment of the SAS MLF `Ground and Station Operations` constitutes the system level. `Cargo and Acceptance Handling` is one of its subsystems. And finally, `Carriage of Cargo and Hazardous Materials` are elements.

6.0 - `Ground and Station Operations`

6.3 - `Cargo and Acceptance Handling`

6.3.1 - `(OP) Carriage of Cargo`

6.3.2 - `(OP) Hazardous Materials`

Systems, subsystems, and elements are then associated with applicable regulations, guidance, and system configuration attributes. Based on those associations, the FAA uses SAS to create *Data Collection Tools* (or DCTs). DCTs are a group of questions used to provide data necessary to complete the associated assessment of design or performance.



## **3 SAS Registration and Preapplication Information**

This chapter describes how to access SAS, request and maintain your SAS account. This also describes how a new CH/A can provide initial preapplication information to the FAA on the proposed operations.

### **3.1 About the SAS Registration Process**

To access and use the SAS External Portal, you must first submit a SAS registration request. Your request will go through an approval process.

- You will need to provide an email address to submit a request for a SAS account. SAS then sends you an automated email with a registration link. After clicking the link, SAS walks you through the process of entering your registration information and your registration request is sent for review to the FAA point of contact at your FSDO/CMO. The FAA reviews the registration request and may approve the request, disapprove it, or request more information.
- If you do not already have an FAA ID, the FAA will send you links to go and apply for an FAA ID through the FAA's Provisioning System.
- If you are already a registered user of other FAA applications you will use the same FAA ID for SAS, but you must still register for SAS access.
- When your registration request is approved by the FAA, you will be notified via email.

### **3.2 Who Can Register?**

To register for SAS, you should be associated with an FAA CH/A under 14 CFR Parts 121, 135, or 145. If your company has not already begun the certification process you will be required to enter preapplication information as part of your registration request.

### **3.3 How to Register for Access to the SAS External Portal**

Once you have completed the appropriate training on the SAS External Portal, navigate to [sas.faa.gov](https://sas.faa.gov) to begin the Registration process.

**SAS Login**  
 \* required field  
 \* User Name:   
 \* Password:   
 OR **Sign up for SAS** OR [Passenger Module](#)  
[Forgot your password?](#)

Click " Sign Up for SAS" if you wish to request access to one or more certificate holder/applicant (CH/A).

To access the SAS External Portal training, before you sign up for SAS, [click here](#).  
 For additional information about the SAS External Portal, [click here](#).

Select the Sign up for SAS hyperlink.

\* **Current Certificate Holders**

Current certificate holders can use the SAS External Portal to coordinate with the FAA office and personnel ass

- Review the data collection tools that FAA uses to oversee your operating certificate
- Keep company data needed by FAA up-to-date, such as phone numbers, addresses, and names of com
- Request changes to the programs that your company is authorized to perform.
- Submit results of design assessments requested by FAA in connection with major changes in programs,
- Submit documentation to the FAA for review and view FAA comments

**Register for SAS User ID**

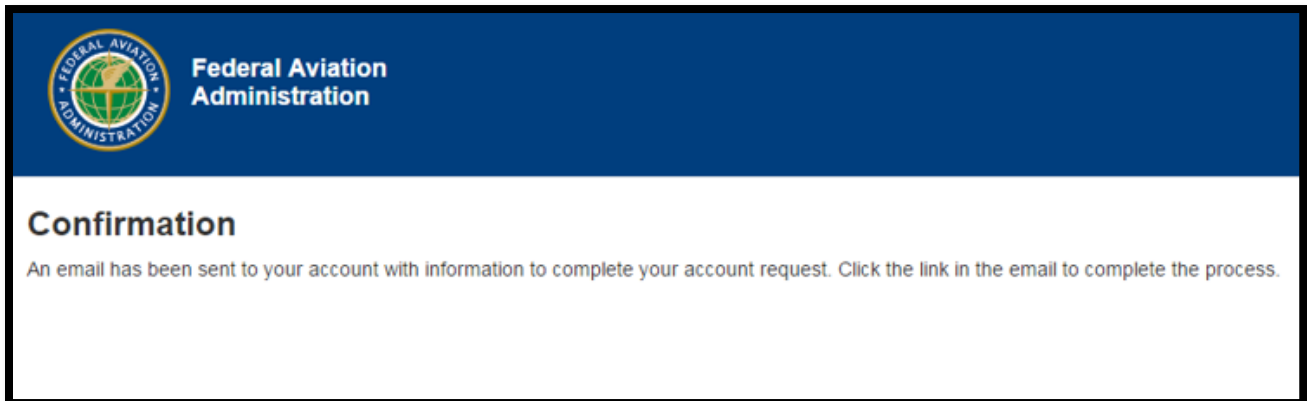
Complete and submit this if you are requesting access to an initial or additional CH/A.  
 If you are not requesting access to a new CH/A, please [click here](#).

\* required field  
 \* First Name:   
 \* Last Name:   
 \* Email Address:   
 \* Re-enter Email:

\* At least one of the selection for Applicants or Current Certificate Holders is required

\* Update Email Address:

To begin, provide your name and email address and Submit. You will get an on-screen confirmation.



You will receive an email response to continue the registration process. This email has a link which is good for one use only and must be used within 24 hours. If your link expires before you can use it, you must resubmit your registration request by going to the Sign Up for SAS link. If your email does not arrive, 1) check your junk/spam folder; 2) resubmit your registration request.

A browser window will open, displaying the SAS User Registration screen. There are three options:

Option 1. You are a new certification applicant and Preapplication Information has not yet been submitted for your company. The steps for this option follows immediately in Section 2.3.

Option 2. The Preapplication Information for your application has already been submitted. The steps for this process are located in Section 2.4.

Option 3. Your company already hold a certificate. The steps for this process are located in Section 2.5.



To continue the process of registering for a SAS User ID, please provide the requested information.

Select a Submission Option

- I want to submit a Preapplication Information for a new certificate application
- My company's Preapplication Information has already been submitted
- My company already holds a certificate

Next

<b>SAS Registration Options</b>			
<b>#</b>	<b>Option</b>	<b>When to Use</b>	<b>What SAS will need</b>
1	I want to submit a Preapplication Information for a new certificate application	You work for a company that intends to apply for certification and you are the first user in your company registering for a user account.	In addition to your own contact details, you will also be asked to enter the name of the FSDO in your service area and the Preapplication Information for your company.
2	My company's Preapplication Information has already been submitted	You work for a company that has already applied for certification, and you are not the first user in the company registering for a user account.	You will need to provide the name of your company and your contact details.
3	My company already holds a certificate	You work for a company that that is already certificated	You will need to provide the name of your company and your contact details.

### 3.4 How to Register for Access as a new certification applicant and Preapplication Information has not yet been submitted for your company (Option 1)

If you intend to apply for certification, before proceeding:

- Familiarize yourself with the certification process.

- For part 121 and 135 certificates, see [http://www.faa.gov/licenses\\_certificates/](http://www.faa.gov/licenses_certificates/)
  - For part 145 certificates, see <http://www.faa.gov/aircraft/repair/>
- Determine the correct FSDO/CMO for your location. You will need to enter this information later. You can find your FSDO at [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/)
1. Select Option 1, "I want to submit a Preapplication Information for a new certificate application".
  2. You will then be directed to the My Contact Information screen where you will need to complete basic information regarding you and your company.
    - a. In the **Company** field, enter the name of your company.
    - b. In the **FSDO** field, enter the first few characters of your FSDO's code or name and then select it from the list.



To continue the process of registering for a SAS User ID, please provide the requested information.

My Contact Information

\* required field.

\* Company:   
Required

\* FSDO:

\* First Name:   
Middle Initial:   
\* Last Name:   
Title:   
\* Address Line 1:   
Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Country:

Phone:

Email: 998749b5-4389-416a-9bf6-9d61743af59d@noresponse.com

Reset

Next

3. Complete the remaining fields on the screen. Those that are required are annotated with a red asterisk.
4. Click **Next**. The information you entered is displayed. Review it for accuracy. Then click **Next** to begin the Preapplication Information for your applicant.
5. On the initial **Preapplication Information** page, select the type of certificate you are applying for. Then in **Section 1A**, complete the information in boxes **1** through **5**.

6. Click **Next**. **Section 1B** (for Parts 121 and 135) or **Section 1C** (for Part 145) opens. Select the proposed type of operation or agency according to the requested certificate type.

Preapplication Information  
\* required field  
Section 1B. To Be Completed By Air Operators (Part 121)  
\* 6. Proposed Type of Operation  
 Air Carrier Certificate  
 Operating Certificate  
 Passengers and Cargo  
 Cargo Only  
Reset Previous Next

7. Click **Next**. For Part 121 or 135 certificate requests, **Section 1D** opens. (**Note:** For Part 145 requests, skip the remainder of this step and proceed to the next one.)

In box **8**, identify each of the aircraft the applicant will fly.

- If an aircraft's configuration is Pax/Cargo, or Combined, specify the number of seats in the plane.
- If an aircraft's configuration is Pax/Cargo or Cargo Only, specify the payload.

In box **9**, specify the intended geographic area of operation. Click **Next**.

Section 1D. To Be Completed By Air Operators  
\* 8. Aircraft Data  

Make/Model/Series	Number of Aircraft	Configuration	Seats
BEECH BE-200-A200C SUPER KING AIR	1	Pax/Cargo	9

  
Add Row Delete Row  
\* 9. Geographic area of intended operations  
US  
Reset Previous Next

- For all CFR Parts (121, 135, 145), in Section **1E**, attach a scanned, signed copy of the current, signed Form 8400-6 Preapplication Statement of Intent (PASI). Optionally, enter a detailed explanation of the proposed operation or business. Provide enough information for the FAA to assess the size and scope of the proposed operation.
- In Section **1F**, enter the applicant's name and job title.

Preapplication Information

\* required field

\* Section 1E. Additional Information That Provides A Better Understanding Of Proposed Operation Or Business

Description

\* Attach required current and applicable FAA application form, or application letter for the associated CFR type

Attachments: [Attach Document](#) [Delete](#)

\* Section 1F. The Statements And Information Contained In This Form Denote An Intent To Apply For FAA Certification

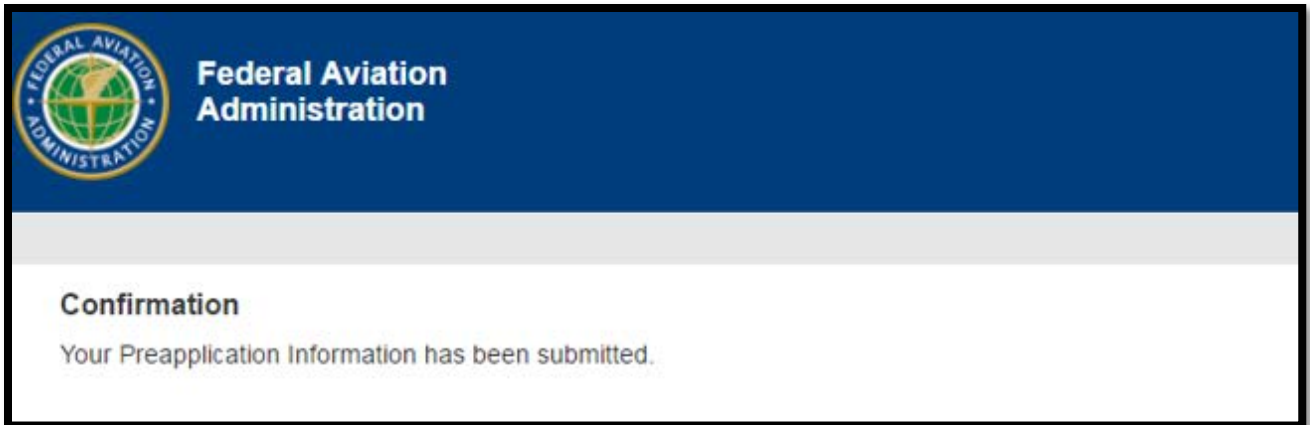
Date: 04/30/2020

\* Name:   
Required

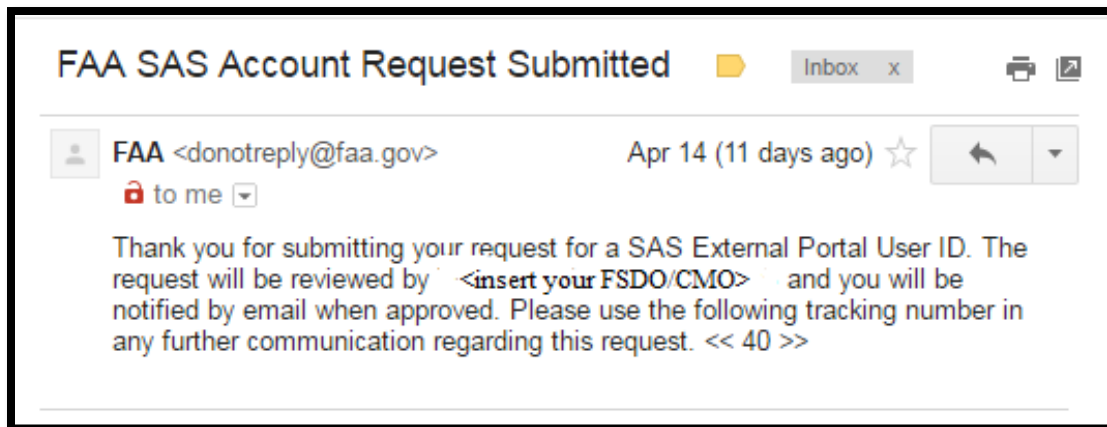
\* Title:

- Click **Submit**. A confirmation message displays.

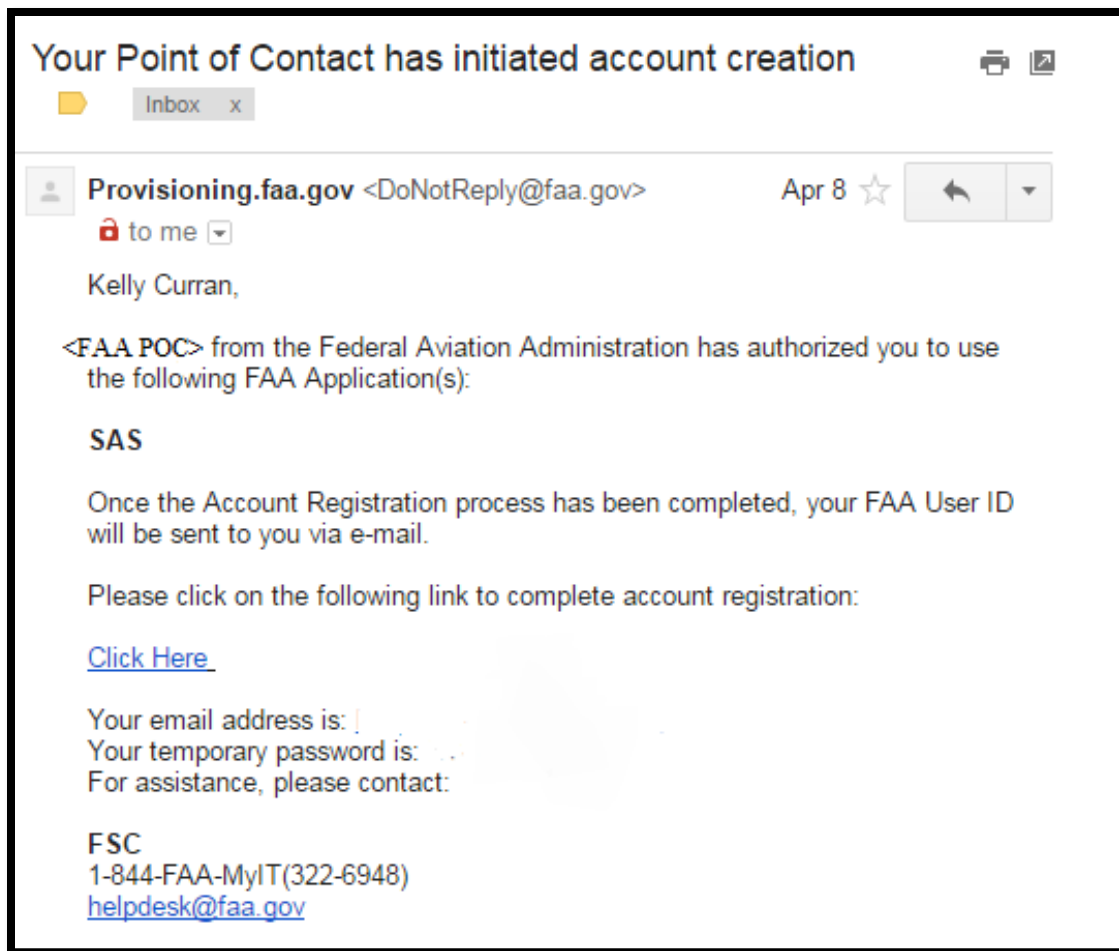




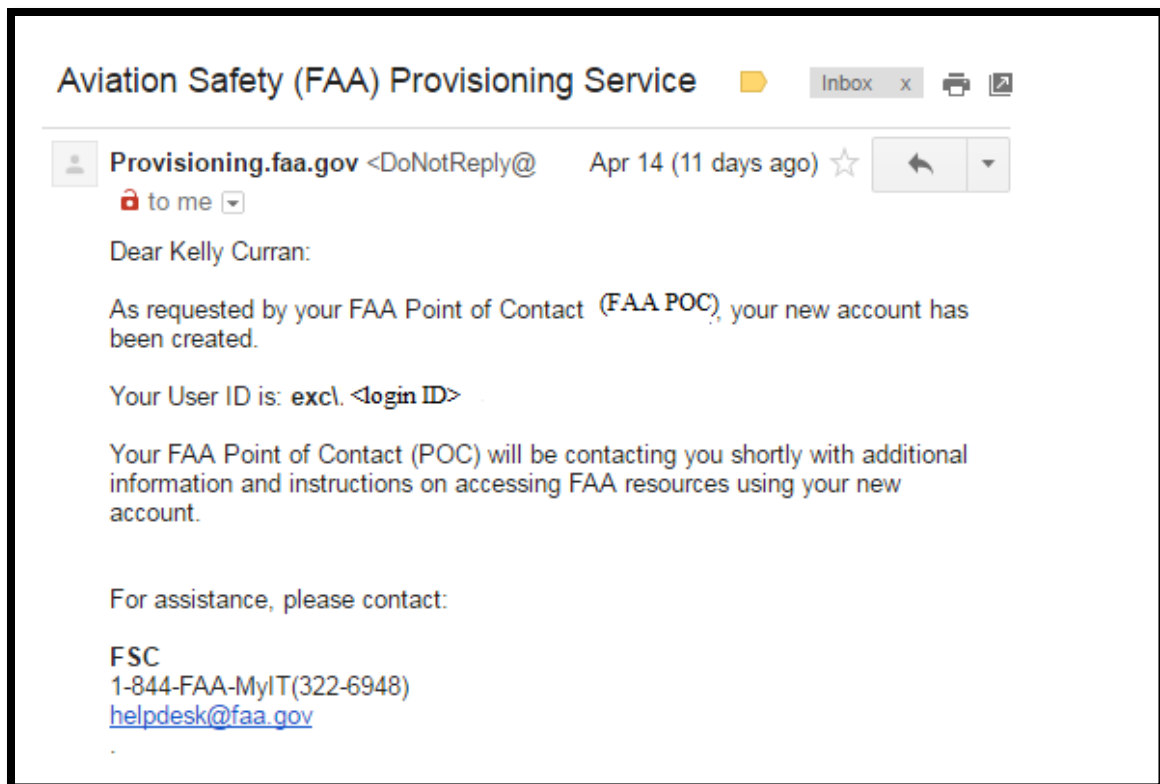
11. SAS sends you an email confirming that your registration request has been received.



12. If you have not been provisioned by the FAA for other applications, your access will need to be provisioned by the FAA. You will receive an email from Provisioning.faa.gov with your email address and a temporary password.



13. You must then log in to the FAA Account Registration site using the provided email address and temporary password to complete your FAA Provisioning. Once completed you will receive your FAA User ID.



14. Additionally, your SAS External Portal registration request must be approved by the FAA SAS point of contact from the FSDO/CMO. Once this is approved, you will receive an email notification.

From: FAA <[donotreply@faa.gov](mailto:donotreply@faa.gov)>  
Date: Sun, Sep 20, 2015 at 11:30 AM  
Subject: FAA SAS Account Request Approved  
To: someuser@universlairways.com

Your request for access to the SAS External Portal has been approved by Sam Chatterjee at AL01. You may now login with your user EXC\Arthur.Carlson at <https://sas.faa.gov/sas.external.portal>

---

Note: If your SAS External Portal registration is approved before your provisioning in the FAA is completed, you will get a different email and you will have to complete your provisioning to be allowed access into SAS.

From: FAA <[donotreply@faa.gov](mailto:donotreply@faa.gov)>  
Date: Sun, Sep 20, 2015 at 11:30 AM  
Subject: FAA SAS Account Request Approved  
To: someuser@universlairways.com

Your request for access to the SAS External Portal has been provisionally approved by <FAA User> at the <FSDO/CMO>. Your FAA User Provisioning still needs to be completed as you cannot access the SAS External Portal until you receive you User ID and create a password.  
When you receive notification that your User ID and password are created, go to [sas.faa.gov](http://sas.faa.gov) to log into SAS.  
If you have any issues, please contact your FAA SAS point of contact.

15. Separately, the FAA POC will accept the Preapplication Information. Once this is accepted, you will get an email.

From: FAA <[donotreply@faa.gov](mailto:donotreply@faa.gov)>  
Date: Sun, Sep 20, 2015 at 11:30 AM  
Subject: Your Preapplication Submission has been accepted by the Field Office  
To: someuser@universalairways.com

Your request for Preapplication Information to be associated with Universal Airways has been accepted by Sam Chatterjee at the FSDO AL01.

16. At this time you can log into SAS using the [sas.faa.gov](http://sas.faa.gov) link.

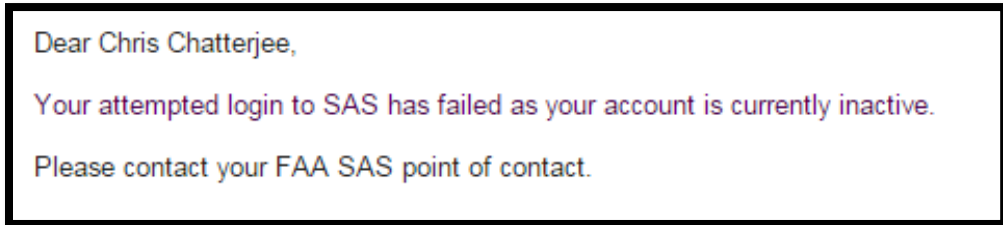
**SAS Login**  
\* required field  
\* User Name: SASTestUser36  
\* Password: .....

**Log In** OR [Sign up for SAS](#) OR [Passenger Module](#)  
[Forgot your password?](#)

Note: Your SAS user name is not case-sensitive. Your password *is* case-sensitive.

Note: If you log in and receive a message denying you access, it is likely that your SAS account has not yet been approved or is inactive.

If your account is inactive, you will receive an email informing you of this. Contact your FAA FSDO point of contact.



17. To continue with the initial certification, refer to Chapter 4.

### 3.5 How to Register for Access as a new certification applicant and Preapplication Information has not yet been submitted for your company (CFR Part 141, 142, 147 - Option 1)

1. Go to the **SAS External Portal** home screen and click on the **Sign up for SAS** link.

A screenshot of the SAS Login page. The page has a title "SAS Login" and a red asterisk indicating a required field. There are two input fields: "User Name" and "Password". Below the fields are three buttons: "Log In", "Sign up for SAS" (highlighted with a red box), and "Sign up for SAS (IPT6 Only)". There is also a link "Forgot your password?".

2. Select the radio button against **Applicants for Certification** and select the checkbox: *Initial Inquiry conducted with the FAA. I have read and understood the certification process and associated requirements.*

**\* Applicants for Certification**

- Before applying for a certificate you should first familiarize yourself with information about the certification process.
  - For 14 CFR parts 121 and 135 this information is available at: [http://www.faa.gov/licenses\\_certificates/airline\\_certification/](http://www.faa.gov/licenses_certificates/airline_certification/).
  - For 14 CFR part 145 this information is available at: <http://www.faa.gov/aircraft/repair/>.
  - For 14 CFR parts 141, 142 and 147 this information is available at: <http://www.faa.gov/>.
  - Initial Inquiry conducted with the FAA. I have read and understood the certification process and the associated requirements**
- You will also need to determine which FSDO is in your Local Service Area by visiting the Flight Standards Service website at [http://www.faa.gov/about/office\\_org/field\\_offices/fsdo/](http://www.faa.gov/about/office_org/field_offices/fsdo/).
- After completing steps 1 and 2, return here to request an account to the SAS External Portal. The portal will allow you to manage a range of processes, including:
  - Preapplication Information
  - Provide the company data needed by FAA, such as phone numbers, addresses, and names of company officials
  - Provide further details of the types of program that you want to perform
  - Review the customized data collection tools that FAA will use to approve your application.
  - Submit your responses to design assessment questions and view FAA's feedback on your responses.
  - Submit the required documentation and view FAA comments
  - Manage the schedule of events in coordination with FAA personnel assigned to oversee your application.

**\* Current Certificate Holders**

Current certificate holders can use the SAS External Portal to coordinate with the FAA office and personnel assigned to oversee your certificate. The portal allows you to manage a range of processes, including:

- Review the data collection tools that FAA uses to oversee your operating certificate
- Keep company data needed by FAA up-to-date, such as phone numbers, addresses, and names of company officials
- Request changes to the programs that your company is authorized to perform.
- Submit results of design assessments requested by FAA in connection with major changes in programs, and view FAA acceptance and approvals.
- Submit documentation to the FAA for review and view FAA comments

3. Enter your name and email address and click the **Submit** button.

**Register for SAS User ID**

Complete and submit this if you are requesting access to an initial or additional CH/A.  
If you are not requesting access to a new CH/A, please [click here](#).

\* required field

\* **First Name:**

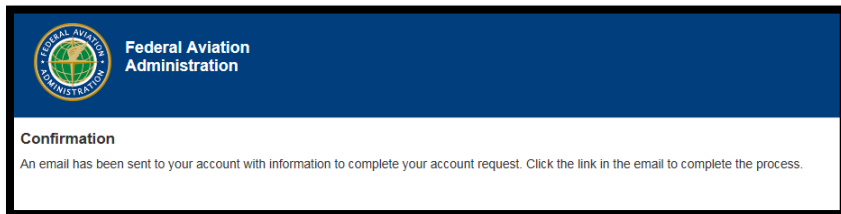
\* **Last Name:**

\* **Email Address:**

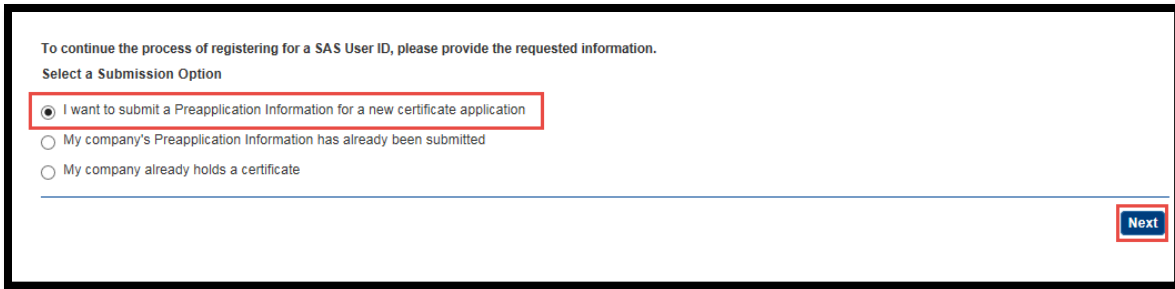
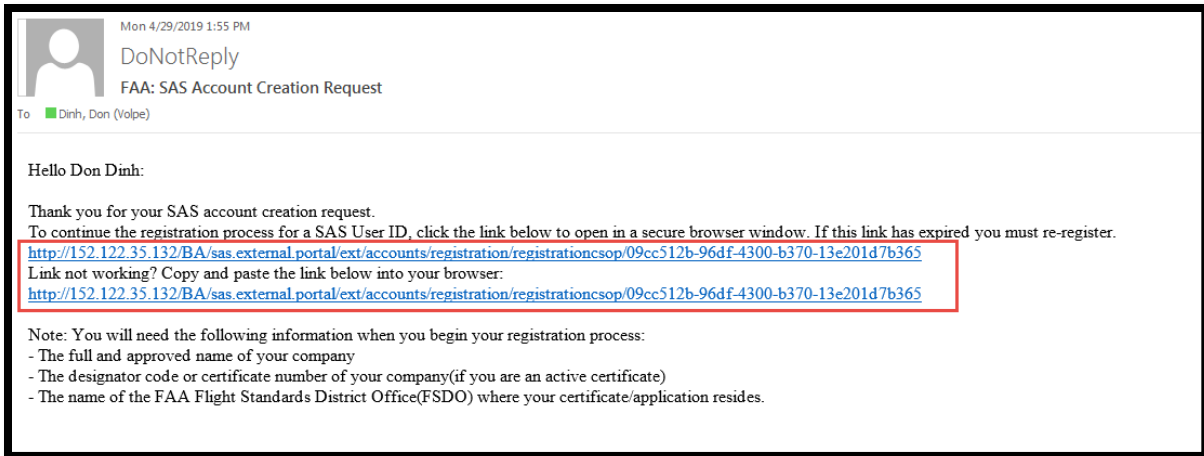
\* **Re-enter Email:**

**Submit**

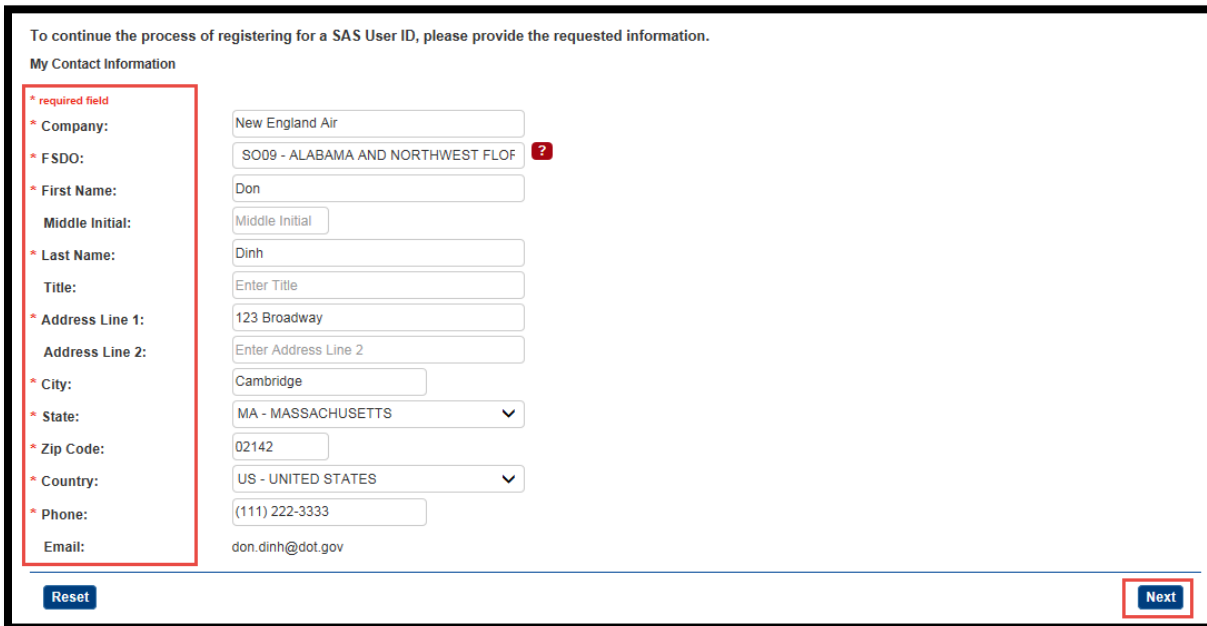
A confirmation is then sent to your email address.



4. Navigate to the temporary link received in your email, and click on the link supplied. Select the radio button: *I want to submit a Pre-application Information for a new certificate application*, and click on the **Next** button.



5. Enter all required fields on the page and click the **Next** button. Select the **Next** button whenever prompted.



6. Select the appropriate option for CFR Part 141, 142, or 147

### Preapplication Information

\* required field

\* Type of Certificate Applied For

- Part 142 - Training Centers
- Part 121 - Domestic, Flag and Supplemental Operations
- Part 135 - Commuter and On Demand Operations
- Part 141 - Pilot Schools
- Part 142 - Training Centers
- Part 145 - Repair Stations
- Part 147 - Aviation Maintenance Technician Schools

7. Enters information in **Section 1A** against the required and optional fields (as needed). Click on the **Next** button whenever prompted.

### Section 1A - To Be Completed By All Applicants

1. Name and Mailing Address of the Company

\* Company Name: New England Air

DBA:

Company Phone Number: Phone

\* Address Line 1: 123 Broadway

Address Line 2:

\* City: Cambridge

\* State: MA - MASSACHUSETTS

\* Zip Code: 02142

\* Country: US - UNITED STATES

3. Proposed Start-up Date

\* 01/01/2020

4. Requested Three-Letter Identifier in Order of Preference

1. 2. 3.

5. Management Personnel

Position	First Name	Middle	Last Name	Title	Telephone	Email
*	Don		Dinh	CEO	Phone	

1 - 1 of 1 items

Add Position Delete Position

Reset Next

8. Enter any required information in **Section 1D**, adds rows as needed, and click on the **Next** button. Attach applicable FAA application form in the Section.



Preapplication Information

\* required field

Principal/Main

Section 1D. To Be Completed By Air Operators

Input Validation Messages  
Curriculum Validation: At least one entry for Proposed Core Curriculum or Proposed Specialty Curriculum is required

Proposed Core Curriculum	Proposed Specialty Curriculum	Other Curriculum
* Enter M/M/S and certification to be achieved	Enter regulation to be satisfied	General description
<input type="button" value="Add Row"/>	<input type="button" value="Delete Row"/>	


FSTD(s) not yet Qualified

Qualified or Qualifying Flight Simulator Training Devices (FSTD)
* Enter and Select the Simulator ID or M/M/S or Location
<input type="button" value="Add Row"/>

9. Electronically sign and click the **Submit** button.

### 3.6 How to Register for Access as a new certification applicant and Preapplication Information has already been submitted for your company (Option 2)

1. Select Option 2, "My company's Preapplication Information has already been submitted".

 **Federal Aviation Administration**

**Safety Assurance System (SAS)  
External Portal**

Welcome Kelly Curran

To continue the process of registering for a SAS User ID, please provide the requested information.

Select a Submission Option

I want to submit a Preapplication Information for a new certificate application

My company's Preapplication Information has already been submitted

My company already holds a certificate

**NOTE:** Please ensure you have your correct applicant's name and the FSDO in which the applicant was submitted.

You will then be directed to the My Contact Information screen where you will need to complete basic information regarding you and your company.

- a. In the **Company** field, enter the name of your company. This is a type ahead where you can type the name and then select from the list.
- b. In the **FSDO** field, enter the first few characters of your FSDO's code or name and then select it from the list.

The screen below shows an entry in the **Company** field, and a list of FSDOs in New York.

**My Contact Information**

\* required field

\* **Company:**

\* **First Name:**   
Required

**Middle Initial:**

\* **Last Name:**   
Required

**Title:**

\* **Address Line 1:**

**Address Line 2:**

\* **City:**

\* **State:**   
▼

\* **Zip Code:**

\* **Country:**   
▼

\* **Phone:**

**Email:** don.dinh@dot.gov

**Attachments:**

2. Complete the remaining fields on the screen. Those that are required are annotated with a red asterisk. The Company field will show the designator code (if applicable), name of the company and then in parenthesis the name and code for the FSDO associated to that company.

To continue the process of registering for a SAS User ID, please provide the requested information.

### My Contact Information

\* required field

\* Company:

\* FSDO:  ?

\* First Name:

Middle Initial:

\* Last Name:

Title:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Country:

Phone:

Email:

3. Click **Next**. The information you entered is displayed. Review it for accuracy.
4. On the initial **Preapplication Information** page, select the type of certificate you are applying for. Then in **Section 1A**, complete the information in boxes **1** through **5**.
5. Click **Next**. **Section 1B** (for Parts 121 and 135) or **Section 1C** (for Part 145) opens. Select the proposed type of operation or agency according to the requested certificate type.

**Preapplication Information**  
\* required field

**Section 1B. To be completed by Air Operators (part 121)**

**\* 6. Proposed Type of Operation**

Air Carrier Certificate  
 Operating Certificate

---

Passengers and Cargo  
 Cargo Only

---

Scheduled Operations  
 Non Scheduled Operations

---

Single Pilot Operator  
 Pilot-in-Command Operator  
 Basic Part 135 Operator

6. Click **Next**. For Part 121 or 135 certificate requests, **Section 1D** opens. (**Note:** For Part 145 requests, skip the remainder of this step and proceed to the next one.)

In box **8**, identify each of the aircraft the applicant will fly.

- If an aircraft's configuration is Pax/Cargo, or Combi, specify the number of seats in the plane.
- If an aircraft's configuration is Pax/Cargo or Cargo Only, specify the payload.

In box **9**, specify the intended geographic area of operation. Click **Next**.

Section 1D. To Be Completed By Air Operators

**\* 8. Aircraft Data**

Make/Model/Series	Number of Aircraft	Configuration	Seats
<input type="checkbox"/> BEECH BE-200-A200C SUPER KING AIR	1	Pax/Cargo	9

**\* 9. Geographic area of intended operations**

US

7. For all CFR Parts (121, 135, 145), in Section 1E, attach a scanned, signed copy of the current, signed Form 8400-6 Preapplication Statement of Intent (PASI). Optionally, enter a detailed explanation of the proposed operation or business. Provide enough information for the FAA to assess the size and scope of the proposed operation.

**\* required field**

**\* Section 1E. Additional information that provides a better understanding of proposed operation or business**

**\* Attachments:**

PASI.docx

Attach a copy of FAA Form 8400-6, Pre-Application Statement of Intent (current version). The form may be downloaded from [www.faa.gov/forms](http://www.faa.gov/forms)

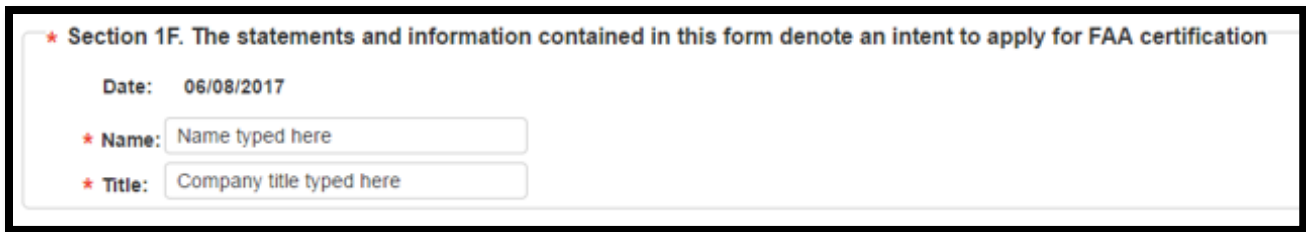
**\* Section 1F. The statements and information contained in this form denote an intent to apply for FAA certification**

Date: 06/08/2017

**\* Name:**

**\* Title:**

8. In Section 1F, enter the applicant's name and job title.



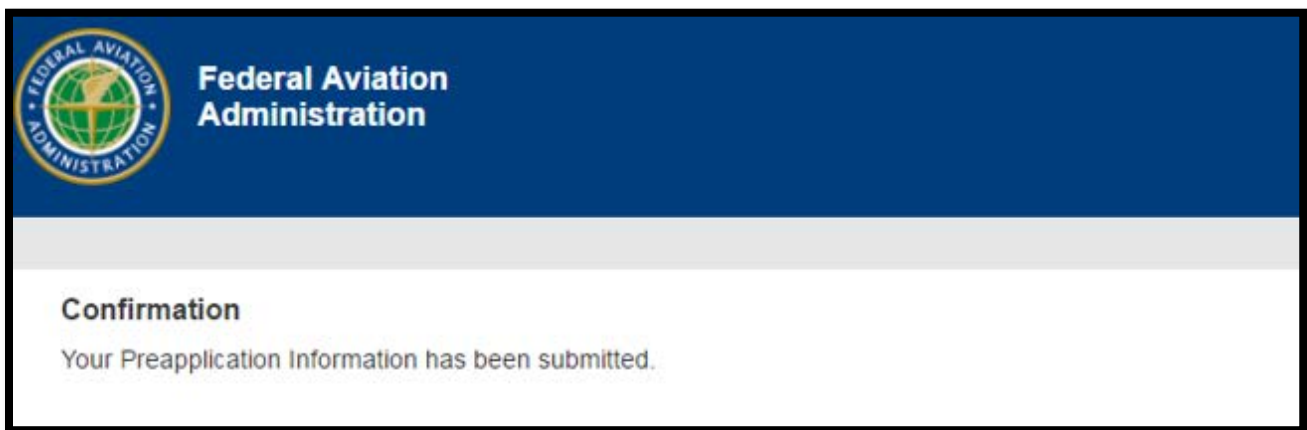
★ Section 1F. The statements and information contained in this form denote an intent to apply for FAA certification

Date: 06/08/2017

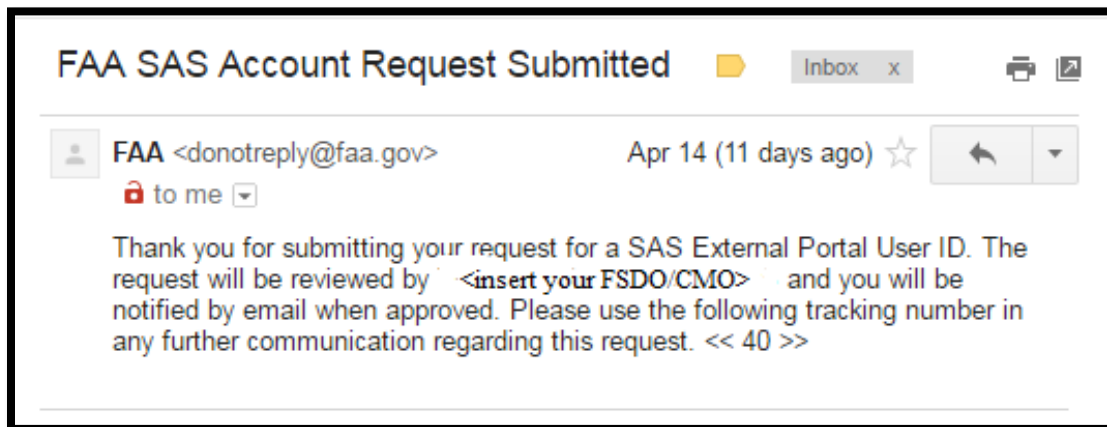
★ Name:

★ Title:

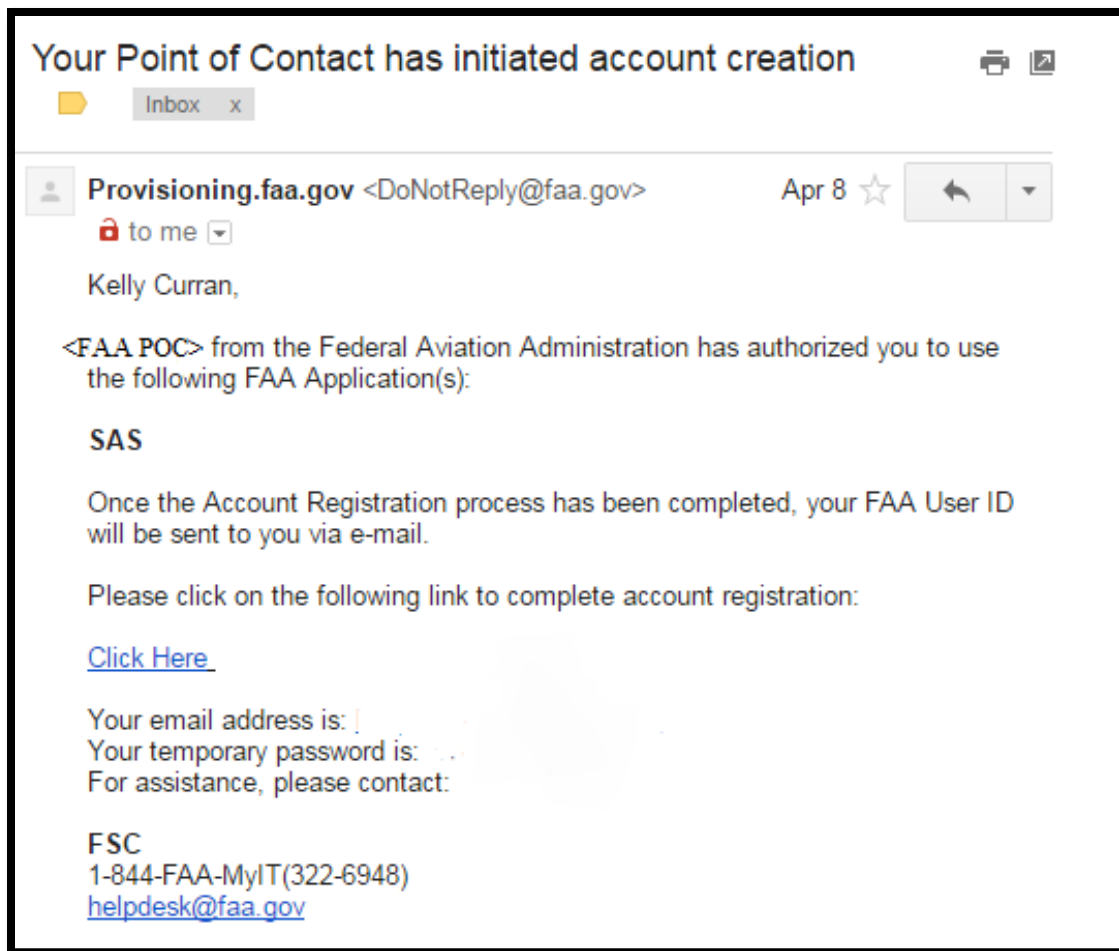
9. Click Submit. A confirmation message displays.



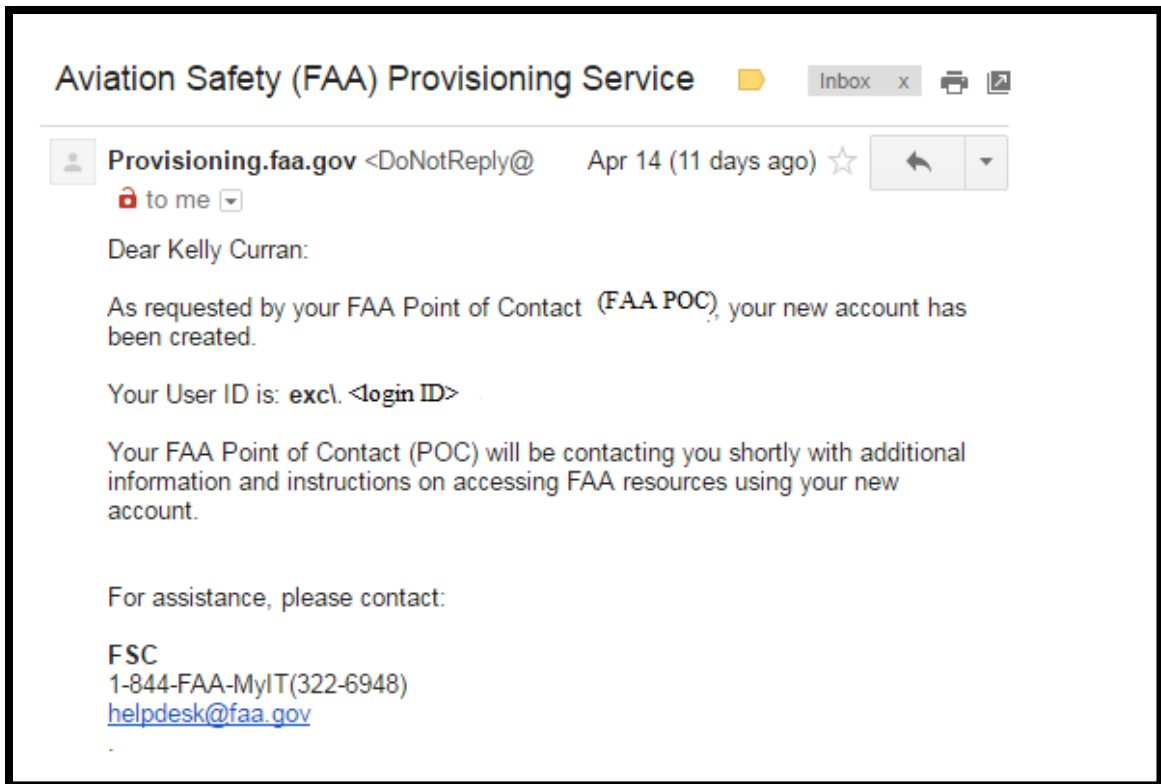
10. SAS sends you an email confirming that your registration request has been received.



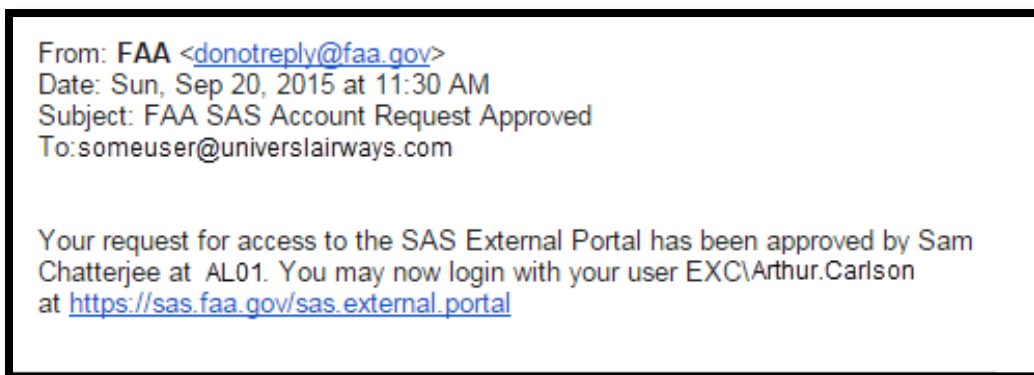
11. If you have not been provisioned by the FAA for other applications, your access will need to be provisioned by the FAA. You will receive an email from Provisioning.faa.gov with your email address and a temporary password.



12. You must then log in to the FAA Account Registration site using the provided email address and temporary password to complete your FAA Provisioning. Once completed you will receive your FAA User ID.

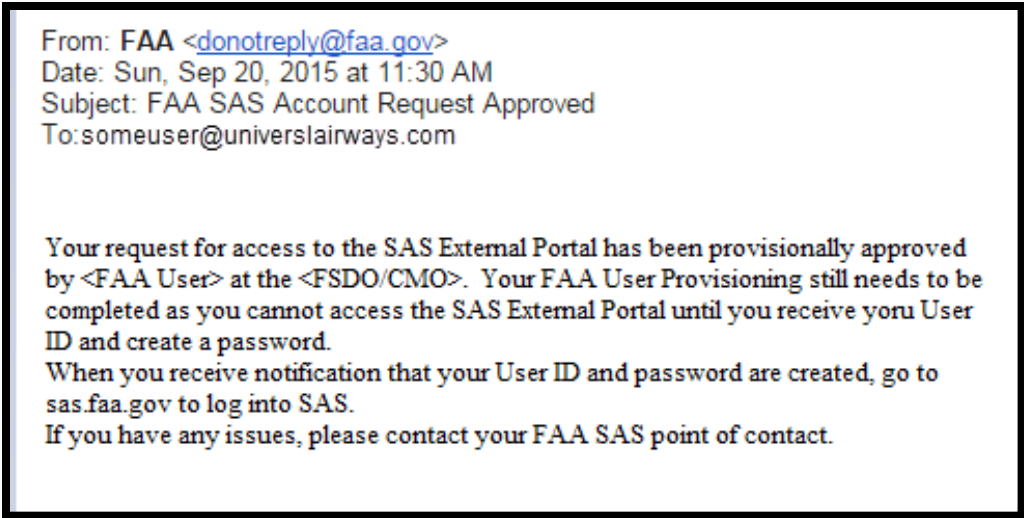


13. Additionally, your SAS External Portal registration request must be approved by the FAA SAS point of contact from the FSDO/CMO. Once this is approved, you will receive an email notification.

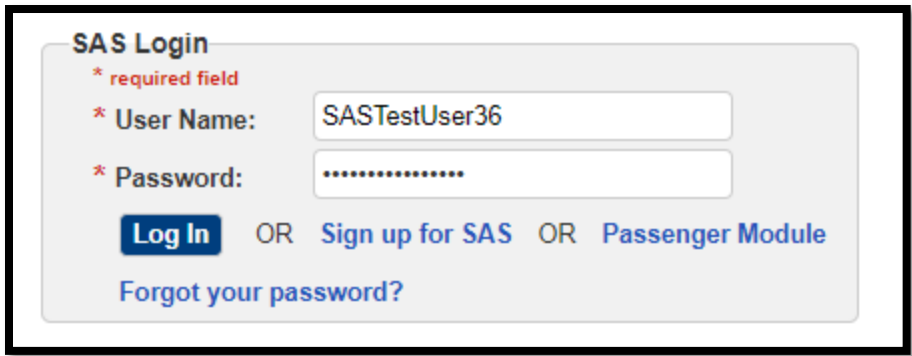


Note: If your SAS External Portal registration is approved before your provisioning in the FAA is completed, you will get a different email and you will have to complete your provisioning and then wait overnight to be allowed access into SAS.





14. At this time you can log into SAS using the [sas.faa.gov](http://sas.faa.gov) link.



Note: Your SAS user name is not case-sensitive. Your password *is* case-sensitive.

Note: If you log in and receive a message denying you access, it is likely that your SAS account has not yet been approved or is inactive.

If your account is inactive, you will receive an email informing you of this. Contact your FAA FSDO point of contact.

Dear Chris Chatterjee,

Your attempted login to SAS has failed as your account is currently inactive.

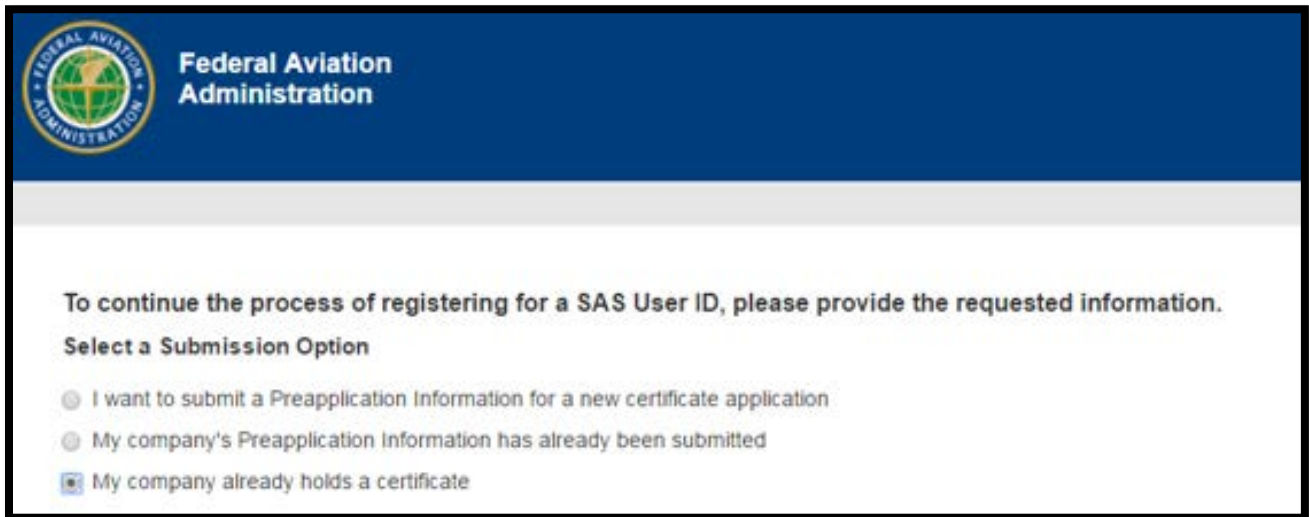
Please contact your FAA SAS point of contact.

15. To continue with the initial certification, refer to Chapter 4.

### 3.7 How to register for access to SAS when you already have a certificate (Option 3)

1. Select Option 3, "My Company already holds a certificate."

Note: Ensure you have the proper name, designator code, and FSDO for the company which you are associating yourself with.



Federal Aviation Administration

To continue the process of registering for a SAS User ID, please provide the requested information.

Select a Submission Option

- I want to submit a Preapplication Information for a new certificate application
- My company's Preapplication Information has already been submitted
- My company already holds a certificate

2. You will then be directed to the My Contact Information screen where you will need to complete basic information regarding you and your company.

In the **Company** field, enter the name of your company. This is a type ahead where you can type the name and then select from the list.

To continue the process of registering for a SAS User ID, please provide the requested information.

### My Contact Information

\* required field

\* Company:

\* FSDO:  ?

\* First Name:

Middle Initial:

\* Last Name:

Title:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Country:

Phone:

Email: SASCATUSER8@GMAIL.COM

3. Complete the remaining fields on the screen. Those that are required are annotated with a red asterisk. The Company field will show the designator code, name of the company and then in parenthesis the name and code for the FSDO associated to that company.

To continue the process of registering for a SAS User ID, please provide the requested information.

Note: You will need the following information when you begin your registration process:

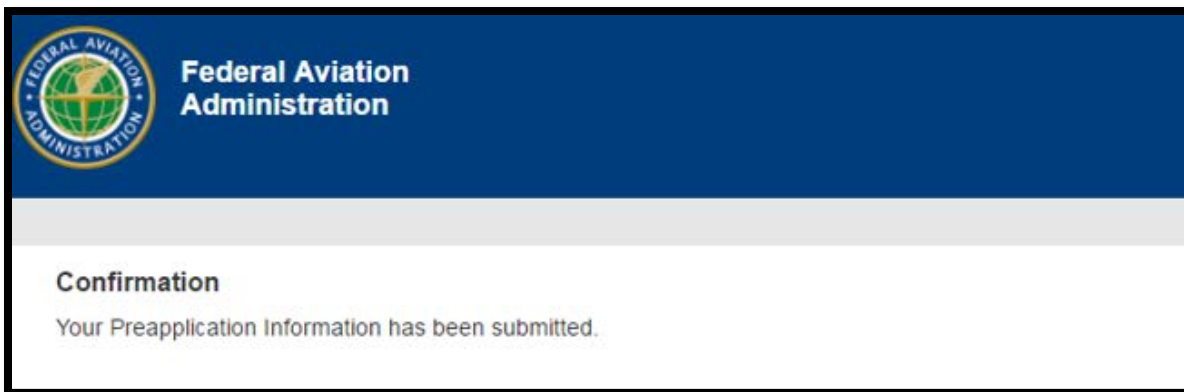
- The full and approved name of your company
- The designator code or certificate number of your company (if you are an active certificate)
- The name of the FAA Flight Standards District Office (FSDO) where your certificate/application resides.

### My Contact Information

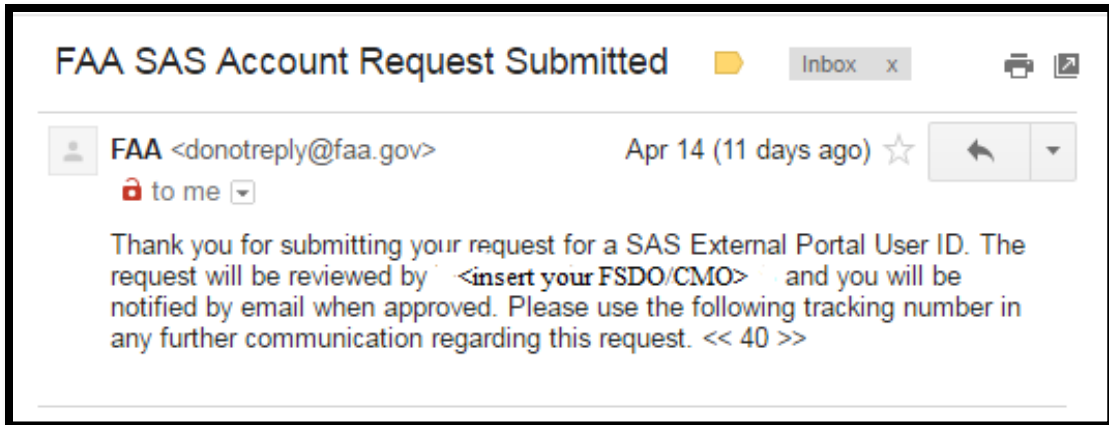
\* required field

* Company:	dal
* First Name:	166A : TIDAL AVIATION, LLC (HOUSTON FSDO SW09 / HOU FSDO)
Middle Initial:	8CIR : CLIFFDALE LLC (VAN NUYS FSDO WP01 / VNY FSDO)
* Last Name:	DAL2 : DELTA AIR LINES INC (DELTA CMO SO27)
Title:	DALA : DELTA AIR LINES INC (DELTA CMO SO27)
* Address Line 1:	DALR : DELTA AIR LINES INC (DELTA CMO SO27)
Address Line 2:	DDNR : DAEDALUS INC (RAPID CITY FSDO GL27 / RAP FSDO)
* City:	DIXA : NORTH DALLAS AVIATION INC (NORTH TEXAS FLIGHT STANDARDS DISTRICT OFFICE)
* State:	
* Zip Code:	
* Country:	US - UNITED STATES
Phone:	Phone
Email:	SASCATUser8@gmail.com

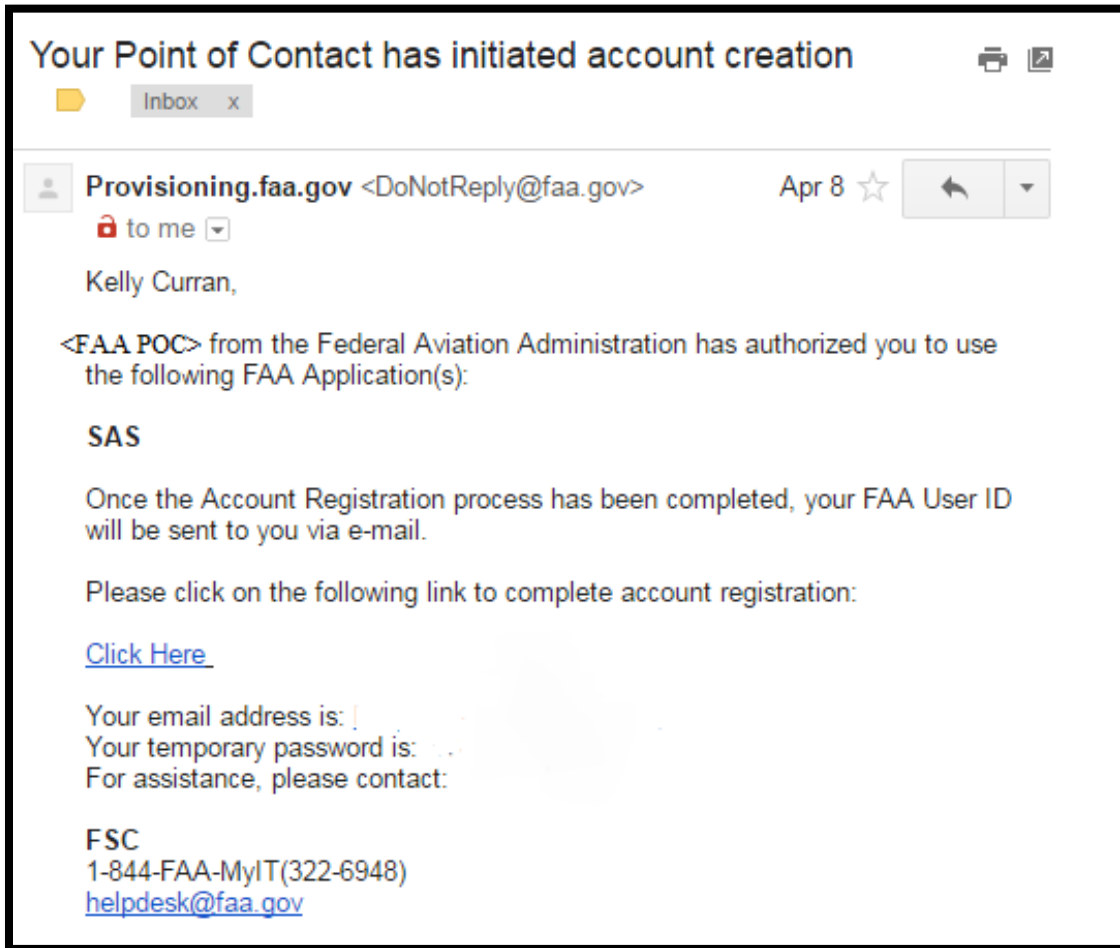
4. Click **Next**. The information you entered is displayed. Review it for accuracy.
5. SAS sends you an email confirming that your registration request has been received.



Note: The email below is for sample purposes only. Yours may vary in content.



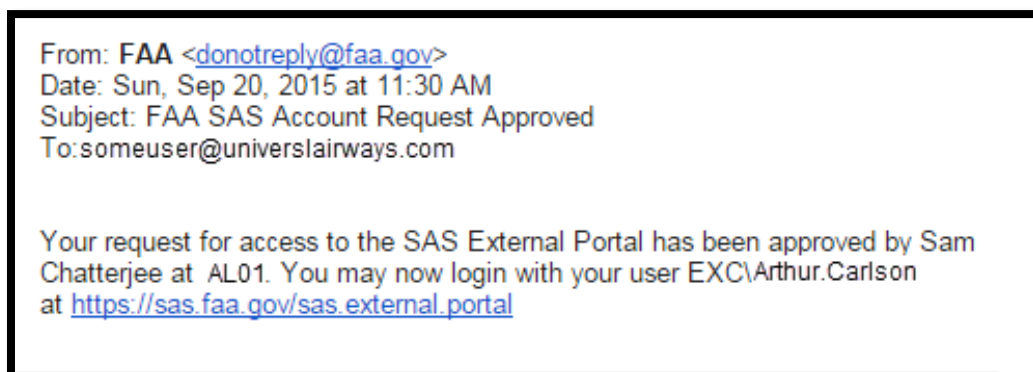
6. If you have not been provisioned by the FAA for other applications, your access will have to be provisioned by the FAA. You will receive an email from Provisioning.faa.gov with your User ID.



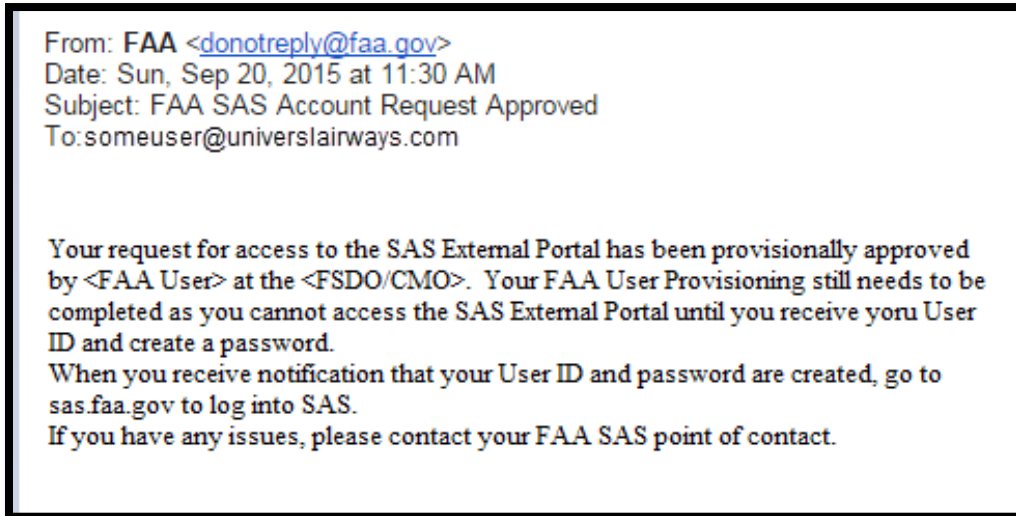
7. You must then log in to the FAA Account Registration site using the provided email address and temporary password to complete your FAA Provisioning. Once completed you will receive your FAA User ID.



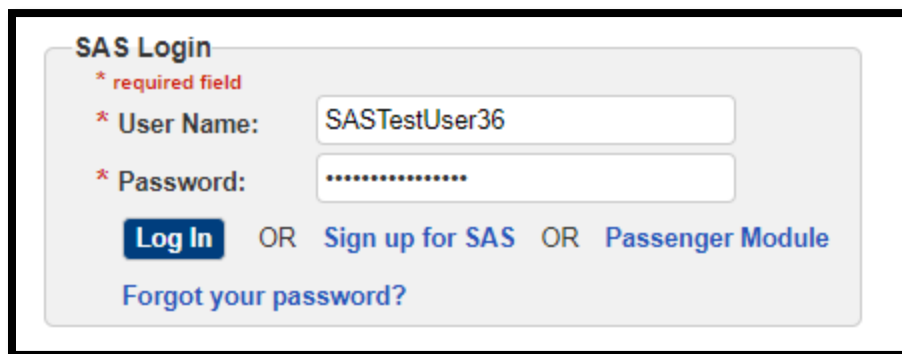
8. Additionally, your SAS External Portal registration request must be approved by the FAA SAS point of contact from the FSDO/CMO. Once this is approved, you will receive an email notification.



Note: If your SAS External Portal registration is approved before your provisioning in the FAA is completed, you will get a different email and you will have to complete your provisioning and then wait overnight to be allowed access into SAS.



9. At this time you can log into SAS using the [sas.faa.gov](http://sas.faa.gov) link.



Note: Your SAS user name is not case-sensitive. Your password is case-sensitive.

Note: If you log in and receive a message denying you access, it is likely that your SAS account has not yet been approved or is inactive.

If your account is inactive, you will receive an email informing you of this. Contact your FAA FSDO point of contact.

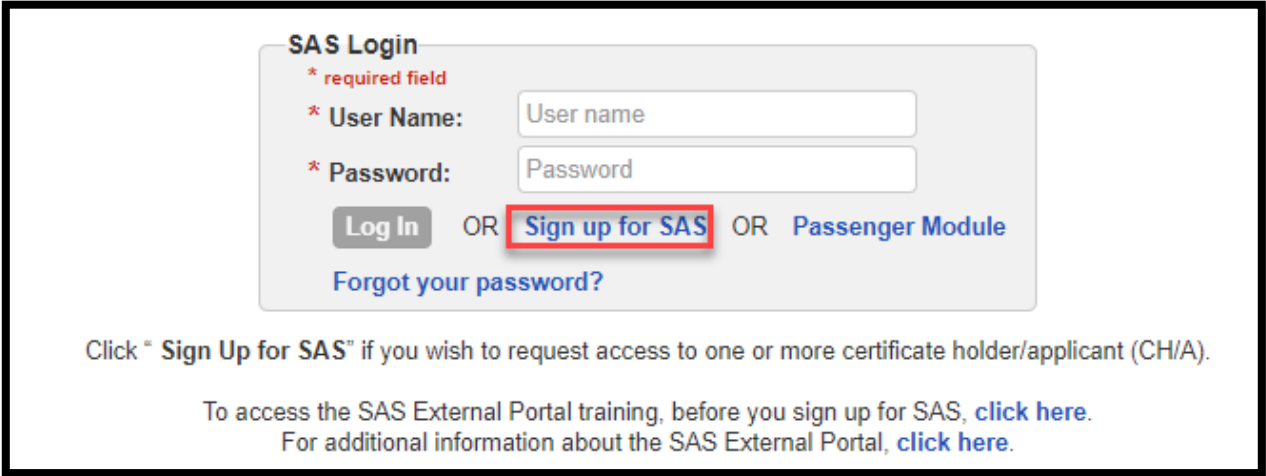
Dear Chris Chatterjee,  
Your attempted login to SAS has failed as your account is currently inactive.  
Please contact your FAA SAS point of contact.

10. To continue with a configuration change request, refer to Chapter 5.

### 3.8 How to Register for additional CH/As

External users have the ability to register for additional CH/As. External users will complete the FAA provisioning only one time. If users already have an FAA ID, they need to ensure that it is active and they have a current password. Users will need to complete *Sign Up for SAS* for each CH/A they wish to be associated with. For each subsequent CH/A, users must use the same email address when completing *Sign Up for SAS* for all CH/As in order for their data to be associated properly with their one account. Users must wait until after they have completed one registration request before they begin another one.

1. Navigate to **Sign Up for SAS**.



The screenshot shows the SAS Login interface. It includes a 'SAS Login' header, a red asterisk indicating a required field, and input fields for 'User Name' and 'Password'. Below these fields are three options: 'Log In', 'Sign up for SAS' (highlighted with a red box), and 'Passenger Module'. A link for 'Forgot your password?' is also present. Below the login form, there is a note: 'Click " Sign Up for SAS" if you wish to request access to one or more certificate holder/applicant (CH/A). To access the SAS External Portal training, before you sign up for SAS, [click here](#). For additional information about the SAS External Portal, [click here](#).'

2. Submit your name and email address (same as the one used for the first CH/A request).



### Register for SAS User ID

Complete and submit this if you are requesting access to an initial or additional CH/A. If you are not requesting access to a new CH/A, please [click here](#).

\* required field

\* First Name:

\* Last Name:

\* Email Address:

\* Re-enter Email:

3. Select the appropriate option.
4. The *My Contact Information* screen appears, the fields are autopopulated, but are still editable. Once you've checked the field, select **Next**.

To continue the process of registering for a SAS User ID, please provide the requested information.

#### My Contact Information

\* required field

\* Company:

\* FSDO:

\* First Name:

Middle Initial:

\* Last Name:

Title:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:

\* Country:

\* Phone:

Email:

Note: These fields will be auto-populated from what is already in SAS; but are editable.

5. SAS displays a confirmation page for you to check. Select **Submit** to continue.  
 Note: The next steps are dependent on the Option you selected. If you selected Option 1, you will need to complete the Preapplication Information for the CH/A. If you selected Options 2 or 3, this is the end of the registration request.

Submission Option:	Current Certificate Holders
Company Name:	DELTA AIR LINES INC
Designator Code:	DALR
FAA FSDO:	DELTA CMO SO27
First Name:	Jane
Middle Initial:	
Last Name:	Doe
Title:	
Address Line 1:	55 Main St
Address Line 2:	
City:	Cambridge
State:	MA - MASSACHUSETTS
Zip Code:	02142
Country:	US - UNITED STATES
Phone:	(555) 123-1234
Email:	Jane.Doe@gmail.com
Attachments:	

[Previous](#) [Submit](#)

6. SAS sends you an email confirming that your registration request has been received.
7. Your SAS External Portal registration request must be approved by the FAA SAS point of contact from the FSDO/CMO. Once this is approved, you will receive an email notification.
8. At this time you can log into SAS using the sas.faa.gov link

### SAS Login

\* required field.

\* **User Name:**

\* **Password:**

[Log In](#) Or [Sign up for SAS](#)

[Forgot your password?](#)

9. A screen opens for you to select the CH/A you wish to work with. Using the radio buttons, choose the appropriate CH/A and click **Select CH/A**.

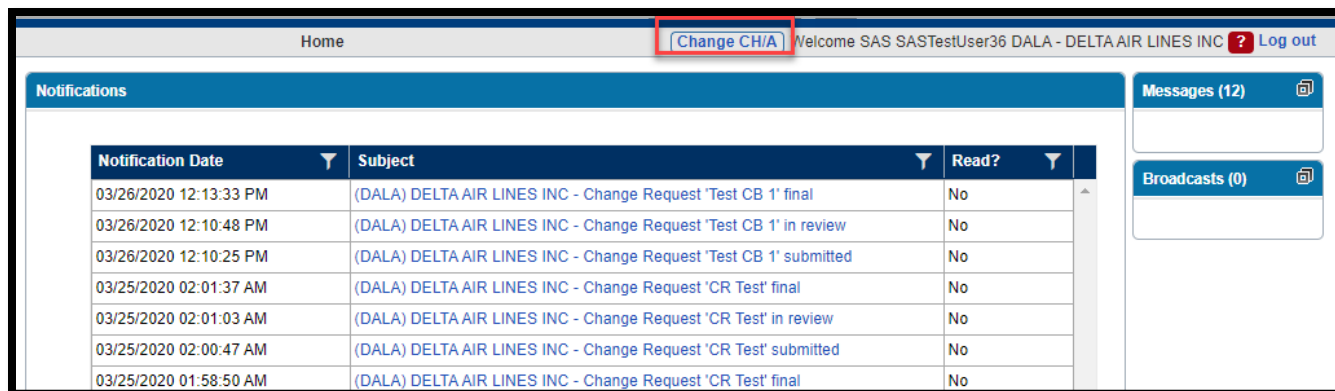
Select the certificate holder/applicant (CH/A) to work on

	CH/A	Office	14 CFR	Certificate Number	Certificate Status
<input checked="" type="radio"/>	DALA, DELTA AIR LINES INC	SO27-DELTA CMO SO27	121	DALA026A	Active
<input type="radio"/>	2YFA, REGIONAL HELICOPTERS LLC	AL03-ANCHORAGE FSDO AL03 / ANC FSDO	135	2YFA800N	Active

1 - 2 of 2 items

[Select CH/A](#)

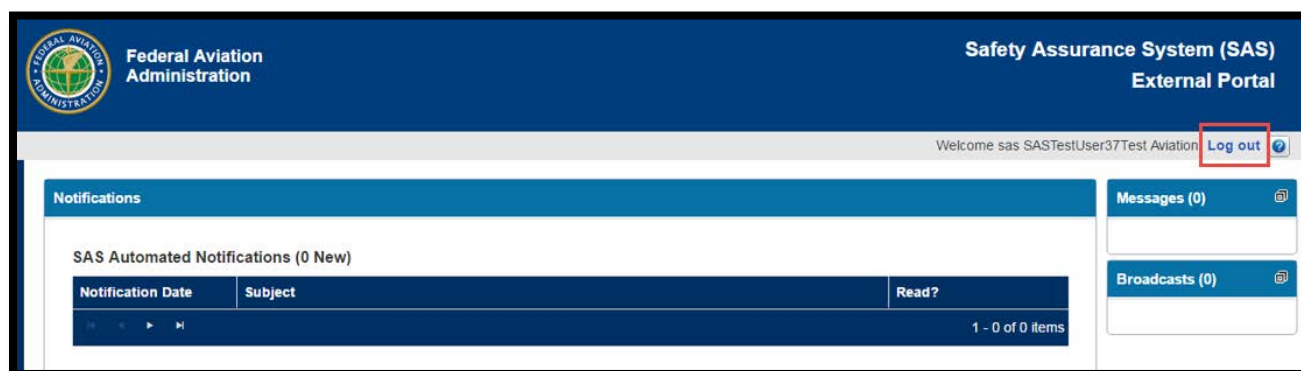
10. The home screen opens to allow the user to continue to complete the work for the selected CH/A. If the user wishes to change the CH/A they are working, click the **Change CH/A** button at the top. Note: that button is only available on the Home Page.



11. Once the button is selected, a new screen opens for the user to select the CH/A you wish to work with.

### 3.9 How to Log Out of SAS

To ensure security, at the end of each session you should log out of SAS by clicking the **Logout** link in the upper-right part of the screen.



**Note:** If you close your browser without first logging out of SAS, there will be a brief period where you cannot log back in.

**Note:** If you leave your browser unattended, after ten minutes of inactivity SAS will display the message "Application Inactive – Press OK to continue." If no response is received within several seconds, SAS will automatically log you out and load the faa.gov page.

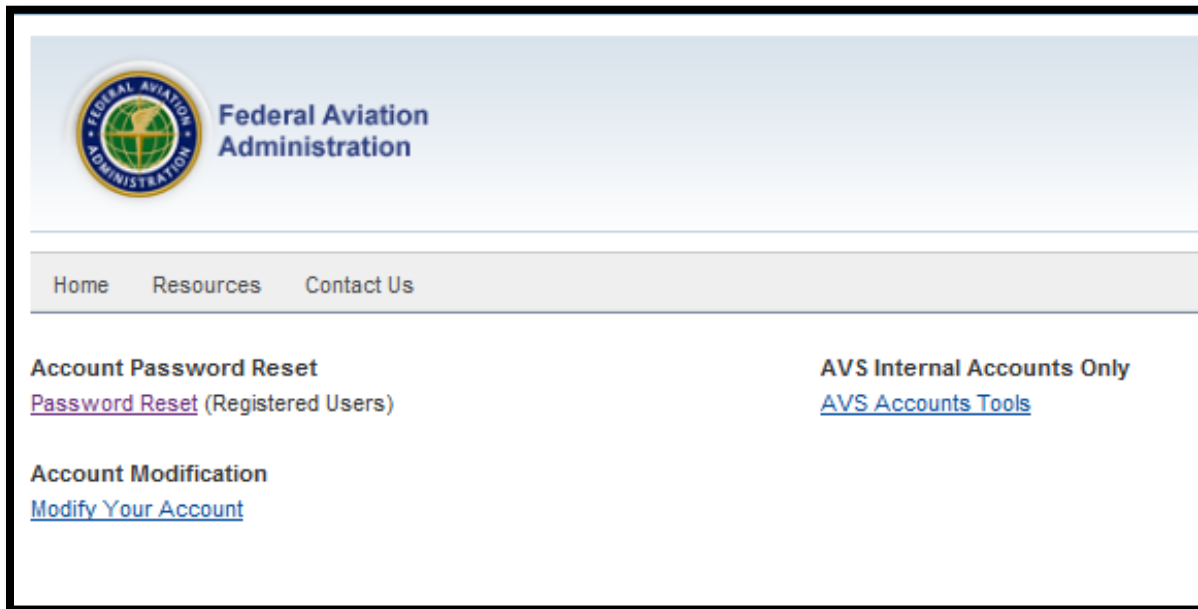
### 3.10 How to Maintain Your SAS Account

You can use the FAA AVS Portal <https://avsportal.faa.gov> to modify details of your SAS account such as your password, security questions, address, and so on.

If an employee has left your company and you need to have his or her SAS account disabled, please contact your FAA point of contact.

### 3.11 If You Forget Your SAS User Name or Password

If you forget your SAS user name or password, on the SAS Login page, click the **Forgot Your Password?** link and follow the prompts for resetting your password.



If you need assistance with other aspects of your account, such as updating your email address, contact your FAA point of contact.

## 4 Getting Started Using SAS

This chapter describes features and functionality common throughout SAS.

### 4.1 About the SAS Home Page

When you log into the SAS External Portal, the SAS **Home Page** opens. The Home Page displays communications between you and the FAA. Communications of different types (broadcasts, messages, and notifications) are grouped into boxes called *tiles*. Maximize a tile to expand its contents. The tile that is currently maximized displays on left side of the Home Page. Only one tile at a time can be maximized. To maximize a different tile, click the maximize button which is the icon on the top right of the tile. You can also double-click the tile's title bar. When you open the Home Page, the Notifications tile is maximized by default.

The screenshot shows the SAS External Portal interface. At the top, the Federal Aviation Administration logo is on the left, and the text 'Safety Assurance System (SAS) External Portal' is on the right. Below this, a grey bar contains the user's name 'Welcome SAS SASTestUser36 Test FAA Demo 05242016' and a 'Log out' button. The main content area is divided into three tiles: 'Notifications', 'Messages (0)', and 'Broadcasts (0)'. The 'Notifications' tile is maximized and shows a table with columns for 'Notification Date', 'Subject', and 'Read?'. The table is currently empty, displaying 'No records available.' and '0 - 0 of 0 items' at the bottom. A vertical 'SAS Menu' is visible on the left side of the page.

### 4.2 About SAS Communications

SAS supports several different forms of communications:

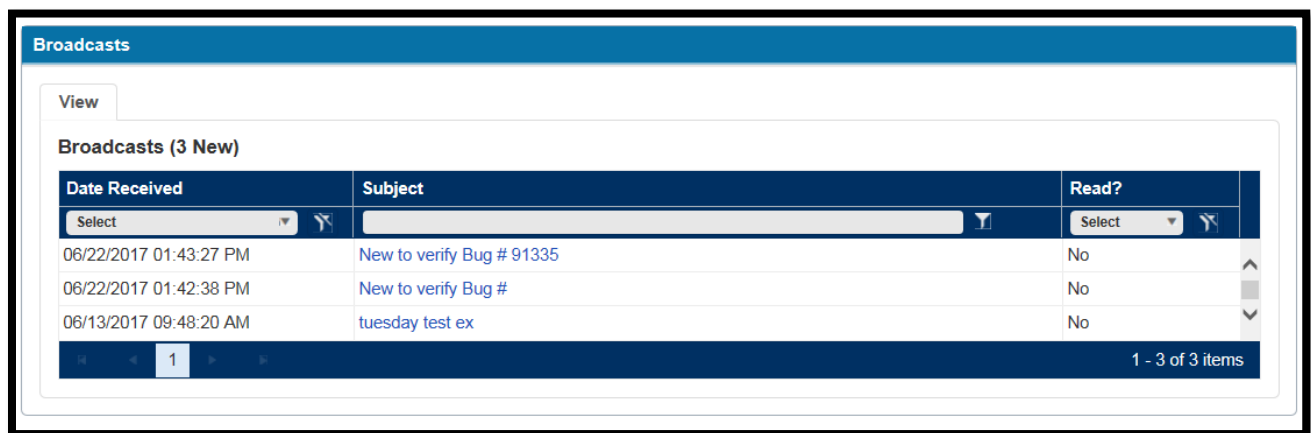
- *Broadcasts* are alerts sent by FAA headquarters. They are used to communicate news of general interest such as system downtime or the announcement of a new or changed policy.
- *Notifications* are auto-generated by SAS and sent to inform users of updates to work items or changes to their data. For example, if you are a user filing to be a certificate holder you will receive a notification when your preapplication information is accepted.
- *Messages* are direct communications between you and your FAA points of contact. This is similar to email inside of SAS.

### 4.3 Broadcasts

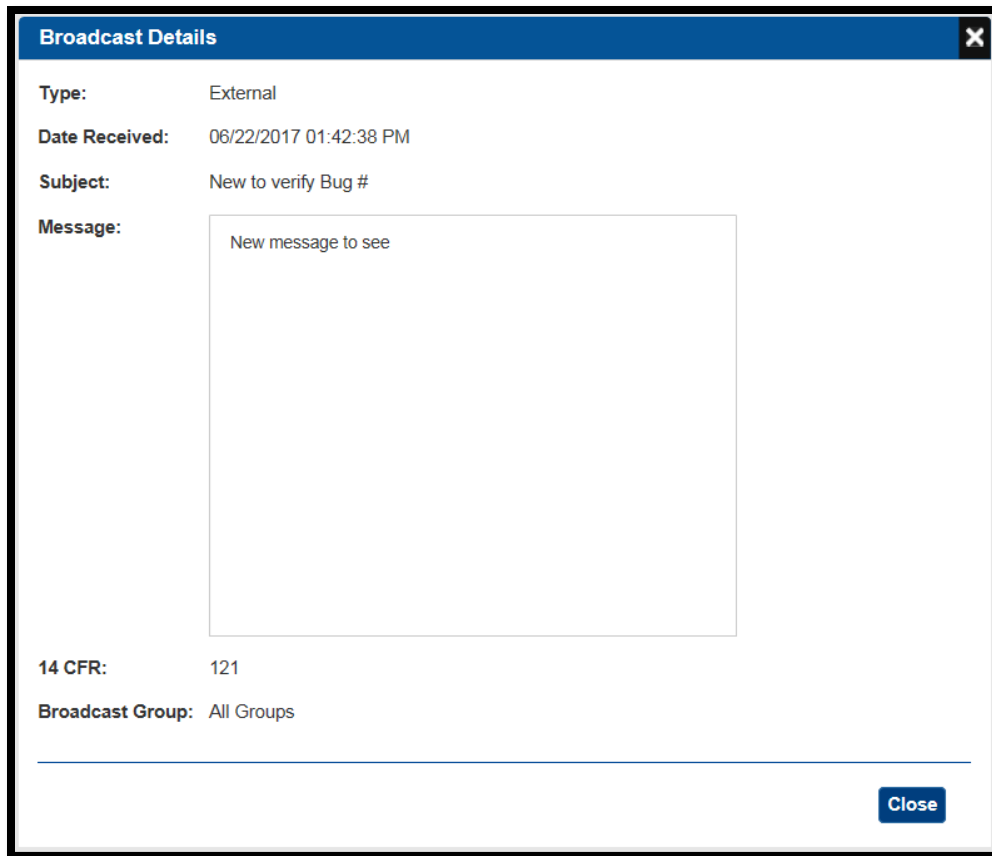
Broadcasts are alerts sent by FAA headquarters. They are used to communicate news of general interest such as system downtime or the announcement of a new or changed policy.

Broadcasts display in the Broadcast tile on the SAS Home Page. The tile lists the new (unread) broadcasts that you have. (You may need to expand the tile to view the full list).

1. On the SAS **Home Page**, expand the **Broadcasts** tile.



2. Click the subject of the broadcast you want to view. The broadcast displays in the **Broadcast** dialog box.



Note: You can also display a broadcast by clicking its Subject when the **Broadcasts** tile is minimized.

3. Once you have read the Broadcast, you can click the **Close** button and the Broadcast will now show **Yes** in the **Read** column.

## 4.4 Notifications

Notifications are auto-generated by SAS and sent to inform users of updates to work items or changes to their data. Notifications display in the **Notifications** tile on your **SAS Home Page**. The tile lists your new (unread) notifications. You may need to expand the tile to view the full list of notifications.

1. On the **SAS Home Page**, expand the **Notifications** tile.

Notifications			
Notification Date	Subject	Read?	
03/26/2020 12:13:33 PM	(DALA) DELTA AIR LINES INC - Change Request 'Test CB 1' final	No	
03/26/2020 12:10:48 PM	(DALA) DELTA AIR LINES INC - Change Request 'Test CB 1' in review	No	
03/26/2020 12:10:25 PM	(DALA) DELTA AIR LINES INC - Change Request 'Test CB 1' submitted	No	
03/25/2020 02:01:37 AM	(DALA) DELTA AIR LINES INC - Change Request 'CR Test' final	No	
03/25/2020 02:01:03 AM	(DALA) DELTA AIR LINES INC - Change Request 'CR Test' in review	No	
03/25/2020 02:00:47 AM	(DALA) DELTA AIR LINES INC - Change Request 'CR Test' submitted	No	
03/25/2020 01:58:50 AM	(DALA) DELTA AIR LINES INC - Change Request 'CR Test' final	No	
03/25/2020 01:58:25 AM	(DALA) DELTA AIR LINES INC - Change Request 'CR Test' in review	No	
03/25/2020 01:58:13 AM	(DALA) DELTA AIR LINES INC - Change Request 'CR Test' submitted	No	
03/25/2020 01:55:23 AM	(DALA) DELTA AIR LINES INC - Change Request 'CR Test' final	No	

1 - 10 of 43 items

2. Click the subject of the notification you wish to view. The **Notification Details** dialog box opens.

**Notification Details** ✕

<b>CH/A:</b>	First Harbor	<b>Notification Date:</b>	06/26/2017 10:40:53 AM
<b>Subject:</b>	The Application for Repair Station Certificate and/or Rating (8310-3) form for 'First Harbor' requires additional updates prior to approval	<b>Go To:</b>	<a href="#">Repair Station form</a>
<b>Message:</b>	<p>The Application for Repair Station Certificate and/or Rating (8310-3) form for 'First Harbor' requires additional updates prior to approval</p>		

[Close](#)

3. For additional information or to act on the notification, click the link next to the label **Go to**



4. If the notification includes a file attachment, you can open it by clicking the attachment link. This is currently only supported with notifications generated by returned DCTs.

Note: You can also display a notification by clicking its subject when the **Notifications** tile is minimized.

5. Once you have viewed a notification, you can click the Close button.

## 4.5 Messages

Messages allow direct back and forth communication between you and your FAA Certification Project Manager (CPM) or Principal Inspector (PI).

Messages display in the **Messages** tile on the SAS **Home Page**. The tile lists the new (unread) messages that you have.

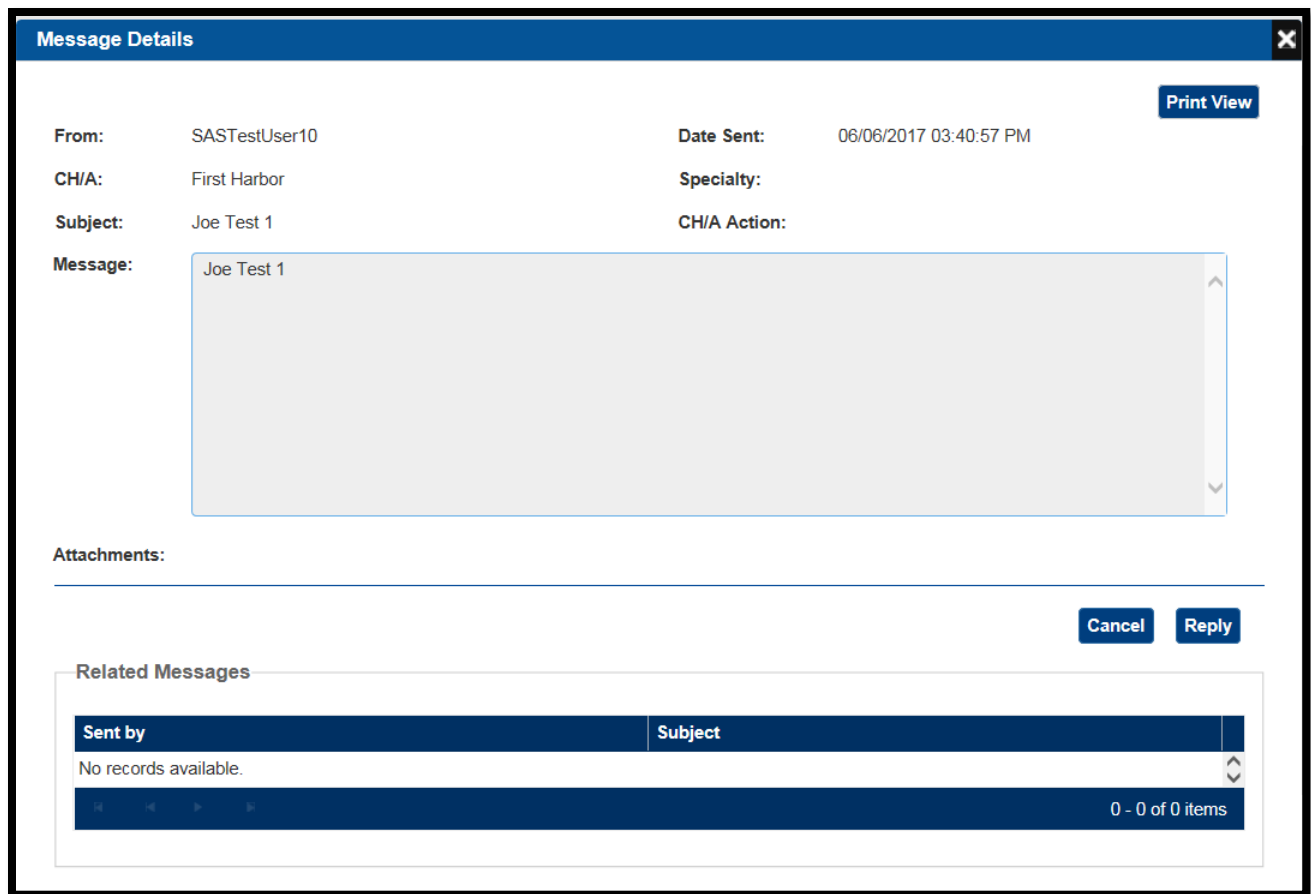
1. On the SAS **Home Page**, expand the Messages tile. Your messages display on the **Inbox** tab. (Messages you have sent display on the **Sent** tab.)

The screenshot shows the 'Messages' interface with the 'Inbox' tab selected. There are 12 new messages listed. The table below represents the data shown in the screenshot.

From	CH/A	Date Received	Subject	Read?	Attachment
Stanton, Timothy W	DELTA AIR LINES INC	03/30/2020 01:10 PM	RE: test monday	No	No
White, Karlton	DELTA AIR LINES INC	03/30/2020 01:05 PM	test monday	No	No
Martin, Curtis	DELTA AIR LINES INC	03/24/2020 02:51 PM	RE: Tuesday	No	No
Stanton, Timothy W	DELTA AIR LINES INC	03/24/2020 02:48 PM	Tuesday	No	No
Toth, Shawn	DELTA AIR LINES INC	03/20/2020 02:40 PM	RE: Friday	No	No
Stanton, Timothy W	DELTA AIR LINES INC	03/20/2020 02:40 PM	Friday	No	No
Toth, Shawn	DELTA AIR LINES INC	03/19/2020 01:51 PM	test	No	No
Stanton, Timothy W	DELTA AIR LINES INC	03/19/2020 01:50 PM	Thursday	No	No
Stanton, Timothy W	DELTA AIR LINES INC	03/19/2020 09:25 AM	test	No	Yes
SASTestUser10	DELTA AIR LINES INC	03/17/2020 03:58 PM	Test from Joe 2	No	Yes

Messages that include attachments display a read-only check box with a checkmark in the **Attachment** column. Messages that include an action item from the FAA include the word *required* in the CH/A Action column.

2. Click the subject of the message you want to view. The message opens in the **Message Details** dialog.



3. You can open attachments by clicking on the hyperlink of the attachment under the message text box.
4. You can review any related messages in the Related Messages section.
5. You can elect to select the Cancel button to close the Message Details window or you can select Reply to send a message back to the FAA.

#### 4.5.1 To Reply to a Message:

1. Open the message in the **Message Details** dialog box.
2. Click **Reply**. The **Reply to Message** dialog box opens.

**Reply to Message** [X]

\* required field

\* CH/A: DELTAIR LINES INC  Mark as CH/A Action Required

\* Subject: RE: test monday Specialty:

\* Message: [Text Area]

Attachments: [Attach Document](#) [Delete](#)

[Send](#) [Cancel](#)

Related Messages

Sent by	Subject
Stanton, Timothy W	RE: test monday

1 1 - 1 of 1 items

3. Enter your reply message in the required Message text box.
4. Optionally, attach one or more documents. You can attach a maximum of fifteen files with a collective total of 40 MB.
5. Click **Send**.

#### 4.5.2 To Create and Send a Message:

1. On the SAS **Home Page**, expand the **Messages** tile.
2. On the Inbox tab, click **Add Message**. The **Add New Message** dialog box opens.

The screenshot shows a dialog box titled "Add Message". It features a blue header bar with the title and a close button. The main area contains two required input fields: "Subject" and "Message". Below the message field is an "Attachments" section with "Attach Document" and "Delete" buttons. At the bottom right, there are "Send" and "Cancel" buttons.

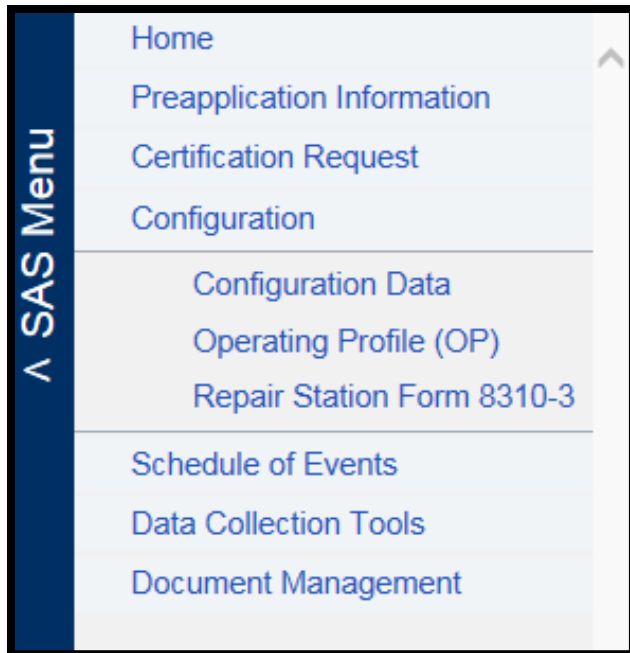
3. Enter a subject for the message.
4. Enter the text of the message.
5. Optionally, attach one or more documents. You can attach a maximum of fifteen files with a collective total of 40 MB.
6. Click **Send**.

## 4.6 About the SAS Menu

The SAS menu is the means to navigate between SAS screens. The menu is on the left side of the SAS workspace.

To expand the menu, click on the SAS menu bar. To close the menu, click anywhere on the screen.

To go to the SAS **Home Page**, select **Home** from the SAS menu.



Note: Your SAS Menu may be different. The items available are dependent on the status of your certification (Applicant or Certificate Holder)

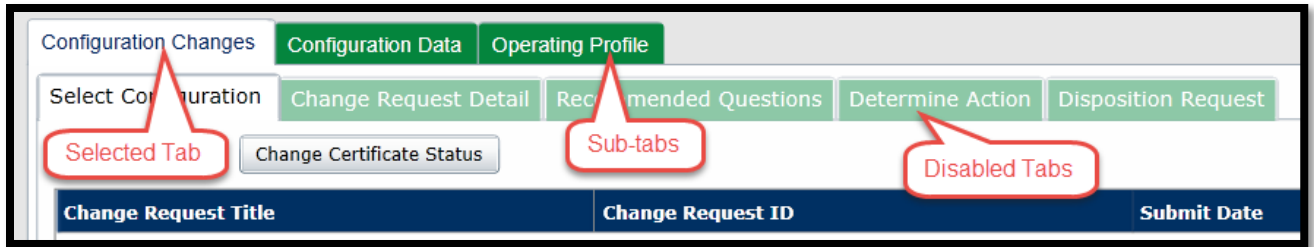
## 4.7 About Tabs

The majority of SAS pages organize information using tabs.

Often the tabs on a page constitute a mini-workflow; each tab supports a specific step in a process and the tabs are arranged left to right in the order those steps are performed. Some tabs may contain sub-tabs (as shown in the example below).

Tabs are color-coded, as follows:

- The currently selected tab is white.
- Non-current tabs which are enabled (accessible) are dark green.
- Non-current tabs which are disabled (not accessible) are pale green. Typically, when a tab is disabled it is because it is part of a workflow and some action is required before you can access it. For example, in the image below, a user must select a record from the Select Configuration sub-tab before proceeding to other sub-tabs.



## 4.8 SAS Field Types

### 4.8.1 Required Fields

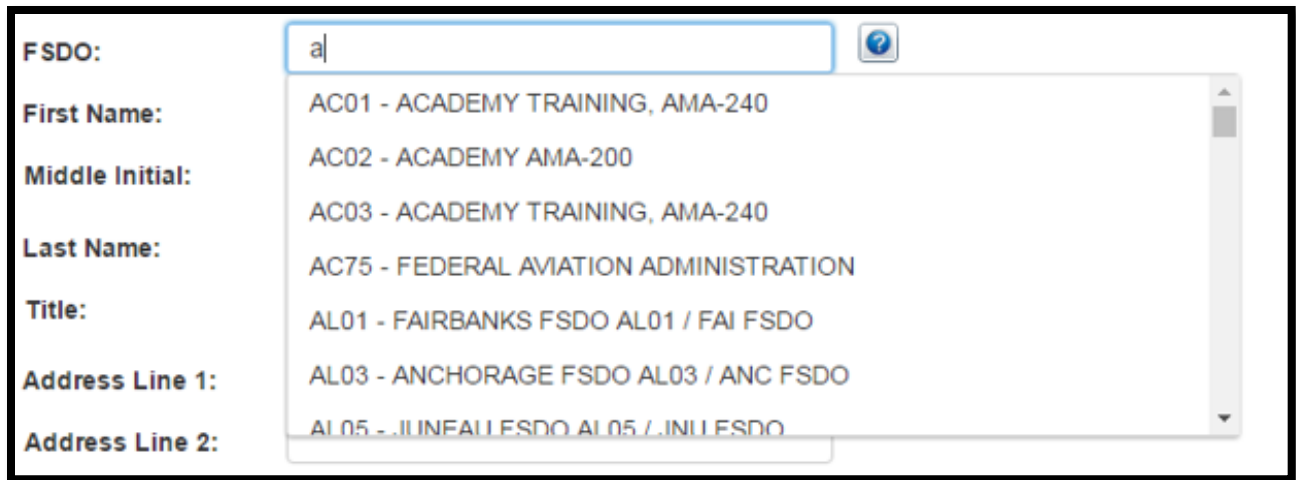
Most data entry pages in SAS contain at least some required fields. These are fields that must be completed. Required fields are denoted by a red asterisk (\*) to the left of their label.

CH/A:	Universal Airways
Status:	New
* Change Request Title:	<input type="text"/>

In some cases, a field may be required only in certain contexts (for example, based upon input in a preceding field). Fields are not marked with an asterisk until they become required. If you attempt to save a screen with incomplete required fields, SAS identifies and prompts you to fill in the incomplete fields.

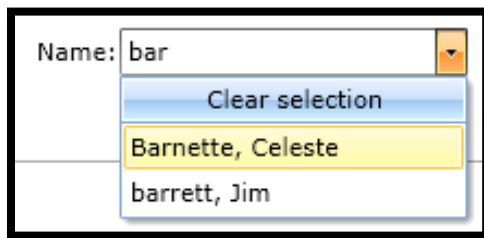
### 4.8.2 List Boxes

A list box allows you to select a value from a list. To select a single item, click it.



### 4.8.3 Type-to-Search List Boxes

A type-to-search list does not display items until you type at least one character into the field. The list displays all the items from the database that begin with the character(s) you typed.



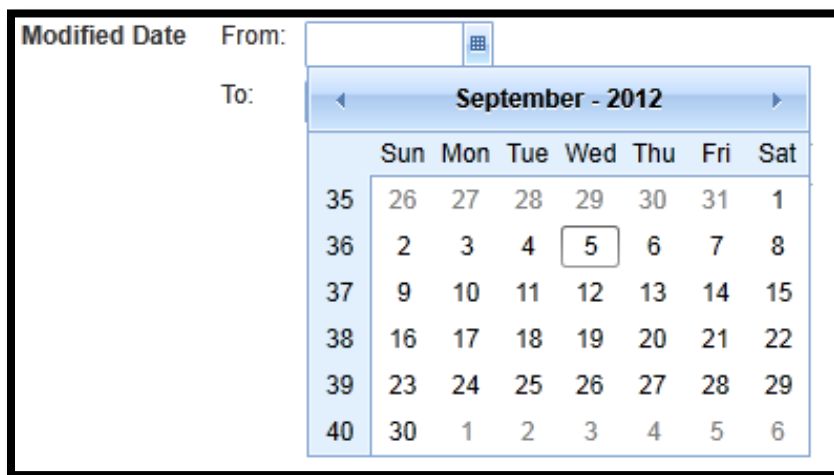
There are several important notes regarding type-ahead lists:

- Type-ahead searches are not case-sensitive.
- To find an item, your entry must match a part of the item's string as it appears in the database, including any special characters. For instance, entering *dc-9* will find items that contain the string *DC-9*; entering *dc9* will not.
- In some cases, the items in the field you search for may have two parts (such as a first/last name, or a designator code/company name). SAS will match your entry string against either part. For example, entering *hen* will find both *H+endricks, Tom* and *Smith, Henry*.
- Some type-ahead fields may limit the number of items they return. If the string you enter does not initially return the item you want, try a longer, more targeted entry.

- After typing in text to find the item you want, you must select it from the list; simply typing in the item name is not sufficient.

#### 4.8.4 Date Fields

All date fields in SAS are accompanied by a calendar icon that you can use to select the date. Click the icon once to open the calendar. Click a date in the calendar to populate the date field and close the calendar. Alternately, you can type dates directly into date fields. SAS requires the format MM/DD/YYYY.



Note: At times you will not be allowed to put a date into the future or in the past. If that is the situation, those dates will not be populated in the calendar.

#### 4.8.5 Name Fields (Persons)

Person name fields in SAS always list the last name first. When using a name field to search for an individual, enter the last name first. If you want to include the first name in the search, separate it with a comma, for example, `Smith, Steven`.

### 4.9 Working with Tables

Much of the data presented in SAS is displayed in tables. There are a number of ways to manipulate tables to display the data you want in the way you want to see it. You can:

- Filter and sort data



- Change column order
- Create data groupings

Drag a column header and drop it here to group by that column

Label ▲	Title	DCT Status
Select ▼		Select ▼
1.4.1	Personnel Records	Returned
1.4.2	Certificate Requirements	Not Started
1.4.3	Manuals	Not Started
1.4.4	Quality Control System	Not Started
4.1.4	Training and Qualification	Not Started

#### 4.9.1 Filtering Table Data

By default, when a tab, screen or page with a table opens, SAS retrieves all records from the database and displays the records one page at a time. Filtering after the initial retrieve lets you narrow the scope of the data included in a table. There are two levels of filters: table-level and column-level.

#### 4.9.2 Using Table-Level Filters

Table-level filters appear above the table in the Search box. They apply to the table as a whole. The search fields may or may not reflect column data that appears in the table.

To use table-level filters:

1. Enter the desired search criteria in the table's search fields.
  - Multiple selections across filter fields use AND logic. Multiple selections within a single filter field use OR logic.
  - Entering no search criteria is the same as selecting all values for each of the search criteria fields.
  - If the search box includes a **Keyword(s)** field, SAS searches for the text you entered in the record's text-based columns (for example, IDs, titles, descriptions, and so on).

To specify multiple keywords, separate them by either a comma or semi-colon. SAS will return records that contain any of the keywords you enter.

- If necessary, to clear the **Search** form click the **Reset** button.

2. Click **Search**.

### 4.9.3 Using Column-Level Filters

Column-level filters are associated with individual columns in a table.

**Note:** If a table's data spans multiple pages, column-level filters only affect the currently displayed page.

**Note:** There are both type-ahead filters and Select filters.

To use column-level filters:

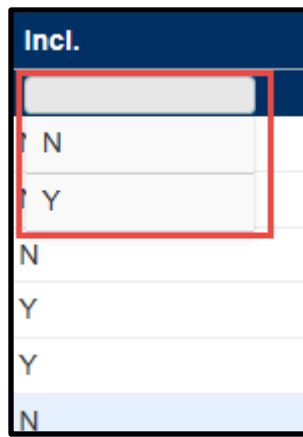
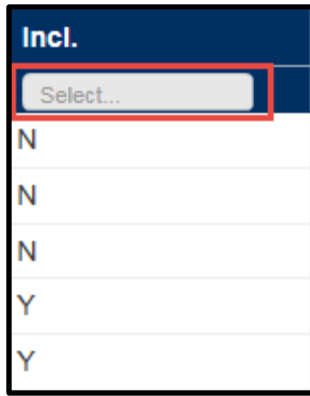
1. In the column's header, enter the text you wish to filter on in the text box at the top of the column.



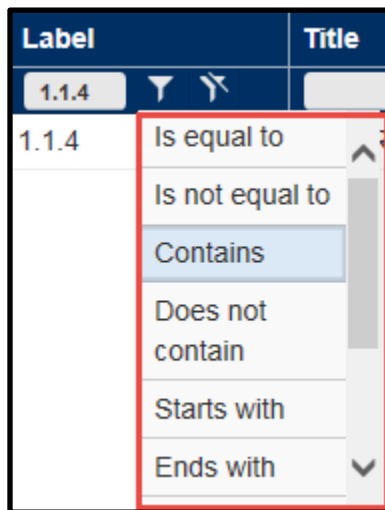
Select enter and the column will filter on the entered text.



2. Alternatively, if there are selections to pick, click on the "Select" box and the options will appear in a window.



3. To clear a filter, select the  icon.
4. To change the filter criteria, right click on the  icon and a selection box will open to change the filter criteria:



The default is "Contains".

#### 4.9.4 Changing Column Order

You can change the position a column appears in a table by dragging its column header left or right.

Drag a column header and drop it here to group by that column

Label ▲	Title
Select ▼ ↕	
1.2.1	(OP) Part 119 Required Personnel
1.2.2	(OP) Manual Management
1.3.1	(AW) Part 119 Required Personnel
1.3.2	(AW) Manual Management
2.1.1	(OP) Training of Flight Crewmembers
2.1.5	(OP) Appropriate Airmen / Crewmembers Checks and Qualifications
2.1.7	(OP) Flight Crewmember Flight / Duty / Rest Time
2.2.1	(OP) Airmen Duties / Flight Deck Procedures

#### 4.9.5 Creating Groups in Tables

Many tables in SAS let you group records according to the data in one or more columns. For ease of viewing, these groups can be expanded or collapsed. For example, you can create collapsible groups of notifications by whether Read?=No or Read?=Yes.

▲ DCT Status ×

Label ▲	Title	DCT Status
Select ▼ ↕		Select ▼ ↕
▼ DCT Status: Not Started		
1.2.1	(OP) Part 119 Required Personnel	Not Started
1.2.2	(OP) Manual Management	Not Started
1.3.1	(AW) Part 119 Required Personnel	Not Started
1.3.2	(AW) Manual Management	Not Started
2.1.1	(OP) Training of Flight Crewmembers	Not Started

- To add grouping criteria, click on and drag each column header into the table's **Grouped By** area. The **Grouped By** area is located at the top left of the table. The main grouping is determined by the header at the left of the **Grouped By** area. Each successive header becomes a sub-group within its parent. You can also re-arrange the order of headers in the **Grouped By** area by dragging them right or left.
- To remove a column as a grouping criterion, drag its header out of the **Grouped By** area. Or, while the header is still in the **Grouped By** area, click its **X** button.

- To expand a group, click its down arrow. To collapse it, click its up arrow.

#### 4.9.6 Exporting Table Data

Many tables in SAS have an **Export to Excel** button that lets you export table data to an MS Excel file. Exported data takes into account any filters you have applied to the data. All data in the table is exported--not just the data on the currently displayed page.

To export table data:

1. Click **Export to Excel**. The **Save As** dialog box opens.
2. Specify a name for the exported file and select a location.
3. Click **OK**.

#### 4.10 Working with File Attachments

Many SAS screens include an Attachments section that lets you attach supporting files to a record. You can subsequently remove attached files, as necessary.



You can also include file attachments with messages you send in SAS.

##### 4.10.1 File Size

The number of files that can be attached to a record at one time is 15. The collective size of those files is 30 MB.

**Note:** There is no limit on the number and size of files that can be attached to a record cumulatively. For example, you can attach 15 files totaling 30MB to a DCT, and then later in a separate upload attach another 15 files totaling another 30 MB to that same DCT.

##### 4.10.2 File Types

Extension	Type
.bmp	Bitmap images
.doc, .docx	MS Word documents

Extension	Type
.gif	GIF images
.html	HTML documents
.jpg, .jpeg	JPEG images
.pdf	PDF documents
.ppt, .pptx	PowerPoint documents
.rtf	Rich Text documents
.tif	TIF images
.txt	Text documents
.xls, .xlsx	Excel spreadsheets

#### 4.10.3 To Attach a File:

1. Click **Attach Document**. The **Open** dialog box opens.
2. Select the file(s) you want to attach from your computer or network drive and click **Open**. The dialog closes and the file name is displayed in the **Attachments** section.
3. Click **Save**.

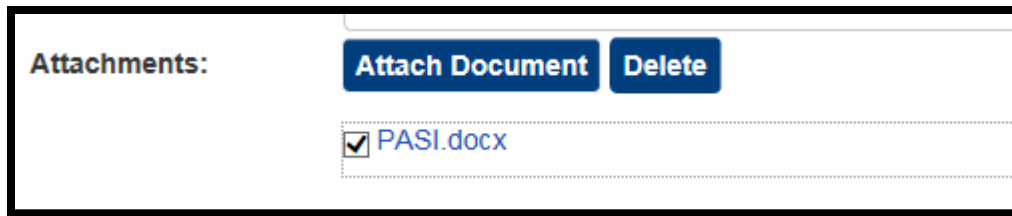
To view an attached file:

1. In the screen's **Attachments** section, click the name of the file you want to view.

Note: Attachments can also be seen in Document Management.

To remove an attached file:

1. In the screen's **Attachments** section, check the boxes of the files you want to remove.



2. Click **Delete**.

## 4.11 Saving Data in SAS



With the exception of your responses to questions in the **Perform DCT** tab, SAS does not save data automatically. To save changes on a SAS page, tab, or dialog box, you must initiate a save by clicking a button on the screen. The button(s) may vary from screen to screen:

- A **Save** button saves data on the current page, tab, or dialog box only.



- A **Submit** button saves the current page or tab *and* moves the record to the next step in the workflow.
- Some screens have both a **Save** and a **Submit** button. Where this occurs, the **Save** button allows you to save the data in draft form without submitting it. **Save** in this context may also omit certain data integrity checks--for example, completing all required fields--that will be enforced when you submit. The expectation is that the data will eventually be submitted after it is complete.



* Original Proposed Date (Appl)	Current Proposed Date (Appl)	Accepted Baseline Date (FAA)	Actual Completion Date (FAA)	Applicant Comment
06/30/2017	06/22/2017	06/30/2017	06/09/2017	<input type="text" value="Applicant Comment"/>
07/28/2017	<input type="text" value="06/23/2017"/> 	06/23/2017		<input type="text" value="Applicant Comment"/>
07/27/2017	<input type="text" value=""/> 	07/27/2017		<input type="text" value="Applicant Comment"/>
06/30/2017				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>
06/05/2017				<input type="text" value="Applicant Comment"/>
				<input type="text" value="Applicant Comment"/>

### 4.11.1 Unsaved Changes

Throughout SAS, when you try to navigate away from a page or tab with unsaved changes, SAS displays a message alerting you to save.

**Note:** SAS will not warn you of unsaved changes when you exit the application (for example, by closing your browser).

### 4.11.2 Wizards

SAS contains several wizards. A wizard is a series of screens that guide you through a multi-page process, such as completing Preapplication Information. When you complete a particular screen in a wizard, the **Next** button is enabled, allowing you to move to the next screen. In SAS, clicking **Next** in a wizard does NOT save that screen's data. Data is only saved when you click **Save** or **Submit** on the wizard's final screen.

## 4.12 Keyboard Navigation

SAS supports standard Windows keyboard navigation to navigate between fields and buttons and to perform clicks. These include:



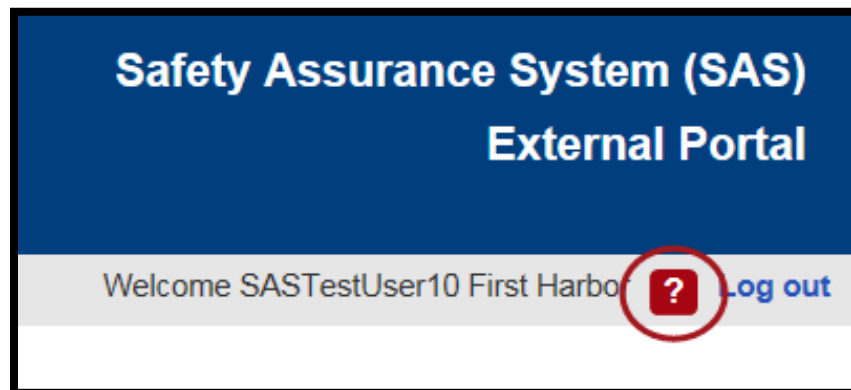
Use	To
Tab	To advance to the next field, button, or tab
Shift/Tab	To go back to the previous field, button, or tab
Space Bar or Enter	Perform a mouse-click
Down Arrow	Scroll down through a drop-down list
Up Arrow	Scroll up through a drop-down list

## 4.13 User Assistance

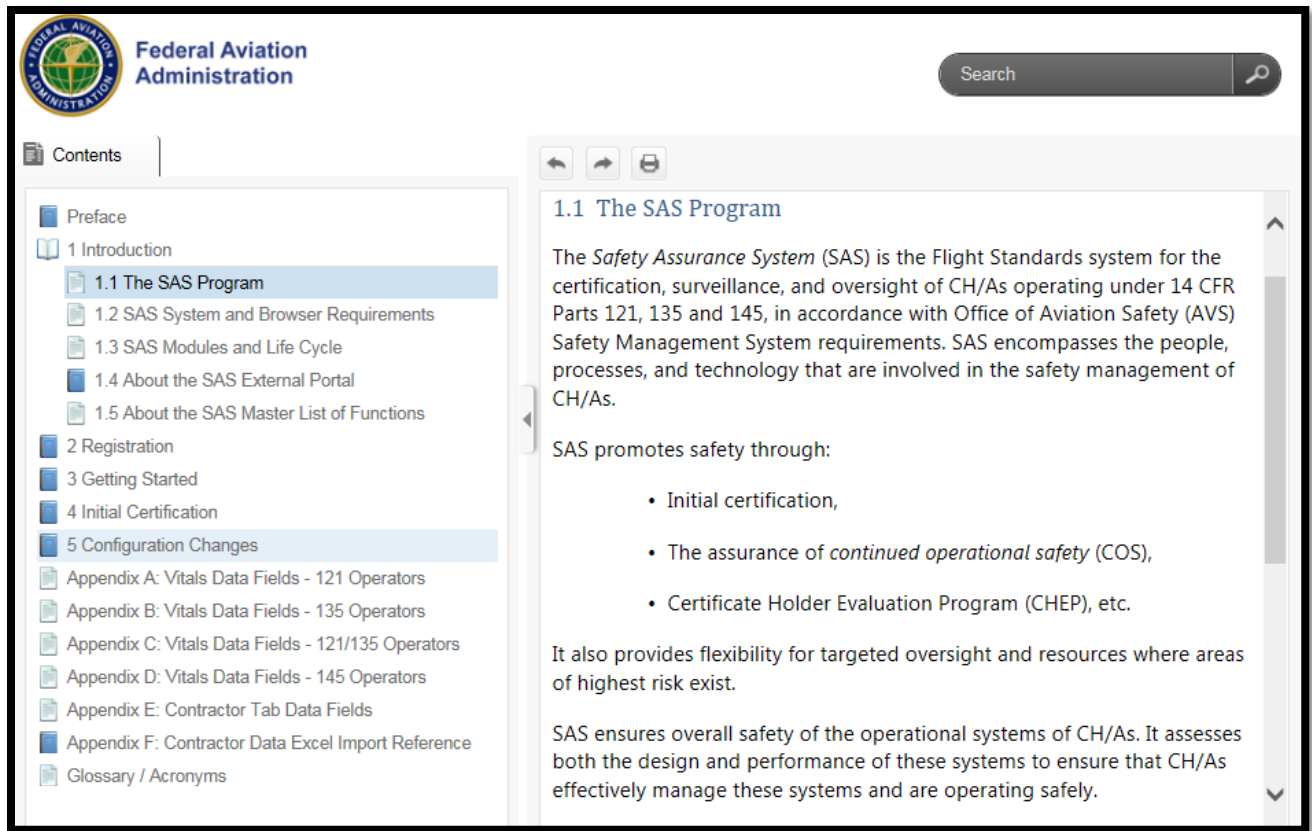
The following assistance is available to aid you in using SAS.

### 4.13.1 SAS Online Help

SAS includes full-featured online Help. Open it by clicking the ? button located in the top right corner of your screen. SAS Help includes a Table of Contents (TOC), Search, and Glossary.



The Quick Search feature (located at the top of the Help window) searches the currently displayed topic for the text you enter.



SAS Help is context-sensitive; when you click the Help button, SAS Help automatically opens at instructions for the page, tab, or dialog box you are currently viewing.

### 4.13.2 Your FAA Point of Contact

If you require additional assistance or the software is not operating as it should, capture screen shots by using the Print Screen (PrtScn) functionality or any other screen capture functionality you have available to you. Send this as well as a full description of the issue as well as steps you performed prior to experiencing the issue and contact the FAA Help Desk.

## **5 Initial Certification**

This chapter describes SAS automation steps required for initial certification in SAS.

### **5.1 About the Certification Process**

The purpose of the certification process is to provide a means by which prospective air operators or air agencies are authorized to conduct business in a manner which complies with all applicable regulations, the Federal Aviation Act (FA Act) of 1958, and Federal Aviation Administration (FAA) directives.

## 5.2 Initial Certification Process Steps

The following table provides a summary of applicant steps of the initial certification process as well as some of the FAA steps during the interaction.

	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
1	The applicant navigates to the SAS External Portal and registers for a SAS External Portal account by selecting <b>Sign up for SAS</b> .		If a user already has an account, they can log in and then navigate to the part of the checklist that applies.

	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
2	<p>The applicant receives an email from the FAA with a link to complete account creation request which includes contact information and Preapplication Information including attaching a signed PASI (Form 8400-6).</p> <p>When selecting the link in the email, a browser window will open with fields for <b>My Contact Information</b>. Complete at least all required fields (noted by a red asterisk) and select the <b>Next</b> button on the bottom right of the screen. There will be a summary page which completes the User Registration request. To continue, select <b>Next</b>.</p> <p>The <b>Preapplication Information</b> page opens and the applicant should fill out the information as necessary. When all required field are completed, the <b>Next</b> button will enable. Select <b>Next</b> to continue through the screens until <b>Section 1F</b> is completed. The <b>Submit</b> button will then replace the <b>Next</b> button. Select <b>Submit</b>.</p> <p>The applicant will receive confirmation that the Preapplication Information has been submitted.</p>	<p>The FAA will coordinate user provisioning, accepting user registration to SAS, and dispositioning the Preapplication Information.</p>	<p>The screens to complete will be different based upon the CFR Part selected in <i>Type of Certificate Applied For</i>.</p> <p>In <b>Section 1E</b>, it is required to attach a document. This document should be a signed current version of the PASI Form 8400-6.</p> <p><b>Note:</b> Only the first user from a company should submit the Preapplication Information. All subsequent users should select Option 2 in User Registration.</p>

	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
3	The applicant is able to log in to the External Portal and will see the <b>Home Page</b> which includes <b>SAS Automated Notifications</b> tile.		It is important that External Portal users review all notifications and messages in SAS.
4	The applicant is able to send and receive messages with their FAA point of contact using the <b>Messages</b> tile on the <b>Home Page</b> . To enlarge the tile, click on the boxes on the right of the header for messages.		The applicant cannot send or receive messages until a CPM is assigned by the FAA.
5	The applicant is able to receive broadcast messages from the FAA in the <b>Broadcast</b> tile. To enlarge the tile, click on the boxes on the right of the header for broadcasts.		
6	The applicant can review the certification request and certification item summary pages by selecting the link in the SAS menu.  The applicant can withdraw their application by selecting the <b>Withdraw</b> button on the bottom of the <b>Certification Request</b> tab.		The applicant cannot submit any uploaded information until a CPM is assigned by the FAA.  The <b>Certification Item Summary</b> tab will have links to the various areas that should be completed as a part of the Initial Certification process.

	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
7	<p>The applicant prepares and uploads documents by navigating to <b>Certification Documents</b> link in the <b>Certification Item Summary</b> tab or the <b>Document Management</b> link from the SAS menu.</p> <p>To add a document, select the document folder in the left pane and then the <b>Attach Document</b> button on the top of the right pane.</p> <p>To upload a document, the applicant will get a pop-up window which will allow the applicant to browse to upload the document.</p>		<p>Steps 7-12 can be completed in any order.</p> <p>Applicant cannot submit documents until a CPM is assigned by the FAA.</p> <p>For the Formal Application, there is a list of required documents that all must be uploaded before it can be submitted.</p>
8	<p>The applicant edits or enters additional configuration data as necessary by navigating to the <b>Configuration Data</b> page.</p>		<p>Configuration data includes Vitals, OpSpecs, and Contractors.</p> <p>Configuration data cannot be submitted until a CPM is assigned by the FAA.</p>

	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
9	<p>To generate DCTs, the applicant navigates to the <b>Certification Request</b> page from the SAS menu and clicks on <b>Generate DCTs</b> button at the bottom of the page.</p> <p>The applicant reviews and completes DCTs by navigating to Data Collection from the SAS menu or the <b>Certification Item Summary</b> tab from <b>Certification Request</b>. The applicant can resubmit DCTs as necessary back and forth with the FAA CPM.</p>		<p>DCTs cannot be submitted until a CPM is assigned by the FAA.</p> <p>If the applicant chooses to complete the DCTs prior to completing the Configuration Data, then the DCTs required for the proper configuration could change and the user would need to select Generate DCTs again.</p> <p>A new applicant may need to talk with their FAA POC regarding completing the proper Configuration Data to scope the proper DCTs.</p>
10	<p>The applicant navigates to the <b>Operating Profile</b> tab to review the Operating Profile from the SAS menu or the <b>Certification Item Summary</b> tab from <b>Certification Request</b>.</p>		
11	<p>The applicant edits the Schedule of Events (SOE) by navigating to the <b>Schedule of Events</b> link on the SAS menu or the <b>Certification Item Summary</b> tab.</p>		<p>Applicant cannot submit SOE until a CPM is assigned by the FAA.</p> <p>Applicant must fill out either N/A or a planned date in every row in order to be able to submit to the FAA.</p>



	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
12	The applicant completes and submits the Repair Station Form 8310-3, if required, by navigating to the <b>Repair Station Form 8310-3</b> link on the SAS menu or the <b>Certification Item Summary</b> tab.		Required for repair stations (CFR Part 145) only.
13		The FAA will assign a CPM and can accept or return any of the submitted items	
14		Certification team transitions the application from <i>Initial Cert</i> (N) status to <i>Precert</i> (P) status. This occurs with the Acceptance of the Formal Application. The FAA team members perform and submit Design Assessments (DAs). They can also add and complete Performance Assessments (PAs) and/or Custom DCTs.	Once an applicant has transitioned to a <i>Precert</i> (P) status, the applicant can no longer withdraw the application. If they wish to terminate the process, they will need to coordinate with the FAA to have the FAA complete this process.

	Applicant Automation Steps	FAA Automation Steps	Process Step Notes
15		FAA can change configuration data.	Once the applicant is in a P status, the applicant can no longer make changes to configuration data and will need to be coordinated with the FAA. The applicant will be able to generate, complete, and submit DCTs until the CPM generates a CAP.
16		CPM can generate the CAP to move the process so the remainder is completed by the FAA.	Once the CPM has received all of the applicant submitted DCTs they need, the CPM can generate the CAP to move the certification process along. When this occurs the applicant will receive a notification. At this point, the applicant will no longer be able to complete or submit DCTs.
17			Once the FAA has reviewed and completed all assessments for the applicant, they complete the process to transition the applicant from <i>Precert (P)</i> status to <i>Active (A)</i> status, issues OpSpecs and notifies the CH/A that the certificate has been issued.

### 5.3 How to Edit Preapplication Information

As necessary, you can modify the Preapplication Information. To edit the form, its status must be either *Draft* or *Returned*.

1. From the SAS menu, select **Preapplication Information**. The **Preapplication Forms** tab opens.

Submitted Preapplication Information					
Company Name	14 CFR Part	Date Submitted	Status	Status Date	
<a href="#">First Harbor</a>	CFR145	05/26/2017	Accepted	05/26/2017	⌵

2. In the **Company Name** column, click the link for the preapplication. The record opens in the **Section 1** tab.
3. Make the necessary changes to the form's data.
4. Click **Save** or **Submit**.

### 5.4 How to Use the Certification Request Tab

Use the **Certification Request** link to view your basic company information and the type of certificate your company is applying for.

On the tab you can also:

- Add applicant comments to the record
- Attach documents to the request record

Certification Request	Certification Item Summary	Meetings
<b>Certification Information</b>		
Designator Code:		
Applicant Name:	First Harbor	
SAS ID:	84777	
FSDO:	ST LOUIS FSDO CE03 / STL FSDO	
FAA Precertification Number:		
Proposed Type of Operation:	(145 F) Part 145 Within US	
Date of proposed start-up:	05/27/2017	
Certification Status:	Initial-Cert	
Last Updated By:	SAS System, SASTestUser10	
Last Updated:	06/01/2017 09:46 AM	

### 5.5 How to Use the Certification Item Summary Tab

Use the **Certification Item Summary** tab as the go-to location when working through the certification process. This tab contains links to all of the information within SAS connected to the certification project.

Certification Request	Certification Item Summary	Meetings
<b>Certification Information</b>		
Designator Code:		
Applicant Name:	First Harbor	
SAS ID:	84777	
FSDO:	ST LOUIS FSDO CE03 / STL FSDO	
FAA Precertification Number:		
Proposed Type of Operation:	(145 F) Part 145 Within US	
Date of proposed start-up:	05/27/2017	
Certification Status:	Initial-Cert	
Last Updated By:	SAS System, SASTestUser10	
Last Updated:	06/01/2017 09:46 AM	

The **Certification Item Summary** tab provides links to the deliverables that make up the initial certification process, as well as listing the date last updated and status. When you navigate via the **Certification Item Summary** links to other modules, a button appears on the left hand part of the screen in the module that you navigated to that allows the user to navigate directly back to the **Certification Item Summary** tab.

## 5.6 Modules 1, 2, and 4 Overview

### 5.6.1 Module 1 Overview

**Preapplication Information** – This link brings you to your Preapplication Information.

**FAA Form 8310-3** – This link brings you to your Form 8310-3 data (for repair stations).

**Configuration Data** – This link brings you to your Configuration Data and Operating Profile.

Peer Groups: (135 D) Part 135 (9 or Less Seats/Single Pilot) | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile

OPSS Authorizing Documents | Vitals | Contractors

Standard Templates for Parts A, B, C, D, E, and H OPSS Authorizing Documents for Part 135 Air Operators

Proposed / Approved	Part/Para	Paragraph Name
— Part A Operations Specifications—General		
<input checked="" type="checkbox"/>	A001	Issuance and Applicability
<input checked="" type="checkbox"/>	A002	Definitions and Abbreviations
<input checked="" type="checkbox"/>	A003	Aircraft Authorization
<input checked="" type="checkbox"/>	A004	Summary of Special Authorizations and Limitations
<input checked="" type="checkbox"/>	A005	Exemptions and Deviations
<input checked="" type="checkbox"/>	A006	Management Personnel
<input checked="" type="checkbox"/>	A007	Other Designated Persons

**Operating Profile** – This link will bring you directly to your Operating Profile.

Peer Groups: (135 D) Part 135 (9 or Less Seats/Single Pilot) | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile | View Baseline

Specialty: AW Assessment Type: DA View Scoped DCT Summary View | Question View

Incl.	Label	Title
Y	4.1.2	(AW) Maintenance Certificate Requirements
Y	4.2.1	(AW) Maintenance/Inspection Requirements
Y	4.2.2	(AW) Maintenance/Inspection Schedule
Y	4.2.3	(AW) AD Management
Y	4.2.4	(AW) Recordkeeping
Y	4.2.5	(AW) Maintenance Control Functions
Y	4.3.1	(AW) Airworthiness Release/Maintenance Log Requirements
Y	4.3.3	(AW) MEL/CDL/NEF and Other Deferred Maintenance
Y	4.3.4	(AW) Major Repairs & Alterations
Y	4.4.2	(AW) Mechanical Interruption Summary (MIS) / Service Difficulty Reports (SDR)

## 5.6.2 Module 2 Overview

**Schedule of Events** – This link brings you to your Schedule of Events.

### 5.6.3 Module 4 Overview

**Data Collect Tools (DCT)** – This link brings you to the **Select DCT** tab in **Data Collection Tools** for the DCTs assigned as a result of the Operating Profile.

**Certification Documents** – This link brings you to Document Management where you can view and manage any documents uploaded during the certification process.

## 5.7 Form 8310-3

### 5.7.1 To Complete and Submit Form 8310-3

1. From the SAS menu, select **Configuration > Repair Station Form 8310-3**. The **8310-3 Forms** tab opens.
2. Click **Create 8310-3**. The **8310-3 (Applicant)** tab opens.
3. Complete the required fields in **Section 1**.
4. In **Section 2**, specify the reason(s) the form is being submitted.



\* **Section 2. Reasons for Submission**

- Original Application for Certification and Rating
- Change in Rating
- Change in Location or Housing and Facilities
- Change in Ownership
- Other Specify

\_\_\_\_\_

5. In **Section 3**, select the rating(s) being applied for.

**\* Section 3. Ratings Applied for:**

<b>Airframe:</b>	<b>Powerplant:</b>	<b>Propeller:</b>	<b>Radio:</b>	<b>Instrument:</b>	<b>Accessories:</b>
<input checked="" type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 1
<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 2
<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3		<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3
<input type="checkbox"/> Class 4				<input type="checkbox"/> Class 4	

**Limited:**

<input type="checkbox"/> Airframe	<input type="checkbox"/> Accessories	<input type="checkbox"/> Rotor Blades
<input type="checkbox"/> Engine	<input type="checkbox"/> landingGear	<input type="checkbox"/> Fabric
<input type="checkbox"/> Propeller	<input type="checkbox"/> Float	<input type="checkbox"/> Emergency Equipment
<input type="checkbox"/> Instrument	<input type="checkbox"/> Radio	<input type="checkbox"/> Non-Destructive Testing for Limited

Specialized Services (specify)

6. In **Section 4**, optionally, enter the list of maintenance functions contracted to outside agencies or non-certificated service providers.

**Section 4. List of Maintenance Functions Contracted to Outside Agencies**

Attachment(s): Attach Document Delete

Additional Information:


7. In **Section 5**, enter the **Owner, Authorized Signer** on the 8310-3, **Date** and **Title** of the authorized signer.



**Section 5. Applicant Certification**

\* **Name of Owner:**   
(include names(s) of individual owner, all partners, or corporation name giving state and date of incorporation)


\* **Authorized Signer:**

\* **Date:**  


\* **Title:**

- To save the form without submitting it for approval, click **Save**. You will be able to make further changes to it prior to submission. Otherwise, to submit the completed form to the FAA, click **Submit**.

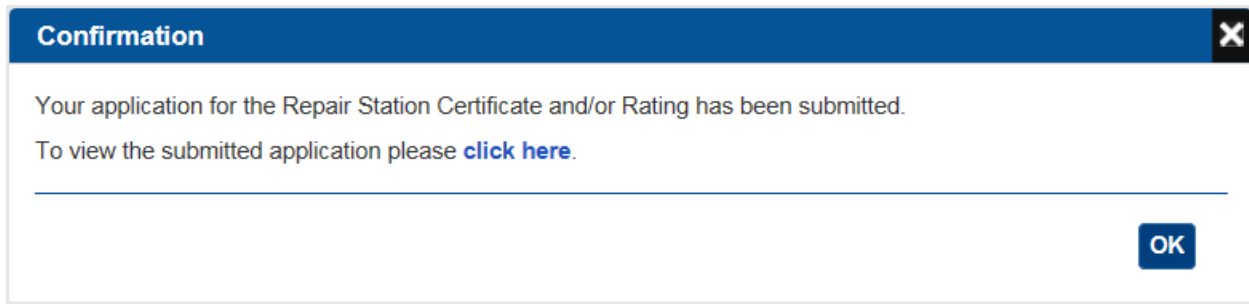
A message displays alerting you that saving an 8310-3 does not automatically update the operator's Vitals data. Changes to these fields must be completed manually on the **Configuration Data > Vitals** tab.

**Warning** 

Submitting data on the 8310-3 form does not update your configuration data in vitals automatically. Vitals data is the system of record.



- Click **OK**. A confirmation message displays.

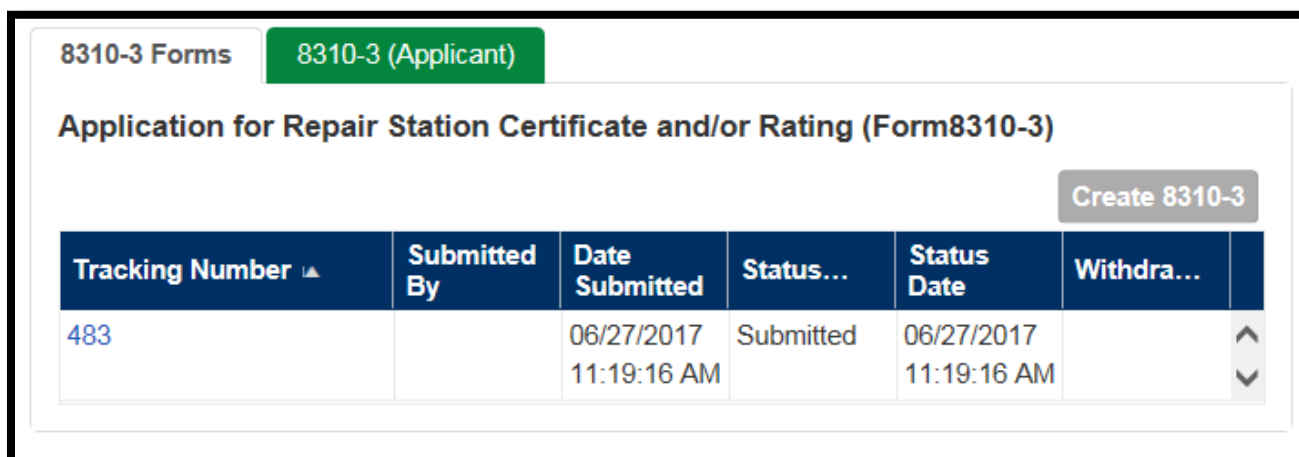


### 5.7.2 How to View, Edit, or Withdraw a Form 8310-3

As necessary, you can view, edit, or withdraw a Form 8310-3.

### 5.7.3 To view a Form 8310-3

1. From the SAS menu, select **Configuration > Repair Station Form 8310-3**. The **8310-3 Forms** tab opens.



2. For the form whose details you want to view, in the **Tracking Number** column, click its link. The form opens in the **8310-3 (Applicant)** tab. **Note:** The tracking number is a sequentially-created unique identifier for the form. It is generated automatically by SAS.

### 5.7.4 How to Edit a Form 8310-3

To edit a Form 8310-3, you must be its originator and the form's status must be either *Draft* or *Returned* (by the FAA). Once the FAA accepts the 8310-3, the submitter is not able to edit it and must communicate changes to their FAA point of contact directly.

To edit a Form 8310-3:

1. From the SAS menu, select **Configuration > Repair Station Form 8310-3**. The **8310-3 Forms** tab opens.
2. For the form you want to edit, in the **Tracking Number** column, click its link. The form opens in the **8310-3 (Applicant)** tab.
3. Click the **Edit 8310-3** button at the bottom right of the page. Make changes to the form's data, as desired.
4. Click **Save** or **Submit**.

### 5.7.5 How to Withdraw a Form 8310-3

To withdraw a Form 8310-3 you must be its originator and the form's status must be either *Draft* or *Returned* (by the FAA).

To withdraw a Form 8310-3:

1. From the SAS menu, select **Configuration > Repair Station Form 8310-3**. The **8310-3 Forms** tab opens.
2. For the form you want to edit, in the **Withdraw** column, click its **Withdraw** link.

The screenshot shows the SAS interface for '8310-3 Forms' in the '8310-3 (Applicant)' tab. The title is 'Application for Repair Station Certificate and/or Rating (Form8310-3)'. There is a 'Create 8310-3' button. Below is a table with columns: Tracking Number, Submitted By, Date Submitted, Status..., Status Date, and Withdra... (Withdraw). The first row shows Tracking Number 483, Submitted By (empty), Date Submitted 06/27/2017 11:19:16 AM, Status Submitted, Status Date 06/27/2017 11:19:16 AM, and a 'Withdraw' button highlighted with a red box. There are also up and down arrow icons next to the 'Withdraw' button.

Tracking Number ▲	Submitted By	Date Submitted	Status...	Status Date	Withdra...
483		06/27/2017 11:19:16 AM	Submitted	06/27/2017 11:19:16 AM	Withdraw

## 6 Configuration

### 6.1 About Configuration Data

A CH's configuration data is the set of unique characteristics or attributes that define what the CH does.

Configuration data is grouped into three categories:

- Operations specifications are those paragraphs that provide the authorizations, limitations, standards and procedures that are applicable to a specific CH under 14 CFR Parts 121, 135, 145.

Peer Groups: (121 A) Part 121 Air Operators | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile

OPSS Authorizing Documents | Vitals | Contractors

Standard Templates for Parts A, B, C, D and E OPSS Authorizing Documents for Part 121 Air Operators

Proposed / Approved	Part/Para	Paragraph Name
- Part A Operations Specifications—General		
<input checked="" type="checkbox"/>	A001	Issuance and Applicability
<input checked="" type="checkbox"/>	A002	Definitions and Abbreviations
<input checked="" type="checkbox"/>	A003	Airplane Authorization
<input checked="" type="checkbox"/>	A004	Summary of Special Authorizations and Limitations

- *Vitals* include a broad description of air operator or air agency operational data.

Peer Groups: (121 A) Part 121 Air Operators | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile

OPSS Authorizing Documents | Vitals | Contractors

General Information

CEO	<b>General Information</b>	
Personnel / Training / AW Agreement	Air Operator Name:	DALA, DELTA AIR LINES INC
RO-DO / PI / Certificated Kinds of Operation / Authorization	14 CFR: <sup>†</sup>	121
Proposed or Current Terminal and Enroute Procedures	Certificate Type:	A
Operating Configuration	CHDO:	SO27
Scheduled Operations / Maintenance and Reliability Info.	Previous Designator:	DALA
Name / Address	Certificate Number:	DALA026A
	Previous Certificate	3

Note: See the Vitals Data Fields lists in the Appendices of this document for descriptions of all of the configuration data Vitals fields. It will be located in Appendix A, B, C, or D for CFR Part 121, 135, 121/135, and 145 respectively.

- *Contractors* include information about service providers that the company contracts with.

Peer Groups: (145 F) Part 145 Within US | Version: Initial Certification | Status: Draft | Last Updated: 05/26/2017 9:28:21 AM

Configuration Data | Operating Profile

Operations Specifications | Vitals | Contractors

Add Contractor | Delete Contractor

Contractor	Type
Select	Select
11NR, AERO NAUTICAL INTERIORS INCORPORATED	Maintena...
1EMA, ELITE MEDICAL AIR TRANSPORT	Maintena...

**General Information**

Type: Maintenance

Designator/Name: 11NR, AERO NAUTICAL INTERIORS INCORPORATED

Certificate Number: 11NR197B

14 CFR: 145

Address 1: 5351 HIGHWAY 280 EAST

## 6.2 How to Add and Update Configuration Data

When your Preapplication Information has been accepted, you will receive a notification on your **Home** page to provide your Configuration Data. Configuration Data describes your proposed operations and includes items such as fleet composition, route structure, and operations specifications. If you are applying for a Part 145 repair station certificate, it includes your proposed ratings and capabilities list. The **Vitals** section of your Configuration Data will be pre-populated with information from your Preapplication Information and you will need to enter additional information that was not provided in that form. After you provide your Configuration Data, SAS generates the Operating Profile (CHOP)

## 6.3 About the Operating Profile

Every CH/A has an Operating Profile. The operating profile is the list of assessments that the FAA conducts as a part of the oversight of the CH/A. The content of a CH/A's operating profile is determined by the configuration data (Operations Specifications and Vitals).

Based on a CH's configuration data, SAS creates the *Operating Profile*, also referred to as the Certificate Holder Operating Profile or CHOP.

THE CHOP HAS 2 PANES THAT DISPLAY:

- Summary details of that assessment (purpose, objective, and the regulations/guidance statements it addresses)
- The individual questions that make up the assessment. For each question you can view: 1) its scoping rule and, 2) the regulations/guidance statements the question addresses.

### 6.3.1 How to Access the Operating Profile

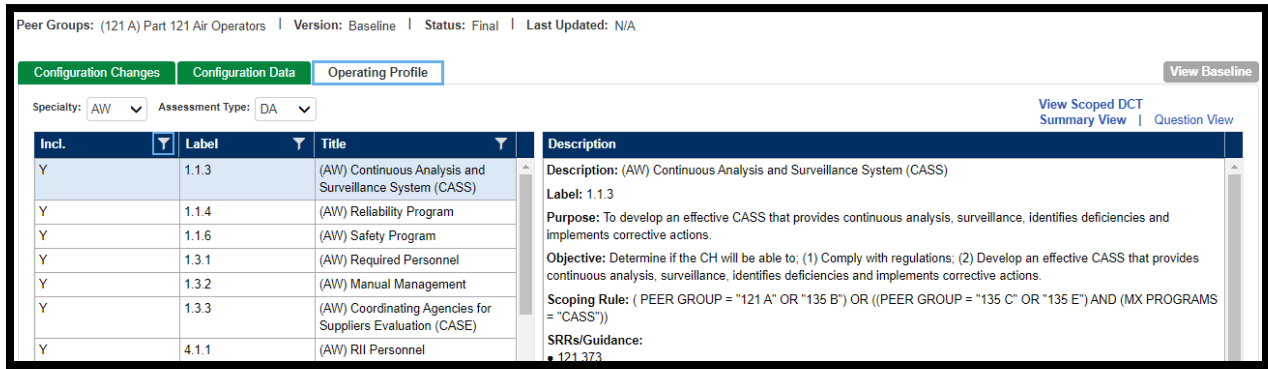
Use the **Operating Profile** tab to view the operating profile. There are two different ways to view an operating profile:

- Baseline operating profile view - The baseline operating profile represents the current, in-use operating profile.
- Configuration change operating profile view – The configuration change operating profile view represents the operating profile resulting from an open configuration change.

### 6.3.2 How to Access a Baseline Operating Profile View

The baseline operating profile represents the current, in-use operating profile. To access a baseline operating profile view:

1. From the SAS menu, select **Configuration > Operating Profile**. The **Operating Profile** tab opens.
2. The tab displays the baseline operating profile. This can be confirmed by looking at the top of the screen at **Status: Baseline**.



In addition to the list of assessments that make up the operating profile, for each assessment the Operating Profile tab lets you view:

- Summary details of that assessment (purpose, objective, and the regulations/guidance statements it addresses)
- The individual questions that make up the assessment. For each question you can view: 1) its scoping rule and, 2) the regulations/guidance statements the question addresses.

### 6.3.3 The Operating Profile Tab Left Pane

The left pane of the **Operating Profile** tab lists the assessments. This will be filtered by Specialty and Assessment Type.

Specialty:  Assessment Type:

Incl.	Label	Title
Y	1.1.3	(AW) Continuous Analysis and Surveillance System (CASS)
Y	1.3.1	(AW) Part 119 Required Personnel
Y	1.3.2	(AW) Manual Management
Y	4.1.1	(AW) RII Personnel
Y	4.1.2	(AW) Maintenance Certificate Requirements

By default the left pane filters the list of assessments on only those that are currently included based upon your Configuration Data. If you wish to see those that are not currently included in your configuration, you can change the filter on the column labelled **Incl.**

#### 6.3.4 The Operating Profile Tab Right Pane

The right pane of the **Operating Profile** tab displays either:

- A summary of the assessment selected in the left pane (this is the default view) via the **Summary View**
- The questions that make up the assessment selected in the left pane via the **Question View**



View Scoped DCT  
[Summary View](#) | [Question View](#)

**Description**

**Description:** (AW) Continuous Analysis and Surveillance System (CASS)

**Label:** 1.1.3

**Purpose:** To develop an effective CASS that provides continuous analysis, surveillance, identifies deficiencies and implements corrective actions.

**Objective:** Determine if the CH will be able to; (1) Comply with regulations; (2) Develop an effective CASS that provides continuous analysis, surveillance, identifies deficiencies and implements corrective actions.

**Scoping Rule:** ( PEER GROUP = "121 A" OR "135 B") OR ((PEER GROUP = "135 C" OR "135 E") AND (MX PROGRAMS = "CASS"))

**SRRs/Guidance:**

- 121.373
- 5.21
- 5.23
- 5.25
- 5.51
- 5.53

View Scoped DCT  
[Summary View](#) | [Question View](#)

Incl.	#	Label	Specialty	DCT Questions	Scoping Rules	SRRs etc.
Y	51915	1.1.3	AW	Does the process design ensure the individual with responsibility provides both financial and human resources for the safety and quality performance of this element?		
Y	51916	1.1.3	AW	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?		
Y	51917	1.1.3	AW	Do process measurement(s) exist to evaluate the performance of this element and implement corrective action if necessary?		

While in the **Question View** you can click a question's eye icons to view the scoping rule (the configuration data that SAS uses to include or exclude the question), and its SRRs (Specific Regulatory Requirements that apply to the question).

## 6.4 How to Enter OPSS Authorizing Documents

To enter your Operations Specifications configuration data:

1. From the SAS menu, select **Configuration > Configuration Data**. The **Configuration Data** screen opens at the **Operations Specifications** tab.
2. Review the list of Operations Specifications that apply to the 14 CFR Part that you are requesting certification for. (**Note:** SAS preselects required paragraphs and these may not be changed.)

Peer Groups: (121 A) Part 121 Air Operators | Version: Baseline | Status: Final | Last Updated: N/A

The screenshot shows the SAS Configuration Data interface. At the top, there are three tabs: "Configuration Changes" (green), "Configuration Data" (blue), and "Operating Profile" (green). Below these, there are three sub-tabs: "OPSS Authorizing Documents" (red border), "Vitals" (green), and "Contractors" (green). The "OPSS Authorizing Documents" tab is active and displays the text "Standard Templates for Parts A, B, C, D and E OPSS Authorizing Documents for Part 121 Air Operators". Below this text is a table with three columns: "Proposed / Approved", "Part/Para", and "Paragraph Name". The table is titled "Part A Operations Specifications—General" and contains five rows of data, each with a checked checkbox in the "Proposed / Approved" column.

Proposed / Approved	Part/Para	Paragraph Name
<input checked="" type="checkbox"/>	A001	Issuance and Applicability
<input checked="" type="checkbox"/>	A002	Definitions and Abbreviations
<input checked="" type="checkbox"/>	A003	Airplane Authorization
<input checked="" type="checkbox"/>	A004	Summary of Special Authorizations and Limitations
<input checked="" type="checkbox"/>	A005	Exemptions and Deviations

3. Select additional paragraphs to describe the programs that you are requesting and click **Save**.

## 6.5 How to Enter Vitals

To enter your Vitals configuration data:

1. Select the **Configuration Data > Vitals** tab.
2. Complete all the required fields on the **Vitals** tab. Use the buttons on the left (under **Table of Contents**) to navigate between sections.

**Note:** The screens below are a sample 14 CFR part 145, the Vitals table and fields are dependent on the CFR part. For more information on each field and the types of information that should be entered, see the Vitals Fields lists in the Appendices.

**Vitals > Identification / BASA / Physical Location** contains the legal or official name of the air agency, alphanumeric ID identifier, CHDO, certificate information, and physical location.

The screenshot shows a web-based form titled "Identification / BASA / Physical Location". The form is divided into several sections:

- Authorizations:** Includes fields for "14 CFR 145 Name:", "CHDO:" (with value "CE03"), "Airport ID:" (with an empty input field), and a checkbox for "Foreign".
- Certificate Information:** Includes a checkbox for "EASA Listed?".
- Physical Location:** Includes fields for "Address 1:" (with value "123 Main St"), "Address 2:", "Address 3:", "City:", "State:" (with a dropdown menu), "Postal Code:", "Business Phone:" (with "Phone:" and "Ext:" sub-fields), "Alternate Phone:" (with "Phone:" and "Ext:" sub-fields), and "Fax:" (with "Phone:" and "Ext:" sub-fields).

At the bottom of the form, there is a note: "\* Supports Certificate Holder Operating Profile (CHOP)".

**Vitals > Mailing Address/ CEO / Company Location / POC** contains mailing address of the company, contact information for your Chief Executive Officer and Liaison.

Configuration Data **Operating Profile**

**Operations Specifications** Vitals **Contractors**

Identification / BASA / Physical Location

**Mailing Address / CEO / Company Location / POC**

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

**Mailing Address / CEO / Company Liaison / POC**

**Mailing Address**

Same as Physical Address

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code:

**Chief Executive Officer**

Name:

Title:

Business Phone:  Ext:

Mobile Phone:

Fax:

Email Address:

**Company Liaison**

Name:

Title:

**Vitals > Certificate Information/Personnel** lists the certificate dates, QMS contractor, and number of personnel (by type) at the location, names of the PMI and PAI, and Maintenance Functions.

**Note:** If there are no people in a certain position, you must enter a "0" rather than leaving it blank.

Configuration Data **Operating Profile**

**Operations Specifications** Vitals **Contractors**

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

**Certificate Information/Personnel**

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

---

**QMS Contractor**

In-House Quality Monitoring System (QMS)

QMS Contractor:

**Number of Personnel at this Location**

FAA Cert Mechanics: †

Non-Cert Mechanics: †

Repairmen: †

Total Employees:

**Inspectors**

Principal Maintenance Inspector:

Principal Avionics Inspector:

**Maintenance Functions**

Other Maintenance Functions

Work Away from Home Station †

Perform Maintenance/Alteration for Air Carriers

**Vitals > Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR** lists the class and date of Accessories, Airframe, Instrument, Powerplant, Propeller, Radio and SFAR 36 Authorized.

**Operations Specifications** Vitals **Contractors**

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

**Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR**

Tracking Information

Limited Ratings

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

---

**Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR**

\* required field

**Accessory / Airframe / Instrument / Powerplant / Propeller / Radio**

<b>Accessories</b>	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="📅"/>
<b>Airframe †</b>	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="📅"/>
<b>Instrument</b>	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="📅"/>
<b>Powerplant</b>	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="📅"/>
<b>Propeller</b>	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="📅"/>
<b>Radio</b>	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="📅"/>
<b>SFAR 36 Authorized</b>	<input type="checkbox"/> Class 1		

**Vitals > Tracking Information** lists the Associated Reference ID, Special Purpose, National Use, and PTRS Record ID.

Operations Specifications | **Vitals** | Contractors

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

**Tracking Information**

Limited Ratings

**Tracking Information**

Associated Reference ID:

Special Purpose:

National Use:

PTRS Record ID:

**Vitals > Limited Ratings** lists comments and dates for limited ratings such as Power Plant (L-PP), Landing Gear (L-LG), Emergency Equipment (L-EE), etc.

Operations Specifications | **Vitals** | Contractors

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

**Limited Ratings**

Repair Station Operations

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

**Limited Ratings**

Airframe (L-AF) †		mm/dd/yyyy	
Power Plant (L-PP)		mm/dd/yyyy	
Propeller (L-PRP)		mm/dd/yyyy	
Instruments (L-INS)		mm/dd/yyyy	
Radio (L-RAD)		mm/dd/yyyy	
Accessories (L-AAC)		mm/dd/yyyy	
Landing Gear (L-LG)		mm/dd/yyyy	
Float (L-FLO)		mm/dd/yyyy	
Non-Destructive Testing (L-NDT)		mm/dd/yyyy	
Emergency Equipment (L-EE)		mm/dd/yyyy	
Rotor Blades (L-RB)		mm/dd/yyyy	
Aircraft Fabric (L-FAB)		mm/dd/yyyy	
Specialized Services (L-SS) †		mm/dd/yyyy	

**Vitals > Repair Station Operations** lists the type of Repair Station, Records and Technical Data, Equipment Parts and Materials, and Contract Agreements.

Operations Specifications Vitals Contractors

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

**Repair Station Operations**

Agreements and Authorizations

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

**Repair Station Operations**

**Repair Stations**

- Performs Major Alterations†
- Performs Major Repairs†

**Records and Technical Data**

- Issued in the Form of Controlled Documents†
- Component Testing Software†
- Form 337†
- Master Library†
- Records Stored Offsite†
- Performs Airworthiness Directives†

**Equipment, Parts and Materials**

- Fabricates Parts†
- Life Limited Parts†
- Overhaul of Parts†
- Test Cell†

**Contract Agreements**

- Contracts Out Parts Fabrication†
- Equipment Contracted for Repair†
- Leased/Rented Equipment†

**Vitals > Agreements and Authorizations** provides information about special authorizations and approvals, other certificates or approvals, and your safety program.

Configuration Data Operating Profile

Operations Specifications Vitals Contractors

Identification / BASA / Physical Location

Mailing Address/ CEO / Company Location / POC

Certificate Information/Personnel

Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR

Tracking Information

Limited Ratings

Repair Station Operations

**Agreements and Authorizations**

Geographic Authorizations - Foreign Only

Doing Business As (DBA)

Exemptions

Accountable Manager

Additional Fixed Locations

BASA 145 Listed Line Stations

Non-Certified Repair Functions

**Agreements and Authorizations**

**Special Authorizations and Approvals**

- HAZMAT Employer†
- Transport Canada Civil Aviation (TCCA) Maintenance†

**Other Certificates and/or Approvals**

- Contracts Maintenance to Non-Certificated Contractor†
- Contracts Maintenance to Certificated Contractor†
- Foreign Air Carrier Maintenance†
- Perform Maintenance Outside of Housing†
- Performs Air Carrier Essential Maintenance†
- Performs Air Carrier Maintenance†
- Capability List†

**Safety Program**

- SMS - Safety Management System†
- IEP - Internal Evaluation Program†
- ASAP - Aviation Safety Action Program†
- VDRP - Voluntary Disclosure Reporting Program†

**Vitals > Geographic Authorizations – Foreign only** provides information on the geographic operations where the air agency provides services as well as the Make/Model/Series of the aircraft on which services are provided.

Configuration Data **Operating Profile** View 6

**Operations Specifications** **Vitals** **Contractors**

Identification / BASA / Physical Location  
 Mailing Address/ CEO / Company Location / POC  
 Certificate Information/Personnel  
 Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR  
 Tracking Information  
 Limited Ratings  
 Repair Station Operations  
 Agreements and Authorizations  
**Geographic Authorizations - Foreign Only**

**Geographic Authorizations - Foreign Only**

Current Geographic Authorizations

Delete Geographic Authorization | Add New Geographic Authorization

Operator Name	Designator	Aiport ID	Airport NM	Contract Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records available.

**Doing Business As (DBA)**

DBA Name

---

**Geographic Authorization Details** ✕

**\* required field**

**Designator:**

**\* Operator Name:**

**\* Airport Id:**

**\* Aircraft MM:**

**Contract Number:**

**OK** **Cancel**

**Vitals > Authorized DBAs** lists any other authorized names under which you do business.

Configuration Data **Operating Profile** View 6

**Operations Specifications** **Vitals** **Contractors**

Identification / BASA / Physical Location  
 Mailing Address/ CEO / Company Location / POC  
 Certificate Information/Personnel  
 Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR  
 Tracking Information  
 Limited Ratings  
 Repair Station Operations  
 Agreements and Authorizations  
 Geographic Authorizations - Foreign Only  
**Doing Business As (DBA)**

**Doing Business As (DBA)**

DBA Name

Delete Selected DBA | Add New DBA

DBA
<input type="text"/>

No records available.

**Exemptions**

Current Exemptions

Delete Selected Exemption | Add New Exemption

---

**DBA Details** ✕

**\* required field**

**\* DBA:**

**OK** **Cancel**

**Vitals > Exemptions** lists any authorized exemptions along with the number and expiration date



Configuration Data **Operating Profile** View E

**Operations Specifications** **Vitals** **Contractors**

Identification / BASA / Physical Location  
 Mailing Address/ CEO / Company Location / POC  
 Certificate Information/Personnel  
 Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR  
 Tracking Information  
 Limited Ratings  
 Repair Station Operations  
 Agreements and Authorizations  
 Geographic Authorizations - Foreign Only  
 Doing Business As (DBA)  
**Exemptions**

**Exemptions**

Current Exemptions Delete Selected Exemption | Add New Exemption

Exemption Number	Expiration Date
No records available.	

**Accountable Manager**

Current Accountable Manager Delete Manager | Add New Manager

Name	Type	Title	Phone
No records available.			

**Exemption Details** ✕

\* required field

\* Exemption Number:

\* Expiration Date:

**OK** **Cancel**

**Vitals > Accountable Manager** lists contact information for person(s) performing the Accountable Manager duties as well as if they are FAA Approved or EASA Approved.

Configuration Data **Operating Profile** View

**Operations Specifications** **Vitals** **Contractors**

Identification / BASA / Physical Location  
 Mailing Address/ CEO / Company Location / POC  
 Certificate Information/Personnel  
 Accessory / Airframe / Instrument / Powerplant / Propeller / Radio / SFAR  
 Tracking Information  
 Limited Ratings  
 Repair Station Operations  
 Agreements and Authorizations  
 Geographic Authorizations - Foreign Only  
 Doing Business As (DBA)  
 Exemptions  
**Accountable Manager**

**Accountable Manager**

Current Accountable Manager Delete Manager | Add New Manager

Name	Type	Title	Phone
No records available.			

**Additional Fixed Locations**

Fixed Locations Delete Fixed Location | Add New Fixed Location

Address Line 1	City	State	Zip code
No records available.			

**Accountable Manager Details** ✕

\* required field

\* Manager Type:

\* Name:

Title:

\* Business Phone:  **Ext:**

Alternate Phone:

Fax:

Mobile Phone:

E-mail Address:

**OK** **Cancel**

**Vitals > Additional Fixed Location** lists the address(es) of any additional physical locations of the air agency.

The screenshot shows the 'Additional Fixed Location Details' form. On the left is a navigation menu with 'Accountable Manager' highlighted. The main form area contains the following fields:

- \* required field
- \* Address 1: [Text Input]
- Address Line 2: [Text Input]
- Address Line 3: [Text Input]
- \* City: [Text Input]
- \* State: [Dropdown Menu]
- \* Postal Code: [Text Input]
- Country: US - UNITED STATES [Dropdown Menu]
- \* Business Phone: Phone [Text Input] Ext: [Text Input]
- Alternate Phone: Phone [Text Input]
- Fax: Phone [Text Input]
- Foreign Phone: [Text Input]
- Mobile Phone: Phone [Text Input]
- E-mail Address: [Text Input]

At the bottom right, there are 'OK' and 'Cancel' buttons.

**Vitals > BASA 145 Listed Line Stations** lists the airport of the line station, Make and Model of the aircraft as well as the EASA 145 Rating Code as well as any comments.

The screenshot shows the 'BASA 145 Listed Line Stations' form. On the left is a navigation menu with 'BASA 145 Listed Line Stations' highlighted. The main form area contains the following sections:

- BASA 145 Listed Line Stations:** A table with columns: Location, Make / Model, Rating, Comments. Below the table, it says 'No records available.'
- Non-Certificated Repair Functions:** A section with the heading 'Function(s) Contracted:' and a list of checkboxes:
  - Welding
  - Shot Peening
  - Machining
  - Plating
  - Painting
  - Balancing
  - Plasma Spraying
  - Grit Blasting
  - Rewinding

**Station Details** ✕

\* required field

**\* Location:**

**\* Make Model:**

**\* Rating:**

**Comments:**

OK
Cancel

**Vitals > BASA 145 Listed Line Stations**

Non-Certificated Repair Functions

**Non-Certificated Repair Functions**

**Function(s) Contracted:**

<input type="checkbox"/> Welding	<input type="checkbox"/> Plating	<input type="checkbox"/> Plasma Spraying
<input type="checkbox"/> Shot Peening	<input type="checkbox"/> Painting	<input type="checkbox"/> Grit Blasting
<input type="checkbox"/> Machining	<input type="checkbox"/> Balancing	<input type="checkbox"/> Rewinding

Other 1:

Other 2:

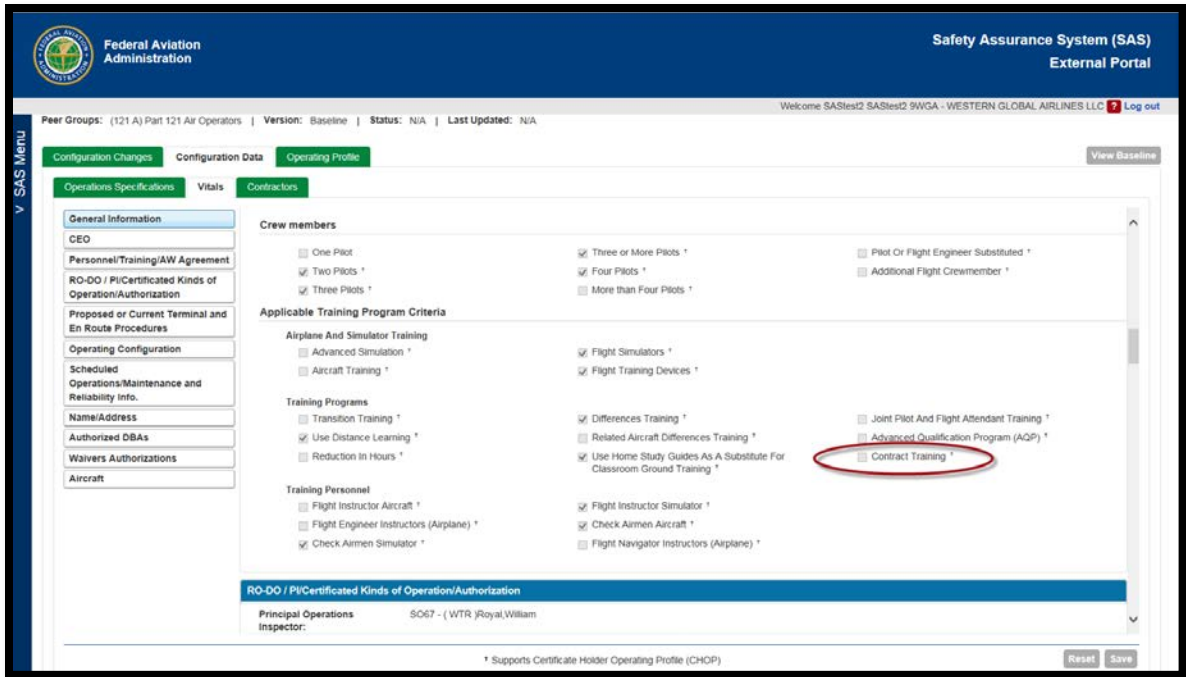
Other 3:

Other 4:

Other 5:

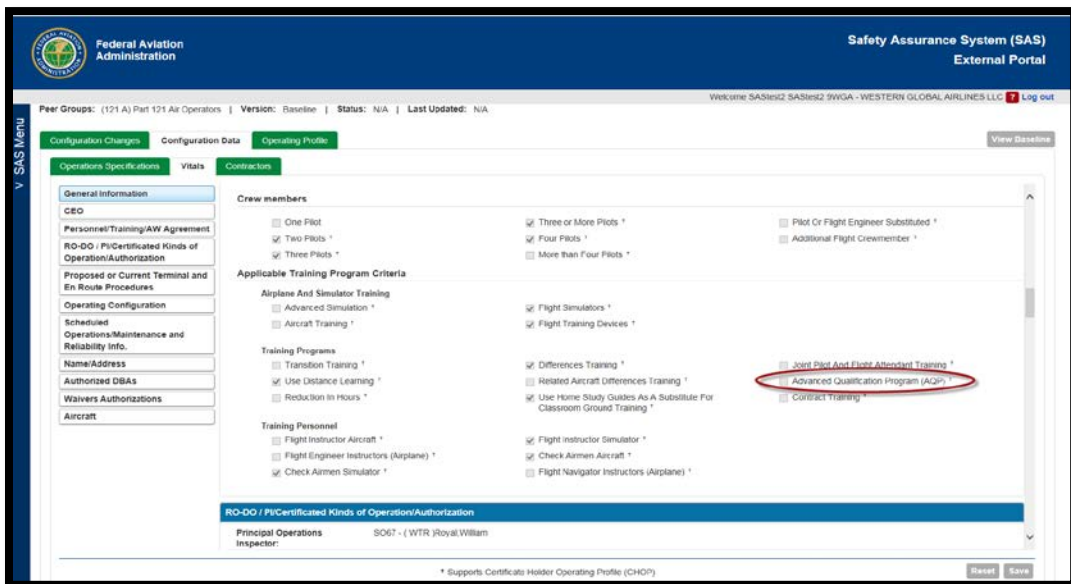
**Note:** For a CFR Part 121 or 135, you must select each aircraft hyperlink and ensure all required fields are completed in the pop-up window.

**Vitals > Personnel/Training/AW Agreement > Applicable Training Program Criteria > Training Programs**



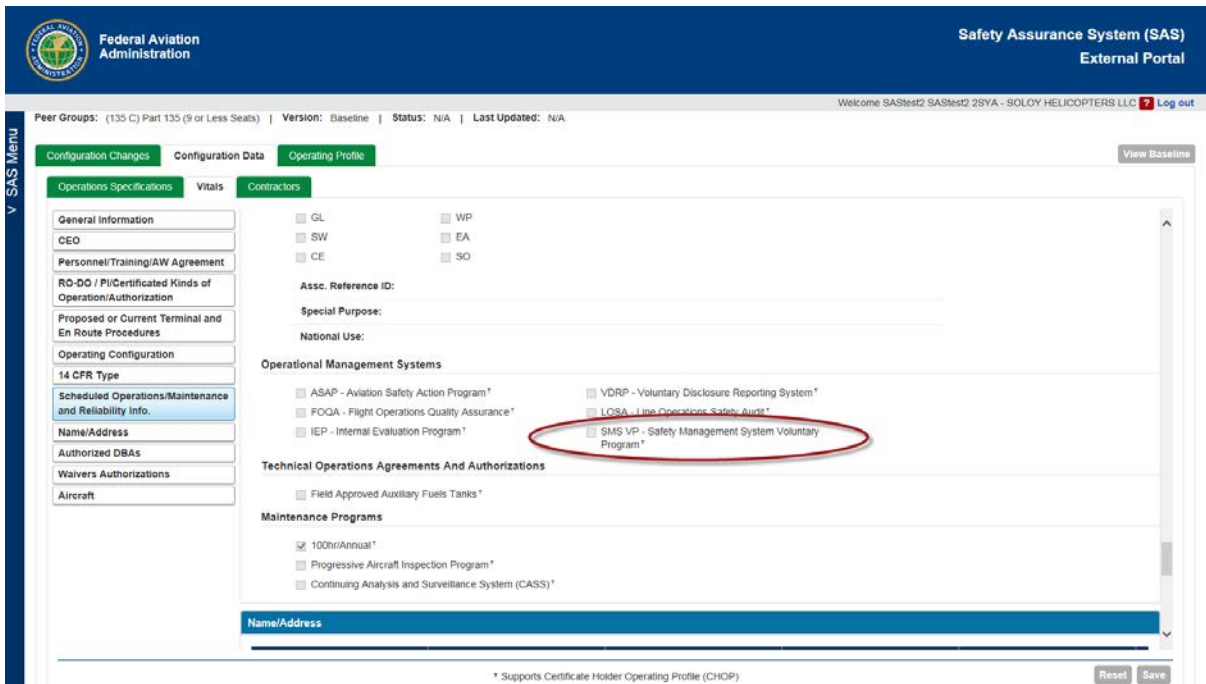
**Note:** A new check box labeled "Contract Training" has been added to the Vitals screen under the section. Pls should review these changes and update their Vitals as a result of the new release, if necessary.

**Vitals > Personnel/Training/AW Agreement > Applicable Training Program Criteria > Training Programs**



Note: This allows scoping questions for a new training program, Advanced Qualification Program (AQP). This will apply to all CFR Parts 121, 135, and 121/135. You can coordinate with your PI to your Configuration Data with this release. As necessary, you will need to complete a configuration change request to have the applicable options selected.

**Vitals > Agreements and Authorizations > Safety Program.**



Note: A new check box labeled “SMS VP – Safety Management System Voluntary Program” has been added to the Vitals screen under the section, Scheduled Operations/Maintenance and Reliability Info. > Operational Management Systems. This will apply to CFR parts 135 and 121/135.

## 6.6 Entering Contractor Data

1. Select the **Configuration Data > Contractors** tab. The left side of the tab lists the service providers that your company contracts with. The right side is where you enter and edit contractor data.

Contractor	Type	Sub. Type
15LR, LUFTHANSA TECHNIK COMPONENT SERVICES	Maintenance	FAA Certified
19GR, GENERAL MRO AEROSPACE INC	Maintenance	FAA Certified
19LR, AIRWAY AEROSPACE, INC.	Maintenance	FAA Certified
1ARR, XTRA.AEROSPACE LLC	Maintenance	FAA Certified
1E1R, STS REPAIR AND MODIFICATION LLC	Maintenance	FAA Certified
11LR, INFLIGHT WARNING SYSTEMS INC	Maintenance	FAA Certified

**General Information**

Type: Maintenance

FAA-Certificated Repair Station
  Part 65
  AMO
  AME
  Non-Cert

Contractor Designator/Name: 15LR, LUFTHANSA TECHNIK COMPONENT SERVICES

Certificate Number: 15LR725Y

14 CFR: 145

Address 1: 7424 EAST 30TH STREET NORTH

2. Click **Add Contractor**.

Note: A capability was added to specify a CFR Part 135 with OpSpec D072 contractor as an Essential Maintenance Provider (EMP).

3. For Part 121 operators, you can select either Maintenance or Operations contractors. For part 135 and 145 certificates, you can only select Maintenance.
4. Specify whether or not the contractor is FAA-Certificated:
  - If FAA-Certificated, enter/select its **Designator** code.

\* required field

**General Information**

Type: Maintenance ▾

FAA-Certificated  Not FAA-Certificated

\* Designator/Name

Certificate Number:

14 CFR:

Address 1:

Address 2:

Address 3:

City:

State:

Country:

Postal Code:

- If not FAA-Certificated, enter other aviation authority certificate information (if any) and the company's name, address, and contact info.

5. If the contractor is an Essential Maintenance Provider check the corresponding box and enter the list of **Required Inspection Items** it is responsible for, if applicable.
6. Enter the locations where maintenance is performed. Use the **Airport** field to select airports from the SAS database. Use the **Maintenance Category** boxes to specify the types of maintenance and specialized services the contractor provides.
7. Continue adding contractors to list all service providers that your company contractors with. Click **Save**.

### 6.6.1 How to Import Contractor Data from an Excel File

SAS allows contractor data to be uploaded from an Excel file. This method can be used to add, modify, and delete contractor records.

Only PIs and their proxies can add and maintain a CH/A's list of current contractors on the **Contractors** tab.

Because maintaining a large list of contractors can be time consuming, SAS lets the PI load a CH/A's contractor data from an Excel file. This method can be used to add, modify, and delete contractor records.

To import contractor data from an Excel file:

1. From the SAS menu, select **Configuration Data**. The **Configuration Data** screen opens.
2. Select the CH/A you want to work with from the CH/A drop down.
3. Click **Contractors** to display the **Contractors** tab. The left side of the tab lists the contractors that are already in the system.

Click the **Create Excel** button. This will create an Excel file for your contractor data. The file will contain any contractor data that is already in SAS.

Note: Even if you already have a copy of the Contractor Excel template from a previous session, it is highly recommended that you download a copy to ensure that you are working with the latest data.



Add Contractor | Delete Contractor

Contractor	Type	Sub. Type
1YZR, UNICAL MRO INC	Maintenance	FAA Certificated
2AMR, AMETEK AEROSPACE AND DEFENSE	Maintenance	FAA Certificated
2IHR, IHI-ICR LLC	Maintenance	FAA Certificated
2TEY, SHANGHAI TAIKOO AIRCRAFT ENGINEERING SERVICES CO	Maintenance	FAA Certificated
2TOR, HAECO CABIN SOLUTIONS LLC	Maintenance	FAA Certificated
311R, AIRCRAFT COMPONENT RECOVERY LLC	Maintenance	FAA Certificated
39HR, HAECO AMERICAS LINE SERVICES, LLC	Maintenance	FAA Certificated
3BER, B/E AEROSPACE, INC.	Maintenance	FAA Certificated
3BSY, BOEING SHANGHAI AVIATION SERVICES COMPANY LIMITED	Maintenance	FAA Certificated
3KRR, KELLSTROM REPAIR SERVICES INC	Maintenance	FAA Certificated
3MEY, MEGGITT AEROSPACE LIMITED	Maintenance	FAA Certificated
3NFY, NARITA FACILITY OF	Maintenance	FAA

Import Excel **Create Excel**

4. SAS displays an information box when the Excel file is created. Click **OK** to continue.

**Information** ✕

Template is created. Click OK to continue.

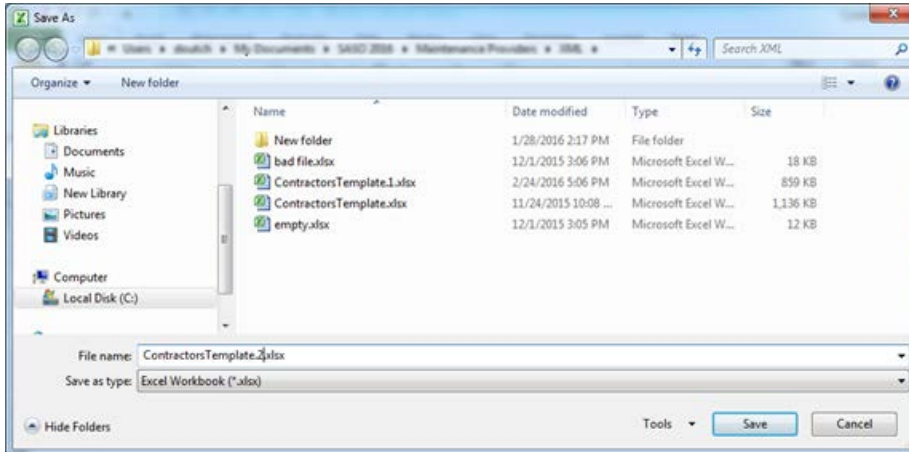
---

**OK**

- SAS displays a message asking if you want to save the Excel file. Click **OK**. The **Save As** dialog box opens.



- Select a location on your local machine or network to save the file. Click **Save**.

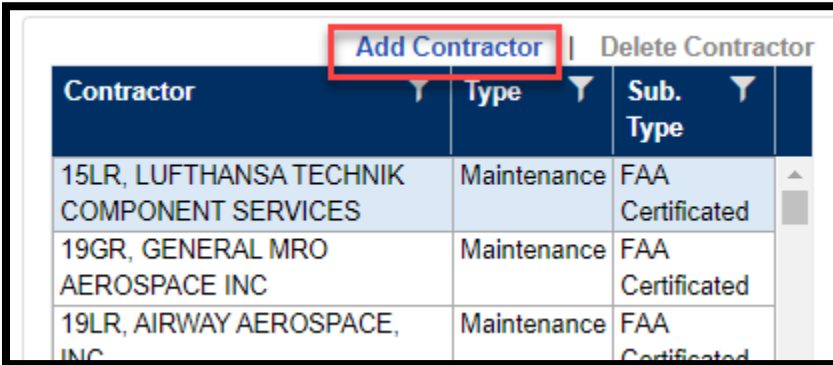


- Open the file on your desktop in Excel and begin entering/editing data.
- The first tab is for FAA-Certificated Repair Stations or those that have a designator code/DSGN.
  - For each contractor record, use the **Action** column on the **General Info** tab to specify whether you are adding/updating data, deleting data, or whether no action should be performed for this record during import. The default for existing data is No Change.
- When you are done editing contractors, remember to save your work and close the file.
- To import the Excel file, click **Excel Import**. **Note:** The file will not import if it is open. SAS imports the contents of the file. If the import is successful, the new contractors are displayed in the **Contractors** list on the left side of the tab. SAS also displays an **Import Log** showing your results. You can save the log to a local directory on your computer by selecting the **Save Log** button.
- If one or more errors are encountered, the log provides detail by showing the name and Excel row number followed by the information error.  
Correct the errors in the Excel spreadsheet, and retry the import.

12. Once there are no errors, select **OK** on the **Excel Import Log** window. The **Contractors** tab saves automatically following a successful import. There is no need to save manually (the **Save** button is disabled).

### 6.6.2 How to Add a Maintenance Contractor (For Part 121 Operators)

1. On the **Contractor** tab, click **Add Contractor**.



Contractor	Type	Sub. Type
15LR, LUFTHANSA TECHNIK COMPONENT SERVICES	Maintenance	FAA Certified
19GR, GENERAL MRO AEROSPACE INC	Maintenance	FAA Certified
19LR, AIRWAY AEROSPACE, INC	Maintenance	FAA Certified

2. For **Type**, select `Maintenance` (the default).
3. Specify whether the contractor is FAA-Certificated Repair Station, A&P, AMO, AME, or Other:
  - If FAA-Certificated Repair Station, enter/select the **Designator**.
  - If not FAA-Certificated Repair Station, enter Name, FFA A&P/AMO/AME Certificate Number (if not Other).
4. Select the **Add Location** hyperlink on the table "Locations where Maintenance is Performed".
5. In the **Address Details** window enter:
  - Either an Airport code or the Physical Address where work is performed.
  - Maintenance Type for that location – EMP, Regularly Scheduled Maintenance and/or RII
  - Optionally, select the Maintenance Categories that apply.
6. Select **OK**.
7. Add any additional locations, as applicable.

8. Click **Save**.

You can now make additional contractor changes. You cannot combine contractor changes with changes to Vitals and Operations Specifications. When you are ready to approve the Change Request for your changes, click **Approve**.

### 6.6.3 How to Add a Training Contractor (For Part 121 and 135 Operators)

1. On the **Contractor** tab, click **Add Contractor**.
2. For **Type**, select **Training**.
3. Enter/select the **Designator**.
4. Click **Save**.

You can now make additional contractor changes. You cannot combine contractor changes with changes to Vitals and Operations Specifications. When you are ready to approve the Change Request for your changes, click **Approve**.

### 6.6.4 How to Add a Maintenance Contractor (For Part 145 Operators)

1. On the Contractor tab, click **Add Contractor**.
2. Specify whether or not the contractor is FAA-Certificated:
  - If FAA-Certificated, enter/select the **Designator**.
  - If not FAA-Certificated, enter Name and FAA A&P/AMO/AME Certificate # (if applicable).
3. For CFR Part 145, there are no additional required fields.
4. Click **Save**.

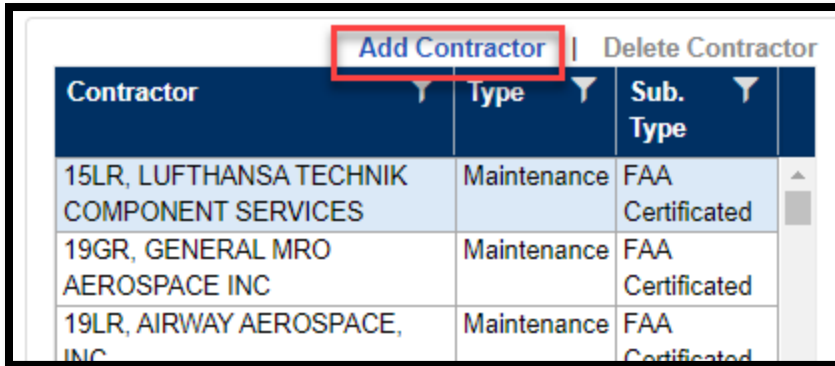
You can now make additional contractor changes. You cannot combine contractor changes with changes to Vitals and Operations Specifications. When you are ready to approve the Change Request for your changes, click **Approve**.

### 6.6.5 How to Delete a Contractor

You can delete a contractor when you determine it no longer performs services for a CH/A.

To delete a contractor:

1. Select the contractor in the **Contractors** list. You can only select one contractor at a time.
2. Click **Delete Contractor**. The contractor is removed from the list.



Contractor	Type	Sub. Type
15LR, LUFTHANSA TECHNIK COMPONENT SERVICES	Maintenance	FAA Certificated
19GR, GENERAL MRO AEROSPACE INC	Maintenance	FAA Certificated
19LR, AIRWAY AEROSPACE, INC	Maintenance	FAA Certificated

3. The **Contractors** tab saves automatically following a deletion. There is no need to save manually (the **Save** button is disabled).
4. You can now proceed to make additional changes to the list of contractors. When you're ready to approve the Change Request for your changes, click **Approve**.

### 6.6.6 Auto-Generated Contractor Change Request

When you save changes on the **Contractor** tab, SAS automatically creates a new configuration data change request for you. The Change Request will have a title similar to *Auto generated contractor CR for <CH/A>*. If an open (unsubmitted) contractor change request already exists, SAS will append any subsequent changes to it rather than create a new change request.

### 6.6.7 Save versus Approve

On the **Contractor** tab, the **Save** button saves contractor data to SAS and creates a Changes Request. The **Approve** button submits the created Change Request.

**Note:** Periodically, designator codes for certificates that have not been active for several years are purged from the eFSAS database. In such cases, if the certificate whose designator code has been purged is still listed as a contractor in SAS it will be displayed with a light red background. These contractors must first be deleted from SAS to allow it to write contractor data to eFSAS.

## 6.6.8 Contractor Data and Change Requests

When you save changes on the **Contractor** tab, SAS automatically creates a new configuration data change request for you. The Change Request will have a title similar to *Auto generated contractor CR for <CH/A>*. If an open (unsubmitted) contractor change request already exists, SAS will append any subsequent changes to it rather than create a new change request.

### How to View the Maintenance Provider Listing Report

You can open a report showing summary data for a CH/A's contractors directly from the **Contractors** tab. To open it, click **Generate Report**.

## 7 Configuration Changes

This chapter describes how to submit configuration changes to the FAA as an active certificate holder (CH).

### 7.1 About Configuration Changes

The Configuration Change is the process by which changes are made to a CH's configuration and contractor data.

The process includes a submission, review, and approval/return of proposed changes. The review process allows the CH and FAA to see how the proposed changes will impact the operating profile.

Once a configuration change is approved, the certificate holder's operating profile is regenerated to reflect the new information.

#### 7.1.1 Types of Configuration Changes

There are several different types of configuration changes in SAS:

##### **Configuration Data Changes:**

Configuration Data change requests involve changes to a certificate's Vitals and/or Operations Specifications (OpSpecs).

##### **Limitations on Configuration Data Change Requests**

Multiple configuration change requests against the same data are not permitted. While it is permissible to have multiple change requests open at one time for a certificate holder, SAS does not allow concurrent change requests that include a change to the same:

- Operations Specification
- Field on the **Vitals** tab – for example, if you have an open configuration change to update the number of employees and number of PIC Captains, you cannot make another configuration change to change the total number of employees and number of Certified Mechanics because the Total Number of Employees is locked in the first configuration change.
- Table on the **Vitals** tab – for example, if you have an open configuration change to change the PAX Approved / Cargo field for one type of aircraft, you cannot make a change to any of the aircraft data for a different type of aircraft.

If there is a Configuration Data change request in a *Draft*, *Submitted*, *Returned*, or *In Review* state, and a second one is attempted, the user will get an error message. To correct this, the first Configuration Data change request must be approved by the PI or withdrawn before the second can be saved. Except for the examples above, there is no limit to the number of concurrent Configuration Data change requests you can create.

**Contractor Data changes:** Contractor Data change requests are created when a change to a certificate holder's contractor data is made. The change could include adding a new contractor, deleting a contractor, or editing a particular contractor's data. Contractor Data change requests can be created in the External Portal by a certificate holder, or in the Internal Portal by the FAA.

### **Limitations on Contractor Data Change Requests**

- There can only be one Contractor Data change request open per certificate holder at a time.

## **7.1.2 Configuration Data Change Requests**

### **7.1.2.1 How to Create a Configuration Data Change Request**

1. Select the **Configuration Changes** hyperlink from the SAS menu.
2. On the **Select Configuration** tab under **Configuration Changes**, select the **Add Request** button. This will open the **Change Request Detail** tab.

The screenshot shows the 'Configuration Changes' section with tabs for 'Configuration Data' and 'Operating Profile'. The 'Change Request Detail' tab is active, displaying a table of change requests. The 'Add Request' button is highlighted with a red box.

Change Request Title	Change Request ID	Submit Date	Status Date	Status
CR.DALA.200114.1520 Auto	CR.DALA.200114.1520		01/14/2020 09:20 AM	In Review
CR.DALA.200319.1425 Auto	CR.DALA.200319.1425		03/19/2020 10:25 AM	In Review
MPL Listings for DALA (Do not delete)	CR.DALA.170814.1659		02/11/2020 06:33 AM	Draft
Add Airbus A321NEO to Delta's Fleet	CR.DALA.200213.1534	02/13/2020 09:41 AM	02/13/2020 09:42 AM	In Review
Add A321NEO to Delta's fleet	CR.DALA.200130.2039	01/30/2020 02:43 PM	01/30/2020 02:44 PM	In Review
Add Airbus A220-300 to Delta Fleet	CR.DALA.200122.1834	01/22/2020 12:37 PM	01/22/2020 12:39 PM	In Review

3. Enter a **Change Request Title**. The **Change Request ID** will be automatically populated. Enter a description. Other fields can be filled in as necessary. Additionally, documents can be uploaded using the **Attach Document** button. (Any documents uploaded here will be available in the **Configuration Changes** file in **Document Management**).

The screenshot shows the 'Configuration Data' tab in the 'Configuration Changes' section. The form is for adding a new Change Request. The status is set to 'Draft'. The Change Request ID is automatically populated as 'CR.110A.170609.1224'. The form includes fields for the title, description, POC, and POC email, along with an 'Attach Document' button and a 'Delete' button.

Peer Groups: (135 C) Part 135 (9 or Less Seats) | Version: Baseline | Status: Final | Last Updated: N/A

Configuration Changes | Configuration Data | Operating Profile

Select Configuration | Change Request Detail | Recommended Questions

\* required field

Status: Draft

\* Change Request Title:

Change Request ID: CR.110A.170609.1224

\* Change Request Description:

\* Certificate Point of Contact (POC):

\* Certificate POC Email:

Last Updated By:

Update Date:

Attach Document Delete

4. Select to **Save** the Configuration Data change. If you choose to submit, there will be a message confirming this request should be submitted along with confirmation this has been submitted.

When you elect to save the Configuration Data change it will be in a *Draft* status.



- The configuration data version changes from *Baseline* to the title of the change request.
- The status of the request changes to *Draft* and the request is now listed on the **Configuration Change Requests** sub-tab. You can select it from the list to resume working on it.
- The **Configuration Data** tab becomes editable. You can now make the changes to Operations Specifications and/or Vitals that make up the change request. After making changes on either of those tabs, click **Save** to save your work.

If you submit the Configuration Data change it will be in a *Submitted* status.

5. Navigate to the **Configuration Data** tab and edit Operations Specifications and/or Vitals, as necessary, and Save.
6. When you have made all necessary changes, navigate back to the **Change Request Details** tab. There are two buttons at the bottom of the screen that will show the number of changes for OPSS and/or Vitals. By selecting on those buttons, you can review a summary of the changes.

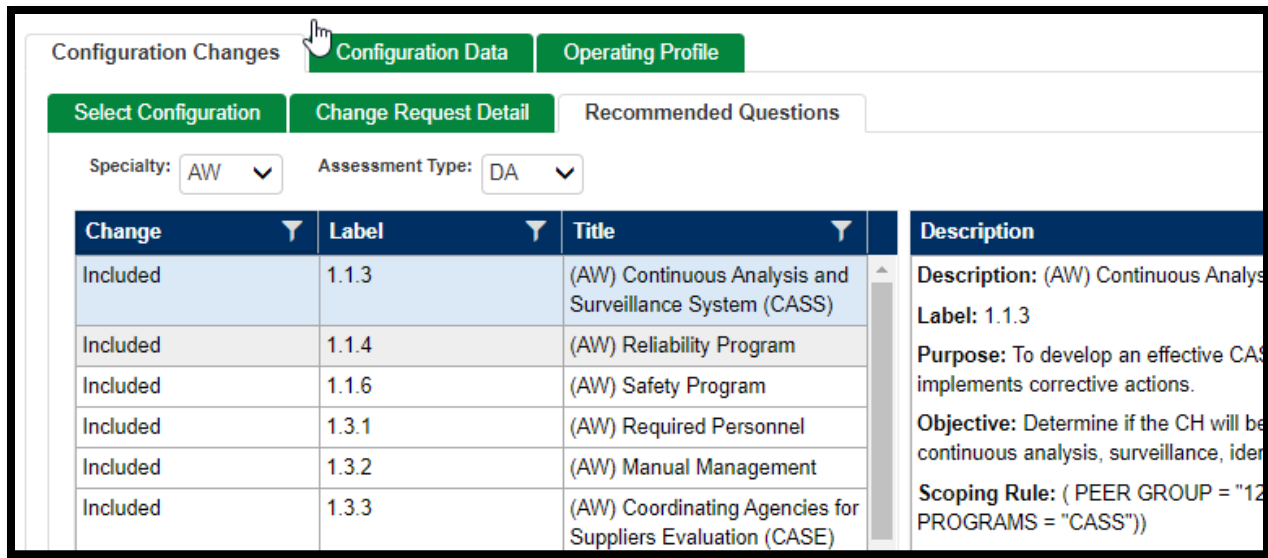


Note: The Current Value column in the pop-up window always shows the current (baseline) value for a field.

7. Select to **Submit** or **Withdraw** the Configuration Data change. If you choose to submit, there will be a message confirming this request should be submitted along with confirmation this has been submitted. If you submit the Configuration Data change it will be in a *Submitted* status.

If you withdraw the change, the Configuration Data change will be in a *Withdrawn* status.

8. Review the impact of the configuration change in the **Recommended Questions** tab. You can filter the modified Operating Profile to see which DCTs and questions were added, deleted, or modified. By default, all DCTs included in the Operating Profile are listed. To filter, open the filter for the **Change** column and choose the filter(s) desired: Added, Excluded, Modified, Deleted.



The questions on the right pane can also be filtered to show those questions that have are Added, Included, or Excluded **by selecting the Change filter and selecting those desired.**

The table below summarizes the meanings of the various Change statuses in the left and right panes of the **Recommended Questions** tab:

	Left Pane (DCTs)	Right Pane (Questions)
Added	The DCT is not scoped in under the current Operating Profile, but is scoped in under the Operating Profile that would result from adding the requested configuration changes	The question is not scoped in under the current Operating Profile, but is scoped in under the Operating Profile that would result from adding the requested configuration changes
Modified	The DCT is currently scoped in under the current Operating Profile, and one of more of the questions associated with the assessment have been added or deleted.	The question is currently scoped in under the current Operating Profile, and one of more of the configuration attributes and values (CA/Vals) in the associated Question Scoping Rules have changed.
Deleted	The DCT is currently scoped in under the current, but will not be scoped in under the Operating Profile that would	The question is currently scoped in under the current Operating Profile, but will not be scoped in under the Operating Profile

	Left Pane (DCTs)	Right Pane (Questions)
	result from approving the requested configuration changes.	that would result from approving the requested configuration changes.
Included	The DCT was originally included and remains included.	The question was originally included and remains included. CA/Vals have not changed.
Excluded	The DCT was originally excluded and remains excluded.	The question was originally excluded and remains excluded.

9. When you submit the Configuration Change request, a notification is sent to the FAA. The Principal Inspector (PI) will review and can either accept or return the request.

As necessary, you can withdraw a Configuration Data change request.

**Note:** To withdraw a change request, it must be in *Draft* status. If a change request has been submitted, the FAA must first Return the request. This puts it in *Returned* status. Then you must click **Edit** to open and then save the request. This will return it to *Draft* status.

To withdraw a configuration data change request:

1. From the SAS menu, select **Configuration > Configuration Data**. The **Configuration** tabs open.
2. Click the **Select Configuration** sub-tab. This tab displays all of the configuration change requests, both in progress and approved, for a certificate holder.
3. Click the title of the change request you want to withdraw. The request opens in the **Change Request Detail** tab.
4. Click **Withdraw Request**. The request is withdrawn and no longer appears in the list of change requests.

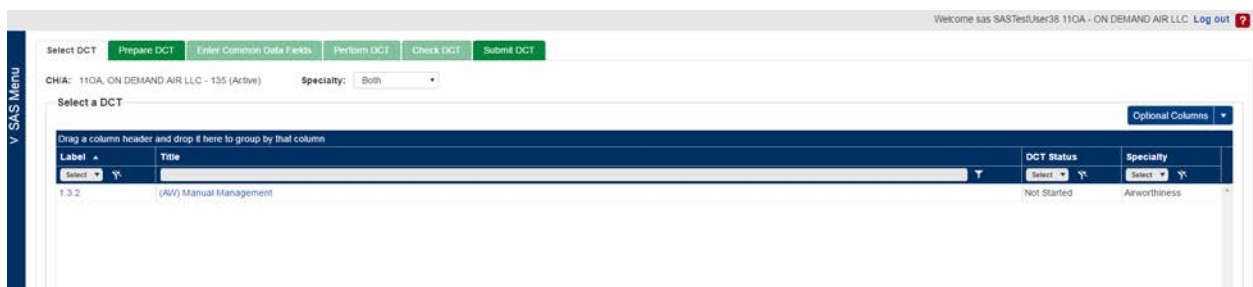
## 8 Data Collection

The **Data Collection Tools** module in SAS lets you view, enter and submit necessary Data Collection Tools (DCTs) to FAA, as part of the Initial Certification process and/or the Configuration Change process. A DCT is a survey consisting of questions designed to test a target system for safety and compliance. There are different DCTs targeting different design aspects of the system. For example, there may be a DCT for your record keeping system and another for your deicing program.

In performing a DCT, you will go through a list of questions and answer each one of them and check for completeness before you submit the DCT to FAA. Any negative findings are evaluated for risk.

### 8.1 How to Select a DCT for Data Collection

1. From the SAS menu, select **Data Collection Tools**. The **Select DCT** tab opens.



- The list of DCTs includes columns for **Label**, **Title**, **DCT Status**, **Specialty** and optional columns for **Status Date**, **# Questions** and **# Completed**.
- Click the **Optional Columns** and select to include the selected optional column(s) in the table. Click the **Optional Columns** and select **Hide** to it again to hide the column(s).
- By default, all DCTs that are applicable to your initial certification or the configuration change will appear in the table, regardless of their status. Possible DCT statuses are: *Not Started*, *Draft*, *Validated*, *Submitted*, *In Review*, *Final*, and *Returned*.
- The default sort order of the DCTs in the table is ascending by **Label**, followed by **Title**, **# of Question**, **# Completed**, and **DCT Status**. You can change the sort order in the table by clicking on the appropriate column heading.

2. Click the label or title of the DCT you wish to view or work on. Or select the DCT row in the table and click on the **Prepare DCT** tab. This opens the **Prepare DCT** tab for you to prepare for data collection.

## 9 Data Collection Tools (DCTs)

The **Data Collection Tools** module in SAS lets you view, enter and submit Element Design (ED) Data Collection Tools (DCTs) to the FAA as part of the Initial Certification process. A DCT consists of questions designed to evaluate a target system for safety and compliance. There are different DCTs targeting different design aspects. For example, there may be a DCT for your record keeping system and another for your deicing program.

In performing a DCT, you will go through a list of questions, answer each one of them, and check for completeness before you submit the DCT to FAA. All findings are evaluated for risk.

### 9.1 About the Data Collection Tools Page

The **Data Collection Tools** page has tabs that step you through preparing, entering data for, validating, and submitting DCTs:

- Use **Select DCT** to select a DCT to view or work on.
- Use **Prepare DCT** to view information to prepare you for data collection. This includes summary information, regulations, and FAA policy and guidance pertinent to the DCT.
- Use **Enter Common Data Fields** to enter the start and end dates, location, and other relevant information about the DCT.
- Use **Perform DCT** to answer the DCT questions.
- Use **Check DCT** to check for and correct errors in your responses.
- Use **Submit DCT** to submit the DCT to the FAA.

### 9.2 How to Access Your Data Collection Tools

To access the **Data Collection Tools** page, from the SAS menu select **Data Collection Tools**. Or from the SAS **Home Page** click on the **Data Collection** hyperlink from a notification.



### 9.3 When are DCTs Performed?

During ongoing certificate management, DCTs are used to approve or accept new or changed programs. DCTs verify that your systems are designed to meet the intent of regulatory requirements during new program reviews, performance issues, FAA-initiated change, or when the FAA determines the need.

DCTs are only available in SAS **Data Collection** when the FAA determines a need as a part of a configuration change request and send the appropriate DCT(s) via the External Portal. These will show up in the **Data Collection** module and you will receive a notification.

### 9.4 How to Generate DCTs

Once you have entered your configuration data, you can then generate and perform your DCTs. Generating DCTs is what causes them to appear in your **Data Collection Tools** list. You can generate and complete DCTs before FAA has assigned a CPM to your certification project, but you cannot submit them until the CPM has been assigned.

**Note:** Any time a change is made to the Configuration Data or CHOP, you must re-generate the DCTs to ensure you have the DCTs and questions appropriate for your design configuration. See section 4.9.2.1.

**Note:** Generating DCTs pertains to initial certification only. While you may be requested to perform DCTs after your certificate is active (e.g., if your configuration data changes), those DCTs will appear automatically in your DCT list without action on your part.

To generate your DCTs:

1. From the SAS menu, select **Certification Request**. The **Certification Request** tab opens.

2. In the lower left part of the screen, click **Generate DCTs**.

**V SAS Menu**

Certification Request   **Certification Item Summary**   Meetings

---

**Certification Information**

Designator Code:

Applicant Name: Test FAA Demo 05242016

SAS ID: 84863

FSDO: ATLANTA FSDO SO11 / ATL FSDO

FAA Precertification Number:

Proposed Type of Operation: (135 C) Part 135 (9 or Less Seats)

Date of proposed start-up: 06/30/2017

Certification Status: Initial-Cert

Last Updated By: SAS System,

Last Updated: 06/08/2017 12:19 PM

---

**Applicant Information**

*Applicant Point of Contact/CEO*

Name: Name typed here

---

**Contact Information**

Email: SASCATUSER8@GMAIL.COM

Phone: 5555551234

---

**Address**

Address Line 1: 55 Broadway

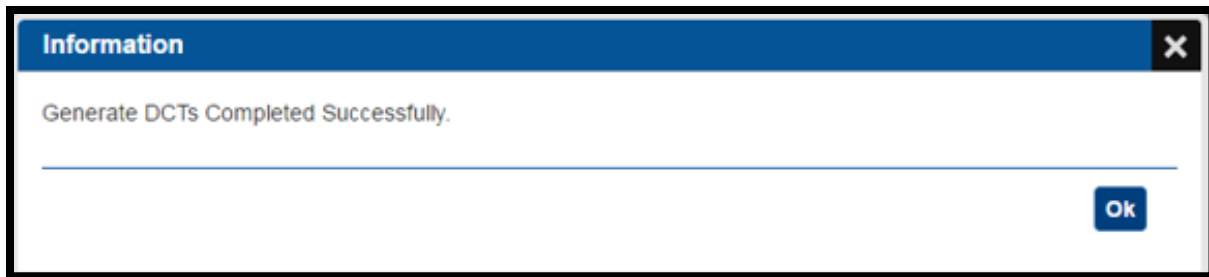
Address Line 2:

Address Line 3:

**Withdraw**   **Generate DCTs**

3. SAS generates your DCTs. When the process is complete SAS displays a confirmation message. Click **OK**. You can now proceed to **Data Collection Tools** to perform your DCTs.





**Note:** After you generate your DCTs, the **Generate DCT** button is disabled until a change is made to your configuration.

## 9.5 About Regenerating DCTs

If you change **Configuration Data** you may need to regenerate your DCTs to allow SAS to update the DCTs and questions that apply to your application. The DCTs are generated based upon information in the Configuration Data including Operating Specifications and Vitals and that is why when changes are made in Configuration Data, it is important to regenerate the DCTs.

When you regenerate DCTs:

- Any new DCTs now required as a result of your configuration data change are added to your list of DCTs.
- Any DCTs no longer needed as a result of your configuration data change are removed from your list of DCTs.
- Existing DCTs that are not impacted by the change to your configuration data remain in place. Previously answered questions in the DCT retain their answers.
- Existing DCTs with individual questions impacted by the change to your configuration data remain in place. Impacted questions within the DCT are added, removed, or have their answers removed, as appropriate. Previously answered questions in the DCT not impacted by the change retain their answers.

**Note:** Once you submit your completed DCT package to the FAA, you cannot regenerate DCTs unless and until the FAA has returned them to you.

At a certain point in your certification process, when the FAA is ready to move to a subsequent phase, they will take action on their SAS application which will prevent you from completing or submitting DCTs. You will get a notification on your **Home** page when this has occurred.

## 9.6 Perform DCT

The **Perform DCT** tab is where you answer the DCT questions. The tab has three views: **Question Detail View**, **List View**, and **Full View**. From the Enter Common Data Field, you are not automatically progressed to this tab, you must select the tab at the top of the page.

- **Question Detail View** (the default view) is a combination of **List View** and **Full View**. It is perhaps the easiest way of viewing and answering the questions.

The screenshot displays the 'Perform DCT' interface. At the top, there are navigation tabs: 'Select DCT', 'Prepare DCT', 'Enter Common Data Fields', 'Perform DCT' (active), 'Check DCT', and 'Submit DCT'. The page title is 'CH/A: First Harbor - 145 (Initial-Cert)'. On the right, it shows 'DCT 1.4.1 Personnel Records' and 'Version: 17 - 06/16/2017'. A 'DCT-to-Go' button with a globe icon and 'Review and Print DCT' text is also present.

The main content area is titled 'Perform DCT' and has three view options: 'List View', 'Question Detail View' (selected), and 'Full View'. Below this is a table with the following data:

DR	Response Status	Question #	Question
N	+	1	Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?
N	+	2	Is the individual with authority clearly identifiable, and required to have the knowledge and qualifications necessary to direct, control, or change procedures, and make key decisions, such as safety decisions, assisted

Below the table, a progress bar indicates '15 of 15 Complete'. To the right of the table is a detailed response form for question 1. It includes radio buttons for 'Yes' (selected), 'No', and 'Not Applicable'. Below these are text input fields for 'Response Details', 'Design/Manual Reference:' (containing 'a'), 'Supporting Comment:', and 'Regulations/Guidance:'. At the bottom right of the form are buttons for 'Flag', 'Clear', 'Save', 'Previous', and 'Next'.

- **List View** displays the complete list of DCT questions.

Select DCT   Prepare DCT   Enter Common Data Fields   **Perform DCT**   Check DCT   Submit DCT

CHA: First Harbor - 145 (Initial-Cert)

**Perform DCT**

Drag a column header and drop it here to group by that column

DR	Response Status	Question #	Question
Select ▼	Select ▼		
N	+	1	Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?
N	+	2	Is the individual with authority clearly identifiable, and required to have the knowledge and qualifications necessary to direct, control, or change procedures, and make key decisions, such as safety risk acceptance, associated with this element?
N	+	3	Are there process measurements that provide for the continuous monitoring and measuring of safety performance related to this element, to identify deficiencies or hazards?
N	+	4	Do the procedures describe each management position, including the duties and responsibilities and the area of assigned responsibility?
N	+	5	Do the procedures require that management duties and responsibilities of each management position be performed in the manager's absence?

15 of 15 Complete

- **Full View** contains a complete view of an individual question, including possible responses and response details on the right, and the Response Status and Question # of each question on the left.

List View | Question Detail View | **Full View**

1. Is the individual with responsibility clearly identifiable and required to have the knowledge and qualifications necessary to plan, organize, direct and control activities for this element?

Yes  
 No  
 Not Applicable

**Response Details**

**Design/Manual Reference:**

**Supporting Comment:**

**Regulations/Guidance:**

**Attached Documents:**

15 of 15 Complete

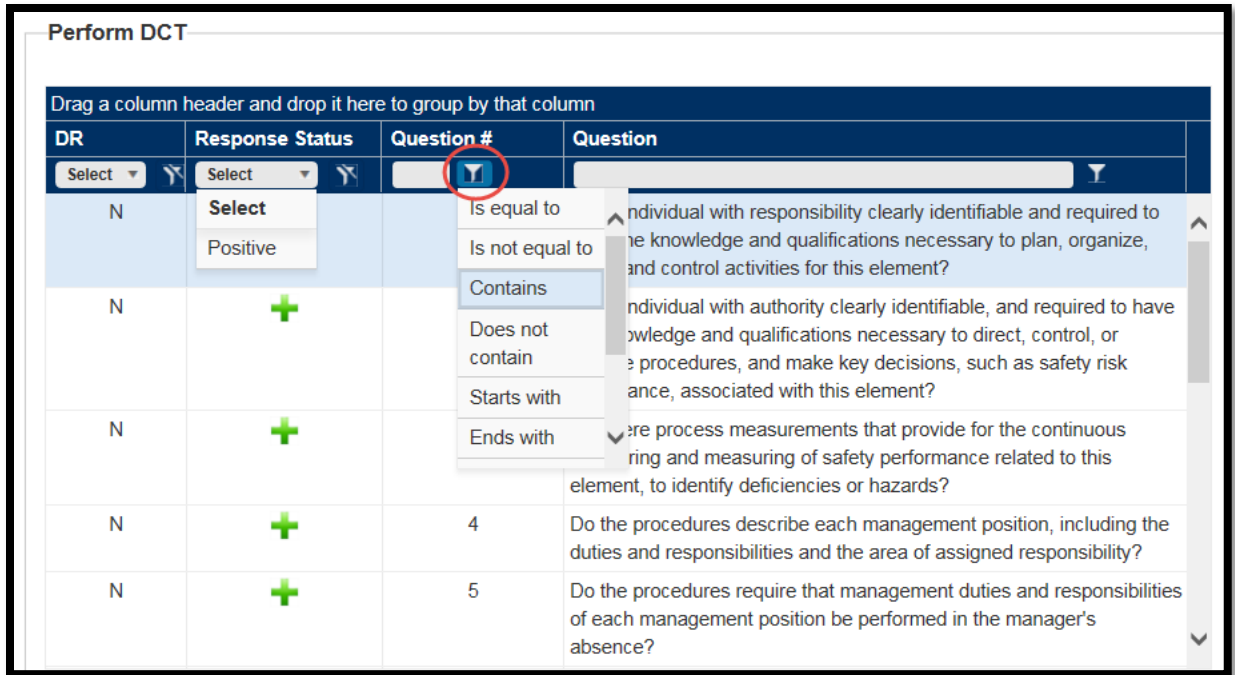
**Flag** **Clear** **Save** **Previous** **Next**

## 9.7 Filtering DCT Questions

If you want to focus on certain questions first, you can limit the list using filtering.

To filter the questions:

1. In **List View**, **Question Detail View**, or **Full View**, click the appropriate column filter icon(s) to limit the list of questions to those you wish to focus on.



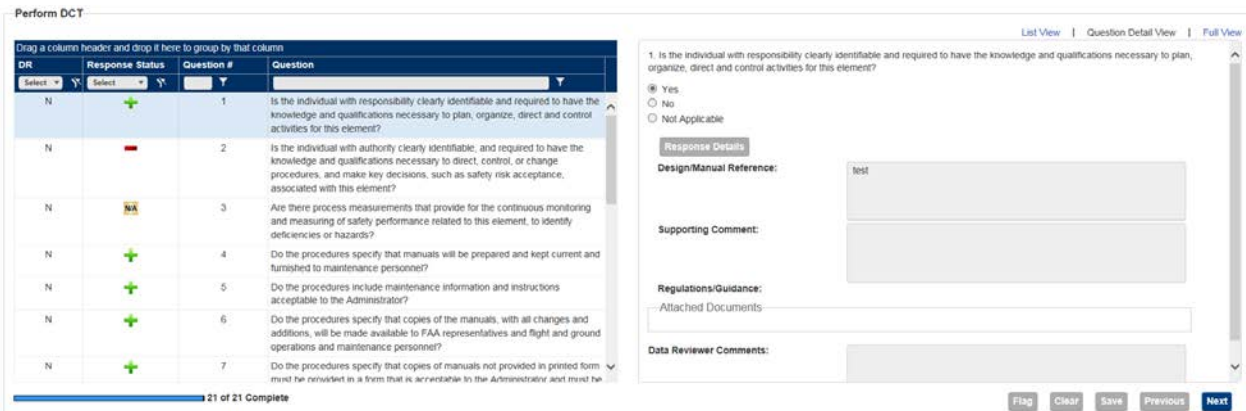
2. Click the appropriate column headings to sort the questions in the order you wish to perform data collection.

**Note:** The final order in which you leave the questions will remain only when you navigate between the tabs for this DCT. If you leave the DCT (by selecting another DCT, for instance) and later select and view it again, the question sequence will revert to its original order.

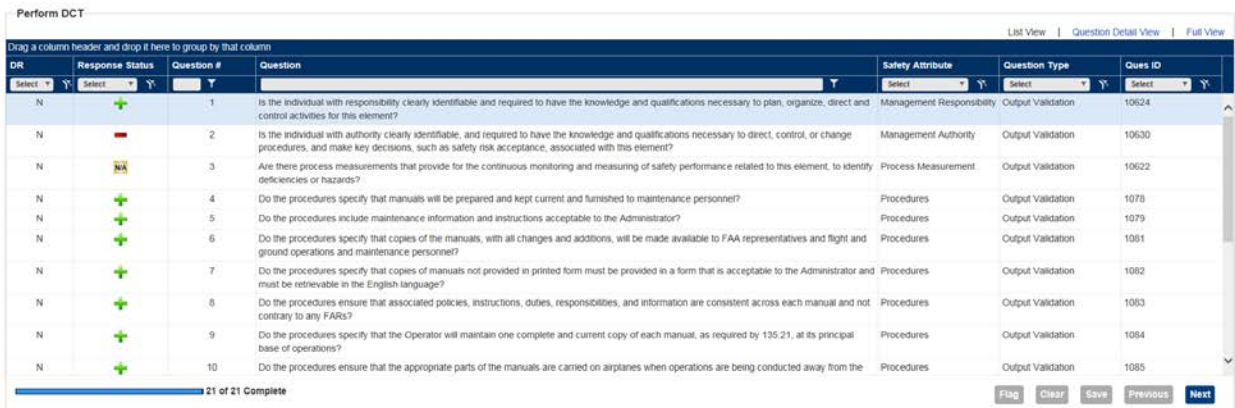
## 9.8 How to Perform a DCT

The **Perform DCT** tab is where you answer the DCT questions. The tab has three views: **Question Detail View**, **List View**, and **Full View**.

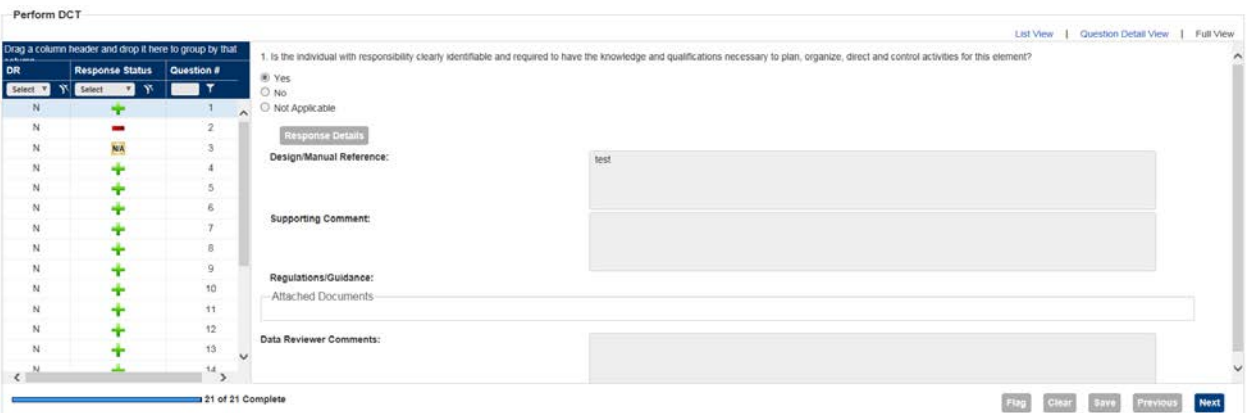
- **Question Detail View** (the default view) is a combination of **List View** and **Full View**. It is perhaps the easiest way of viewing and answering the questions.



- **List View** displays the complete list of DCT questions.



- **Full View** contains a complete view of an individual question, including possible responses and response details on the right, and the Response Status and Question # of each question on the left.



## 9.9 Answering DCT Questions

The questions and possible responses appear on the right side in **Question Detail View** and **Full View**. Response types include buttons, check boxes, a text box, value selector lists, and pop-up dialog boxes. In addition, **Attach Document** allows you to upload supporting document(s) to a specific question.

To answer DCT questions:

1. Select **Question Detail View** (default) or **Full View**.
2. Select the first question in the list on the left. The question and possible responses options are displayed on the right.

	14	Do the procedures identify the following for personnel serving full time in the Director of Maintenance and Chief Inspector positions:
	15	Do the procedures specify the requirements that individuals who serve in the Director of Maintenance and Chief Inspector positions (or equivalent) be qualified through:
	16	Do the procedures specify that the Director of Maintenance must:
	17	Do the procedures specify that the Chief Inspector must:
	18	Do the procedures specify that the Operator's management personnel will notify the CHDO within 10 days of any change to or vacancy in the Director of Maintenance or Chief Inspector positions?
	19	Do the policies and procedures include a requirement to comply with the OpSpecs, including clearly identified excerpts, references, mandatory compliance requirements, and other information that will keep employees informed of the impact on their duties and responsibilities with this Element?

18 of 31 Complete

3. Enter your response. Various answer formats are used for different questions, such as Yes/No and multiple choice. In case any question does not apply to you, the question can be answered as Not Applicable.
4. If the answer is unfavorable, click **Response Details**. Select the reason(s) for the response.
5. Optionally, enter a supporting comment (required if Other is selected as a response reason).
6. Click **OK**.

7. If the question is responded as Not Applicable, click **Response Details**. The **Response Details** dialog box opens.

**Response Details - 1.4.1 Personnel Records**

11. Do the procedures require the roster to be updated within 5 business days to show changes caused by:

**Select All Those that Apply**

- 1. Operator not authorized by OpSpecs
- 2. Equipment not equipped/authorized
- 3. Not applicable due to exemption, deviation, or exception
- 4. Not authorized by regulation
- 5. Not authorized by Order
- 6. Not authorized by Notice
- 7. Not authorized/recommended by Advisory Circular
- 8. Not authorized by Policy Letter, Legal Interpretation, or other guidance
- 9. Other

**Supporting Comment:** What was the requirement?  
Where did you look?  
What did you find?

**OK** **Cancel**

8. For bulleted questions, if only one bullet is negative, click the control to indicate that all the other bullets are positive (or answer them individually).

**Confirmation**

There are bullet questions that have not been addressed. Do you want to proceed and mark the additional bullets as positive?

**Yes** **No**

9. In **Design/Manual Reference** enter a description (required only if the question is answered positively).



- If present, you may click individual **Regulations/Guidance** items. A list of Regulations/Guidance items opens in a new window.

**Regulations and Guidance (RG)**

1.4.1 Personnel Records

Do the procedures require the Repair Station to maintain and make available in a format acceptable to the FAA a roster with the names of:

Type	Reference	Description	View Question
8900.1	<a href="#">8900.1 Vol 6 Ch 9 Sec 13</a>	Safety Assurance System: Inspect a Part 145 Repair Station's Personnel	<a href="#">?</a>
AC	<a href="#">AC-145-9</a>	Guide for Developing and Evaluating Repair Station and Quality Control Manuals	<a href="#">?</a>
SRR	<a href="#">145.161(a)</a>	A certificated repair station must maintain and make available in a format acceptable to the FAA the following:	<a href="#">?</a>

Total results: 3

**Close**

Click the reference number for more information (which opens in a viewer) on a particular item. Click **Close** to close the window.

- If you think you may need to return to this question later, click **Flag**. (You can use the flag to find the question later to complete or revise your response.)
- Click **Save**.
- Click **Next** to proceed to the next question.
- When you have answered all the questions, click the **Check DCT** tab to initiate an automated validation check of the DCT. (You can also do this at any time to check the questions you have answered so far.)

## 9.10 Check DCT

SAS performs data validation (in the background) on DCTs as you fill them out. On the **Check DCT** tab, SAS lists questions with errors, which have not been answered, or which have been flagged, and allows you to correct them. A DCT cannot be submitted to the FAA until all validation issues have been resolved.

If there are no questions with problems the **Check DCT** tab will be empty.

To correct errors in a DCT:

1. After answering all the questions in the DCT, click the **Check DCT** tab. The tab opens in **Question Detail View** (default). In this view, only questions that have not been answered, with data quality errors or the questions you have flagged appear on the left. Questions that have not been answered are indicated in yellow in the **Response Status** column, and those with missing required fields are indicated in red and the ones that are flagged are indicated with a flag icon.

2. Select a question.
3. Make the necessary changes.
4. Click **Next** to move to the next question, and repeat.

Note: As you fix the errors in each question and save or proceed to the next question, the question disappears from the list.

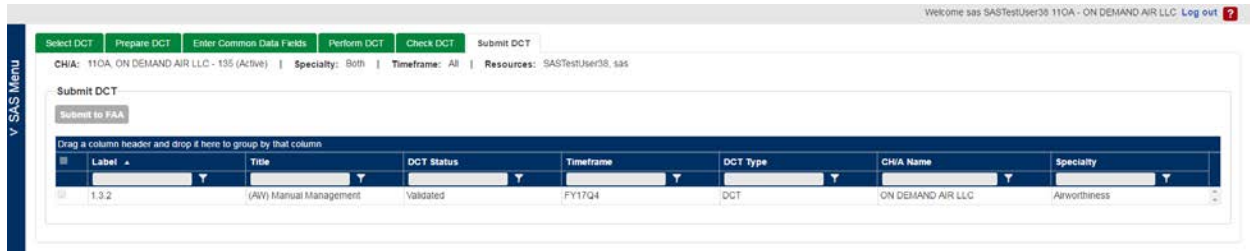
5. After correcting the final question, click **Save**. The list of questions should now be empty, indicating that the validation is successful with no errors and the DCT can be submitted to

## 9.11 How to Submit a DCT

The **Submit DCT** tab allows you to submit completed DCTs to the FAA.

To submit DCTs to the FAA:

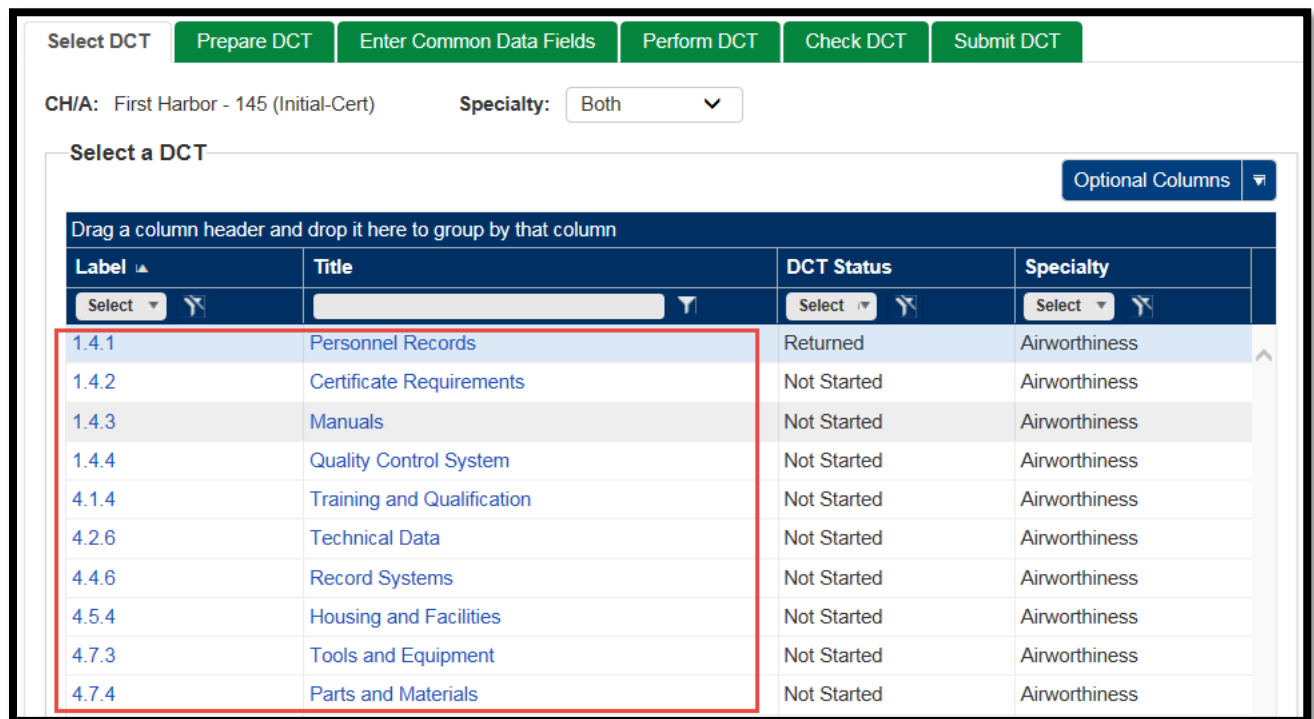
1. Click the **Submit DCT** tab. The tab opens and displays a list of your completed and validated DCTs.



1. Check the box for each DCT you want to submit.
2. Click **Submit to FAA**. The status of the selected DCTs changes from *Validated* to *Submitted*. Once the DCTs are submitted they cannot be modified further.

## 9.12 Select DCT

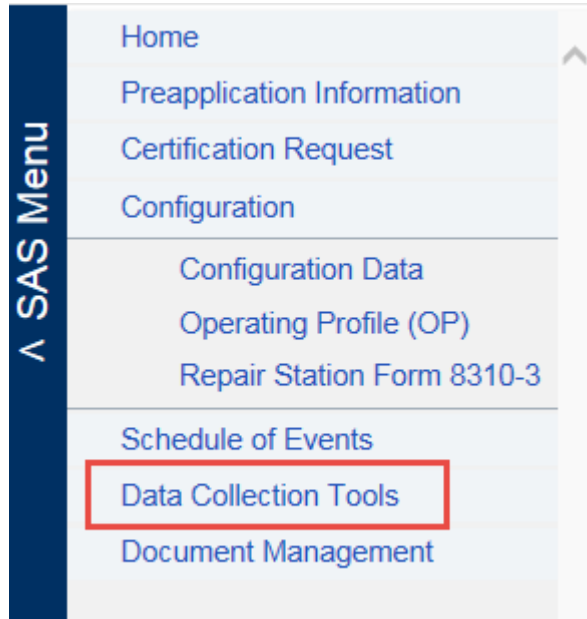
1. From the SAS menu, select **Data Collection Tools**. The **Select DCT** tab opens.



- Click the **Optional Columns** and select **Show Status Date** to include **Status Date** column in the table. Click the **Optional Columns** and select **Hide Status Date** to it again to hide the **Status Date** column.
  - By default, all DCTs that are applicable to your initial certification will appear in the table, regardless of their status. Possible DCT statuses are: *Not Started, Draft, Validated, Submitted, In Review, Final, and Returned.*
  - The default sort order of the DCTs in the table is ascending by **Label**, followed by **Title, # of Question, # Completed, and DCT Status**. You can change the sort order in the table by clicking on the appropriate column heading.
2. Click the label or title of the DCT you wish to view or work on or select the DCT row in the table and click on the **Prepare DCT** tab. This opens the **Prepare DCT** tab for you to prepare for data collection.

## 9.13 How to Access Your Data Collection Tools

After you have generated the DCTs on the **Certification Request** page, select the **Data Collection Tools** from the SAS menu. To go to specific data collection tool referenced in a notification or message, you can select the hyperlink in the notification or message.



## 9.14 About the Data Collection Tools Page

The **Data Collection Tools** page has tabs that step you through preparing, entering data for, validating, and submitting DCTs:

- Use **Select DCT** to select a DCT to view or work on.
- Use **Prepare DCT** to view information to prepare you for data collection. This includes summary information, regulations, and FAA policy and guidance pertinent to the DCT.
- Use **Enter Common Data Fields** to enter the start and end dates, location, and other relevant information about the DCT.
- Use **Perform DCT** to answer the DCT questions.
- Use **Check DCT** to check for and correct errors in your responses.
- Use **Submit DCT** to submit the DCT to the FAA.

Note: You cannot submit the DCTs until a CPM has been assigned. You can work them at any point after gaining access to SAS and the Preapplication Information is accepted.

Note: At times the FAA needs to update or change the DCT questions. This may include adding, deleting or changing the wording of questions. When this happens, and you have not submitted the DCT, it will automatically update in SAS. If you have answered a question and it is unchanged, your response will remain; if a question is deleted then you will no longer see it; if a question is changed or added, you will see in the Check DCT tab that it is requiring a response. You cannot submit the DCT without answering all questions in a DCT.

Select DCT   Prepare DCT   Enter Common Data Fields   Perform DCT   Check DCT   Submit DCT

CH/A: First Harbor - 145 (Initial-Cert)   Specialty: Both ▼

Select a DCT Optional Columns ▼

Drag a column header and drop it here to group by that column

Label ▲	Title	DCT Status	Specialty
Select ▼ 🔒	<input type="text"/>	Select ▼ 🔒	Select ▼ 🔒
1.4.1	Personnel Records	Returned	Airworthiness
1.4.2	Certificate Requirements	Not Started	Airworthiness
1.4.3	Manuals	Not Started	Airworthiness
1.4.4	Quality Control System	Not Started	Airworthiness
4.1.4	Training and Qualification	Not Started	Airworthiness
4.2.6	Technical Data	Not Started	Airworthiness
4.4.6	Record Systems	Not Started	Airworthiness
4.5.4	Housing and Facilities	Not Started	Airworthiness
4.7.3	Tools and Equipment	Not Started	Airworthiness
4.7.4	Parts and Materials	Not Started	Airworthiness

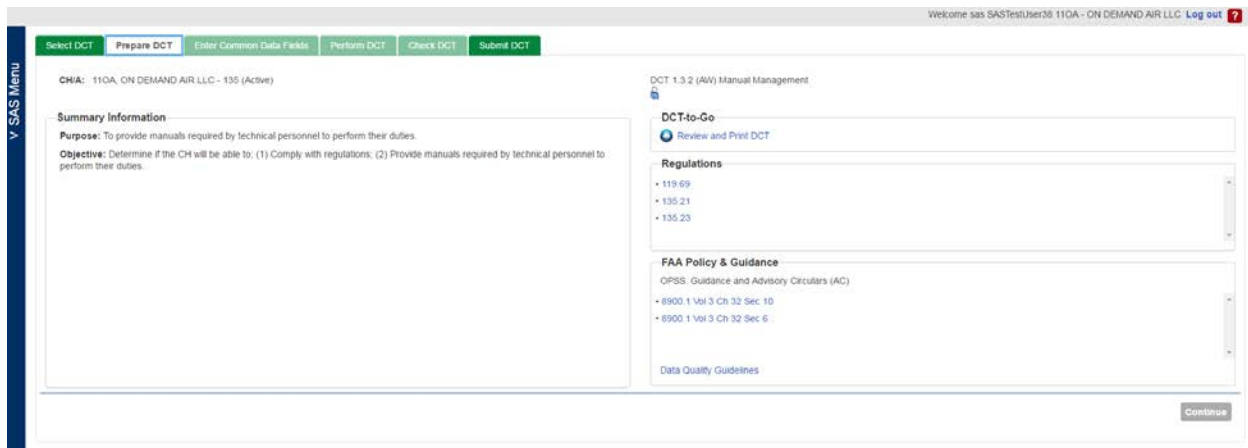
## 9.15 How to Prepare for Data Collection

In the **Prepare DCT** tab you can view information to prepare you for data collection. This includes:

- The title of the DCT. The title is derived from the MLF label to which the DCT pertains.
- An icon that represents the locked state of the DCT (for more, see the final step below)
- Version of the DCT and the date that version was published
- The goal and objective of the DCT
- A link to a print version of the DCT (a.k.a., DCT-to-Go)
- Links to the FAA regulations, policy and guidance pertinent to the DCT

To prepare a DCT:

1. After selecting a DCT from the **Select DCT** tab, click the **Prepare DCT** tab.



Note: The **Enter Common Data Fields**, **Perform DCT**, and **Check DCT** tabs are disabled until you click **Continue** on the bottom of the **Prepare DCT** tab.

2. Review the **Summary Information** section for the Purpose and Objective of the DCT.
3. Optionally, you can view a print version of the DCT called a DCT-to-Go. The DCT-to-Go allows you to view and print a DCT in PDF or Word format. The DCT-to-Go includes:
  - Summary information for the DCT (e.g., its ID, type, specialty, goal, objective).
  - Common data for the DCT (e.g., state date, end date, location).
  - Supplementary Information (e.g., pertinent SRRs, FAA Orders, and Advisory Circulars)
  - Any special instructions issued by the PI.
  - Each question /answer set in the DCT.

## 9.16 To view or print the DCT-to-Go

- a) Click **Review and Print DCT**. A dialog box opens:

- b) Select PDF or MS Word. Click **Create**.
- c) The DCT will open a dialog box to **Open, Save, or Cancel** the action.

- d) If you choose to **Open** the DCT to Go report will open in the format you selected.

**DCT To Go Report**

CH/A: 110A - ON DEMAND AIR LLC  
 DCT ID: 110A-FY17Q4-1.3.2-0001  
 MLF Label: 1.3.2 (AW) Manual Management  
 DCT Type: EDDCT  
 Specialty: Airworthiness  
 DCT Revision: 6.0 on 7/13/2016 (Released)

**Summary Information**

**Purpose (Certificate Holder Responsibility):** To provide manuals required by technical personnel to perform their duties.

**Objective (FAA Responsibility):** Determine if the CH will be able to; (1) Comply with regulations; (2) Provide manuals required by technical personnel to perform their duties.

**Common Data Fields**

ED DCT 1.3.2
Start Date
End Date
Location: (Nearest) Airfield
If work is offsite of the airfield, include one of the following
<input type="radio"/> Address 1
<input type="radio"/> Address 2



- Review the **Regulations** section, which is a list of regulations that pertain to the DCT. Click any regulation number to open a browser window that displays the type and description of all listed regulations. Click **Close** to close the window.

The screenshot shows a window titled "1.3.2 (AW) Manual Management(Airworthiness)". It contains a table with three columns: "Type", "Label", and "Description".

Type	Label	Description
SRR	119.69	119.69(a) Each certificate holder must have sufficient qualified management and technical personnel to ensure the safety of its operations. Except for a certificate holder using only one pilot in its operations, the certificate holder must have qualified personnel serving in the following or equivalent positions:
SRR	135.21	135.21(a) Each certificate holder, other than one who uses only one pilot in the certificate holder's operations, shall prepare and keep current a manual setting forth the certificate holder's procedures and policies acceptable to the Administrator. This manual must be used by the certificate holder's flight, ground, and maintenance personnel in conducting its operations. However, the Administrator may authorize a deviation from this paragraph if the Administrator finds that, because of the limited size of the operation, all or part of the manual is not necessary for guidance of flight, ground, or maintenance personnel. 135.21(b) Each certificate holder shall maintain at least one copy of the manual at its principal base of operations. 135.21(c) The manual must not be contrary to any applicable Federal regulations, foreign regulation applicable to the certificate holder's operations in foreign countries, or the certificate holder's operating certificate or operations specifications. 135.21(d) A copy of the manual, or appropriate portions of the manual (and changes and additions) shall be made available to maintenance and ground operations personnel by the certificate holder and furnished to - 135.21(e) Each employee of the certificate holder to whom a manual or appropriate portions of it are furnished under paragraph (d)(1) of this section shall keep it up to date with the changes and additions furnished to them. 135.21(f) Except as provided in paragraph (h) of this section, each certificate holder must carry appropriate parts of the manual on each aircraft when away from the principal operations base. The appropriate parts must be available for use by ground or flight personnel. 135.21(g) For the purpose of complying with paragraph (d) of this section, a certificate holder may furnish the persons listed therein with all or part of its manual in printed form or other form, acceptable to the Administrator, that is retrievable in the English language. If the certificate holder furnishes all or part of the manual in other than printed form, it must ensure there is a compatible reading device available to those persons that provides a legible image of the information and instructions, or a system that is able to retrieve the information and instructions in the English language. 135.21(h) If a certificate holder conducts aircraft inspections or maintenance at specified stations where it keeps the approved inspection program manual, it is not required to carry the manual aboard the aircraft en route to those stations.
SRR	135.23	Manual contents. Each manual shall have the date of the last revision on each revised page. The manual must include - (i) Procedures under 135.179 for the release for, or continuation of, flight if any item of equipment required for the particular type of operation becomes inoperative or unserviceable en route; (j) Acceptance; (k) Rejection; (l) Handling; (m) Storage incidental to transport; (n) Packaging of company material; or (v) Loading. (2) Ensure that the procedures and information described in this paragraph are sufficient to assist a person in identifying packages that are marked or labeled as containing hazardous materials or that show signs of containing undetected hazardous materials. The procedures and information must include (i) Procedures for rejecting packages that do not conform to the Hazardous Materials Regulations in 49 CFR parts 171 through 180 or that appear to contain undetected hazardous materials; (ii) Procedures for complying with the hazardous materials incident reporting requirements of 49 CFR 171.15 and 171.16 and discrepancy reporting requirements of 49 CFR 175.31 (ii); (iii) The certificate holder's hazmat policies and whether the certificate holder is authorized to carry, or is prohibited from carrying, hazardous materials; and (iv) If the certificate holder's operations specifications permit the transport of hazardous materials, procedures and information to ensure the following (A) That packages containing hazardous materials are properly offered and accepted in compliance with 49 CFR parts 171 through 180; (B) That packages containing hazardous materials are properly handled, stored, packaged, loaded and carried on board an aircraft in compliance with 49 CFR parts 171 through 180; (C) That the requirements for Notice to the Pilot in Command (49 CFR 175.33) are complied with; and (D) That aircraft replacement parts, consumable materials or other items regulated by 49 CFR parts 171 through 180 are properly handled, packaged, and

Total results: 3

Close

- Review the **FAA Policy & Guidance** section, which is a list of FAA policy and guidance documents that pertain to the DCT. These include *Operations Specifications (OPSS)*, *Guidance*, and *Advisory Circulars (AC)*. Click any document name to open a browser window that displays the type and description of all listed documents. In that browser window, click the **Reference** link for any item to view the full text of that reference. Click **Close** to close the window.

The screenshot shows a window titled "1.3.2 (AW) Manual Management(Airworthiness)". It contains a table with three columns: "Type", "Label", and "Description".

Type	Label	Description
8900.1	8900.1 Vol 3 Ch 32 Sec 6	Safety Assurance System: Evaluating, Accepting or Approving Maintenance-Related Manuals, Procedures, and Checklists

- To view the *Data Quality Guidelines* document, click the hyperlink. This document specifies the acceptable levels of data quality of the information you submit for the DCT.

The screenshot shows a document titled "Safety Assurance System: Module 4 Data Review". The document content is as follows:

9/13/16 8900.1 CHG 479

VOLUME 10 SAFETY ASSURANCE SYSTEM POLICY AND PROCEDURES  
CHAPTER 5 DATA COLLECTION, DATA REPORTING, AND DATA REVIEW  
Section 3 Safety Assurance System: Module 4 Data Review

10-5-3-1 GENERAL.

A. **Purpose.** The data review process ensures quality data is entered into the Safety Assurance System (SAS) automation for the analysis and assessment of certificate holders or applicants.

B. **Scope.** This section applies to Office Managers (OM), Frontline Managers (FLM), and data evaluation program managers (DEPM), who are assigned the role of Data Quality Reviewer (DQR).

C. **Module 4.** In the Data Review Module, the DQR will:

- Review the Data Collection Tool (DCT).
- Determine whether data collection and data reporting meet requirements.
- Submit the DCT.
- Return and provide feedback on data.
- Determine if there is agreement, and
- Determine if there are data collection issues.

10-5-3-3 RESERVED.

10-5-3-5 **BACKGROUND.** SAS encompasses the certification, routine surveillance, and certificate management processes for certificate holders. It assesses the safety of Title 14 of the Code of Federal Regulations (14 CFR) parts 121, 135, and 145 certificate holder operating systems using system safety principles, Safety Attributes, and risk management (RM). SAS also assesses the requirement to provide service at the highest level of safety in the public interest. Module 4, Data Collection, contains the processes for data review.

New Window PDF MS Word Pub Data

7. Once you have reviewed the **Prepare DCT** tab, click **Continue**. When you click **Continue**:

- The **Enter Common Data Fields**, **Perform DCT**, and **Check DCT** tabs are enabled and the **Enter Common Data Fields** tab opens.
- The DCT's status is set to *Draft* (visible on the **Select DCT** tab).

## 9.17 Entering DCT Common Data

The **Enter Common Data Fields** tab is used to enter the start and end dates, location, and other relevant information about the DCT.

To enter the common data fields:

1. Click the **Enter Common Data Fields** tab. The tab opens.

The screenshot shows the SAS web interface for entering DCT common data fields. The top navigation bar includes tabs for 'Select DCT', 'Prepare DCT', 'Enter Common Data Fields' (which is active), 'Perform DCT', 'Check DCT', and 'Submit DCT'. The main content area is titled 'CHIA: 110A, ON DEMAND AIR LLC - 135 (Active) | DCT 1.3.2 (AW) Manual Management'. It contains several input fields: 'Start Date:', 'End Date:', 'Location: (Nearest) Airfield:', a checkbox for 'If work is offsite of the airfield, include one of the following', and a radio button for 'Address:'. Below these are fields for 'Address 1:', 'Address 2:', 'Address 3:', 'City:', 'State:', 'Postal Code:', and 'Country:'. There is also a radio button for 'Latitude/Longitude:' with a format and example provided. An 'Attached Documents' section is visible on the right. At the bottom right, there are 'Reset' and 'Save' buttons.

2. Enter data into fields of each of the fields. See the table below for data field descriptions.
3. Click **Attach Document** to upload any supporting documents. Click a listed document to view it.

**Note:** Any documents you attach apply only to this DCT.

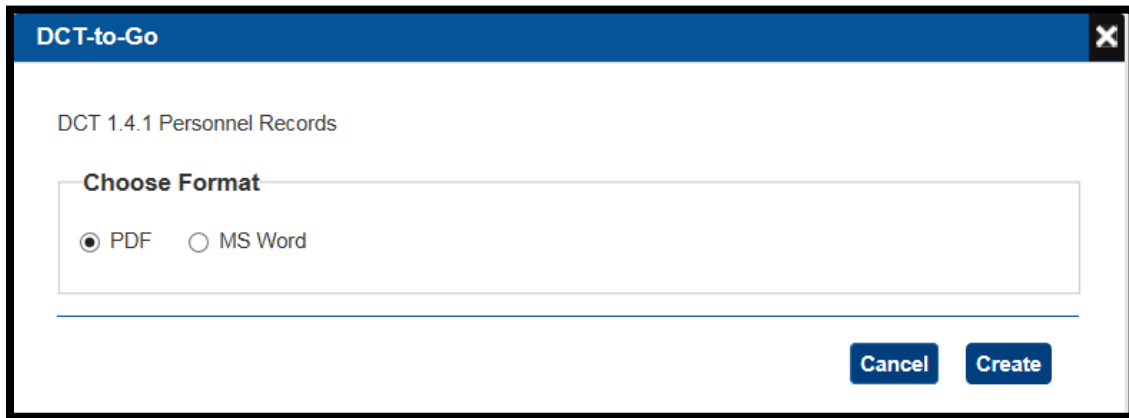
4. Click **Save**.
5. Click the **Perform DCT** tab.

### Common Data Fields

Field	Description
<b>Start Date</b>	Enter the date your self-audit began or click the field's calendar button to open and select the date from a calendar.
<b>End Date</b>	Enter the date your self-audit ended or click the field's calendar button to open and select the date from a calendar.
<b>Location (Nearest) Airfield</b>	Enter/select the code for the airport were your self-audit was performed or the location of your repair station. If the DCT was not performed at an airport, enter the airport closest to where it was performed.
<b>If work is offsite...</b>	If the audit was not performed at an airport, check the <b><i>If work is offsite...</i></b> box. Then select and enter either <b>Address</b> or <b>Latitude/Longitude</b> where the audit occurred. While it may be preferable to enter an address when one is available, there are no rules in the software that dictate when address versus latitude/longitude must be used.

## 9.18 To view or print the DCT-to-Go

1. Click **Review and Print DCT**. A dialog box opens:



2. Select PDF or MS Word. Click **Create**.
3. A second dialog box opens where you can choose whether to save or view the DCT. If you select save, you are prompted to specify a name and location for the saved file. If you select open, a browser window opens displaying the DCT-to-Go.

DCT To Go Report  
 CH/A: First Harbor  
 DCT ID: 28400-FY17Q4-1.4.3-0001  
 MLF Label: 1.4.3 Manuals  
 DCT Type: EDDCT  
 Specialty: Airworthiness  
 DCT Revision: 15.0 on 3/1/2017 (Released)

**Summary Information**

**Purpose (Certificate Holder Responsibility):** To provide manuals required by personnel to perform their duties.

**Objective (FAA Responsibility):** Determine if the CH will be able to; (1) Comply with regulations; (2) Provide manuals required by personnel to perform their duties.

**Common Data Fields**

Start Date  
 End Date  
 Location: (Nearest) Airfield  
 If work is offsite of the airfield, include one of the following

Address 1  
 Address 2  
 Address 3  
 City  
 State  
 Postal Code  
 Country

Latitude  
 Longitude

Related/Affiliated Designator  
 CH/A Provided

**Supplemental Information**

**SRR**  
 145.109(a), 145.181(a), 145.203, 145.205(a), 145.205(c), 145.207(a), 145.207(c), 145.209(a), 145.209(b), 145.209(c), 145.209(e), 145.209(f), 145.209(g), 145.209(h), 145.209(i), 145.209(j), 145.209(k), 145.211(c), 145.217(a), 145.221(b)

**Advisory Circular (AC)**  
 AC-120-78, AC-145-9

**FAA Order 8900.1**  
 8900.1 Vol 6 Ch 2 Sec 27, 8900.1 Vol 6 Ch 9 Sec 11, 8900.1 Vol 6 Ch 9 Sec 13, 8900.1 Vol 6 Ch 9 Sec 18, 8900.1 Vol 6 Ch 9 Sec 23, 8900.1 Vol 6 Ch 9 Sec 4, 8900.1 Vol 6 Ch 9 Sec 7, 8900.1 Vol 8 Ch 5 Sec 6

**PI Instructions**

## 9.19 Enter Common Data Field



The **Enter Common Data Fields** tab is used to enter the start and end dates, location, and other relevant information about the DCT.

To enter the common data fields:

1. Click the **Enter Common Data Fields** tab. The tab opens.

[Select DCT](#) | [Prepare DCT](#) | **Enter Common Data Fields** | [Perform DCT](#) | [Check DCT](#) | [Submit DCT](#)

CH/A: First Harbor - 145 (Initial-Cert) | DCT 1.4.1 Personnel Records

**Start Date:**    
**End Date:**    
**Location:**   
**(Nearest)**  
**Airfield:**

\*If work is offsite of the airfield, include one of the following

Address:

**Address 1:**   
**Address 2:**   
**Address 3:**   
**City:**   
**State:**   
**Postal Code:**   
**Country:**

Latitude/Longitude:

Format: 'CDD.MM.SS'      Format: 'CDDD.MM.SS'  
 Example: 'N90.00.00'      Example: 'E180.00.00'

**Attached Documents**

2. Enter data into each of the fields. See the table below for data field descriptions.
3. Click **Attach Document** to upload any supporting documents. Click a listed document to view it.

**Note:** Any documents you attach apply only to this DCT.

4. Click **Save**.

### Common Data Fields

Field	Description
<b>Start Date</b>	Enter the date your self-audit began or click the field's calendar button to open and select the date from a calendar.

Field	Description
<b>End Date</b>	Enter the date your self-audit ended or click the field's calendar button to open and select the date from a calendar.
<b>Location (Nearest) Airfield</b>	Enter/select the code for the airport where your self-audit was performed or the location of your repair station. If the DCT was not performed at an airport, enter the airport closest to where it was performed.
<b>If work is offsite...</b>	If the audit was not performed at an airport, check the <b>If work is offsite...</b> box. Then select and enter either <b>Address</b> or <b>Latitude/Longitude</b> where the audit occurred. While it may be preferable to enter an address when one is available, there are no rules in the software that dictate when address versus latitude/longitude must be used.

## 9.20 The Schedule of Events (SOE)

The *Schedule of Events* (SOE) is a list of the major events that will take place during the certification process, and the dates associated with their completion. The SOE is a collaborative process between the applicant and the FAA. The events that appear on the SOE vary according to the 14 CFR Part the applicant is seeking certification for. The SOE allows the applicant and FAA to track the progress of events in the initial certification process.

The steps for completing and submitting the SOE differs for the original and revised versions of the form.

### 9.20.1 SOE Statuses

SOE indicates its current state of completion. There are statuses for both the **Schedule of Events** form as a whole, and for individual events on the list.

Schedule Of Events						
Applicant: First Harbor   CHDO: CE03   Last Update: 06/26/2017 09:47:36   SOE Status: Returned						
* required field						
Events	Event Status	*Original Proposed Date (Appl)	Current Proposed Date (Appl)	Accepted Baseline Date (FAA)	Actual Completion Date (FAA)	Applicant Comment
<b>Phase 1-Preapplication</b>						
PASI	Complete	06/30/2017	06/22/2017	06/30/2017	06/09/2017	Applicant Comment
Application Form 8310-3	Baseline	07/28/2017	06/23/2017	06/23/2017		Applicant Comment
Formal Application Meeting	Baseline	07/27/2017	mm/dd/yyyy	07/27/2017		Applicant Comment
<b>Phase 2-Formal Application</b>						
Repair Station Manual	Planned	06/30/2017				Applicant Comment
Training Manual	N/A					Applicant Comment
Quality Control Manual	N/A					Applicant Comment

### Schedule of Events Form Statuses

Status	Definition
<i>Draft</i>	Applicant has saved but not submitted the form.
<i>Submitted</i>	Applicant has submitted the form to the FAA for review.
<i>In Review</i>	FAA is reviewing the form.
<i>Returned</i>	FAA has returned the form to the applicant for modification.
<i>Accepted</i>	FAA has accepted all dates on the form.
<i>Completed</i>	All events on the form are complete.
<i>Terminated</i>	FAA has canceled the form (for example, if the applicant has withdrawn its application for certification).

### Individual Event Statuses

Status	Definition
<i>Planned</i>	Applicant has entered a date for the event.
<i>Revised</i>	The event date has been revised.
<i>Baselined</i>	The event date has been accepted.
<i>Completed</i>	The event is complete.
<i>N/A</i>	The event does not pertain to the applicant.

### 9.20.2 How to Complete and Submit an Initial SOE

The first step in completing the SOE is for the applicant to propose a date for each event on the form. The dates are then reviewed by the FAA which either accepts them or requests revision.

**Note:** Before an applicant can submit an SOE, the FAA must have assigned a Certification Project Manager to the application. Until that time, the **Submit** button for the **Schedule of Events** tab is disabled.

#### To complete an initial SOE

1. From the SAS menu, select **Schedule of Events**. The **Schedule of Events** tab opens.

Schedule Of Events						
Applicant: First Harbor   CHDO: CE03   Last Update: 06/26/2017 09:47:36   SOE Status: Returned						
* required field						
Events	Event Status	*Original Proposed Date (Appl)	Current Proposed Date (Appl)	Accepted Baseline Date (FAA)	Actual Completion Date (FAA)	Applicant Comment
<b>Phase 1-Preapplication</b>						
PASI	Complete	06/30/2017	06/22/2017	06/30/2017	06/09/2017	Applicant Comment
Application Form 8310-3	Baseline	07/28/2017	06/23/2017	06/23/2017		Applicant Comment
Formal Application Meeting	Baseline	07/27/2017	mm/dd/yyyy	07/27/2017		Applicant Comment
<b>Phase 2-Formal Application</b>						
Repair Station Manual	Planned	06/30/2017				Applicant Comment
Training Manual	N/A					Applicant Comment
Quality Control Manual	N/A					Applicant Comment

- For each event provide an original proposed date in **Original Proposed Date (Appl)**. When you click in the block a calendar control appears. You can use this or type in a date using MM/DD/YYYY format. This automatically populates the **Event Status** block with **Planned**. This proposed date should represent the date you realistically expect to be able to complete the event.

If the list contains items that do not apply, you can set the value in **Event Status** to N/A by clicking in the **Event Status** block and selecting N/A from the drop-down options. Events with the status N/A do not require a date.

Use the **Comment** column to provide notes for the FAA reviewer. If you entered N/A for an event, you can explain why it is not applicable in this block.

### 9.20.3 Saving and Submitting the SOE

- To save the data without submitting it to the FAA, click **Save**. You will be able to resume editing the form.
- To Save the data and submit it to the FAA for review, click **Submit**. Once the form is submitted, you cannot edit it until /unless the FAA returns it to you for modification.

### 9.20.4 How to Update and Submit a Revised SOE

Once an applicant has submitted its initial SOE, the dates are reviewed by the FAA. Based on the review the FAA can:

- Approve and baseline the proposed dates
- Return the form to the applicant with instructions to revise one or more dates. (Even if all dates are approved, the FAA may subsequently return the form if an original proposed date for an event has passed and the event has not been completed.)



### 9.20.5 To Revise the SOE

1. From the SAS menu, select **Schedule of Events**. The **Schedule of Events** tab opens.
2. For each event that needs to be revised (i.e. does not have `Baseline` or `N/A` in **Event Status**), in **Current Proposed Date** enter a new proposed date.
3. If an event was proposed as `N/A` and was returned (the Event Status says `Returned`) you can enter a proposed date in the Original Proposed Date (Appl) as this is the original date you are proposing to the FAA.
4. You can read any FAA provided comments and add your own as necessary.

### 9.20.6 To Save or Submit the Revised SOE

- To save your data without submitting it to the FAA, click **Save**. You will be able to continue editing the form.
- To save your data and submit it to the FAA for review, click **Submit**. Once the form is submitted, you cannot edit it until /unless the FAA returns it to you for modification.

## 9.21 The Meetings Tab

Use the **Meetings** tab to record or track meetings during the initial certification process. These meetings are for internal tracking only and cannot be communicated or sent to the FAA.

Meeting Type	Date	Location	Summary	Attachment(s)
Preapplication Meeting	06/30/2017	Cambridge	Test Meeting 1	

#### To open the Meetings tab:

1. From the SAS menu, select **Certification Request**.
2. Click the **Meetings** tab.

#### 9.21.1 To Add a Meeting

1. Click **Add Meeting**. The **Meetings** dialog box opens.

2. Enter details of the meeting. You can enter meetings either before or after they occur.
3. Optionally, attach any supporting documents by clicking **Attach Document**.
4. Click **Save**.

### 9.21.2 To Edit or Delete a Meeting

1. In the Meetings record list table, in the **Meeting Type** column, click the link for the meeting you want to edit or delete. The **Meetings** dialog box opens.
2. To edit the meeting, modify its details as desired. Then click **Save**.
3. To delete the meeting, click **Delete**.
4. Click **Save**.

## 9.22 Withdrawing a Certification Request

As necessary, you can withdraw your certification request. When you withdraw a certification request:

- The FAA is notified that you have decided not to pursue certification.
- Your certification request, along with any data and files related to it, is immediately removed from the system.

- Your SAS External Portal user account associated with that CH/A is removed.

To withdraw a request, it must be in the *Initial-Cert (N)* status. Once your request enters *Pre-Cert (P)* status, if you want your request withdrawn, contact your FAA CPM to have it terminated.

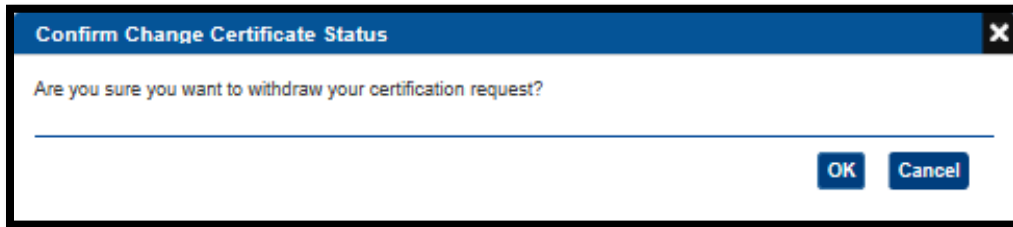
**Note:** Withdrawing a certification request is not reversible. If you later decide to proceed with the request again, you must register for SAS again and repeat all initial certification steps.

To withdraw a certification request:

1. From the SAS menu, select **Certification Request**. The **Certification Request** tab opens.
2. In the lower left part of the screen, click **Withdraw**.

Certification Request	Certification Item Summary	Meetings
<b>Certification Information</b>		
Designator Code:		
Applicant Name:	First Harbor	
SAS ID:	84777	
FSDO:	ST LOUIS FSDO CE03 / STL FSDO	
FAA Precertification Number:		
Proposed Type of Operation:	(145 F) Part 145 Within US	
Date of proposed start-up:	05/27/2017	
Certification Status:	Initial-Cert	
Last Updated By:	SAS System, SASTestUser10	
Last Updated:	08/01/2017 09:46 AM	
<b>Applicant Information</b>		
<i>Applicant Point of Contact/CEO</i>		
Name:		
<i>Contact Information</i>		
Email:		
Phone:		
<i>Address</i>		
Address Line 1:	asf	
Address Line 2:		
Address Line 3:		
City:		
State:		
Country:		
Zip:		
<i>Applicant Comments</i>		
Comments:	<input type="text" value="5"/>	
Attachments:	<a href="#">Attach Document</a>	<a href="#">Delete</a>
<b>FAA Information</b>		
Certification Project Manager (CPM):	Wilson, Lamont	
CPM Phone:	314-890-4882	
<input type="checkbox"/> Pre Application Checklist Complete?		
<a href="#">Withdraw</a>	<a href="#">Generate DCTs</a>	

3. A message displays asking you to confirm the action. Click **OK**.



4. A confirmation message is displayed.

# 10 Document Management

As part of initial certification there are documents you must submit to the FAA for review and approval. You manage the upload and submission of these documents through the **Document Management** page.

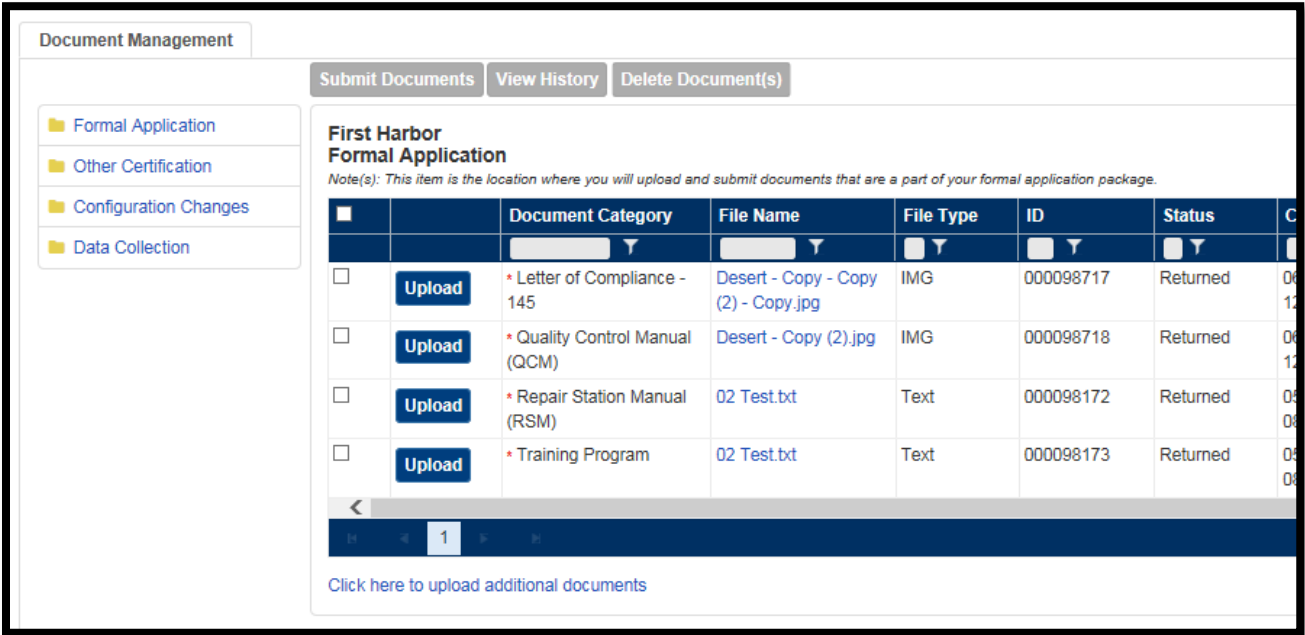
On the **Document Management** page you can:

- Upload required and supporting initial certification documents
- Submit initial certification documents to the FAA for approval
- View an initial certification document's current status (in the review process)
- If necessary, re-submit new versions of an initial certification document

In addition to initial certification documents, **Document Management** also stores and allows you to view files you have attached to DCTs and change requests completed when in an active status.

## 10.1 About the Document Management Page

To open the **Document Management** page, from the SAS menu, select **Document Management**. The page consists of two parts.



The left side of the page displays the folders in which files are stored:

- The **Formal Application** folder is where you upload those documents that make up the formal certificate application.
- The **Other Certification** folder is for uploading documents that support the certification process but are not part of the formal application.
- The **Configuration Changes** and **Data Collection** folders are read-only; you cannot add to or modify their contents in Document Management. Files added in the Configuration Changes or Data Collection modules will appear in these folders.

The right side of the page lists the documents in the currently selected folder. For each uploaded document, SAS lists its category, file name, date submitted, date uploaded, version number, and comments entered during the most recent upload.

The document list side of the page is where actions pertaining to document management take place. You can:

- View the latest version of an uploaded document
- View a document's version history
- Upload a new document (or new version of an existing one)
- Submit (or re-submit) a document to the FAA for review

## 10.2 Auto-Filed Documents

In SAS you can attach files to a number of different areas (configuration changes, data collection, etc.). Depending on the record type, SAS will automatically store any attachments in Document Management. The following attachments are stored in Document Management:

Module	Tab/Screen
Configuration	Configuration Changes
Data Collection	Planned Assessments Common Data Fields DCT Questions/Answers

## 10.3 Document Management Limitations

### 10.3.1 File Size

The number of files that can be attached to a record at one time is 15. The collective size of those files is 30 MB.

**Note:** There is no limit on the number and size of files that can be attached to a record cumulatively. For example, you can attach 15 files totaling 30MB to a DCT, and then later in a separate upload attach another 15 files totaling another 30 MB to that same DCT.

### 10.3.2 File Types

Extension	Type
.bmp	Bitmap images
.doc, .docx	MS Word documents
.gif	GIF images
.html	HTML documents
.jpg, .jpeg	JPEG images
.pdf	PDF documents
.ppt, .pptx	PowerPoint documents
.rtf	Rich Text documents
.tif	TIF images
.txt	Text documents
.xls, .xlsx	Excel spreadsheets

## 10.4 Moving and Deleting Documents

You cannot remove a document once it has been submitted. You cannot move documents between folders. Should either of these actions become necessary, contact your FAA representative.

## 10.5 Formal Application Documents

Documents that make up the formal application (and therefore uploaded to the **Formal Application** folder), are processed as follows:



- You upload the formal application documents as a part of the certification process. If necessary, you can re-upload a new version of a previously uploaded document. When all required documents are ready for review, submit them to the FAA.
- Once submitted, the FAA conducts a preliminary review of submitted documents. Based on that review the FAA may issue an initial approval of the documents or return them to you for correction and resubmission.
- Each 14 CFR part has a list of required documents that must be submitted as part of the Formal Application document submission.
- The Formal Application folder document category lists are updated based on policy.
- Required documents are denoted in the Formal Application folder with a red asterisk.

## 10.6 Other Documents Supporting the Application Process

Other documents supporting the application process but not required for the package submission can be uploaded to the **Other Certification** folder. These pass through a simpler review process. They can be uploaded and submitted on an individual basis.

## 10.7 Submitting Documents

When an applicant submits an uploaded document two things happen:

- The document is accessible to FAA review
- SAS automatically notifies the FAA that the document is ready to review

Required documents, documents required as part of the formal application process must be submitted collectively. Once all the required documents are uploaded to SAS the **Submit** button for the **Formal Application** folder (on the **Document Management** page) is enabled to allow submission to FAA.

### 10.7.1 Resubmitting Documents

Once documents have been submitted all the documents will be marked with *Submitted* status. After documents are submitted they cannot be uploaded, deleted, or resubmitted until they are returned from FAA.

If a set of documents is returned the document's status will change to *Returned*. SAS will send a notification to the Notification widget on your **Home** page upon return. Once the set is returned the user can revise the set of documents in order to resubmit to FAA. This process can go back and forth as long as necessary.

## 10.8 Document Status

As documents pass through the certification process, their status changes to reflect their place in the workflow. You can view a document's status on the **Documents** page.

Status	Description	Notes
Uploaded	Document has been uploaded (but not yet submitted).	Documents that have been uploaded: <ul style="list-style-type: none"><li>• Are not visible to the FAA</li><li>• Can be deleted</li><li>• Can be re-uploaded (overwritten with a new version)</li></ul>
Submitted	Document has been submitted to FAA. FAA receives notification and will begin a review.	Documents that have been submitted: <ul style="list-style-type: none"><li>• Are visible to the FAA.</li><li>• Once submitted, cannot be deleted</li><li>• Cannot be re-uploaded (overwritten with a new version)</li></ul>
Returned	Document has been reviewed by the FAA and returned for correction. You receive automatic notification when the FAA has returned a document.	Documents that have been returned can be re-uploaded (overwritten with a new version) and re-submitted.
Accepted for Review	Document has been accepted for review / full Design Assessment.	Document has passed initial review and entered the Document Compliance (Design Assessment) review phase.

## 10.9 How to Upload a Formal Application Document

To upload documents in the **Formal Application** folder for the first time:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page, click the **Formal Application** folder.
3. By default, the Formal Application folder will already list all required Formal Application documents.

Document Management

Submit Documents View History Delete Document(s)

**Formal Application**

Other Certification

Configuration Changes

Data Collection

**First Harbor**  
**Formal Application**

Note(s): This item is the location where you will upload and submit documents that are a part of your formal application package.

<input type="checkbox"/>		Document Category	File Name	File Type	ID	Status	Created
<input type="checkbox"/>	<a href="#">Upload</a>	* Letter of Compliance - 145	Desert - Copy - Copy (2) - Copy.jpg	IMG	000098717	Returned	06/16/2017 12:11:09 AM
<input type="checkbox"/>	<a href="#">Upload</a>	* Quality Control Manual (QCM)	Desert - Copy (2).jpg	IMG	000098718	Returned	06/16/2017 12:11:38 AM
<input type="checkbox"/>	<a href="#">Upload</a>	* Repair Station Manual (RSM)	02 Test.txt	Text	000098172	Returned	05/31/2017 08:49:07 AM
<input type="checkbox"/>	<a href="#">Upload</a>	* Training Program	02 Test.txt	Text	000098173	Returned	05/31/2017 08:49:14 AM

1

[Click here to upload additional documents](#)

To upload a required Formal Application document, click the **Upload** button at the left side of its row. The **Upload Documents** dialog box opens.

To upload an optional Formal Application document, click the **Click here to upload additional documents** link. SAS inserts a blank row in the documents table. Click the **Upload** button at the left side of the new row. The **Upload Documents** dialog box opens.

**Upload Document to Formal Application**

\* required field

**Formal Application**

Note: Use the exact same name for the same file when re-uploading a document.

\* Select Document: [Browse](#)

\*Select Document Category: Letter of Compliance - 145

Enter Version:

Enter Comment:

[Upload](#) [Cancel](#)

4. Click the **Browse** button, then browse to and select the file you want to upload.
5. For optional documents, from the **Select Document Category** list, select the category that describes the document you are uploading. Only categories that apply to your CFR part and the folder you are uploading to are listed.

Note: This value is already set and cannot be changed for required documents.

6. Optionally, enter a version number for the document.

Note: SAS does not enforce or validate a versioning sequence. It is up to you to choose and use a consistent format. Consider something easy to remember like x.x, where the whole number represents a major revision and the decimal a minor one (for example 1.0, 1.1, 2.0, and so on).

7. Optionally, enter a comment that describes the contents of the document and/or why you are uploading it.
8. Click **Save**.
9. Select **Upload**.

## 10.10 Uploading Additional Documents

If a required document is large (greater than 40MB) and needs to be in multiple parts, you can upload more than one record for a required document using the **Click here to upload additional documents** link. You can also use this link to add files that are not required.

Submit Documents
View History
Delete Document(s)

**AIRCRAFT PRECISION INC**  
**Formal Application**  
Note(s): This item is the location where you will upload and submit documents that are a part of your formal application package.

		Document Category	File Name	File Type	ID	Status
<input type="checkbox"/>	<a href="#">Upload</a>	* Letter of Compliance - 145				
<input type="checkbox"/>	<a href="#">Upload</a>	* Quality Control Manual (QCM)				
<input type="checkbox"/>	<a href="#">Upload</a>	* Repair Station Manual (RSM)				
<input type="checkbox"/>	<a href="#">Upload</a>	* Training Program				

< 1 >

[Click here to upload additional documents](#)

## 10.11 How to Overwrite a Formal Application Document

You can overwrite a previously uploaded document with a new version under these conditions:

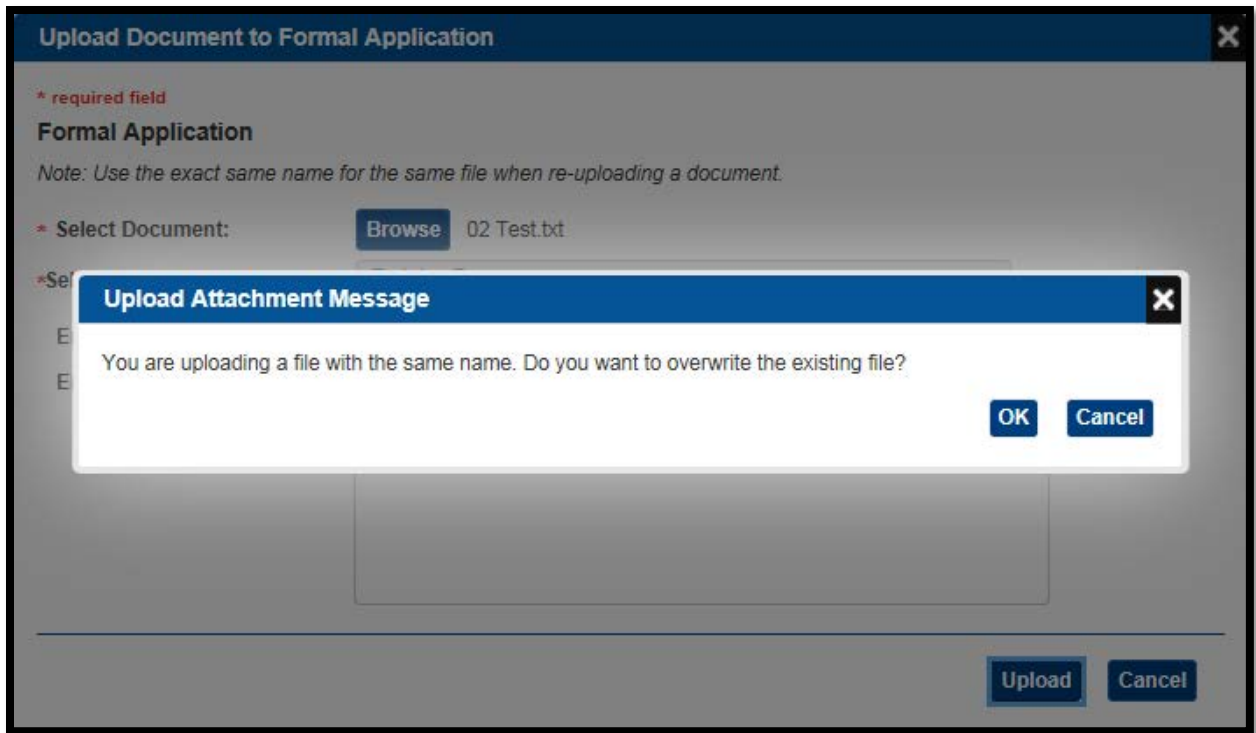
- The document has not yet been submitted, or,
- The document has been submitted and then returned by the FAA for correction.

To overwrite a document:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page click **Formal Application**.
3. Click the **Upload** button at the left side of the document's row. The **Upload Document** dialog box opens.
4. Click the **Browse** button, then browse to and select the file you want to upload from your workstation.

Note: The name of the file you select must match exactly the name of the file you are replacing. If it does not, SAS treats the file as a new document, not a version of an existing one. The name match is not case-sensitive.

5. SAS displays a message asking you to confirm you want to overwrite the existing file. Click **OK**.



6. From the **Select Document Category** list, select the category that describes the document you are uploading.
7. Enter a new version number for the document.

**Note:** SAS does not enforce or validate a versioning sequence. It is up to you to choose and use a consistent format. Consider something easy to remember like x.x, where the whole number represents a major revision and the decimal a minor one...1.0, 1.1, 1.2, 2.0, and so on).

8. Optionally, enter a comment that describes why you are uploading a new version of the document.
9. Click **Save**.

## 10.12 How to Overwrite an Other Certification Document

You can overwrite a previously uploaded document with a new version under these conditions:

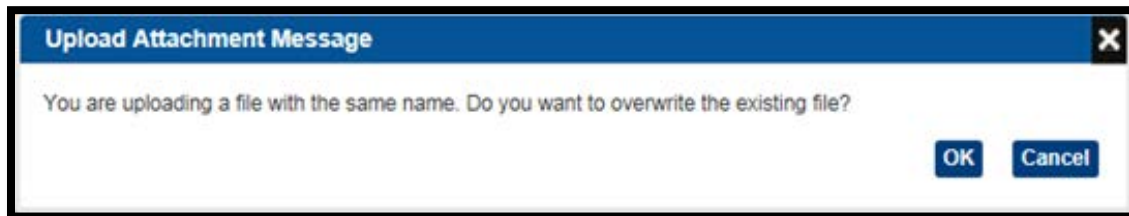
- The document has not yet been submitted, or,
- The document has been submitted and then returned by the FAA for correction.

To overwrite a document:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page, click **Other Certification**.
3. On the right side of the page, click **Attach Document**. The **Upload Document** dialog box opens.
4. Click the **Browse** button, then browse to and select the file you want to upload.

Note: The name of the file you select must match exactly the name of the file you are replacing. If it does not, SAS treats the file as a new document, not a version of an existing one. The name match is not case-sensitive.

5. SAS displays a message asking you to confirm you want to overwrite the existing file. Click **OK**.



6. From the **Select Document Category** list, select the category that describes the document you are uploading.
7. Enter a new version number for the document.

Note: SAS does not enforce or validate a versioning sequence. It is up to you to choose and use a consistent format. Consider something easy to remember like x.x, where the whole number represents a major revision and the decimal a minor one...1.0, 1.1, 1.2, 2.0, and so on).

8. Optionally, enter a comment that describes why you are uploading a new version of the document.
9. Click **Save**.

## 10.13 How to Upload an Other Certification Document

To upload an Other Certification document for the first time:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.

2. On the left side of the page, click **Other Certification**.
3. On the top of the page, click **Attach Document**. The **Upload Documents** dialog box opens.

**Upload Document to Other Certification** [X]

\* required field

**Other Certification**

*Note: Use the exact same name for the same file when re-uploading a document.*

\* Select Document:

\*Select Document Category:

Enter Version:

Enter Comment:

4. Click the **Browse** button, then browse to and select the file you want to upload from your workstation.
5. From the **Select Document Category** list, select the category that describes the document you are uploading. Only categories that apply to your CFR part and the folder you are uploading to are listed.

Note: The **Select Document Category** list does not appear for CFR 145 applicants.

6. Optionally, enter a version number for the document.

Note: SAS does not enforce or validate a versioning sequence. It is up to you to choose and use a consistent format. Consider something easy to remember like x.x, where the whole number represents a major revision and the decimal a minor one (for example, 1.0, 1.1, 2.0, and so on).

7. Optionally, enter a comment that describes the contents of the document and/or why you are uploading it.



8. Click **Save**.
9. Select **Upload**.

## 10.14 How to Submit a Document

Submit a document when you are ready to have it reviewed by the FAA. Uploaded documents are not visible to the FAA until they have been submitted.

- Required documents in the **Formal Application** folder must be submitted as a group; they cannot be submitted individually. You cannot submit them until a file has been uploaded for each of the required categories.
- Documents in the **Other Certification** folder can be submitted individually. There are no prerequisites to submitting documents in this folder.
- You cannot submit documents until the FAA has assigned a CPM. You can, however, upload them any time after you have access to SAS.

To submit a document:

1. From the SAS menu, select **Documents**. The **Document Management** page opens.
2. On the left side of the page, click the folder you want to submit documents from.
3. On the right side of the page, check the box(es) of the file(s) you want to submit.
4. Click **Submit Documents**.

Following the submission, a notification is sent to the applicant's FAA Certification Project Manager that the document is ready for review.

## 10.15 How to Delete a Document

You can remove an initial certification document that has been uploaded to SAS provided it has not been submitted.

Once a Formal Application or Other Certification document has been submitted it cannot be removed. However, you can upload additional versions of a document before it is submitted or if it is subsequently returned by the FAA.

Documents in the **Configuration Changes** and **Data Collection** folders cannot be removed.

To delete a document:

1. From the SAS menu, select **Document Management**. The **Document Management** page opens.
2. On the left side of the page, click the folder that contains the document you want to delete.
3. On the right side of the page, in the row containing the target document, click **Delete Document**.

## 10.16 How to View a File's Version History

Document Management maintains a version history of files uploaded to:

- Formal Application
- Other Certification

A new version history is created whenever you or a CH/A upload a file whose name and file type is identical to one already in the target folder. For each upload of a given file, its version history stores:

- The uploaded version of that file.
- Upload details such as the uploader's name and the upload date/time.
- An automatic system version number, starting at 0.1 and progressing as 0.2, 0.3 and so on. This number is independent of the optional version number you can enter when you upload a file.

Note: Case-sensitivity is not considered in determining if a file name is unique.

Note: If you delete a file its entire version history is deleted with it.

### To view a file's version history:

1. In **Document Management**, open the folder containing the file you want to view.
2. Check the box to the left of the file.
3. Click **View History**. The **Document Version History** dialog box opens.

Document Version History				
Folder: Formal Application		File Name: Desert - Copy - Copy (2) - Copy.jpg		
CH/A: First Harbor				
User Version	System Version	Modified	Modified By	Comment
	2	06/26/2017 10:04:03 AM	Wilson, Lamont L	
	1.2	06/16/2017 12:11:09 AM	SASTestUser10	
	1.1	05/31/2017 08:50:39 AM	Ciembronowicz, Jeffrey M	
	1.1	05/30/2017 06:01:56 AM	Ciembronowicz, Jeffrey M	
	0.1	05/31/2017 08:48:53 AM	SASTestUser10	
	0.1	05/26/2017 03:01:41 PM	SASTestUser10	

1 - 6 of 6 items

- To view a particular version of a file, click its **System Version** link.

## 11 AXH Passenger Module

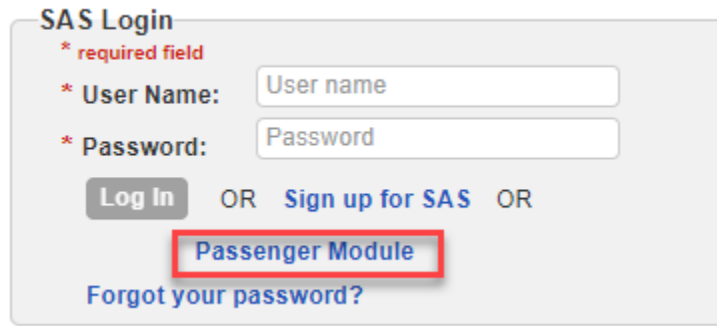
SAS provides an external interface that allows air carriers to enter discovered hazardous material discrepancies involving passengers directly in the system.

### 11.1 About AXH Passenger Module

The system allows FAA users to enter information received from a certificate holder and generates a tailored letter that informs and educates airline passengers who were found with hazardous materials in checked baggage about the hazardous materials discovered in their respective checked baggage. Users can edit, print, track the status of these letter, and generate exportable reports that can be used in risk analysis

## 11.2 How to Enter SAS Passenger Discrepancy

1. Access the **External Portal** for Hazardous Materials Passenger Discrepancy Reporting **registration page**.



SAS Login

\* required field

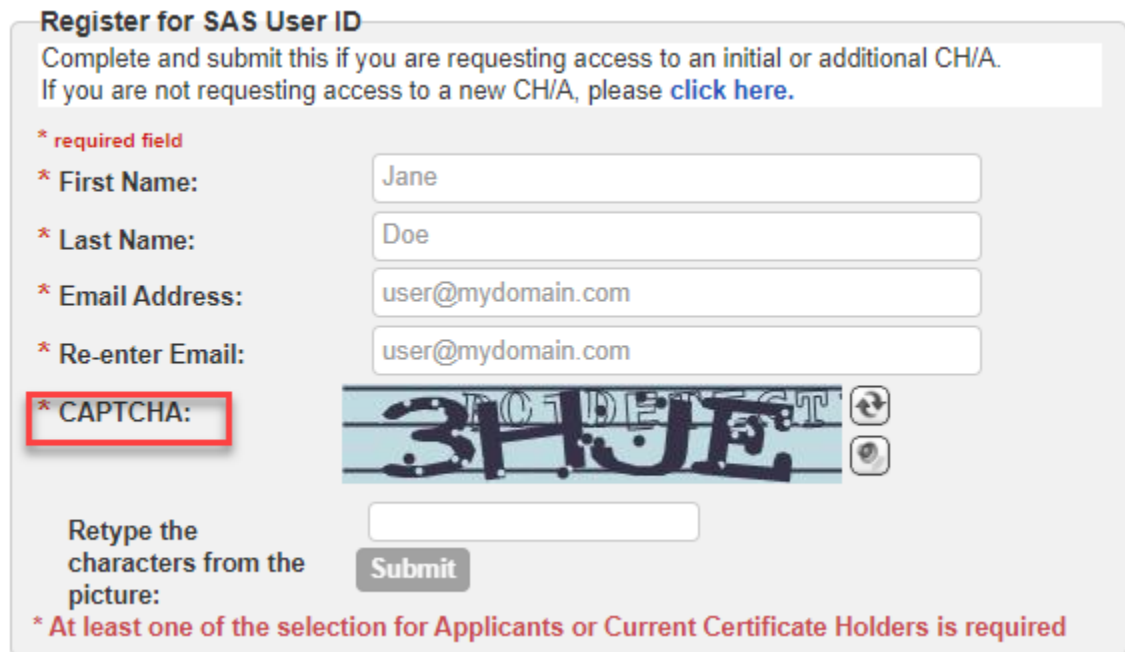
\* User Name:

\* Password:

OR [Sign up for SAS](#) OR

[Forgot your password?](#)

2. Enter the required registration information and provide a correct response to the **CAPTCHA** challenge. Then click the **Submit** button



**Register for SAS User ID**

Complete and submit this if you are requesting access to an initial or additional CH/A. If you are not requesting access to a new CH/A, please [click here](#).

\* required field

\* First Name:

\* Last Name:

\* Email Address:

\* Re-enter Email:

\* CAPTCHA:

Retype the characters from the picture:

\* At least one of the selection for Applicants or Current Certificate Holders is required

3. If you want to enter the details for passenger discrepancy, click the **left button** for the option to **enter details for each passenger discrepancy** using the ONLINE FORM. Follow the rest of the instructions to complete the form, making sure to enter all required fields. Note: If you want to **use Excel to Upload Records**, skip to step #5.

Click a button to begin



Enter Details for Each Passenger Discrepancy

OR





Upload Air Carrier Template


Need Template? [Download Template \(08/12/2019\)](#)

### Passenger Discrepancy Detail

[+ New Discrepancy](#)

 Passenger

 Passenger Discrepancy

 Hazmat Item(s)

\* Passenger Name:

Johann Bach

PNR Locator:

Address:

City:

Country:

US - UNITED STATES

State:

Zip Code:

Phone:

Phone

Email:

user@mydomain.com



Save

Reset

### Passenger Discrepancy Detail New Discrepancy

✓ Passenger

✓ Passenger Discrepancy

3 Hazmat Item(s)

\* required field

**\* Date of Discrepancy:** 09/11/2019

**\* Date Reported:** 09/11/2019

**Location of Discovery:**

**Carrier Reference ID:**

**\* Airport:** BOS-GENERAL EDWARD LAWRENCE LOGAN INTL

**Air Carrier:**

**\* Air Carrier Reporting:** Liberty Airlines

**Flight Operated By:**

**Flight Number:**

**Destination Airport:**

←→SaveReset

The screenshot shows the 'Passenger Discrepancy Detail' form. At the top right, there is a '+ New Discrepancy' button. Below the title bar, there are three progress indicators: 'Passenger', 'Passenger Discrepancy', and 'Hazmat Item(s)', each with a green checkmark. A '+ New Hazmat' button is located on the right side. The form contains the following fields:

- \* Suspected Hazmat:** A text input field containing 'Alcohol beverage'.
- Quantity:** An empty text input field.
- \* Type of Hazmat:** A dropdown menu with 'ALCOHOL' selected.
- Hazmat Class:** A dropdown menu with 'Class 9: Miscellaneous Hazardous Materials' selected.

At the bottom left is a back arrow button. At the bottom right are 'Save' and 'Reset' buttons. A red box highlights the 'Suspected Hazmat' field, and another red box highlights the 'Save' button.

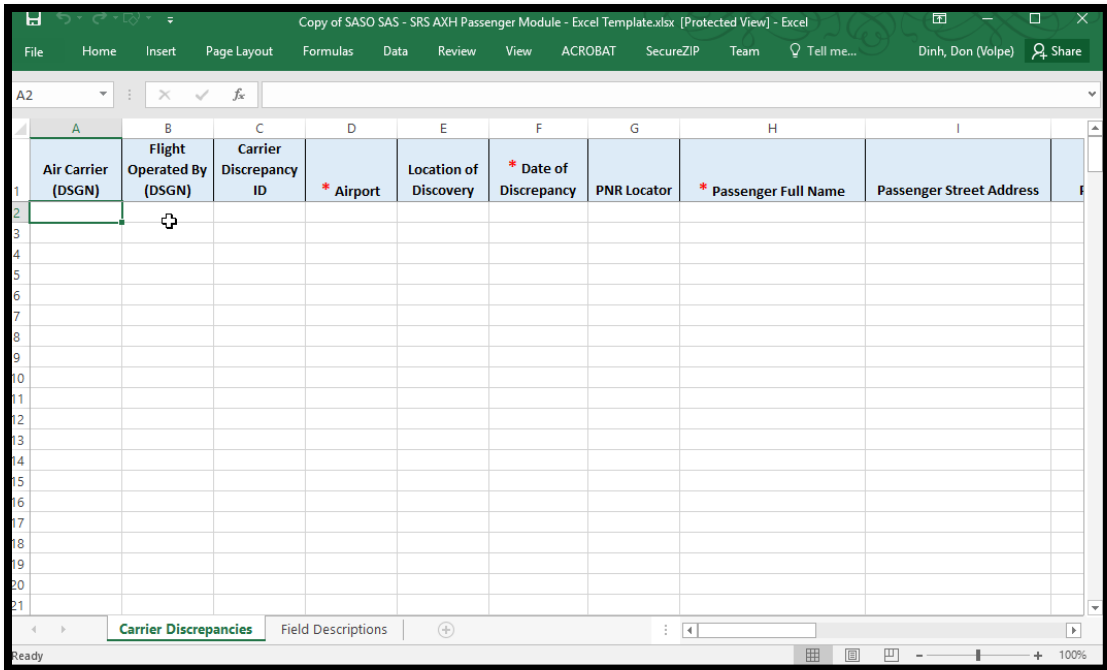
4. You may click **New Hazmat** and **New Discrepancy** to repeat the steps

This screenshot shows the same 'Passenger Discrepancy Detail' form, but with the 'Suspected Hazmat' field empty. The progress indicators now show '1 Discrepancy' next to the 'Passenger Discrepancy' step. The '+ New Discrepancy' button at the top right and the '+ New Hazmat' button on the right side are highlighted with red boxes. A mouse cursor is visible over the empty 'Suspected Hazmat' field.

5. If you prefer to **use Excel to Upload Records**, click the **home** button.



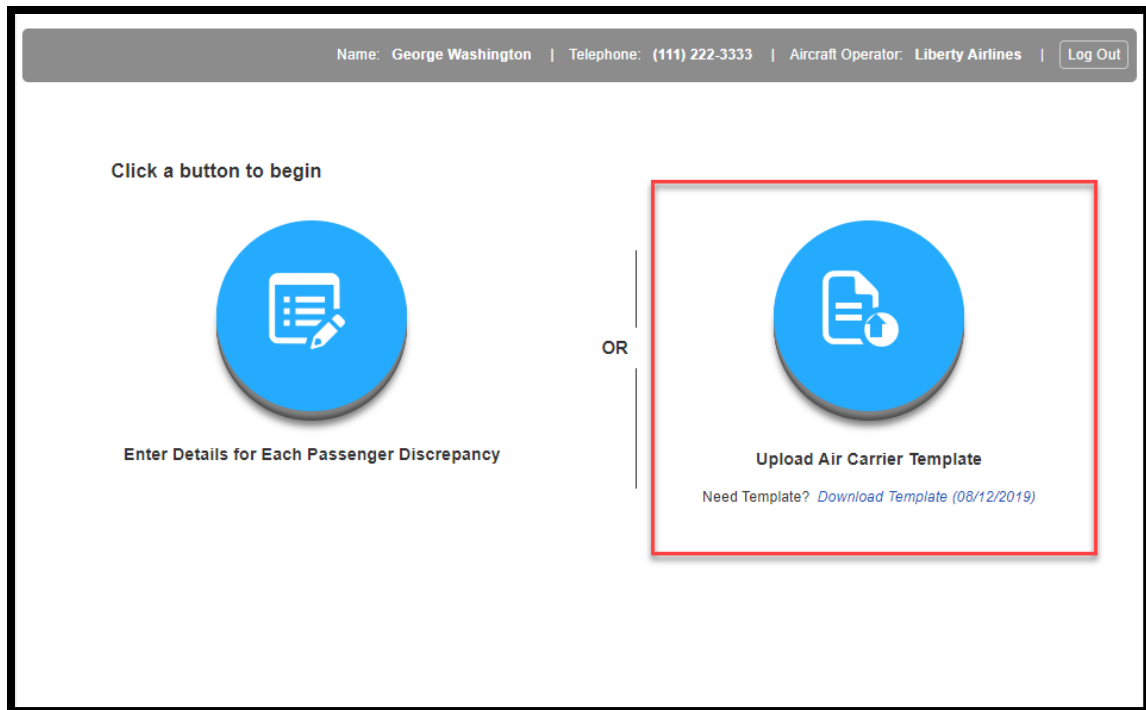
- From here, you will need to download the template by clicking **Download the Template** if this is your first time using this method. The template saves to your machine, please locate and open the file. Note: it may appear on the download folder of your local machine.



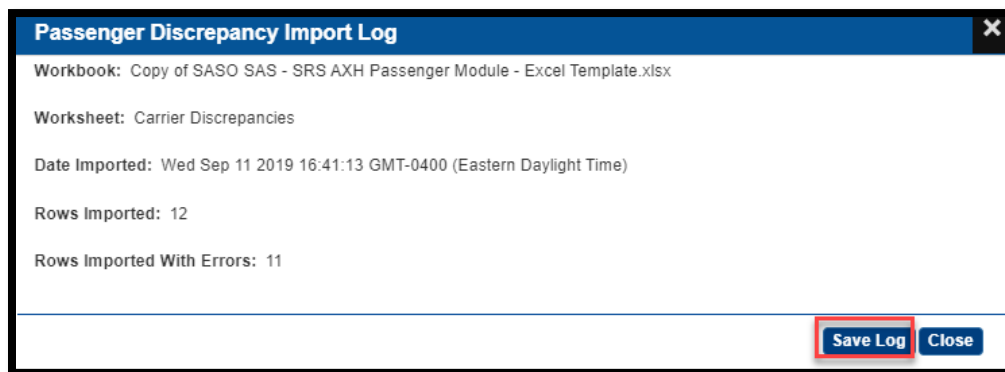
From here, you will need to complete and fill in the excel template, and save the Excel file onto your machine. You may rename the file if you wish. All required fields have a red asterix.

	* Hazmat Description (1)	* Hazmat Type(1)	Hazm

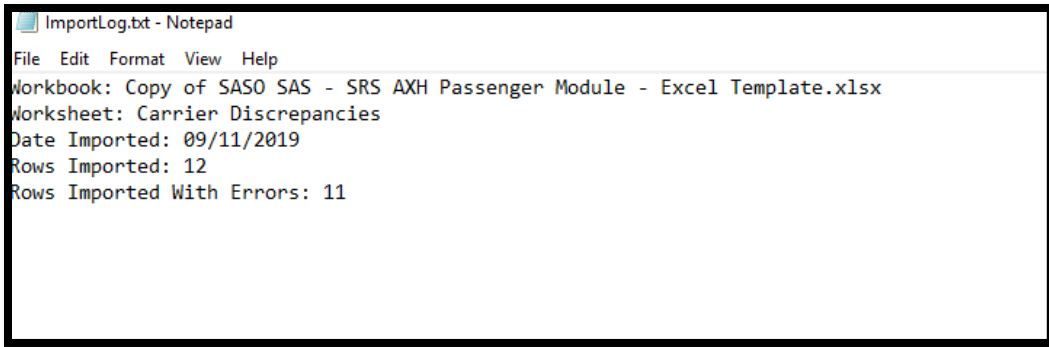
- Next, go back to the SAS home page. Click the **right button** for the option to **Use Excel to upload records**



8. A popup window appears, please navigate on your workstation or laptop to the location where you saved the file edited in the previous step and select it to attach the file.
9. Click the **Save Log** button



10. A log file will be saved to your local machine. Locate and open the saved log file and verify that it recorded the import log correctly, then close the file.



11. Your list of discrepancies can be viewed in the table

Discrepancies to be Reported to FAA									
Sel	Command	PNR Locator	Status	Passenger Name	City	State	Country	Airport	Operated By
			New	Johann Bach			US-UNITED STATES	BOS	
			New	George Washington			US-UNITED STATES	BOS	

### 11.3 Reporting of Passenger Discrepancies to the FAA

1. Access the **External Portal** for Hazardous Materials Passenger Discrepancy Reporting **registration page**.

**SAS Login**

*\* required field*

**\* User Name:**

**\* Password:**

OR [Sign up for SAS](#) OR

[Passenger Module](#)

[Forgot your password?](#)

2. Enter the required registration information and provide a correct response to the **CAPTCHA** challenge. Then click the **Submit** button

**Register for SAS User ID**

Complete and submit this if you are requesting access to an initial or additional CH/A. If you are not requesting access to a new CH/A, please [click here](#).


\* required field

\* First Name:

\* Last Name:

\* Email Address:

\* Re-enter Email:

\* CAPTCHA: 

Retype the characters from the picture:

\* At least one of the selection for Applicants or Current Certificate Holders is required

3. Click the **Save Log** button

**Passenger Discrepancy Import Log** ✕

Workbook: Copy of SASO SAS - SRS AXH Passenger Module - Excel Template.xlsx





Worksheet: Carrier Discrepancies

Date Imported: Wed Sep 11 2019 16:41:13 GMT-0400 (Eastern Daylight Time)




Rows Imported: 12

Rows Imported With Errors: 11

4. Verify that records in the Excel worksheet are listed.
5. Records that imported with no errors are listed with a status of New in the Status column. Records that imported with errors are listed with a status of Invalid in the Status column.
6. Click the checkbox(es) in the header at the top of the **Sel** column for the discrepancies you'd like to report. Then click the green **Report to FAA** button.

Discrepancies to be Reported to FAA										
Sel	Command	PNR Locator	Status	Passenger Name	City	State	Country	Aiport	Operated By	
<input checked="" type="checkbox"/>	 		New	Johann Bach			US-UNITED STATES	BOS		
<input type="checkbox"/>	 		New	George Washington			US-UNITED STATES	BOS		

7. The discrepancy has now been updated. You can view it by clicking the **eye icon**.

Discrepancies to be Reported to FAA						
Sel	Command	PNR Locator	Status	Passenger Name	City	
<input type="checkbox"/>			Reported	Johann Bach		
<input type="checkbox"/>	 		New	George Washington		

# 12 AXH RESTful Web API

## Summary

The purpose of this implementation document is to provide implementation/integration information for carriers to report passenger discrepancies from their systems to FAA (AXH) using the RESTful Web services. SAS AXH exposes RESTful Web API services for this purpose. To do this, the air carriers will need to invoke two RESTful web services from their systems. One to request authorization and one to submit the actual discrepancies.

## Prerequisites

In order to use this Web API, carrier is required to have an approved and active external user account with FAA. If needed a separate external user account can be created/registered with FAA just for using this Web API, which would go through the normal process of registering/creating a new external user account.

## Implementation

This is a two-step process which involves authentication and authorization and reporting discrepancies. Both request and response data will be in JSON format.

## 12.1 Request Authorization

To request authorization to report discrepancies, a request to obtain authorization needs to be submitted.

The request for authorization has to be made by using valid external user credentials (login user name and password) which has been previously authorized/approved in the SAS External portal. The result will be a one-time token, to be used to report discrepancies.

This would be accomplished by making the POST request to the RESTful service using the URL below:

<https://sas.avs.faa.gov/sas.external.portal/services/configuration/axhonetimetoken>

The request should contain below information.

### Request Header

The web service request will need following header information:

Key	Value
Content-Type	application/json
Accept	application/json
Access-Control-Allow-Origin	*
Cache-control	no-cache, no-store
Pragma	no-cache

## Request Body

The body should include external user credentials and will need to be in the following JSON format:

```
{
  "username": "<domain\external username>",
  "password": "<external user password>"
}
```

## Response

The response will be a JSON object with three key-value pairs.

- **access-token**  
This will be the token generated by the system that will need to be used to report discrepancies.  
This token will expire after one use. Even if the subsequent web service returns with a server error, another token will need to be generated for any new request.
- **expires\_in**  
Token validity time. The value is in seconds.
- **errorMessage**  
If something went wrong with the authorization request, an error message will be returned in the errorMessage value.

**Note:** The token cannot be requested while a user is logged in using the same credentials in the SAS External Portal. The request of the token will block the user from logging in and the logged in user will block the request of the Authorization Token.

## 12.2 Report Discrepancies

In order to submit discrepancies, a request for authorization has to be made. Then, with the resulting access token, subsequent request can be made to submit passenger discrepancy data. This is a one-time access token, which means even if the request to submit discrepancy data is unsuccessful, the token will become invalid. So a new request for authorization will have to be submitted for reporting discrepancy data.

To report discrepancies a POST request to SAS RESTful web service should be made using the URL below:

<https://sas.avs.faa.gov/sas.external.portal/services/configuration/axhsubmitdiscrepancies>

The request should contain below information.

### Request Header

The web service will need the following headers:



Key	Value
Content-Type	application/json
Accept	application/json
Access-Control-Allow-Origin	*
Cache-control	no-cache, no-store
Pragma	no-cache
Authorization	(the authorization token)

### Request Body

The body should include actual discrepancy data and should be in the following JSON format: Below is sample data.

```
{
  "ReporterName": "Al",
  "AirCarrierName": "Al's Airline",
  "ReporterPhone": "1234567890",
  "ReporterEmail": "al@al.com",
  "Discrepancies": [
    {
      "AirCarrierDSGN": "SWAA",
      "FlightOperatedByDSGN": "SWAA",
      "CarrierRecordId": "B123",
      "AirportCode": "BOS",
      "LocationOfDiscovery": "handbag",
      "DiscrepancyDate": "08/15/2019",
      "PnrLocator": "",
      "PassengerFullName": "Juan Smith",
      "PassengerAddress": "123 Fake St",
      "PassengerCity": "town",
      "PassengerStateCode": "MA",
      "PassengerZipCode": "02909",
      "PassengerCountryCode": "US",
      "PassengerPhone": "",
      "PassengerEmail": "test@test.com",
      "FlightNumber": "bla123",
      "DestinationAirportCode": "LAX",
      "HazmatItems": [
        {
          "HazmatDescription": "Cans of beer",
          "HazmatType": "ALCOHOL"
        },
        {

```

```

        "HazmatDescription": "Unkown",
        "HazmatType": "DE-ICER"
    }
]
}
}

```

Please see "Data Descriptions" section for information about the fields used in the body  
**Note:** All the values must be enclosed in double quotes ""

### Response

The response will be a JSON object in the following format:

```

{
  "confirmationMessage": "<confirmation message for successful transaction>",
  "totalDiscrepanciesImported": <total records submitted for processing>,
  "discrepanciesImportedWithErrors": <record failed due to data issues>,
  "errorMessage": "<error message, if any>"
}

```

Key	Description
confirmationMessage	A message with summary information of the transaction if the submission was successful. Otherwise, null.
totalDiscrepanciesImported	The number of total discrepancies that were sent as part of the request. This includes the number of discrepancies successfully imported and the number of discrepancies that did not get reported due to invalid data.
discrepanciesImportedWithErrors	The number of total discrepancies that did not get reported.
errorMessage	If successful, the value will be null. Otherwise, it will be a descriptive message of the error.

### Possible Errors

- "Error: Something went wrong. Please contact system administrator."
- "Error: Missing Token"
- "Error: Invalid Token. Unauthorized Access."
- "Error: Something went wrong. Please contact the system administrator."
- "Error: Token has expired"
- "Error: No valid discrepancies were reported."
- "Error: Missing information."

## Successful Message

An example of a successful message:

```
{
  "confirmationMessage": "Total discrepancies successfully reported: 1. Discrepancies with
errors: 1. Discrepancies with error(s) at row(s): 2.",
  "totalDiscrepanciesImported": 2,
  "discrepanciesImportedWithErrors": 1,
  "errorMessage": null
}
```

## 12.3 Data Descriptions

Below tables contains information about various fields used while submitting passenger discrepancy data. More information is found in the latest template that can be downloaded from AXH Passenger module external portal.

### 12.3.1 Discrepancy Data Field Description:

Key	Description	Constraints
ReporterName	The name of the person reporting the discrepancies	128 characters max
AirCarrierName	The former name of the Air Carrier	128 characters max
ReporterPhone	Phone number to contact the reporter	20 characters max
ReporterEmail	Email to contact the reporter	256 characters max and RFC 2822 compliant
Dicrepancies	JSON object list	A maximum of 250 discrepancies can be reporter per submission. This value can be changed by the FAA.
AirCarrierDSGN	Four letter Air Carrier Identification	4 characters max
FlightOperatedByDSGN	Four letter identification of the Air Carrier operating the flight	4 characters max

<b>Key</b>	<b>Description</b>	<b>Constraints</b>
CarrierRecordId	Air Carrier record id of the discrepancy	20 characters max
AirportCode	Departing Airport code	4 characters max. Required.
LocationOfDiscovery	Location of the hazmat item	256 characters max
DiscrepancyDate	Date of the discrepancy	"mm/dd/yyyy" format. Required.
PnrLocator	PNR Locator	20 characters max
PassengerFullName	The full name of the passenger	128 characters max. Required.
PassengerAddress	The address of the passenger	128 characters max
PassengerCity	The city of the passenger	64 characters max
PassengerStateCode	State code of the passenger	2 characters max. Only applicable to addresses in the US
PassengerZipCode	Zip code of the passenger	10 characters max
PassengerCountryCode	Country code of the passenger	2 characters max
PassengerPhone	The phone number of the passenger	10 characters if in the US or 20 characters max if non-US
PassengerEmail	The email of the passenger	256 characters max and RFC 2822 compliant
FlightNumber	The number of the flight	20 characters max
DestinationAirportCode	The destination airport code	4 characters max
HazmatItems	Json object list	A maximum of 5 hazmat items per discrepancy. This value can be changed by the FAA. A minimum of 1 HAZMAT item is required.
HazmatDescription	The description of the HAZMAT	1024 characters max. Required
HazmatType	The type of the HAZMAT	The value is to be filled in from a set of predefined values. Please see below section for the possible values.

### 12.3.2 HAZMAT types

Key	Description
ACETONE	ACETONE
ADHESIVES	ADHESIVES
AEROSOLSOTHER	AEROSOLS - OTHER
AIRFRESHENERSPRAY	AIR FRESHENER SPRAY
ALCOHOL	ALCOHOL
ALCOHOLICBEVERAGE	ALCOHOLIC BEVERAGE
BATTERY	BATTERY
CLEANER	CLEANER
CO2	CO2
COATING	COATING
COMPRESSEDGASES	COMPRESSED GASES
DEICER	DE-ICER
DISINFECTANT	DISINFECTANT
DRAINOPENER	DRAIN OPENER
DRYICE	DRY ICE
EXPLOSIVES	EXPLOSIVES
FABRICLEATHERSPRAY	FABRIC/LEATHER SPRAY
FERTILIZER	FERTILIZER
FLAMMABLELIQUID	FLAMMABLE LIQUID
FUEL	FUEL
HAIRSPRAY	HAIR SPRAY
HERBICIDE	HERBICIDE
HYDROGENPEROXIDE	HYDROGEN PEROXIDE
INFLATOR	INFLATOR
INSECTSPRAY	INSECT SPRAY
IOSPROPYLALCOHOL	IOSPROPYL ALCOHOL
LIGHTERFLUID	LIGHTER FLUID
LIGHTERSMATCHESTORCHES	LIGHTERS, MATCHES, TORCHES
LUBRICANT	LUBRICANT
MOTORTREATMENT	MOTOR TREATMENT
PAINTORRELATED	PAINT OR RELATED
POISON	POISON
REFRIGERANT	REFRIGERANT
RESIN	RESIN
SHOESPRAY	SHOE SPRAY

<b>Key</b>	<b>Description</b>
SMOKETEST	SMOKE TEST
SOLVENT	SOLVENT
SPRAYDUSTER	SPRAY DUSTER
SPRAYPOLISH	SPRAY POLISH
SPRAYSTARCH	SPRAY STARCH
WATERREPELLANT	WATER REPELLANT
WATERTREATMENT	WATER TREATMENT
WAX	WAX
OTHER	OTHER
UNKNOWN	UNKNOWN







### 13.2 Vitals Data Fields - 121 Operators

The following table lists the configuration vitals attributes that make up a 121 certificate holder's configuration data. These appear on the **Configuration Data > Vitals** tab. Items are ordered by the section title / subtitle they appear in on the **Vitals** tab.

**Note:** The **Scoping** column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's **Scoping** column value is P, that means that the entry made on the **Vitals** tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Air Operator Name	This is the legal or official name of the certificate holder. This field is autofilled and cannot be edited.	
General Information	General Information	<none>	14 CFR	This data field identifies the operational Title 14 of the Code of Federal Aviation Regulations (CFR) under which a person or organization conducts business. This field is autofilled.	P

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Certificate Type	This field identifies the type of certificate held by the certificate holder. This field is autofilled and cannot be edited.	
General Information	General Information	<none>	CHDO	This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.	
General Information	General Information	<none>	Previous Designator	Entries in this field will only be made when the certificate holder had previously operated under another designator. It is important that the same legal entity is the user of the current and previous designator.	
General Information	General Information	<none>	Certificate Number	A certificate number is a formal identifier, assigned by AFS-600, which distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Previous Certificate Number	Entries in this field will only be made when the FAA re-codes certificate numbers, or whenever knowledge of previous certificate information is necessary, e.g., re-codification of certificate holder certificate numbers.	
General Information	General Information	<none>	Certificate Issue Date	The date the certificate was originally issued. The date in this field reflects the original date on which all requirements for certification were met, and the certificate became effective. This date must not be changed when a certificate is re-issued for routine purposes, such as, changes in address, name, or certificate holding district office.	
General Information	General Information	<none>	Certificate Status	The current status of the certificate. The following options are valid codes/descriptions: A - The certificate is active. C - The certificate is being or has been transferred to another CHDO. D - The certificate has	

SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>been surrendered voluntarily.</p> <p>P - The certificate is in the precertification process. The entry is changed to active when the certificate is issued or terminated when the certificate holder withdraws the application.</p> <p>R - The certificate has been revoked.</p> <p>S - The certificate has been suspended for a specified period. When the suspension period has been completed and the certificate has been returned to the certificate holder, the entry is changed back to active.</p> <p>T - The applicant terminates precertification activities without a certificate being issued.</p>	

SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Certification Status Date	The date in this field represents the date on which the Certificate Status (A- Active, D- Surrendered, R- Revoked, etc.) became effective. The system autofills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the certificate holder's status changed (final adjudication of legal enforcement proceedings, completion of certificate transfer requirements, voluntary surrender, etc.).	
General Information	General Information	<none>	Validation Date	The Validation Date field is autofilled with today's date on creation of the certificate holder record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the certificate holder. The information being validated can be done in person, by phone or by mail.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
CEO	CEO	<none>	Name	The name of the person performing Chief Executive Officer duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."	
CEO	CEO	<none>	Title	The organizational title of the person.	
CEO	CEO	<none>	Address 1:	The business address of the person.	
CEO	CEO	<none>	Address 2:	The second line of the address, if needed.	
CEO	CEO	<none>	Address 3:	The third line of the address, if needed.	
CEO	CEO	<none>	City	The name of the city or town.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
CEO	CEO	<none>	State	The two-character postal abbreviation for the state or U.S. possession. The field is blank if the address is outside of the United States or U.S. possession.	
CEO	CEO	<none>	Postal code	The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
CEO	CEO	<none>	Country	The two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
CEO	CEO	<none>	Business Phone	The business telephone number including area code, if the person is located within the United States or U.S. possession. Blank if the person is located outside of the United States or U.S. possession.	
CEO	CEO	<none>	Foreign Phone	Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.	
CEO	CEO	<none>	Mobile Phone	The cellular phone number, if necessary, to reach the person.	
CEO	CEO	<none>	Fax	The fax number, if necessary, to reach the person.	
CEO	CEO	<none>	Email Address	The electronic mail (e-mail) address.	



## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	PIC Captains	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons are qualified and trained as a PIC by the certificate holder.	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Flight Engineer Examiners	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Pilot Examiners	The number of persons employed by the certificate holder designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 61 to qualified applicants.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Aircrew Program Designees	The number of certificate holder employees authorized to conduct airman certification under aircrew designated examiner program authorized under the provisions of CFR 183.	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Dispatchers	Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA aircraft dispatcher certificate issued under CFR 65, Subpart C.	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Inspectors	Enter the number of persons employed by the air operator who either (1) hold an inspection authorization issued under CFR 65.91, but are not working under the provisions of a continuous airworthiness maintenance program of the 121 or 135 air carrier; or (2) have been employed to fulfill inspection responsibilities of the 121 or 135 air carrier maintenance program but are not identified as designated inspectors.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Non Certificated Mechanics	The number of aircraft mechanics domiciled at this location employed by the certificate holder who have not been certificated by the FAA under the provisions of CFR 65, Subpart D.	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Repairmen	The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart E.	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Other Pilots	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61. This person may or may not be qualified and trained as a PIC by the certificate holder but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in- command (SIC) pilot.	

SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Flight Engineers	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.	Q
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Check Airmen	Enter the number of persons designated by the Administrator as check pilot(s) for the operator. Do not include persons authorized under the provisions of CFR 142.55(a).	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Flight Attendants	The number of persons employed by the certificate holder primarily to perform duties required by CFR 121.391.	M, Q
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Navigators	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight navigator certificate issued under 63, Subpart C.	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Designated Inspectors	The number of persons employed by the air carrier who are not full time inspection employees, but have specific inspection authority, and who derive their inspection authority through the continuous airworthiness maintenance program of the air carrier under the provisions of CFR 121.369(b)(3).	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Certificated Mechanics	The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart D.	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Total Number of Employees	The total number of employees regardless of the type of work performed who are employed by the certificate holder.	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Crew Member Training	Enter the code for the method by which the flight crewmember, flight	

SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR. The POI shall determine the proper entry code based on his/her knowledge of the certificate holder. The following options are valid entry codes/descriptions: A - Contracts out most/all training                      N - No training required P - Contracts out a moderate amount of training                      T - Performs most/all training</p>	
Personnel / Training/AW Agreement	Personnel / Training/AW Agreement	<none>	Airworthiness Agreement	<p>Enter the code for the method by which the Continuous Airworthiness Maintenance Program is conducted, as required by the applicable CFR. The PMI shall determine the proper entry code based on his/her knowledge of the operator. The following options are valid entry codes/descriptions:</p>	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				A - Contracts out most/all maintenance M - Performs most/all maintenance N - Continuous airworthiness maintenance program not required P - Contracts out a substantial maintenance function	
Personnel / Training/AW Agreement	Crew Members		Two Pilots	Select if the certificate holder conducts operations requiring two pilots.	Q
Personnel / Training/AW Agreement	Crew Members		Three Pilots	Select if the certificate holder conducts operations requiring three pilots.	Q
Personnel / Training/AW Agreement	Crew Members		Three or more Pilots	Select if the certificate holder conducts operations requiring three or more pilots.	Q
Personnel / Training/AW Agreement	Crew Members		Four Pilots	Select if the certificate holder conducts operations requiring four pilots.	Q
Personnel / Training/AW Agreement	Crew Members		More than Four Pilots	Select if the certificate holder conducts operations requiring four or more pilots.	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Crew Members		Pilot or Flight Engineer Substituted for Flight Attendant	Select if the certificate holder allows the substitution of a pilot or flight engineer for a flight attendant.	Q
Personnel / Training/AW Agreement	Crew Members		Additional Flight Crewmember	Select if the certificate holder conducts operations with additional flight crew members.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Advanced Simulation	Select if the certificate holder has an approved advanced simulation program.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Aircraft Training	Select if the certificate holder conducts in-aircraft training.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Flight Simulators	Select if the certificate holder conducts training using flight simulators.	M, Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Flight Training Devices	Select if the certificate holder conducts training using flight training devices.	M, Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Transition Training	Select if the certificate holder conducts transition training.	Q



## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Use Distance Learning	Select if CH/A utilizes learning that is accomplished by any training method that does not include an instructor and a gathering of trainees collocated in a traditional classroom.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Reduction In Hours	Select if the certificate holder has approval for a reduction in training hours.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Differences Training	Select if the certificate holder conducts differences training, applicable to variation(s) of a particular aircraft type that has pertinent differences from the base aircraft type. The base aircraft type and the variation(s) must have the same type certificate (TC).	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Related Aircraft Differences Training	Select if the certificate holder conducts related aircraft differences training, applicable to aircraft with different type certificates (TC) that have been designated as related by the Administrator. To be designated as related, the aircraft must be of the same make and have been demonstrated and determined by the Administrator to have commonality.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Joint Pilot and Flight Attendant Training	Select if the certificate holder conducts joint pilot and flight attendant training.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Contract Training	Select if the certificate holder is approved to utilize Contract Training for crewmembers. Populate the SAS configuration contractor tab with contractor information.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Pilot AQP	Select if the certificate holder is issued an AQP program for pilots.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Indoc	Select if the certificate holder conducts AQP Indoctrination training for pilots.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Qualification	Select if the certificate holder conducts AQP Qualification training for pilots.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Continuing Qualification	Select if the certificate holder conducts AQP Continuing Qualification training for pilots.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	F/A AQP	Select if the certificate holder is issued an AQP program for flight attendants.	Q

### SAS Vitals Descriptions

Personnel / Training/AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Indoc	Select if the certificate holder conducts Indoctrination AQP training for flight attendants.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Qualification	Select if the certificate holder conducts AQP Qualification training for flight attendants.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Continuing Qualification	Select if the certificate holder conducts AQP Continuing Qualification training for flight attendants.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Dispatcher AQP Training Program	Dispatcher AQP	Select if the certificate holder is issued an AQP program for dispatchers.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Dispatcher AQP Training Program	Indoc	Select if the certificate holder conducts Indoctrination AQP training for dispatchers.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Dispatcher AQP Training Program	Qualification	Select if the certificate holder conducts AQP Qualification training for dispatchers.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Dispatcher AQP Training Program	Continuing Qualification	Select if the certificate holder conducts AQP Continuing Qualification training for dispatchers.	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Instructor Aircraft	Select if the certificate holder conducts in-aircraft training using flight instructors.	M, Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Instructor Simulator	Select if the certificate holder conducts simulator training using flight instructors.	M, Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Check Airmen Aircraft	Select if the certificate holder conducts in-aircraft training using check pilots.	M, Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Check Airmen Simulator	Select if the certificate holder conducts simulator training using check pilots.	M, Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Engineer Instructors (Airplane)	Select if the certificate holder conducts training using flight engineer instructors.	Q

**SAS Vitals Descriptions**

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Navigator Instructors (Airplane)	Select if the certificate holder utilizes flight navigator instructors.	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	<none>	Principal Operations Inspector:	The office and three-character inspector ID code of the assigned Principal Operations Inspector (POI).	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	<none>	Principal Maintenance Inspector:	The office and three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	<none>	Principal Avionics Inspector:	The office and three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).	
RO-DO/PI Certificate Kinds of Operation/Authorization	RO-DO/PI Certificate Kinds of Operation/Authorization	<none>	Hazmat Principal Inspector:	The office and name of the assigned Hazmat Principal Inspector.	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Exemptions	Select Exemptions if the certificate holder has been granted an exemption from the requirements of any CFR by the Administrator under the provisions of CFR 11. List the exemptions in OPSS paragraph A005.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Deviations	Select Deviations if the Administrator under the provision of a specific CFR has granted the certificate holder a deviation. List the deviations in OPSS paragraph A005.	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Reliability	Select Reliability if a reliability program is authorized by the operations specifications paragraphs D074 or D075.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Exemption 3585	Select if the certificate holder is authorized to use Exemption 3585. Exemption 3585 allows for dispatch to destination when conditional language in the weather forecast for the destination and first alternate airport indicate that weather may be below landing and alternate airport minimums at the estimated time of arrival.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Certificate of Airworthiness or Export Airworthiness Approval > 12/27/2010	Select if the certificate holder operates aircraft that has a certificate of airworthiness or export airworthiness approval later than 12/27/2010.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Equipment Contracted for Repair	Select if the certificate holder contracts equipment out for repair.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Certificated Kinds of Operation	121 Cert Kind of Operation	Enter the three-character code for the kind of operation. The following options are valid entry codes/descriptions: <ul style="list-style-type: none"> <li>- DOM Domestic</li> <li>- DFG Domestic and Flag</li> <li>- SUP Supplemental (PAX/Cargo)</li> <li>- SCO Supplemental (Cargo Only)</li> </ul>	M, Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Certificated Kinds of Operation	Domestic/Flag Conducts Supplemental Operations	Select if the certificate holder is a Domestic or Flag operator, and also conducts supplemental operations	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Allows Cargo in Passenger Compartment	Select if the certificate holder allows cargo in the passenger compartment. (Ref. §121.285)	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Allows Carry-On Baggage on Aircraft	Select if the certificate holder has OpSpec A011 authorization and allows carry-on baggage on the aircraft.	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Does not allow Carry-on Baggage on Aircraft	Select if the certificate holder has OpSpec A011 authorization and does not allow carry-on baggage on the aircraft.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Allows Smoking on Aircraft Per DOT 252	Operates flight where smoking is permitted, subject to DOT 252	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Types of Cargo Carried	RFID Installed	Select if the certificate holder utilizes radio frequency identification (RFID) on aviation products and equipment. (Ref. AC 20-162; AC 119-2)	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Types of Cargo Carried	HAZMAT Carried	Select if the certificate holder has an FAA approved hazardous materials (hazmat) program to carry hazardous materials.	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Types of Cargo Carried	Carries Cargo	Select if the Operation Configuration of one or more of the certificate holder's aircraft is approved for "All Cargo" or "PAX and Cargo." (Ref. OpSpec A003)	M, Q



## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Unit Load Device	Certified	Select if the certificate holder utilizes Certified Unit Load Devices. A certified ULD meets the requirements of TSO-C90; STC requirements, if applicable or other FAA-approved certification standards. A certified ULD is structurally capable of restraining a load and/or protecting the aircraft systems and structure. (AC 120-85)	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Unit Load Device	Uncertified	Select if the certificate holder uses ULDs not meeting requirements of TSO-C90, STC requirements, or other FAA-approved certification requirements. (AC 120-85)	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Unit Load Device	Active	Select if the certificate holder utilizes Active Unit Load Devices. Active ULDs are ULDs with active temperature control systems for transporting temperature sensitive cargo. (AC 120-85)	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	CVR Installed	Select if the certificate holder operates aircraft with a CVR installed.	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	FDR Installed	Select if the certificate holder operates aircraft with a FDR installed.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	Lavatory Installed	Select "Lavatory Installed" when the aircraft is equipped with a Lavatory, but not a portable potty. Ref. AD 74-08-09R3 for Transport Category Aircraft configured with a Lavatory.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Medical Oxygen Equipment	Oxygen Equipment - Operator Provided	Select if the certificate holder operates aircraft with medical oxygen equipment on board.	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Medical Oxygen Equipment	Portable Oxygen Concentrators	Select if the certificate holder operates aircraft with portable oxygen concentrators on board.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Specify Altitude Limitations	Altitude > FL250	Select if the certificate holder operates aircraft above FL250.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Specify Altitude Limitations	Altitude > FL270	Select if the certificate holder operates aircraft above FL270.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Extended Operations	ETOPS Greater than 180 Minutes	Select If the certificate holder Is Authorized ETOPS Operations Greater Than 180 Minutes.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Extended Operations	Extended Overwater Operations	Select if the certificate holder conducts extended overwater operations.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Polar Area South	Select if the certificate holder conducts Polar Area South Operations.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Specialized Means of Navigation Outside the United States and District of Columbia	Select If The certificate holder Conducts Specialized Means Of Navigation Outside The United States And The District Of Columbia. (Ref. 121.389(a))	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Operations outside the United States / International	Select if the certificate holder conducts flight within foreign countries. (Ref. 121.11, 121.723)	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Hawaii	Select if the certificate holder conducts operations within Hawaii	
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Alaska	Select if the certificate holder conducts operations within Alaska	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Overwater Operations	Select if the certificate holder conducts overwater operations.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Additional Flight Planning Constraints	Outsource Flight Following	Select If the certificate holder Outsources Flight Following. Applies to supplemental operators only.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Additional Flight Planning Constraints	High Minimums PIC	Select if the certificate holder operates aircraft with high minimums PICs.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Approach and Landing Operations	Conducts Category II Operations	Select if the certificate holder conducts Category II Operations	Q

SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Approach and Landing Operations	Conducts Category III Operations	Select if the certificate holder conducts Category III Operations	Q
Operating Configuration	Operating Configuration	Aircraft Category	Nontransport Category	Select if the certificate holder operates other than transport category aircraft, but do not select for "large nontransport" which are certificated under Aero Bulletin 7A	Q
Operating Configuration	Operating Configuration	Aircraft Category	Provisionally Certificated	Reference CFR 21 Subpart 1 – Provisional Airworthiness Certificates (Ref. 91.317, 121.207)	Q
Operating Configuration	Operating Configuration	Aircraft Category	Transport Category	Select if the certificate holder operates transport category aircraft. See TCDS for certification basis.	Q
Operating Configuration	Operating Configuration	Aircraft Category	Leased or Chartered Civil Aircraft	Select if the certificate holder utilizes Leased or Chartered Civil Aircraft.	Q
Operating Configuration	Operating Configuration	Aircraft Category	One or more non-US registered aircraft	Select if the certificate holders operates one or more aircraft registered as civil aircraft of an ICAO country	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Aircraft Category	One or more US registered aircraft	Select if the certificate holders operates one or more aircraft registered as civil aircraft of the United States.	Q
Operating Configuration	Operating Configuration	Propulsion	Reciprocating	Select if the certificate holder operates aircraft with reciprocating engines	Q
Operating Configuration	Operating Configuration	Propulsion	Four Engines	Select if the certificate holder operates aircraft with four engines	Q
Operating Configuration	Operating Configuration	Propulsion	Three Engines	Select if the certificate holder operates aircraft with three engines	Q
Operating Configuration	Operating Configuration	Propulsion	Turbine	Select if the certificate holder operates aircraft with turbine engines. Check this box in addition to other applicable boxes for all turbine-powered aircraft.	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Propulsion	Turbojet	Select if the certificate holder operates turbojet (includes turbofan) aircraft	Q
Operating Configuration	Operating Configuration	Propulsion	Turbopropeller	Select if the certificate holder operates turbo propeller aircraft	Q
Operating Configuration	Operating Configuration	Aircraft Equipment	Emergency Evacuation Systems	Select if the certificate holder operates aircraft equipped with automatically deployable emergency evacuation assisting means.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Exit More than 6 Feet from Ground	Select if the certificate holder operates aircraft where an emergency exit is more than six feet from the ground when the plane is on the ground and the landing gear is extended.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Exit Seat installed	Select if the certificate holder operates aircraft with an exit seat installed.	M, Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Galley Installed	Select if the certificate holder operates aircraft with a galley installed.	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Aircraft Configuration	Locking Cockpit Door	Select if the certificate holder operates aircraft with a locking cockpit door installed.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Open Overhead Rack	Select if the certificate holder operates aircraft with open overhead racks installed.	
Operating Configuration	Operating Configuration	Aircraft Configuration	Pressurized Aircraft	Select if the certificate holder operates pressurized aircraft.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Tailcone Exit	Select if the certificate holder operates aircraft where a tailcone emergency exit is more than six feet from the ground when the plane is on the ground and the landing gear is extended.	Q
Operating Configuration	Operating Configuration	Approvals	Outside Aircraft Check Procedure	Select if OpSpec A023 only allows the provision for Outside the Aircraft Check (OTAC), or if the approved deicing/anti-icing program includes the OTAC authorization of (121.629(d)).	Q
Operating Configuration	Operating Configuration	Approvals	Approved De-icing/Anti-icing Program	Select if OpSpec A023 allows for an Approved Ground Deicing/Anti-icing Program of 121.629(c) which includes provisions for program implementation, training, holdover procedures, fluids and pretakeoff check procedures.	Q



## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	A/C Certification CFR PART/SFAR	Aero Bulletin 7A	Select if the certificate holder operates aircraft type certificated IAW Bulletin 7A. These aircraft are referred to as "large nontransport" airplanes in the performance rules; example aircraft include DC-3, C-46.	Q
Operating Configuration	Operating Configuration	A/C Certification CFR PART/SFAR	Civil Air Regulations (CAR) 4A	Select if the certificate holder operates aircraft originally type certificated IAW CAR 4A	Q
Operating Configuration	Operating Configuration	Records	Airworthiness Release Form	Select if the CH uses an Airworthiness Release Form and not an aircraft log entry of 121.709(a).	Q
Operating Configuration	Operating Configuration	Weight	Payload < 7,500 pounds	Select If The certificate holder Operates Aircraft With A Payload < 7500 pounds.	Q
Operating Configuration	Operating Configuration	Weight	Payload => 7,500 pounds	Select If The certificate holder Operates Aircraft With A Payload That Equals Or Exceeds 7500 Pounds.	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More - Continuous Airworthiness Maintenance Program (121 or 135)	Select if the certificate holder has a continuous airworthiness maintenance program for aircraft with 10 or more passenger seats.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Approved Corrosion Prevention Program	Select if the certificate holder has an approved corrosion prevention program for aircraft with 10 or more passenger seats.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Reliability program Encompasses Entire Aircraft	Select if the 121 certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program encompassing the entire aircraft.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Reliability program Does Not Cover Entire Aircraft	Select if the 121 certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program covering some portion of the aircraft.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Aging Airplane Inspections and Records Reviews. (121.1105)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Repairs Assessment for Pressurized Fuselages. (121.1107)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Supplemental Inspections. (121.1109)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	EWIS Maintenance Program. (121.1111)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Fuel Tank System Maintenance Program. (121.1113)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Limit of Validity. (121.1115)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Flammability Reduction Means. (121.1117)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Fuel Tank Vent Explosion Protection. (121.1119)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	AL	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	CE	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	EA	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	GL	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	NM	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	SO	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	

SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	SW	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	WP	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	Assoc. Reference ID:	This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the certificate holder or other computer files.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	Special Purpose:	This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office can use this field.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	National Use:	This is a two-character field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The region or Field Offices should not use this field.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Safety Programs	VDRP - Voluntary Disclosure Reporting System	Select if the certificate holder utilizes the Voluntary Disclosure Reporting Program (VDRP).	M, Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Safety Programs	IEP – Internal Evaluation Program	Select if the certificate holder has an approved Internal Evaluation Program (IEP).	M, Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	ASIAS - Aviation Safety Information Analysis and Sharing	Select if the certificate holder has a MOU with ASIAS.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	CISP - Confidential Information Sharing Program	Select if the certificate holder's pilot ASAP submits sanitized narratives into CISP.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	LOSA - Line Operations Safety Assessments	Select if the certificate holder conducts Line Operations Safety Audits.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	ASRS - Aviation Safety Reporting System	Select if the certificate holder utilizes ASRS.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Flight Operational Quality Assurance (FOQA)	Implementation and Operations (I&O) Plan	Select if the certificate holder has an approved FOQA I&O Plan.	Q

## SAS Vitals Descriptions

Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Flight Operational Quality Assurance (FOQA)	Flight Data Monitoring (FDM)	Select if the certificate holder uses a FOQA FDM plan.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Pilot	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Pilots, including Management Pilot, Executive Pilot, Flight Engineers.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Maintenance	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Maintenance, including supervisor(s) and controller(s).	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Flight Attendant	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Flight Attendants or Cabin Attendants.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Dispatcher	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Dispatchers or Flight Followers.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Ground	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Ground personnel including Ramp and Customer Service personnel.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Other	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Other employee group(s) such as Op Admin, Crew Scheduler, Flight Coordinator, security, Load Planner, etc.	Q



**SAS Vitals Descriptions**

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Maintenance Personnel	Canadian Persons to Perform Maintenance , Preventive Maintenance or Alterations on US Aeronautical Products	Select If The certificate holder Has US Aeronautical Products Maintained By Canadian Persons.	Q

**SAS Vitals Descriptions**

Name/Address	Name/Address	Name/Address	Name/Address Code	<p>Select one of the following codes</p> <p>1) CEO (Chief Executive Officer) Optional. The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.</p> <p>2) CIN (Chief Inspector) This person is employed to fulfill the requirements of CFR 119.65 (a) or 91.1413(b) (2). This position is required for CFR 121, a Continuous Airworthiness Maintenance Program under 91K and is optional for other CFRs.</p> <p>3) CPT (Chief Pilot) This person is employed to fulfill the requirements of CFR 119.65(a) or 119.69(a). This position is required for CFR 121, and 135. It is optional for other CFRs.</p> <p>4) DMT (Director of Maintenance) This is the person who is employed to fulfill the requirements of CFR 119.65(a), or 91.1413(b)(1). This position is required for CFR 121, 135 and a Continuous Airworthiness Maintenance Program under 91K. It is optional for other</p>	
--------------	--------------	--------------	----------------------	--	--

**SAS Vitals Descriptions**

				<p>CFRs.</p> <p>5) DOP (Director of Operations) This person is employed to fulfill the requirements of CFR 119.65(a), 119.69(a), or 125.25. This position is required for CFR 121, 125, and 135. It is optional for other CFRs.</p> <p>6) DOS (Director of Safety) This person is employed to fulfill the requirements of CFR 119.65(a). This position is required for CFR 121 and optional for other CFRs.</p> <p>7) MGR (General Manager) The position is optional for all CFRs. The General Manager has overall management responsibility for all organizational activities of the certificate holder.</p> <p>8) MML (Main Maintenance Location) This is the facility/location where: (1) overall maintenance management and maintenance operational control is conducted, (2) the final repository for maintenance personnel training records and aircraft maintenance records is located, and (3) the maintenance management</p>	
--	--	--	--	---	--

**SAS Vitals Descriptions**

				<p>personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.</p> <p>9) MOL (Main Operations Location) This is the facility/location where: (1) overall flight management and flight operational control is conducted, (2) the final repository for flight crewmember, flight attendant, dispatcher, and flight operations records is located, and (3) the flight management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.</p> <p>10) PAD (Primary Flight Attendant Domicile) This is the location where the certificate holder has the largest number of flight attendants assigned.</p> <p>11) PAT (Primary Flight Attendant Training Location) This is the location where the certificate holder conducts basic indoctrination training for flight attendants as required by CFR 121.421 or 135.349.</p>	
--	--	--	--	--	--

**SAS Vitals Descriptions**

				<p><b>12) PBO (Principal Base of Operations)</b> This is the primary operating location as established by the certificate holder.</p> <p><b>13) PMD (Primary Maintenance Domicile)</b> This is the location where the certificate holder has the largest number of maintenance personnel assigned.</p> <p><b>14) PMT (Primary Maintenance Training Location)</b> This is the location where the certificate holder conducts basic indoctrination training for maintenance personnel as required by CFR 121.375, 135.433 or 91.1111.</p> <p><b>15) PPD (Primary Pilot Domicile)</b> This is the location where the certificate holder has the largest number of pilots assigned.</p> <p><b>16) PPT (Primary Pilot Training Location)</b> This is the location where the certificate holder conducts basic indoctrination training for pilots as required by the applicable CFR 121, Subpart N and 135, Subpart H.</p>	
--	--	--	--	--	--

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	Name	The name of the person or company performing the role described for the name/address code. If the name is a person, then enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of the space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."	
Name/Address	Name/Address	Name/Address	Position Title	Enter the organizational title of the person.	
Name/Address	Name/Address	Name/Address	Address 1	Enter the business address of the person, company, or facility.	
Name/Address	Name/Address	Name/Address	Address 2	Enter the second line of the address (if needed).	
Name/Address	Name/Address	Name/Address	Address 3	Enter the third line of the address (if needed).	
Name/Address	Name/Address	Name/Address	City	Enter the name of the city or town.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	State	Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.	
Name/Address	Name/Address	Name/Address	Zip Code	Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [- ] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
Name/Address	Name/Address	Name/Address	Country	Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.	

SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	Business Phone	Enter the business telephone number including area code, if located within the United States or U.S. possession.  Leave blank if located outside of the United States or U.S. possession. Enter the telephone extension number, if necessary.	
Name/Address	Name/Address	Name/Address	Foreign Phone	Enter the business telephone number including area code, of the office located outside the United States or U.S. possession. The number must be recorded as it is dialed from the United States. Enter the telephone extension number, if necessary.	
Name/Address	Name/Address	Name/Address	Fax	Enter the fax number of the person	
Name/Address	Name/Address	Name/Address	Mobile Phone	Enter the mobile phone number of the person.	
Name/Address	Name/Address	Name/Address	E-Mail Address	Enter the email address of the person.	



**SAS Vitals Descriptions**

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	Airport ID	Enter the airport ID where the company or facility is located.	
Authorized DBAs	Authorized DBAs	Current DBAs	Authorized DBA Name	Any authorized name under which the operator is doing business as authorized in OPSS Paragraph A001.	
Authorized DBAs	Authorized DBAs	Current DBAs	Authorized DBA Type	Enter "P" if the name is the primary DBA name. If there is only one DBA, then it is the primary DBA. Enter "O" for all other DBAs. The certificate holder should be consulted to determine the primary DBA when there are multiple DBAs.	

## SAS Vitals Descriptions

Vitals Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Waivers Authorizations	Waivers Authorizations	Current Waivers and Authorizations	Waivers and Authorizations	The CFR from which the certificate holder holds a waiver. Valid entries are listed on the FSAS Waivers Lookup Table.	
Aircraft	Aircraft	Current Aircraft	14CFR	The CFR under which type of aircraft is being operated, either 121 or 135.	
Aircraft	Aircraft	Current Aircraft	Make Model Series	Enter the make/model/series for each type of aircraft operated by the certificate holder under the selected CFR. The designation must be listed on the FSAS aircraft make/model/series table.	
Aircraft	Aircraft	Current Aircraft	PAX Demonstrated	Enter the maximum demonstrated passenger seating capacity identified under 121.291(a) or 121.291(b).	
Aircraft	Aircraft	Current Aircraft	PAX Approved/Cargo	Enter the number of passenger seats installed as approved by the POI. Enter "0" (zero) for "All-Cargo" configured aircraft.	M, Q

## SAS Vitals Descriptions

Is Data Fields - 121 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Aircraft	Aircraft	Current Aircraft	Number Required Flight Attendants	For 121, enter the number of flight attendants used during the emergency evacuation demonstration conducted under 121.291.	
Aircraft	Aircraft	Current Aircraft	Number of Aircraft	Enter the total number of aircraft by make/model/series that the certificate holder operates under the provisions of the selected CFR.	
Aircraft	Aircraft	Current Aircraft	Structural Inspection Program	Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.	
Aircraft	Aircraft	Current Aircraft	AQP	Select if an Advanced Qualification Program (AQP) is approved for the make/model/series under the provisions of SFAR 58.	
Comments	Comments	<none>	Comments	Enter FAA comments. Comments are not visible to external users.	

### 13.3 Vitals Data Fields - 135 Operators

The following table lists the configuration vitals attributes that make up a 135 certificate holder's configuration data. These appear on the **Configuration Data > Vitals** tab. Items are ordered by the section title / subtitle they appear in on the **Vitals** tab.

**Note:** The **Scoping** column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's **Scoping** column value is P, that means that the entry made on the **Vitals** tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Air Operator Name	This is the legal or official name of the certificate holder. This field is auto-filled and cannot be edited.	
General Information	General Information	<none>	14 CFR	This data field identifies the operational Title 14 of the Code of Federal Aviation Regulations (CFR) under which a person or organization conducts business. This field is auto-filled.	P
General Information	General Information	<none>	Certificate Type	This field identifies the type of certificate held by the certificate holder. This field is auto-filled and cannot be edited.	
General Information	General Information	<none>	CHDO	This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is auto-filled.	
General Information	General Information	<none>	Previous Designator	Entries in this field will only be made when the certificate holder had previously operated under another designator. It is important that the same legal entity is the user of the current and previous designator.	
General Information	General Information	<none>	Certificate Number	A certificate number is a formal identifier, assigned by AFS-600, which distinguishes each certificate held by an individual entity. This field is auto-filled and cannot be edited.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Previous Certificate Number	Entries in this field will only be made when the FAA re-codes certificate numbers, or whenever knowledge of previous certificate information is necessary, e.g., re- codification of certificate holder certificate numbers.	
General Information	General Information	<none>	Certificate Issue Date	The date the certificate was originally issued. The date in this field reflects the original date on which all requirements for certification were met, and the certificate became effective. This date must not be changed when a certificate is re-issued for routine purposes, such as, changes in address, name, or certificate holding district office.	
General Information	General Information	<none>	Certificate Status	The current status of the certificate. The following options are valid codes/descriptions: A - The certificate is active. C - The certificate is being or has been transferred to another CHDO. D - The certificate has been surrenderedvoluntarily. P - The certificate is in the precertification process. The entry is changed to active when the certificate is issued or terminated when the certificate holder withdraws the application. R - The certificate has been revoked. S - The certificate has been suspended for a specified period. When the suspension period has been completed and the certificate has been returned to the certificate holder, the entry is changed back to active. T - The applicant terminates precertification activities without a certificate being issued.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Certification Status Date	The date in this field represents the date on which the Certificate Status (A-Active, D-Surrendered, R-Revoked, etc.) became effective. The system auto-fills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the certificate holder's status changed (final adjudication of legal enforcement proceedings, completion of certificate transfer requirements, voluntary surrender, etc.).	
General Information	General Information	<none>	Validation Date	The Validation Date field is auto- filled with today's date on creation of the certificate holder record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the certificate holder. The information being validated should be done in person, by phone or by mail.	
CEO	CEO	<none>	Name	The name of the person performing Chief Executive Officer duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr. II, etc. may be added after the middle initial. Always insert a period after an initial and Jr. or Sr.	
CEO	CEO	<none>	Title	The organizational title of the person.	
CEO	CEO	<none>	Address 1:	The business address of the person.	
CEO	CEO	<none>	Address 2:	The second line of the address, if needed.	
CEO	CEO	<none>	Address 3:	The third line of the address, if needed.	
CEO	CEO	<none>	City	The name of the city or town.	
CEO	CEO	<none>	State	The two-character postal abbreviation for the state or U.S. possession. The field is blank if the address is outside of the United States or U.S. possession.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
CEO	CEO	<none>	Postal code	The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
CEO	CEO	<none>	Country	The two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.	
CEO	CEO	<none>	Business Phone	The business telephone number including area code, if the person is located within the United States or U.S. possession. Blank if the person is located outside of the United States or U.S. possession.	
CEO	CEO	<none>	Foreign Phone	Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.	
EO	CEO	<none>	Mobile Phone	The cellular phone number, if necessary, to reach the person.	
CEO	CEO	<none>	Fax	The fax number, if necessary, to reach the person.	
CEO	CEO	<none>	Email Address	The electronic mail (e-mail) address.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	PIC Captains	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons are qualified and trained as a PIC by the certificate holder.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Flight Engineer Examiners	Enter the number of persons employed by the certificate holder designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 63, Subpart B, for qualified applicants.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Pilot Examiners	Enter the number of persons employed by the certificate holder designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 61 to qualified applicants.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Aircrew Program Designees	Enter the number of certificate holder employees authorized to conduct airman certification under aircrew designated examiner program authorized under the provisions of CFR 183. Do not include persons authorized under the provisions of 142.55(a).	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Dispatchers	Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA aircraft dispatcher certificate issued under CFR 65, Subpart C.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Inspectors	The number of persons employed by the certificate holder who either (1) hold an inspection authorization issued under 65.91, but are not working under the provisions of a continuous airworthiness maintenance program of the 121 or 135 air carrier; or (2) have been employed to fulfill inspection responsibilities of the 121 or 135 air carrier maintenance program but are not identified as designated inspectors.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Non Certificated Mechanics	The number of aircraft mechanics employed by the certificate holder who have not been certificated by the FAA under the provisions of CFR 65, Subpart D. A non-certificated mechanic must be working under the supervision of a certificated mechanic or repairman as authorized by 43.3(d).	



Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Repairmen	The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart E.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Other Pilots	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61. This person may or may not be qualified and trained as a PIC by the certificate holder but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in-command (SIC) pilot.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Flight Engineers	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Check Airmen	The number of persons designated by the Administrator as check pilot(s) for the certificate holder under the provisions of 135.323(a)(4). Do not include persons authorized under the provisions of 142.55(a).	
Personnel/Training/ AW Agreement	Personnel / Training /AW Agreement	<none>	Flight Attendants	Enter the number of persons employed by the certificate holder primarily to perform duties required by 91.533, 135.107.	M, Q
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Navigators	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight navigator certificate issued under CFR 63, Subpart C.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Designated Inspectors	The number of persons employed by the 135 air carrier who are not full time inspection employees, but have specific inspection authority, and who derive their inspection authority through the continuous airworthiness maintenance program of the air carrier under the provisions of 135.427(a).	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Certificated Mechanics	The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart D.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Total Number of Employees	The total number of employees regardless of the type of work performed who are employed by the certificate holder.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Crew Member Training	Enter the code for the method by which the flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR. The POI shall determine the proper entry code based on his/her knowledge of the certificate holder. The following options are valid entry codes/descriptions: A - Contracts out most/all training N - No training required P - Contracts out a moderate amount of training T - Performs most/all training	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Airworthiness Agreement	Enter the code for the method by which the Continuous Airworthiness Maintenance Program is conducted, as required by the applicable CFR. The PMI shall determine the proper entry code based on his/her knowledge of the operator. The following options are valid entry codes/descriptions: A - Contracts out most/all maintenance M - Performs most/all maintenance N - Continuous airworthiness maintenance program not required P - Contracts out a substantial maintenance function	
Personnel/Training/AW Agreement	Personnel / Training /AW Agreement	Crew Members	One Pilot	Select if the certificate holder conducts operations using only one pilot crewmember under VFR, or also if IFR with A015 issued.	
Personnel/Training/AW Agreement	Personnel / Training /AW Agreement	Crew Members	Two Pilots	Select if the certificate holder conducts operations requiring a crew of two pilots as required by CFR	
Personnel/Training/AW Agreement	Personnel / Training /AW Agreement	Crew Members	Three Pilots	Select if the certificate holder conducts operations requiring three pilots. (Ref 135.269)	Q
Personnel/Training/AW Agreement	Personnel / Training /AW Agreement	Crew Members	Four Pilots	Select if the certificate holder conducts operations requiring four pilots. (Ref 135.269)	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel/Training/ AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Flight Training Devices	Select if the certificate holder conducts training using flight training devices.	M, Q
Personnel/Training/ AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Aircraft Training	Select if the certificate holder conducts in-aircraft training.	Q
Personnel/Training/ AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Flight Simulators	Select if the certificate holder conducts training using flight simulators.	M, Q
Personnel/Training/ AW Agreement	Applicable Training Program Criteria	Training Programs	Transition Training	Select if the certificate holder conducts transition training.	Q
Personnel/Training/ AW Agreement	Applicable Training Program Criteria	Training Programs	Use Distance Learning	Select if CH/A utilizes learning that is accomplished by any training method not including an instructor and a gathering of trainees collocated in a traditional classroom.	Q
Personnel/Training/ AW Agreement	Applicable Training Program Criteria	Training Programs	Pilot Training Under Both 135 and 121 N&O	Select if the certificate holder uses pilot training programs under both parts 135 and 121 Subpart N – Training Program and Subpart O- Crewmember Qualifications as provided in 135.3(b) or (c).	Q
Personnel/Training/ AW Agreement	Applicable Training Program Criteria	Training Programs	Pilot Training Under 121 N&O Only	Select if the certificate holder conducts pilot training for its part 135 operations using only 121 Subpart N –Training Program and Subpart O- Crewmember Qualifications curricula.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Contract Training	Select if the certificate holder is approved to utilize Contract Training for crewmembers. Populate the SAS configuration contractor tab with contractor information.	Q
Personnel / Training / AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Pilot AQP	Select if the certificate holder is issued an AQP program for pilots.	Q
Personnel / Training / AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Indoc	Select if the certificate holder conducts AQP Indoctrination training for pilots.	Q
Personnel / Training / AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Qualification	Select if the certificate holder conducts AQP Qualification training for pilots.	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training / AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Continuing Qualification	Select if the certificate holder conducts AQP Continuing Qualification training for pilots.	Q
Personnel / Training / AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	F/A AQP	Select if the certificate holder is issued an AQP program for flight attendants.	Q
Personnel / Training / AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Indoc	Select if the certificate holder conducts Indoctrination AQP training for flight attendants.	Q
Personnel / Training / AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Qualification	Select if the certificate holder conducts AQP Qualification training for flight attendants.	Q
Personnel / Training / AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Continuing Qualification	Select if the certificate holder conducts AQP Continuing Qualification training for flight attendants.	Q
Personnel/Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Instructor Aircraft	Select if the certificate holder conducts in-aircraft training using flight instructors.	M, Q
Personnel/Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Instructor Simulator	Select if the certificate holder conducts simulator training using flight instructors.	M, Q
Personnel/Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Check Airmen Aircraft	Select if the certificate holder conducts in-aircraft training using check pilots.	M, Q
Personnel/Training/AW Agreement	Applicable Training Program Criteria	Training Personnel	Check Airmen Simulator	Select if the certificate holder conducts simulator training using check pilots.	M, Q
RO-DO/PI Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	<none>	Principal Operations Inspector:	The office and three-character inspector ID code of the assigned Principal Operations Inspector (POI).	
RO-DO/PI Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	<none>	Principal Maintenance Inspector:	The office and three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).	
RO-DO/PI Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	<none>	Principal Avionics Inspector:	The office and three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI Certificate Kinds of Operation/Authorization	RO-DO/PI Certificate Kinds of Operation/Authorization	<none>	Hazmat Principal Inspector:	The office and name of the assigned Hazmat Principal Inspector.	
RO-DO/PI Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Authorizations	Exemptions	Select Exemptions if the certificate holder has been granted an exemption from the requirements of any CFR by the Administrator under the provisions of CFR 11. List the exemptions in OPSS paragraph A005.	
RO-DO/PI Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Authorizations	Deviations	Select Deviations if the Administrator under the provision of a specific CFR has granted the certificate holder a deviation. List the deviations in OPSS paragraph A005.	
RO-DO/PI Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Authorizations	Reliability	Select Reliability if a Reliability program is authorized by the operations specifications paragraphs D074 or D075.	
RO-DO/PI Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Authorizations	Single PIC and No Manuals	Select if the Single PIC certificate holder, issued OpSpec A039, has a full manual deviation from 135.21; and that deviation is recorded in OpSpec A005. NOTE: Other common Single PIC deviations for management personnel and training programs are not considered "full" deviations and subsequently are not represented in SAS.	M, Q
RO-DO/PI Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Certificated Kinds of Operation	135 Cert Fixed Wing:	For 135 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions: CMA Commuter Airplane ODA On-Demand Airplane PAX/Cargo ODC On-Demand Airplane Cargo Only	M, Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Certificated Kinds of Operation	135 Cert Rotorcraft:	For 135 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions: CMR Commuter Rotorcraft ODC On-Demand Rotorcraft Cargo Only ODR On-Demand Rotorcraft PAX/Cargo	M, Q
Operating Configuration	Operating Configuration	Propulsion	Reciprocating	Select if the certificate holder operates reciprocating engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Single Engine	Select if the certificate holder operates single engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Multiengine	Select if the certificate holder operates multi-engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Three Engines	Select if the certificate holder operates three engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Four Engines	Select if the certificate holder operates four engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Turbine	Select if the certificate holder operates aircraft with turbine engines. Check this box in addition to other applicable boxes for all turbine-powered aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Turbojet	Select if the certificate holder operates turbojet (includes turbofan) aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Turbo-propeller	Select if the certificate holder operates turbo- propeller aircraft.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Allows Carry-On Baggage on Aircraft	Select if the certificate holder allows carry-on baggage on the aircraft OR has OpSpec A011 authorization that allows carry-on baggage on the aircraft.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Does not allow Carry-on Baggage on Aircraft	Select if the certificate holder does not allow carry-on baggage on the aircraft OR has OpSpec A011 authorization that does not allow carry-on baggage on the aircraft.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Types of Cargo Carried	RFID Installed	Select if the certificate holder operates aircraft with RFID tags installed. (Ref. AC 20-162, AC 119-2).	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Types of Cargo Carried	HAZMAT Carried	Select if the certificate holder has an FAA approved hazardous materials (hazmat) program to carry hazardous materials per OpSpec A055.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Types of Cargo Carried	Carries Cargo	Select if the Operation Configuration of one or more of the certificate holder's aircraft is approved for "All Cargo" or "PAX and Cargo." (Ref. OpSpec A003)	M, Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	CVR Installed	Select if the certificate holder operates aircraft with a CVR installed.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	FDR Installed	Select if the certificate holder operates aircraft with a FDR installed.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	FDR Installed with Filtered Data	Select if the certificate holder operates aircraft with FDR installed which filters data.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	Lavatory Installed	Select "Lavatory Installed" when the aircraft is equipped with a Lavatory, but not a portable potty. Ref. AD 74-08-09R3 for Transport Category Aircraft configured with a Lavatory.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	APU	Select if the certificate holder operates aircraft with APU installed.	Q
RO-DO/PI/ Certificated Kinds of Operation/Authoriza tion	RO-DO/PI Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	Crew Accessible Cargo Compartment	Select if the certificate holder operates aircraft with cargo compartments (disregard baggage areas) that are designed to require the physical entry of a crewmember (See 135.87(e)).	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Other Equipment And Configuration	Exit More than 6 Feet from Ground	Select if the certificate holder operates aircraft where an emergency exit is more than six feet from the ground when the plane is on the ground and the landing gear is extended.	Q
Operating Configuration	Operating Configuration	Other Equipment And Configuration	Multiengine Airplanes Used In Scheduled Service	Select if the certificate holder operates multi-engine airplanes as a part 135 commuter in scheduled operations.	Q
Operating Configuration	Operating Configuration	Other Equipment And Configuration	Pressurized Aircraft	Select if the certificate holder operates pressurized aircraft.	Q
Operating Configuration	Operating Configuration	Other Equipment And Configuration	Unpressurized Aircraft	Select if the certificate holder operates unpressurized aircraft.	Q
Operating Configuration	Operating Configuration	Other Equipment And Configuration	Retractable Landing Gear	Select if the certificate holder operates aircraft with retractable landing gear.	Q
Operating Configuration	Operating Configuration	Other Equipment And Configuration	Tailwheel Airplane	Select if the certificate holder operates aircraft equipped with a tailwheel.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Galley Installed	Select if the certificate holder operates aircraft with a galley installed.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Medical Oxygen Equipment	Portable Oxygen Concentrators	Select if the certificate holder operates aircraft with portable oxygen concentrators on board (See §135.91).	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Medical Oxygen Equipment	Allows Passenger Medical Use Oxygen	Select if the certificate holder allows the use of medical oxygen (See §135.91).	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Specify Altitude Limitations	Altitude > 12,000 MSL	Select if the certificate holder operates aircraft above 12,000 feet MSL.	Q



Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI Certificated Kinds of Operation/Authorization	Specify Altitude Limitations	Altitude > FL250	Select If the certificate holder operates aircraft above FL250.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Extended Operations	ETOPS Greater than 180 Minutes	Select if the certificate holder is authorized ETOPS operations greater than 180 minutes.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Polar Area South	Select if the certificate holder conducts Polar Area South Operations.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Operations in Restricted International Areas	Select if the certificate holder conducts operations in restricted international areas.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Operations outside the United States / International	Select if the certificate holder conducts flights outside of the United States.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Hawaii	Select if the certificate holder conducts operations within Hawaii.	
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Alaska	Select if the certificate holder conducts operations within Alaska.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Approach and Landing Operations	Conducts Category II Operations	Select if the certificate holder conducts Category II Operations	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Approach and Landing Operations	Conducts Category III Operations	Select if the certificate holder conducts Category III Operations	Q
Operating Configuration	Operating Configuration	Aircraft Category	Transport Category	Select if the certificate holder operates transport category aircraft. See TCDS for certification basis.	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Aircraft Category	One or more aircraft type certificated after 10/15/1971 with 9 or more seats	Select if certificate holder utilizes one or more aircraft Type Certificated after 10/15/1971 that has a passenger seating configuration, excluding any pilot seat, of more than eight seats if any person other than the pilot in command, a second in command, a company check airman, or an authorized representative of the Administrator, the National Transportation Safety Board, or the United States Postal Service occupies a pilot seat.	Q
Operating Configuration	Operating Configuration	Aircraft Category	One or more non-US registered aircraft	Select if the certificate holders operates one or more aircraft registered as civil aircraft of an ICAO country	Q
Operating Configuration	Operating Configuration	Aircraft Category	One or more US registered aircraft	Select if the certificate holders operates one or more aircraft registered as civil aircraft of the United States.	Q
Operating Configuration	Operating Configuration	Aircraft Category	UAS Only	Select if the certificate holder's 135 operations uses <i>only</i> UAS aircraft.	Q
Operating Configuration	Operating Configuration	Unit Load Device	Active Unit Load Device	Select if the certificate holder utilizes Active Unit Load Devices. Active ULDs are ULDs with active temperature control systems for transporting temperature sensitive cargo. (AC 120-85)	Q
Operating Configuration	Operating Configuration	Unit Load Device	Certified Unit Load Device	Select if the certificate holder utilizes Certified Unit Load Devices. A certified ULD meets the requirements of TSO-C90; STC requirements, if applicable; or other FAA-approved certification standards. A certified ULD is structurally capable of restraining a load and/or protecting the aircraft systems and structure. (AC 120-85)	Q
Operating Configuration	Operating Configuration	Unit Load Device	Uncertified Unit Load Device	Select if the certificate holder uses ULDs not meeting requirements of TSO-C90, STC requirements, or other FAA-approved certification requirements. (AC 120-85)	Q
Operating Configuration	Operating Configuration	Locations	Maintenance Performed Within The United States	Select if the certificate holder performs maintenance within the United States.	Q
Operating Configuration	Operating Configuration	Locations	Operations Line Station/Personnel	Select if the certificate holder uses operations line stations for its On Demand operations.	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Locations	Airworthiness Line Station	Select if the certificate holder utilizes airworthiness line stations that return aircraft to service.	Q
Operating Configuration	Operating Configuration	Other Certificates or Approvals	Equipment Contracted for Repair	Select if the certificate holder contracts equipment out for repair.	Q
Operating Configuration	Operating Configuration	Other Certificates or Approvals	Performs NDT/NDI Inspections	Select if the certificate holder performs NDT/NDI inspections.	Q
Operating Configuration	Operating Configuration	Other Certificates or Approvals	CDL	Select if the certificate holder uses a CDL	Q
Operating Configuration	Operating Configuration	Other Certificates or Approvals	NEF	Select if the certificate holder uses a NEF	Q
Operating Configuration	Operating Configuration	A/C Certification CFR PART/SFAR	Aero Bulletin 7A	Select if the certificate holder operates aircraft type certificated IAW Bulletin 7A. These aircraft are referred to as "large nontransport" airplanes in the performance rules; example aircraft includes DC-3, C-46.	Q
Operating Configuration	Operating Configuration	A/C Certification CFR PART/SFAR	Civil Air Regulations (CAR) 4A	Select if the certificate holder operates aircraft originally type certificated IAW CAR 4A (Examples include DC-6, or L-1049)	Q
Operating Configuration	Operating Configuration	Approvals	Approved De-Icing/Anti-Icing Program	Select if OpSpec A023 allows for an Approved Ground Deicing/Anti-icing Program of 121.629(c) which includes provisions for program implementation, training, holdover procedures, fluids and pretakeoff check procedures.	
Operating Configuration	Operating Configuration	Contract Services Outsourced	U.S. Registered Aircraft Located in Canada	Select if the certificate holder Outsources Contract Services On Us Registered Aircraft Located In Canada. Populate the SAS configuration contractor tab with contractor information.	Q
Operating Configuration	Operating Configuration	Contract Services Outsourced	U.S. Registered Aircraft Located Outside United States	Select if certificate holder Outsources Contract Services On Us Registered Aircraft Located Outside the United States. Populate the SAS configuration contractor tab with contractor information.	Q
Operating Configuration	Operating Configuration	Weight	Payload < 7,500 pounds	Select if the certificate holder operates aircraft with a maximum payload capacity of less than 7,500 pounds.	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Weight	Payload => 7,500 pounds	Select if the certificate holder operates aircraft with a maximum payload capacity of 7,500 pounds or more.	Q
Operating Configuration	Operating Configuration	Weight	Small (12,500 pounds or less, maximum certificated takeoff weight)	Select if the certificate holder operates aircraft of 12,500 pounds or less, maximum certificated takeoff weight. (Ref §1.1)	Q
Operating Configuration	Operating Configuration	Weight	Large (more than 12,500 pounds, maximum certificated takeoff weight)	Select if the certificate holder operates aircraft of more than 12,500 pounds, maximum certificated takeoff weight (Ref §1.1)	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Part 135 Basic Operator	Select for the certificate holder issued OpSpec A037 or A038 using more than one pilot-in-command (PIC) and authorized (because of the operation's size and scope), certain deviations from 135 in OpSpecs.	
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Single Pilot Operator	Select for the certificate holder using only one pilot for 135 operations and is issued OpSpec A040.	
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation	Single Pilot in Command	Select if the certificate holder is issued OpSpec A039 using only one pilot-in-command and up to three second-in-command pilots for 135 operations.	
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Commuter 9 PAX or Less	Select if the certificate holder is authorized per A001 to conduct Part 135 Commuter operations (See §110.2).	
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	On Demand 9 PAX or Less	Select if the certificate holder is authorized per A001 to conduct Part 135 On Demand operations (See §110.2); Select this box in addition to other applicable selections.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	10 PAX or More	Select for the certificate holder operating one of the following: 1) airplane(s) with a maximum passenger seating configuration of ten seats or more either in on-demand service or in scheduled operations not meeting the definition of "commuter" in the preceding Paragraph; or 2) rotorcraft with a maximum passenger-seating configuration of ten seats or more.	P
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Day Only (Unchecked mean Day/Night)	Select for the certificate holder not authorized to operate at night.	
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Sea Plane	Select for the certificate holder authorized to conduct 135 operations with airplanes requiring an airplane single-engine or multiengine sea rating.	
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Extended Over Water	Select for the certificate holder authorized to conduct 135 operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline, and for helicopter operations, more than 50 nautical miles from an offshore heliport structure.	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	VFR Only, Fixed Wing (Unchecked means IFR/VFR Operations)	Select for the certificate holder authorized to operate airplanes under VFR only.	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	VFR Only, Rotorcraft (Unchecked means IFR/VFR Operations)	Select for the certificate holder authorized to operate rotorcraft under VFR only.	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	10 or More Helicopter Air Ambulances	Select if the certificate holder operates with 10 helicopter air ambulances, or more.	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Scheduled Passenger Operations, except solely within Alaska	Select if the certificate holder conducts scheduled passenger-carrying operations except within Alaska (Ref. §135.261(b)).	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Always Files FAA Flight Plan	Select if the CH/A always files an FAA flight plan and surveillance of 135.79 is not desired. (Ref. 135.79)	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Conducts Air Tours	Select if the CH/A conducts commercial air tours under its Part 119 Air Carrier certificated operations. Operations conducted under Part 91 are recorded using Activity Recording (AR) codes per NPG Order 1800.56	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	9 or Less - Approved Aircraft Inspection Program (AAIP) under 135.419	Select if the certificate holder has an approved aircraft inspection program for aircraft with nine or less passenger seats under 135.419.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	9 or Less - Maintained under 135.411 (a)(1)	Select if the certificate holder operates aircraft with nine or less passenger seats and elects to maintain its aircraft under 135.411(a)(1).	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More - Continuous Airworthiness Maintenance Program (121 or 135)	Select if the certificate holder has a continuous airworthiness maintenance program for aircraft with 10 or more passenger seats.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	9 or Less 135 On-Demand CAMP	Select if the 135 on- demand certificate holder has a continuous airworthiness maintenance program per OpSpec D072 for aircraft with nine or less passenger seats.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	9 or Less 135 Commuter CAMP	Select if the 135 commuter certificate holder has a continuous airworthiness maintenance program per OpSpec D072 for aircraft with nine or less passenger seats.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Approved Corrosion Prevention Program	Select if the certificate holder has an approved corrosion prevention program for aircraft with 10 or more passenger seats.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Reliability Program Encompasses Entire Aircraft	Select if the 135 certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program encompassing the entire aircraft.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Reliability program Does Not Cover Entire Aircraft	Select if the CFR 135 certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program covering some portion of the aircraft.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	Aging Airplane Inspections and Records	Select if the regulation 135.422 applies to one or more aircraft in the certificate holder's fleet.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	AL	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	CE	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	EA	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	GL	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	NM	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	SO	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	SW	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	WP	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	Assoc. Reference ID:	This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the certificate holder or other computer files.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	Special Purpose:	This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office can use this field.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Areas of Scheduled Operations	National Use:	This is a two-character field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The region or Field Offices should not use this field.	
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Safety Programs	IEP – Internal Evaluation Program	Select if the certificate holder has an approved Internal Evaluation Program (IEP).	M, Q



Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Safety Programs	VDRP - Voluntary Disclosure Reporting System	Select if the certificate holder utilizes the Voluntary Disclosure Reporting Program (VDRP).	M, Q
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Safety Programs	SMS VP - Safety Management System Voluntary Program	Select if the certificate holder utilizes an approved SMSVP program in Active Conformance. This is to be selected after the change of the certificate holder's program status from "SMSVP Active Participant" to "SMSVP Active Conformance."	M, Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	ASIAS - Aviation Safety Information Analysis and Sharing	Select if the certificate holder has a MOU with ASIAS.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	CISP - Confidential Information Sharing Program	Select if the certificate holder's pilot ASAP submits sanitized narratives into CISP.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	LOSA - Line Operations Safety Assessments	Select if the certificate holder conducts Line Operations Safety Audits.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	ASRS - Aviation Safety Reporting System	Select if the certificate holder utilizes ASRS.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Flight Operational Quality Assurance (FOQA)	Implementation and Operations (I&O) Plan	Select if the certificate holder has an approved FOQA I&O Plan.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Flight Operational Quality Assurance (FOQA)	Flight Data Monitoring (FDM)	Select if the certificate holder uses a FOQA FDM plan.	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Pilot	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Pilots, including Management Pilot, Executive Pilot, and/or Flight Engineers.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Maintenance	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Maintenance, including supervisor(s) and controller(s).	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Flight Attendant	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Flight Attendants or Cabin Attendants.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Dispatcher	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Dispatchers or Flight Followers.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Ground	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Ground personnel including Ramp and Customer Service personnel.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Other	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Other employee group(s) such as Op Admin, Crew Scheduler, Flight Coordinator, Security, Load Planner, etc.	Q
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Inspection Programs	100 hr/Annual	Select if the certificate holder maintains any of its aircraft IAW a 100 hour or annual inspection program under 135.411(a)(1).	Q
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Inspection Programs	Progressive Aircraft Inspection Program	Select if the certificate holder maintains any of its aircraft IAW a progressive inspection program.	Q

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Program Info	Scheduled Operations/Maintenance and Reliability Program Info	Inspection Programs	Large or Turbine-Powered Multiengine Airplanes or Turbine-Powered Rotorcraft under 91.409(e)	Select if the certificate holder operates an aircraft identified in 91.409(e) and uses one of the programs for inspection in 91.409(f); do not select for an aircraft under an approved program of OpSpec D073.	Q

Name/Address	Name/Address	Name/Address	Name/Address Code	<p>Select one of the following codes:</p> <p>1. CEO (Chief Executive Officer) Optional - The Chief Executive Officer (CEO) is the person who is given the chief decision- making authority in an organization or business, regardless of title.</p> <p>2. CIN (Chief Inspector) - This person is employed to fulfill the requirements of CFR 119.65 (a) or 91.1413(b) (2). This position is required for CFR 121, a Continuous Airworthiness Maintenance Program under 91K and is optional for other CFRs.</p> <p>3. CPT (Chief Pilot) - This person is employed to fulfill the requirements of CFR 119.65(a) or 119.69(a). This position is required for CFR 121, and 135. It is optional for other CFRs.</p> <p>4. DMT (Director of Maintenance) - This is the person who is employed to fulfill the requirements of CFR 119.65(a), or 91.1413(b)(1). This position is required for CFR 121, 135 and a Continuous Airworthiness Maintenance</p> <p>5. DOP (Director of Operations) - This person is employed to fulfill the requirements of CFR 119.65(a), 119.69(a), or 125.25. This position is required for CFR 121, 125, and 135. It is optional for other CFRs.</p> <p>6. DOS (Director of Safety) - This person is employed to fulfill the requirements of CFR 119.65(a). This position is required for CFR 121 and optional for other CFRs.</p> <p>7. MGR (General Manager) - The position is optional for all CFRs. The General Manager has overall management responsibility for all organizational activities of the certificate holder.</p>	

			<p>8. MML (Main Maintenance Location) - This is the facility/location where: (1) overall maintenance management and maintenance operational control is conducted, (2) the final repository for maintenance personnel training records and aircraft maintenance records is located, and (3) the maintenance management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.</p> <p>9. MOL (Main Operations Location)- This is the facility/location where: (1) overall flight management and flight operational control is conducted, (2) the final repository for flight crewmember, flight attendant, dispatcher, and flight operations records is located, and (3) the flight management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.</p> <p>10. PAD (Primary Flight Attendant Domicile) This is the location where the certificate holder has the largest number of flight attendants assigned.</p> <p>11. PAT (Primary Flight Attendant Training Location) This is the location where the certificate holder conducts basic indoctrination training for flight attendants as required by CFR 121.421 or 135.349.</p> <p>12. PBO (Principal Base of Operations)- This is the primary operating location as established by the certificate holder.</p> <p>13. PMD (Primary Maintenance Domicile) - This is the location where the certificate holder has the largest number of maintenance personnel assigned.</p> <p>14. PMT (Primary Maintenance Training Location)-</p>	
--	--	--	--	--

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>This is the location where the certificate holder conducts basic The name of the person or company performing the role described for the name/address code. If the name is a person, then enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of the space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as Jr., II, etc. may be added after the middle initial.</p> <p>Always insert a period after an initial and Jr. or Sr. indoctrination training for maintenance personnel as required by CFR 121.375, 135.433 or 91.1111.</p> <p>15. PPD (Primary Pilot Domicile)- This is the location where the certificate holder has the largest number of pilots assigned.</p> <p>16. PPT (Primary Pilot Training Location) This is the location where the certificate holder conducts basic indoctrination training for pilots as required by the applicable CFR 121, Subpart N and 135, Subpart H.</p>	
Name/Address	Name/Address	Name/Address	Position Title	Enter the organizational title of the person.	
Name/Address	Name/Address	Name/Address	Address 1	Enter the business address of the person, company, or facility.	
Name/Address	Name/Address	Name/Address	Address 2	Enter the second line of the address (if needed).	
Name/Address	Name/Address	Name/Address	Address 3	Enter the third line of the address (if needed).	
Name/Address	Name/Address	Name/Address	City	Enter the name of the city or town.	
Name/Address	Name/Address	Name/Address	State	Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	Zip Code	Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
Name/Address	Name/Address	Name/Address	Country	Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.	
Name/Address	Name/Address	Name/Address	Business Phone	Enter the business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession. Enter the telephone extension number, if necessary.	
Name/Address	Name/Address	Name/Address	Foreign Phone	Enter the business telephone number including area code, of the office located outside the United States or U.S. possession. The number must be recorded as it is dialed from the United States. Enter the telephone extension number, if necessary.	
Name/Address	Name/Address	Name/Address	Fax	Enter the fax number of the person	
Name/Address	Name/Address	Name/Address	Mobile Phone	Enter the mobile phone number of the person.	
Name/Address	Name/Address	Name/Address	E-Mail Address	Enter the email address of the person.	
Name/Address	Name/Address	Name/Address	Airport ID	Enter the airport ID where the company or facility is located.	
Authorized DBAs	Authorized DBAs	Current DBAs	Authorized DBA Name	Any authorized name under which the operator is doing business as authorized in OPSS Paragraph A001.	
Authorized DBAs	Authorized DBAs	Current DBAs	Authorized DBA Type	Enter P• if the name is the primary DBA name. If there is only one DBA, then it is the primary DBA. Enter O• for all other DBAs. The certificate holder should be consulted to determine the primary DBA when there are multiple DBAs.	

Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Waivers Authorizations	Waivers Authorizations	Current Waivers and Authorizations	Waivers and Authorizations	The CFR from which the certificate holder holds a waiver. Valid entries are listed on the FSAS Waivers Lookup Table.	
Aircraft	Aircraft	Current Aircraft	14CFR	The CFR under which type of aircraft is being operated, either 121 or 135.	
Aircraft	Aircraft	Current Aircraft	Make Model Series	Enter the make/model/series for each type of aircraft operated by the certificate holder under the selected CFR. The designation must be listed on the FSAS aircraft make/model/series table.	
Aircraft	Aircraft	Current Aircraft	Class	Enter the broad grouping of aircraft having similar characteristics of propulsion, flight, or landing. The following options are valid entry codes/descriptions: HEL - Helicopter MEL - Multiengine Land MES - Multiengine Sea SEL - Single Engine Land SES - Single Engine Sea NOTE: If a particular make/model/series can be operated in more than one class (such as an amphibious airplane) the make/model/series should be listed twice with each listing, showing the appropriate class, e.g.,	
				SES, SEL. Enter the actual number of aircraft in the first record; enter 0 (zero) in subsequent entries for the same make/ model/series.	
Aircraft	Aircraft	Current Aircraft	Turbine	Select if the aircraft is turbine-powered. This includes all turbine powered aircraft including turboshaft, turbojet, turbofan, and turbo-propeller.	
Aircraft	Aircraft	Current Aircraft	VFR Only	Select for each make/ model/series of aircraft that operates under VFR ONLY. Do not check if the M/M/S flies under VFR/IFR	



Vitals Data Fields - 135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Aircraft	Aircraft	Current Aircraft	Day Only	Select if the certificate holder is not authorized to operate this make/ model/series of aircraft during the period beginning 1 hour after sunset and ending 1 hour before sunrise. Do not select if the certificate holder is authorized to operate this m/m/s both day and night.	
Aircraft	Aircraft	Current Aircraft	Aircraft User in Commuter Service	Select if the make/model /series is operated in commuter service with this certificate holder. Do not select if the make/mode l/series is not operated in commuter service with this certificate holder.  NOTE: Checking the box is only appropriate if "CMA" or "CMR" appears in the "Kinds of Operation" field for the certificate holder.	
Aircraft	Aircraft	Current Aircraft	PAX Approved/Cargo	Enter the number of passenger seats installed as approved by the POI. Enter "0" (zero) for "All-Cargo" configured aircraft.	M, Q
Aircraft	Aircraft	Current Aircraft	Number Required Flight Attendants	Enter the number of required flight attendants, if zero enter "0".	
Aircraft	Aircraft	Current Aircraft	Number of Aircraft	Enter the total number of aircraft by make/model /series that the certificate holder operates under the provisions of the selected CFR.	
Aircraft	Aircraft	Current Aircraft	Structural Inspection Program	Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.	

### 13.4 Vitals Data Fields - 121/135 Operators

The following table lists the configuration vitals attributes that make up a 121/135 split certificate holder's configuration data. These appear on the **Configuration Data > Vitals** tab. Items are ordered by the section title / subtitle they appear in on the **Vitals** tab.

**Note:** The **Scoping** column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's **Scoping** column value is P, that means that the entry made on the **Vitals** tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Air Operator Name	This is the legal or official name of the certificate holder. This field is autofilled and cannot be edited.	
General Information	General Information	<none>	14 CFR	This data field identifies the operational Title 14 of the Code of Federal Aviation Regulations (CFR) under which a person or organization conducts business. This field is autofilled.	P
General Information	General Information	<none>	Certificate Type	This field identifies the type of certificate held by the certificate holder. This field is autofilled and cannot be edited.	
General Information	General Information	<none>	CHDO	This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.	
General Information	General Information	<none>	Previous Designator	Entries in this field will only be made when the certificate holder had previously operated under another designator. It is important that the same legal entity is the user of the current and previous designator.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Certificate Number	A certificate number is a formal identifier, assigned by AFS-600, which distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.	
General Information	General Information	<none>	Previous Certificate Number	Entries in this field will only be made when the FAA re-codes certificate numbers, or whenever knowledge of previous certificate information is necessary, e.g., re- codification of certificate holder certificate numbers.	
General Information	General Information	<none>	Certificate Issue Date	The date the certificate was originally issued. The date in this field reflects the original date on which all requirements for certification were met, and the certificate became effective. This date must not be changed when a certificate is re-issued for routine purposes, such as, changes in address, name, or certificate holding district office.	
General Information	General Information	<none>	Certificate Status	The current status of the certificate. The following options are valid	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>codes/descriptions:                      A - The certificate is active. C - The certificate is being or has been transferred to another CHDO.                      D - The certificate has been surrendered voluntarily.                      P - The certificate is in the precertification process. The entry is changed to active when the certificate is issued or terminated when the certificate holder withdraws the application.                      R - The certificate has been revoked.                      S - The certificate has been suspended for a specified period. When the suspension period has been completed and the certificate has been returned to the certificate holder, the entry is changed back to active.                      T - The applicant terminates precertification activities without a certificate being issued.</p>	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
General Information	General Information	<none>	Certification Status Date	<p>The date in this field represents the date on which the Certificate Status (A-Active, D-Surrendered, R- Revoked, etc.) became effective.</p> <p>The system autofills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the certificate holder's status changed (final adjudication of legal enforcement proceedings, completion of certificate transfer requirements, voluntary surrender, etc.).</p>	
General Information	General Information	<none>	Validation Date	<p>The Validation Date field is autofilled with today's date on creation of the certificate holder record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the certificate holder. The information being validated should be done in person, by phone or by mail.</p>	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
CEO	CEO	<none>	Name	The name of the person performing Chief Executive Officer duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."	
CEO	CEO	<none>	Title	The organizational title of the person.	
CEO	CEO	<none>	Address 1:	The business address of the person.	
CEO	CEO	<none>	Address 2:	The second line of the address, if needed.	
CEO	CEO	<none>	Address 3:	The third line of the address, if needed.	
CEO	CEO	<none>	City	The name of the city or town.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
CEO	CEO	<none>	State	The two-character postal abbreviation for the state or U.S. possession. The field is blank if the address is outside of the United States or U.S. possession.	
CEO	CEO	<none>	Postal code	The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
CEO	CEO	<none>	Country	The two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.	
CEO	CEO	<none>	Business Phone	The business telephone number including area code, if the person is located within the United States or U.S. possession. Blank if the person is located outside of the United States or U.S. possession.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
CEO	CEO	<none>	Foreign Phone	The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.	
CEO	CEO	<none>	Mobile Phone	The cellular phone number, if necessary, to reach the person.	
CEO	CEO	<none>	Fax	The fax number, if necessary, to reach the person.	
CEO	CEO	<none>	Email Address	The electronic mail (e-mail) address.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	PIC Captains	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons are qualified and trained as a PIC by the certificate holder.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Flight Engineer Examiners	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.	



Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Pilot Examiners	The number of persons employed by the certificate holder designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 61 to qualified applicants.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Aircrew Program Designees	The number of certificate holder employees authorized to conduct airman certification under aircrew designated examiner program authorized under the provisions of CFR 183, and Order 8400.10, volume 5, Chapter 6.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Dispatchers	Enter the number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA aircraft dispatcher certificate issued under CFR 65, Subpart C.	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Inspectors	Enter the number of persons employed by the air operator who either (1) hold an inspection authorization issued under CFR 65.91, but are not working under the provisions of a continuous airworthiness maintenance program of the 121 or 135 air carrier; or (2) have been employed to fulfill inspection responsibilities of the 121 or 135 air carrier maintenance program but are not identified as designated inspectors.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Non Certificated Mechanics	The number of aircraft mechanics domiciled at this location employed by the certificate holder who have not been certificated by the FAA under the provisions of CFR 65, Subpart D.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Repairmen	The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart E.	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Other Pilots	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61. This person may or may not be qualified and trained as a PIC by the certificate holder but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in- command (SIC) pilot.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Flight Engineers	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.	Q
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Check Airmen	Enter the number of persons designated by the Administrator as check pilot(s) for the operator. Do not include persons authorized under the provisions of CFR 142.55(a).	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Flight Attendants	The number of persons employed by the certificate holder to perform flight attendant duties as required by 14 CFR 121 and/or 135.	M, Q
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Navigators	The number of persons employed by the certificate holder primarily for the purpose of exercising the privileges of an FAA flight navigator certificate issued under CFR 63, Subpart C.	Q
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Designated Inspectors	The number of persons employed by the 121 or 135 air carrier who are not full time inspection employees, but have specific inspection authority, and who derive their inspection authority through the continuous airworthiness maintenance program of the air carrier under the provisions of CFR 121.369(b)(3) or CFR 135.427(b)(3).	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Certificated Mechanics	The number of persons employed by the certificate holder who have been certificated by the FAA under the provisions of CFR 65, Subpart D.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Total Number of Employees	The total number of employees regardless of the type of work performed who are employed by the certificate holder.	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Crew Member Training	Enter the code for the method by which the flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR. The POI shall determine the proper entry code based on his/her knowledge of the certificate holder. The following options are valid entry codes/descriptions: A - Contracts out most/all training N - No training required P - Contracts out a moderate amount of training T - Performs most/all training	
Personnel / Training /AW Agreement	Personnel / Training /AW Agreement	<none>	Airworthiness Agreement	Enter the code for the method by which the Continuous	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>Airworthiness Maintenance Program is conducted, as required by the applicable CFR. The PMI shall determine the proper entry code based on his/her knowledge of the operator. The following options are valid entry codes/descriptions:</p> <p>A - Contracts out most/all maintenance                      M - Performs most/all maintenance                      N - Continuous airworthiness maintenance program not required                      P - Contracts out a substantial maintenance function</p>	
Personnel / Training /AW Agreement	Crew Members		One Pilot (135)	Select if the certificate holder conducts 135 operations using only one pilot crewmember under VFR, or also if IFR with A015 issued.	
Personnel / Training /AW Agreement	Crew Members		Two Pilots	Select if the certificate holder conducts operations requiring two pilots.	Q
Personnel / Training /AW Agreement	Crew Members		Three Pilots	Select if the certificate holder conducts operations requiring three pilots.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Crew Members		Three or more Pilots (121)	Select if the certificate holder conducts operations requiring three or more pilots.	Q
Personnel / Training /AW Agreement	Crew Members		Four Pilots	Select if the certificate holder conducts operations requiring four pilots.	Q
Personnel / Training /AW Agreement	Crew Members		More than Four Pilots (121)	Select if the certificate holder conducts operations requiring four or more pilots.	Q
Personnel / Training /AW Agreement	Crew Members		Pilot or Flight Engineer Substituted for Flight Attendant (121)	Select if the certificate holder allows the substitution of a pilot or flight engineer for a flight attendant.	Q
Personnel / Training /AW Agreement	Crew Members		Additional Flight Crewmember (121)	Select if the certificate holder conducts operations with additional flight crew members.	Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Advanced Simulation (121)	Select if the certificate holder has an approved advanced simulation program.	Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Aircraft Training	Select if the certificate holder conducts in-aircraft training.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Flight Simulators	Select if the certificate holder conducts training using flight simulators.	M, Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Airplane and Simulator Training	Flight Training Devices	Select if the certificate holder conducts training using flight training devices.	M, Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Programs	Transition Training	Select if the certificate holder conducts transition training.	Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Programs	Use Distance Learning	Select if CH/A utilizes learning that is accomplished by any training method not including an instructor and a gathering of trainees collocated in a traditional classroom.	Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Programs	Reduction In Hours (121)	Select if the certificate holder has approval for a reduction in training hours.	Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Programs	Differences Training (121)	Select if the certificate holder conducts differences training, applicable to variation(s) of a particular aircraft type that has pertinent differences from the base aircraft type. The base aircraft type and the variation(s) must have the same type certificate (TC).	Q



Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Programs	Related Aircraft Differences Training (121)	Select if the certificate holder conducts related aircraft differences training, applicable to aircraft with different type certificates (TC) that have been designated as related by the Administrator. To be designated as related, the aircraft must be of the same make and have been demonstrated and determined by the Administrator to have commonality.	Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Programs	Joint Pilot and Flight Attendant Training (121)	Select if the certificate holder conducts joint pilot and flight attendant training.	Q
Personnel/Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Pilot Training Under Both 135 and 121 N&O (135)	Select if the certificate holder uses pilot training programs under both parts 135 and 121 Subpart N – Training Program and Subpart O- Crewmember Qualifications as provided in 135.3(b) or (c).	Q
Personnel/Training/AW Agreement	Applicable Training Program Criteria	Training Programs	Pilot Training Under 121 N&O Only (135)	Select if the certificate holder conducts pilot training for its part 135 operations using only 121 Subpart N –Training Program and Subpart O- Crewmember Qualifications curricula.	Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Programs	Contract Training	Select if the certificate holder is approved to utilize Contract Training for crewmembers. Populate the SAS configuration contractor tab with contractor information.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Pilot AQP	Select if the certificate holder is issued an AQP program for pilots.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Indoc	Select if the certificate holder conducts AQP Indoctrination training for pilots.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Qualification	Select if the certificate holder conducts AQP Qualification training for pilots.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Pilot AQP Training Program	Continuing Qualification	Select if the certificate holder conducts AQP Continuing Qualification training for pilots.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	F/A AQP	Select if the certificate holder is issued an AQP program for flight attendants.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Indoc	Select if the certificate holder conducts Indoctrination AQP training for flight attendants.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Qualification	Select if the certificate holder conducts AQP Qualification training for flight attendants.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Flight Attendant AQP Training Program	Continuing Qualification	Select if the certificate holder conducts AQP Continuing Qualification training for flight attendants.	Q

Personnel / Training/AW Agreement	Applicable Training Program Criteria	Dispatcher AQP Training Program	Dispatcher AQP	Select if the certificate holder is issued an AQP program for dispatchers.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Dispatcher AQP Training Program	Indoc	Select if the certificate holder conducts Indoctrination AQP training for dispatchers.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Dispatcher AQP Training Program	Qualification	Select if the certificate holder conducts AQP Qualification training for dispatchers.	Q
Personnel / Training/AW Agreement	Applicable Training Program Criteria	Dispatcher AQP Training Program	Continuing Qualification	Select if the certificate holder conducts AQP Continuing Qualification training for dispatchers.	Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Instructor Aircraft	Select if the certificate holder conducts in-aircraft training using flight instructors.	M, Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Instructor Simulator	Select if the certificate holder conducts simulator training using flight instructors.	M, Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Personnel	Check Airmen Aircraft	Select if the certificate holder conducts in-aircraft training using check pilots.	M, Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Personnel	Check Airmen Simulator	Select if the certificate holder conducts simulator training using check pilots.	M, Q
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Engineer Instructors (Airplane) (121)	Select if the certificate holder conducts training using flight engineer instructors.	Q

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Personnel / Training /AW Agreement	Applicable Training Program Criteria	Training Personnel	Flight Navigator Instructors (Airplane) (121)	Select if the certificate holder utilizes flight navigator instructors.	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	<none>	Principal Operations Inspector:	The office and three-character inspector ID code of the assigned Principal Operations Inspector (POI).	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	<none>	Principal Maintenance Inspector :	The office and three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	<none>	Principal Avionics Inspector:	The office and three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).	
RO-DO/PICertificate Kinds of Operation/Authorization	RO-DO/PICertificate Kinds of Operation/Authorization	<none>	Hazmat Principal Inspector:	The office and name of the assigned Hazmat Principal Inspector.	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Exemptions	Select Exemptions if the certificate holder has been granted an exemption from the requirements of any by the Administrator under the provisions of CFR 11. List the exemptions in OPSS paragraph A005.	Q

RO-DO/PI/Certificated Kinds of Operation/Authoriza tion	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Deviations	Select Deviations if the Administrator under the provision of a specific CFR has granted the certificate holder a deviation. List the deviations in OPSS paragraph A005.	
--	--	----------------	------------	--	--

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Reliability	Select Reliability if a Reliability program is authorized by the operations specifications paragraphs D074 or D075.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Exemption 3585 (121)	Select if the certificate holder is authorized to use Exemption 3585. Exemption 3585 allows for dispatch to destination when conditional language in the weather forecast for the destination and first alternate airport indicate that weather may be below landing and alternate airport minimums at the estimated time of arrival	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Certificate of Airworthiness or Export Airworthiness Approval > 12/27/2010 (121)	Select if the certificate holder operates aircraft that has a certificate of airworthiness or export airworthiness approval greater than 12/27/2010.	
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Authorizations	Equipment Contracted for Repair	Select if the certificate holder contracts equipment out for repair.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Certificated Kinds of Operation	121 Cert Kind of Operation	For 121 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions: DOM Domestic DFG Domestic and Flag SUP Supplemental (PAX/Cargo) SCO Supplemental (Cargo Only)	M, Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Certificated Kinds of Operation	Domestic/Flag Conducts Supplemental Operations	Select if the certificate holder is a Domestic or Flag operator, and also conducts supplemental operations	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Certificated Kinds of Operation	135 Cert Fixed Wing:	For 135 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions: CMA Commuter Airplane ODA On-Demand Airplane PAX/Cargo ODC On-Demand Airplane Cargo Only	M, Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Certificated Kinds of Operation	135 Cert Rotorcraft:	For 135 and 121/135 certificate holders, enter the three- character code for the kind of operation. The following options are valid entry codes/descriptions: CMR Commuter Rotorcraft ODC On-Demand Rotorcraft Cargo Only ODR On-Demand Rotorcraft PAX/Cargo	M, Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Allows Cargo in Passenger Compartment (121)	Select if the certificate holder allows cargo in the passenger compartment for 121 operations. (Ref. §121.285)	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Allows Carry- On Baggage on Aircraft	Select if the certificate holder has OpSpec A011 authorization and allows carry-on baggage on the aircraft.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Does not allow Carry-on Baggage on Aircraft	Select if the certificate holder has OpSpec A011 authorization and does not allow carry-on baggage on the aircraft.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Proposed Or Existing Type Operating Configuration	Allows Smoking on Aircraft Per DOT 252 (121)	Operates flight where smoking is permitted, subject to DOT 252	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Types of Cargo Carried	RFID Installed	Select if the certificate holder operates aircraft with RFID tags installed.	Q



Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Types of Cargo Carried	HAZMAT Carried	Select if the certificate holder has an FAA approved hazardous materials (hazmat) program, has accepted hazmat-handling procedures, and has been authorized to carry hazardous materials.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Types of Cargo Carried	Carries Cargo	Select if the Operation Configuration of one or more of the certificate holder's aircraft is approved for "All Cargo" or "PAX and Cargo." (Ref. OpSpec A003)	M, Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	CVR Installed	Select if the certificate holder operates aircraft with a CVR installed.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	FDR Installed	Select if the certificate holder operates aircraft with a FDR installed.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	FDR Installed with Filtered Data (135)	Select if the certificate holder operates aircraft with FDR installed which filters data.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	Lavatory Installed	Select "Lavatory Installed" when the aircraft is equipped with a Lavatory, but not a portable potty. Ref. AD 74-08-09R3 for Transport Category Aircraft configured with a Lavatory.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	APU (135)	Select if the certificate holder operates aircraft with APU installed.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Other Equipment And Configuration	Crew Accessible Cargo Compartment (135)	Select if the certificate holder operates aircraft with cargo compartments (disregard baggage areas) that are designed to require the physical entry of a crewmember (See 135.87(e)).	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Medical Oxygen Equipment	Oxygen Equipment - Operator Provided (121)	Select if the certificate holder operates aircraft with medical oxygen equipment on board.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Medical Oxygen Equipment	Portable Oxygen Concentrators	Select if the certificate holder operates aircraft with portable oxygen concentrators on board.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Medical Oxygen Equipment	Allows Passenger Medical Use Oxygen (135)	Select if the certificate holder allows the use of medical oxygen.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Specify Altitude Limitations	Altitude > 12,000 MSL (135)	Select if the certificate holder operates aircraft above 12,000 feet MSL.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Specify Altitude Limitations	Altitude > FL250	Select If the certificate holder operates aircraft above FL250.	Q
RO-DO/PI/Certificated Kinds of Operation/Authorization	RO-DO/PI/Certificated Kinds of Operation/Authorization	Specify Altitude Limitations	Altitude > FL270 (121)	Select If the certificate holder operates aircraft above FL270.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Extended Operations	ETOPS Greater than 180 Minutes	Select if the certificate holder is authorized ETOPS operations greater than 180 minutes.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Polar Area South	Select if the certificate holder conducts Polar Area South Operations.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Specialized Means of Navigation Outside the United States and District of Columbia (121)	Select if the certificate holder conducts specialized means of navigation outside the United States and the District of Columbia.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Operations in Restricted International Areas (135)	Select if the certificate holder conducts operations in restricted international areas.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Operations outside the United States / International	Select if the certificate holder conducts flight within foreign countries	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Hawaii	Select if the certificate holder conducts operations within Hawaii	
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Alaska	Select if the certificate holder conducts operations within Alaska	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Geographic Areas of Operations	Overwater Operations (121)	Select if the certificate holder conducts overwater operations.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Additional Flight Planning Constraints	Outsource Flight Following (121)	Select If the certificate holder Outsources Flight Following. Applies to supplemental operators only.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Additional Flight Planning Constraints	High Minimums PIC (121)	Select if the certificate holder operates aircraft with high minimums PICs.	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Approach and Landing Operations	Conducts Category II Operations	Select if the certificate holder conducts Category II Operations	Q
Proposed or Current Terminal and Enroute Procedures	Proposed or Current Terminal and Enroute Procedures	Approach and Landing Operations	Conducts Category III Operations	Select if the certificate holder conducts Category III Operations	Q
Operating Configuration	Operating Configuration	Aircraft Category	One or more aircraft type certificated after 10/15/1971 with 9 or more seats (135)	Select if operator operates at least one aircraft that is type certificated after 10/15/1971 with 9 or more seats	Q
Operating Configuration	Operating Configuration	Aircraft Category	Leased or Chartered Civil Aircraft (121)	Select if the certificate holder operates leased or chartered civil aircraft.	Q
Operating Configuration	Operating Configuration	Aircraft Category	Nontransport Category (121)	Select if the certificate holder operates other than transport category aircraft, but do not select for "large nontransport" which are certificated under Aero Bulletin 7A.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Aircraft Category	Transport Category	Select if the certificate holder operates transport category aircraft. See TCDS for certification basis.	Q
Operating Configuration	Operating Configuration	Aircraft Category	Provisionally Certificated (121)	Reference CFR 21 Subpart 1 – Provisional Airworthiness Certificates (Ref. 91.317, 121.207)	Q
Operating Configuration	Operating Configuration	Aircraft Category	One or more non-US registered aircraft	Select if the certificate holders operates one or more aircraft registered as civil aircraft of an ICAO country	Q
Operating Configuration	Operating Configuration	Aircraft Category	One or more US registered aircraft	Select if the certificate holders operates one or more aircraft registered as civil aircraft of the United States.	Q
Operating Configuration	Operating Configuration	Aircraft Category	UAS Only (135)	Select if the certificate holder's 135 operations uses only UAS aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Reciprocating	Select if the certificate holder operates reciprocating engine aircraft.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Propulsion	Single Engine (135)	Select if the certificate holder operates single engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Multiengine (135)	Select if the certificate holder operates multi-engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Three Engines	Select if the certificate holder operates three engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Four Engines	Select if the certificate holder operates four engine aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Turbine	Select if the certificate holder operates aircraft with turbine engines. Check this box in addition to other applicable boxes for all turbine-powered aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Turbojet	Select if the certificate holder operates turbojet (includes turbofan) aircraft.	Q
Operating Configuration	Operating Configuration	Propulsion	Turbopropeller	Select if the certificate holder operates turbopropeller aircraft.	Q
Operating Configuration	Operating Configuration	Locations	Maintenance Performed Within The United States (135)	Select if the certificate holder performs maintenance within the United States.	Q
Operating Configuration	Operating Configuration	Locations	Operations Line Station/ Personnel (135)	Select if the certificate holder uses operations line stations for its On Demand operations.	Q



Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Locations	Airworthiness Line Station (135)	Select if the certificate holder utilizes airworthiness line stations that return aircraft to service.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Exit More than 6 Feet from Ground	Select if the certificate holder operates aircraft where an emergency exit is more than six feet from the ground when the plane is on the ground and the landing gear is extended.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Exit Seat installed (121)	Select if the certificate holder operates aircraft with an exit seat installed.	M, Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Galley Installed	Select if the certificate holder operates aircraft with a galley installed.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Locking Cockpit Door (121)	Select if the certificate holder operates aircraft with a locking cockpit door installed.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Multiengine Airplanes Used In Scheduled Service (135)	Select if the certificate holder operates multi-engine aircraft as a Part 135 commuter in scheduled operations.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Open Overhead Rack (121)	Select if the certificate holder operates aircraft with open overhead racks installed.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Aircraft Configuration	Pressurized Aircraft	Select if the certificate holder operates pressurized aircraft.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Unpressurized Aircraft (135)	Select if the certificate holder operates unpressurized aircraft.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Retractable Landing Gear (135)	Select if the certificate holder operates aircraft with retractable landing gear.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Tailwheel Airplane (135)	Select if the certificate holder operates aircraft equipped with a tailwheel.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Tailcone Exit (121)	Select if the certificate holder operates an aircraft equipped with a tailcone exit.	Q
Operating Configuration	Operating Configuration	Aircraft Configuration	Emergency Evacuation Systems (121)	Select if the certificate holder operates aircraft equipped with automatically deployable emergency evacuation assisting means.	Q
Operating Configuration	Operating Configuration	Approvals	Outside Aircraft Check Procedure (121)	Select if OpSpec A023 only allows the provision for Outside the Aircraft Check (OTAC), or if the approved deicing/anti-icing program includes the OTAC authorization of (121.629(d)).	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Approvals	Approved De-Icing/Anti-Icing Program	Select if OpSpec A023 allows for an Approved Ground Deicing/Anti-icing Program of 121.629(c) which includes provisions for program implementation, training, holdover procedures, fluids and pretakeoff check procedures.	Q
Operating Configuration	Operating Configuration	Unit Load Device	Active Unit Load Device	Select if the certificate holder utilizes Active Unit Load Devices. Active ULDs are ULDs with active temperature control systems for transporting temperature sensitive cargo. (AC 120-85)	Q
Operating Configuration	Operating Configuration		Certified Unit Load Device	Select if the certificate holder utilizes Certified Unit Load Devices. A certified ULD meets the requirements of TSO-C90; STC requirements, if applicable; or other FAA-approved certification standards. A certified ULD is structurally capable of restraining a load and/or protecting the aircraft systems and structure. (AC 120-85)	Q
Operating Configuration	Operating Configuration		Uncertified Unit Load Device	Select if the certificate holder uses ULDs not meeting requirements of TSO-C90, STC requirements, or other FAA-approved certification requirements. (AC 120-85)	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Other Certificates or Approvals	Performs NDT/NDI Inspections (135)	Select if the certificate holder performs NDT/NDI inspections.	Q
Operating Configuration	Operating Configuration	Other Certificates or Approvals	CDL	Select if the certificate holder uses a CDL	Q
Operating Configuration	Operating Configuration	Other Certificates or Approvals	NEF	Select if the certificate holder uses a NEF	Q
Operating Configuration	Operating Configuration	A/C Certification CFR PART/SFAR	Aero Bulletin 7A	Select if the certificate holder operates aircraft type certificated IAW Bulletin 7A. These aircraft are referred to as "large nontransport" airplanes in the performance rules; example aircraft include DC-3, C-46.	Q
Operating Configuration	Operating Configuration	A/C Certification CFR PART/SFAR	Civil Air Regulations (CAR) 4A	Select if the certificate holder operates aircraft originally type certificated IAW CAR 4A	Q
Operating Configuration	Operating Configuration	Contract Services Outsourced	U.S. Registered Aircraft Located in Canada (135)	Select if the certificate holder Outsources Contract Services On Us Registered Aircraft Located In Canada. Populate the SAS configuration contractor tab with contractor information.	Q

### Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Contract Services Outsourced	U.S. Registered Aircraft Located Outside United States (135)	Select if certificate holder Outsources Contract Services On Us Registered Aircraft Located Outside the United States. Populate the SAS configuration contractor tab with contractor information.	Q
Operating Configuration	Operating Configuration	Records	Airworthiness Release Form (121)	Select if the CH uses an Airworthiness Release Form and not an aircraft log entry of 121.709(a).	Q
Operating Configuration	Operating Configuration	Weight	Payload < 7,500 pounds	Select if the certificate holder operates aircraft with a maximum payload capacity of less than 7,500 pounds.	Q
Operating Configuration	Operating Configuration	Weight	Payload => 7,500 pounds	Select if the certificate holder operates aircraft with a maximum payload capacity of 7,500 pounds or more.	Q
Operating Configuration	Operating Configuration	Weight	Small (12,500 pounds or less, maximum certificated takeoff weight) (135)	Select if the certificate holder operates aircraft of 12,500 pounds or less, maximum certificated takeoff weight. (Ref §1.1)	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Operating Configuration	Operating Configuration	Weight	Large (more than 12,500 pounds, maximum certificated takeoff weight) (135)	Select if the certificate holder operates aircraft of more than 12,500 pounds, maximum certificated takeoff weight. (Ref §1.1)	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Commuter 9 PAX or Less	Select if the certificate holder is authorized per A001 to conduct Part 135 Commuter operations (See §110.2).	
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	On Demand 9 PAX or Less	Select if the certificate holder is authorized per A001 to conduct Part 135 On Demand operations (See §110.2); Select this box in addition to other applicable selections.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	10 PAX or More	Select for the certificate holder operating one of the following: 1 airplane(s) with a maximum passenger seating configuration of ten seats or more either in on-demand service or in scheduled operations not meeting the definition of "commuter" in the preceding Paragraph; or 2 rotorcraft with a maximum passenger-seating configuration of ten seats or more.	P
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Day Only (Unchecked mean Day/Night)	Select for the certificate holder not authorized to operate at night.	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Sea Plane	Select for the certificate holder authorized to conduct 135 operations with airplanes requiring an airplane single-engine or multiengine sea rating.	
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Extended Over Water	Select for the certificate holder authorized to conduct 135 operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline, and for helicopter operations, more than 50 nautical miles from an offshore heliport structure.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	VFR Only, Fixed Wing (Unchecked means IFR/VFR Operations)	Select for the certificate holder authorized to operate airplanes under VFR only.	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	10 or More Helicopter Air Ambulances	Select if the certificate holder operates with 10 helicopter air ambulances, or more.	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Scheduled Passenger Operations, except solely within Alaska	Select if the certificate holder conducts scheduled passenger-carrying operations except within Alaska (Ref. §135.261(b)).	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Always Files FAA Flight Plan	Select if the CH/A always files an FAA flight plan and surveillance of 135.79 is not desired. (Ref. 135.79)	Q
14 CFR Type	14 CFR Type	14 CFR 135 Types of Operation Information	Conducts Air Tours	Select if the CH/A conducts commercial air tours under its Part 119 Air Carrier certificated operations. Operations conducted under Part 91 are recorded using Activity Recording	Q



Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	9 or Less - Approved Aircraft Inspection Program (AAIP) under 135.419	Select if the certificate holder has an approved aircraft inspection program for aircraft with nine or less passenger seats under 135.419.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	9 or Less - Maintained under 135.411(a)(1)	Select if the certificate holder operates aircraft with nine or less passenger seats and elects to maintain its aircraft under CFR 135.411(a)(1).	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	9 or Less 135 On-Demand CAMP	Select if the on-demand certificate holder has a continuous airworthiness maintenance program for aircraft with nine or less passenger seats.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	9 or Less 135 Commuter CAMP	Select if the 135 on-demand certificate holder has a continuous airworthiness maintenance program per OpSpec D072 for aircraft with nine or less passenger seats.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More - Continuous Airworthiness Maintenance Program (121 or 135)	Select if the 135 commuter certificate holder has a continuous airworthiness maintenance program per OpSpec D072 for aircraft with nine or less passenger seats.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Approved Corrosion Prevention Program	Select if the certificate holder has an approved corrosion prevention program for aircraft with 10 or more passenger seats.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Reliability program Encompasses Entire Aircraft	Select if the certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program encompassing the entire aircraft.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	10 or More or 121 - Reliability program Does Not Cover Entire Aircraft	Select if the certificate holder operating aircraft with 10 or more passenger seats has an approved reliability program covering some portion of the aircraft.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	14 CFR 121, 14 CFR 135, and 14 CFR 121/135 Maint and Reliability Program Info	Aging Airplane Inspections and Records (135)	Select if the regulation 135.422 applies to one or more aircraft in the certificate holder's fleet.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Aging Airplane Inspections and Records Reviews. (121.1105)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q

Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Repairs Assessment for Pressurized Fuselages. (121.1107)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Supplemental Inspections. (121.1109)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	EWIS Maintenance Program. (121.1111)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Fuel Tank System Maintenance Program. (121.1113)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Limit of Validity. (121.1115)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Flammability Reduction Means. (121.1117)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Continued Airworthiness and Safety Improvements	Fuel Tank Vent Explosion Protection. (121.1119)	Select if the regulation applies to one or more aircraft in the certificate holder's fleet	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	AL	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	CE	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	EA	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	GL	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	NM	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	SO	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	SW	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	WP	Select if the certificate holder conducts scheduled operations in the region. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on- demand operations.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	Assc. Reference ID:	This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the certificate holder or other computer files.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	Special Purpose:	This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office can use this field.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Areas of Scheduled Operations	National Use:	This is a two-character field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The region or Field Offices should not use this field.	
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Safety Programs	IEP – Internal Evaluation Program	Select if the certificate holder has an approved Internal Evaluation Program (IEP).	M, Q
Scheduled Operations/Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	VDRP - Voluntary Disclosure Reporting System	Select if the certificate holder utilizes the Voluntary Disclosure Reporting Program (VDRP).	M, Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info,	Safety Programs	SMS VP - Safety Management System Voluntary Program	Select if the certificate holder utilizes an approved SMSVP program in Active Conformance. This is to be selected after the change of the certificate holder's program status from "SMSVP Active Participant" to "SMSVP Active Conformance."	M, Q



Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	ASIAS - Aviation Safety Information Analysis and Sharing	Select if the certificate holder has a MOU with ASIAS.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	CISP - Confidential Information Sharing Program	Select if the certificate holder's pilot ASAP submits sanitized narratives into CISP.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	LOSA - Line Operations Safety Assessments	Select if the certificate holder conducts Line Operations Safety Audits.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Safety Programs	ASRS - Aviation Safety Reporting System	Select if the certificate holder utilizes ASRS.	
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Flight Operational Quality Assurance (FOQA)	Implementation and Operations (I&O) Plan	Select if the certificate holder has an approved FOQA I&O Plan.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	Flight Operational Quality Assurance (FOQA)	Flight Data Monitoring (FDM)	Select if the certificate holder uses a FOQA FDM plan.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Pilot	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Pilots, including Management Pilot, Executive Pilot, Flight Engineers.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Maintenance	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Maintenance, including supervisor(s) and controller(s).	Q

Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Flight Attendant	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Flight Attendants or Cabin Attendants.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Dispatcher	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Dispatchers or Flight Followers.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Ground	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Ground personnel including Ramp and Customer Service personnel.	Q
Scheduled Operations / Maintenance and Reliability Info.	(Operational Management / MX Programs)	ASAP Employee Groups – Check all that apply.	Other	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP) for Other employee group(s) such as Op Admin, Crew Scheduler, Flight Coordinator, security, Load Planner, etc.	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Maintenance Personnel	Canadian Persons to Perform Maintenance, Preventive Maintenance or Alterations on US Aeronautical Products (121)	Select If The certificate holder Has US Aeronautical Products Maintained By Canadian Persons.	Q

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Inspection Programs	100 hr/Annual (135)	Select if the certificate holder maintains any of its 135 aircraft IAW a 100 hour or annual inspection program under 135.411(a)(1).	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Inspection Programs	Progressive Aircraft Inspection Program (135)	Select if the certificate holder maintains any of its 135 aircraft IAW a progressive inspection	Q
Scheduled Operations/Maintenance and Reliability Info.	Scheduled Operations/Maintenance and Reliability Info.	Inspection Programs	Large or Turbine-Powered Multiengine Airplanes or Turbine-Powered Rotorcraft under 91.409(e) (135)	Select if the certificate holder operates an aircraft identified in 91.409(e) and uses one of the programs for inspection in 91.409(f); do not select for an aircraft under an approved program of OpSpec D073.	Q

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	Name/Address Code	<p>Select one of the following codes</p> <p>CEO (Chief Executive Officer) Optional. The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.</p> <p>CIN (Chief Inspector) This person is employed to fulfill the requirements of CFR 119.65 (a) or 91.1413(b) (2). This position is required for CFR 121, a Continuous Airworthiness Maintenance Program under 91K and is optional for other CFRs.</p> <p>CPT (Chief Pilot) This person is employed to fulfill the requirements of CFR 119.65(a) or 119.69(a). This position is required for CFR 121, and 135. It is optional for other CFRs.</p> <p>DMT (Director of Maintenance)</p>	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>This is the person who is employed to fulfill the requirements of CFR 119.65(a), or 91.1413(b)(1). This position is required for CFR 121, 135 and a Continuous Airworthiness Maintenance Program under 91K. It is optional for other CFRs.</p> <p>5) DOP (Director of Operations) This person is employed to fulfill the requirements of CFR 119.65(a), 119.69(a), or 125.25. This position is required for CFR 121, 125, and 135. It is optional for other CFRs.</p> <p>DOS (Director of Safety) This person is employed to fulfill the requirements of CFR 119.65(a). This position is required for CFR 121 and optional for other CFRs.</p> <p>MGR (General Manager) The position is optional for all CFRs. The General Manager has overall management responsibility</p>	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>for all organizational activities of the certificate holder.</p> <p>MML (Main Maintenance Location) This is the facility/location where: (1) overall maintenance management and maintenance operational control is conducted, (2) the final repository for maintenance personnel training records and aircraft maintenance records is located, and (3) the maintenance management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.</p> <p>MOL (Main Operations Location) This is the facility/location where: (1) overall flight management and flight operational control is conducted, (2) the final repository for flight</p>	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>crewmember, flight attendant, dispatcher, and flight operations records is located, and (3) the flight management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.</p> <p>PAD (Primary Flight Attendant Domicile) This is the location where the certificate holder has the largest number of flight attendants assigned.</p> <p>PAT (Primary Flight Attendant Training Location) This is the location where the certificate holder conducts basic indoctrination training for flight attendants as required by CFR 121.421 or 135.349.</p> <p>PBO (Principal Base of Operations) This is the primary operating location as established by the</p>	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
				<p>certificate holder.</p> <p>PMD (Primary Maintenance Domicile) This is the location where the certificate holder has the largest number of maintenance personnel assigned.</p> <p>PMT (Primary Maintenance Training Location) This is the location where the certificate holder conducts basic indoctrination training for maintenance personnel as required by CFR 121.375, 135.433 or 91.1111.</p> <p>PPD (Primary Pilot Domicile) This is the location where the certificate holder has the largest number of pilots assigned.</p> <p>PPT (Primary Pilot Training Location) This is the location where the certificate holder conducts basic indoctrination training for pilots as required by the applicable CFR 121, Subpart N and 135, Subpart H.</p>	



Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	Name	The name of the person or company performing the role described for the name/address code. If the name is a person, then enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of the space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."	
Name/Address	Name/Address	Name/Address	Position Title	Enter the organizational title of the person.	
Name/Address	Name/Address	Name/Address	Address 1	Enter the business address of the person, company, or facility.	
Name/Address	Name/Address	Name/Address	Address 2	Enter the second line of the address (if needed).	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	Address 3	Enter the third line of the address (if needed).	
Name/Address	Name/Address	Name/Address	City	Enter the name of the city or town.	
Name/Address	Name/Address	Name/Address	State	Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.	
Name/Address	Name/Address	Name/Address	Zip Code	Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
Name/Address	Name/Address	Name/Address	Country	Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Name/Address	Name/Address	Name/Address	Business Phone	Enter the business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession. Enter the telephone extension number, if necessary.	
Name/Address	Name/Address	Name/Address	Foreign Phone	The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.	
Name/Address	Name/Address	Name/Address	Fax	Enter the fax number of the person	
Name/Address	Name/Address	Name/Address	Mobile Phone	Enter the mobile phone number of the person.	
Name/Address	Name/Address	Name/Address	E-Mail Address	Enter the email address of the person.	
Name/Address	Name/Address	Name/Address	Airport ID	Enter the airport ID where the company or facility is located.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Authorized DBAs	Authorized DBAs	Current DBAs	Authorized DBA Name	Any authorized name under which the operator is doing business as authorized in OPSS Paragraph A001.	
Authorized DBAs	Authorized DBAs	Current DBAs	Authorized DBA Type	Enter "P" if the name is the primary DBA name. If there is only one DBA, then it is the primary DBA. Enter "O" for all other DBAs. The certificate holder should be consulted to determine the primary DBA when there are multiple DBAs.	
Waivers Authorizations	Waivers Authorizations	Current Waivers and Authorizations	Waivers and Authorizations	The CFR from which the certificate holder holds a waiver. Valid entries are listed on the FSAS Waivers Lookup Table.	
Aircraft	Aircraft	Current Aircraft	14CFR	Enter the CFR under which type of aircraft is being operated, either 121 or 135.	
Aircraft	Aircraft	Current Aircraft	Make Model Series	Enter the make/model/series for each type of aircraft operated by the certificate holder under the selected CFR. The designation must be listed on the FSAS aircraft make/model/series table.	

Vitals Data Fields - 121/135 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Aircraft	Aircraft	Current Aircraft	Class	<p>Enter the broad grouping of aircraft having similar characteristics of propulsion, flight, or landing. The following options are valid entry codes/descriptions: HEL - Helicopter MEL - Multiengine Land MES - Multiengine Sea SEL - Single Engine Land SES - Single Engine Sea</p> <p>NOTE: If a particular make/model/series can be operated in more than one class (such as an amphibious airplane) the make/model/series should be listed twice with each listing, showing the appropriate class, e.g., SES, SEL. Enter the actual number of aircraft in the first record; enter "0" (zero) in subsequent entries for the same make/model/series.</p>	
Aircraft	Aircraft	Current Aircraft	Turbine	Select if the aircraft is turbine-powered. This includes all turbine powered aircraft including turboshaft, turbojet, turbofan, and turbopropeller.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Aircraft	Aircraft	Current Aircraft	VFR Only	Select for each make/ model/series of aircraft that operates under VFR ONLY. Do not check if the M/M/S flies under VFR/IFR	
Aircraft	Aircraft	Current Aircraft	Day Only	Select if the certificate holder is not authorized to operate this make/ model/series of aircraft during the period beginning 1 hour after sunset and ending 1 hour before sunrise. Do not select if the certificate holder is authorized to operate this make/model /series of aircraft both day and night.	
Aircraft	Aircraft	Current Aircraft	Aircraft User in Commuter Service	Select if the make/model/series is operated in commuter service with this certificate holder. Do not select if the make/model/series is not operated in commuter service with this certificate holder.  NOTE: Checking the box is only appropriate if "CMA" or "CMR" appears in the "Kinds of Operation" field for the certificate holder.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Aircraft	Aircraft	Current Aircraft	PAX Demonstrated	Enter the maximum demonstrated passenger seating capacity identified under 121.291(a) or 121.291(b).	
Aircraft	Aircraft	Current Aircraft	PAX Approved/Cargo	Enter the number of passenger seats installed as approved by the POI. Enter "0" (zero) for "All-Cargo" configured aircraft.	M, Q
Aircraft	Aircraft	Current Aircraft	Number Required Flight Attendants	For 121, enter the number of flight attendants used during the emergency evacuation demonstration conducted under CFR 121.291. For 135, enter the number of flight attendants for each make/model/series required under the provisions of 135.107.	
Aircraft	Aircraft	Current Aircraft	Number of Aircraft	Enter the total number of aircraft by make/model/series that the certificate holder operates under the provisions of the selected CFR.	

Vitals Data Fields - 121/135 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Aircraft	Aircraft	Current Aircraft	Structural Inspection Program	Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.	
Aircraft	Aircraft	Current Aircraft	AQP	Select if an Advanced Qualification Program (AQP) is approved for the make/model/series	
Comments	Comments	<none>	Comments	Enter FAA comments. Comments are not visible to external users.	

### 13.5 Vitals Data Fields – 141 Air Agency

The following table lists the configuration vitals attributes that make up a 141 certificate holder's configuration data. These appear on the **Configuration Data > Vitals** tab. Items are ordered by the section title / subtitle they appear in on the **Vitals** tab.

**Note:** The **Scoping** column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's **Scoping** column value is P, that means that the entry made on the **Vitals** tab for that attribute is used to determine a certificate holder's peer group(s).



Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Identification / Physical Location	Identification / Physical Location	Authorizations	14 CFR 141 Name	The legal or official name of the air agency	
Identification / Physical Location	Identification / Physical Location	Authorizations	Airport ID	Alphanumeric identifier of the airport where the air agency provides services. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.	
Identification / Physical Location	Identification / Physical Location	Authorizations	CHDO	This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.	
Identification / Physical Location	Identification / Physical Location	Authorizations	Foreign	Indicates if the Air Agency is located in a foreign country.	
Identification / Physical Location	Identification / Physical Location	Authorizations	GDO	Identifies the GDO of the satellite pilot school.	
Identification / Physical Location	Identification / Physical Location	Certificate Information	Parent DSGN	Designator code of the parent air agency, if this is a record for a satellite.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Address 1	First line of Air Agency address which identifies its physical location.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Address 2	Second line of Air Agency address (if needed).	
Identification / Physical Location	Identification / Physical Location	Physical Location	Address 3	Third line of Air Agency address (if needed).	
Identification / Physical Location	Identification / Physical Location	Physical Location	Alternate Phone		
Identification / Physical Location	Identification / Physical Location	Physical Location	Business Phone	Business telephone number for Air Agencies located in the United States or U.S. possession.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Business Phone Ext	Business Phone Extension	

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Identification / Physical Location	Identification / Physical Location	Physical Location	City	Name of City or Town of the physical location of the Air Agency.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Country	The two-character abbreviation of the country where the Air Agency resides.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Email Address	Electronic mail (e-mail) address.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Fax	Business Fax number of the Air Agency.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Foreign Phone	Business telephone number including the country code and city code (if applicable), for Air Agencies located outside of the United States or U.S. possession.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Foreign Phone Ext	Foreign Phone Ext	
Identification / Physical Location	Identification / Physical Location	Physical Location	Org Web Site	Organization Website	
Identification / Physical Location	Identification / Physical Location	Physical Location	Postal Code	US Postal Zip Code or Foreign country postal code associated with the Air Agencies physical location.	
Identification / Physical Location	Identification / Physical Location	Physical Location	State	State of the Air Agency address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Address 1	First line of Air Agency mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Address 2	Second line of Air Agency mailing address (if needed).	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Address 3	Third line of Air Agency mailing address (if needed).	

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	City	Name of City or Town of the mailing address of the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Country	The two-character abbreviation of the country of the Air Agencies mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Postal Code	US Postal Zip Code or Foreign country postal code associated with the Air Agencies mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	State	State of the Air Agency mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Business Phone	Telephone of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Business Phone Ext	Telephone Extension of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Email Address	Electronic mail (e-mail) address of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Fax	Business Fax number of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Foreign Phone	Business telephone number including the country code and city code (if applicable) of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Foreign Phone Ext	Ceo Foreign Phone EXT	

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Mobile Phone	Ceo Mobile Phone	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Name	Official name of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Title	Organizational title of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Business Phone	Telephone of the person performing liaison duties at the Air Agency if located in the US.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Business Phone Ext	Telephone extension of the person performing liaison duties at the Air Agency if located in the US..	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Email Address	Electronic mail (e-mail) address of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Fax	Business Fax number of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Foreign Phone	Business telephone number including the country code and city code (if applicable) of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Foreign Phone Ext	Business telephone extension including the country code and city code (if applicable) of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Mobile Phone	Liaison Mobile Phone	

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Name	Person who serves as the contact point between the Air Agency and the FAA. This is the official the FAA inspector contacts during a visit to the facility.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Title	Organizational title of the person performing FAA liaison duties at the Air Agency.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Certificate Number	The current certificate number that appears on the Air Agency certificate.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Certificate Status	Status of the certificate.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Current Issue Date	The date on which the certificate was reissued.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Date of Status	The date on which the Certificate Status was last modified.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Expiration Date	The date on which the Certificate Status expires.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Original Issue Date	The date on which the certificate was originally issued.	

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Satellite Status	Satellite Status	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Satellite Status Date	The date on which the Satellite Status was last modified.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Validation Date	The date on which the data has been verified for accuracy.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Active Satellites	Select if the air agency has active satellites.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	ACR NO	The number of ACR records in the ACR/DPE ancillary records entered for this location.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Agency Type	Type of record stored in the database:1.Certificate record (C-type)2. Satellite record (S-type)3. Supplemental Satellite record (M-type)	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Associated With College/University	Indicates if the pilot school is associated with a college or university.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Flight/Ground	Indicates if the pilot school has an approved flight training course outline (TCO).	Q

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Ground Only	Indicates if the pilot school has only approved ground training course outlines (TCO) and no flight TCO's.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Pilot School	Indicates if the pilot school meets the requirements of FAR 141 Subparts A through C.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Provisional Pilot School	Indicates that the pilot school does not meet the recent training experience requirements of FAR 141.5(b) but does meet all other requirements.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Airworthiness Personnel	Number of airworthiness personnel employed by the air agency.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Average Annual Enrollment	Average Annual Enrollment for this location.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Certified Instructors	The number of instructors other than the chief and assistant chief instructor(s) employed by the Air Agency.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Check Instructors	The number of Check Instructors checked off in the Instructors ancillary.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Chief Instructors/Asst. Chief Instructors	The number of persons qualified under FAR 141.35 as chief instructors or FAR 141.36 as assistant chief instructors.	

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Number of A/C Under 91.409(E)	Enter the number of large airplanes, turbojet multiengine airplanes, turbo-propeller powered multiengine airplanes, and turbine-powered rotorcraft inspected under the provisions of FAR 91.409(e).	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Number of Aircraft	Indicates the total number of aircraft for the entire pilot school (all types of records).	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Number of Type Rating Courses	Enter the total number of approved type rating training course outlines (TCOs), which is provided at that location.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Dispatchers	Enter the number of persons employed by the air agency primarily for the purpose of serving as an aircraft dispatcher.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Line Personnel/Aircraft Handlers	Enter the number of line personnel/aircraft handlers employed by the air agency.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Asst Chief Instructor(s)	Enter the number of Asst. Chief Instructor(s) employed by the air agency.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Total Employees	The total number of employees, regardless of the type of work performed, that are employed by the Air Agency at that location.	
Instructors	Instructors	Current Instructors	Asst. Chief Instructor	Indicates that the instructor has been identified under FAR 141.33 as the assistant chief instructor for any course at this Air Agency.	



Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Instructors	Instructors	Current Instructors	Category	The category of the course(s) this instructor teaches.	
Instructors	Instructors	Current Instructors	Check Instructor	Indicates that the instructor has been identified under FAR 141.33 as a check instructor.	
Instructors	Instructors	Current Instructors	Chief Instructor	Indicates that the instructor has been identified under FAR 141.33 as the chief instructor for any course at this Air Agency.	
Instructors	Instructors	Current Instructors	Core Certificate #	The nine digit registry assigned number.	
Instructors	Instructors	Current Instructors	Courses Approved	This is a field for the Principal to enter remarks about the instructor.	
Instructors	Instructors	Current Instructors	Date Qualified	Date instructor became qualified to teach.	
Instructors	Instructors	Current Instructors	Date Trained	Date instructor completed formal training.	
Instructors	Instructors	Current Instructors	Instructor Name	The name of the person performing chief instructor or assistant chief instructor duties.	
Instructors	Instructors	Current Instructors	Title	The organizational title of the person.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Inspectors	Principal Avionics Inspector	Inspector ID code of the assigned avionics inspector.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Inspectors	Principal Maintenance Inspector	Inspector ID code of the assigned maintenance inspector.	

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Inspectors	Principal Operations Inspector	Inspector ID code of the assigned principal operations inspector.	
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	VDRP - Voluntary Disclosure Reporting System	Select If The Air Operator utilizes the Voluntary Disclosure Reporting Program (VDRP).	Q
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	FOQA - Flight Operational Quality Assurance	Select if the air operator has an approved Flight Operational Quality Assurance (FOQA) Program.	Q
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	IEP - Internal Evaluation Program	Select if the air operator has an approved Internal Evaluation Program (IEP).	Q
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	SMSVP - SMS Voluntary Program	Select if the air agency has an approved Safety Management System Voluntary Program.	Q, M
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	ASAP - Aviation Safety Action Program	Select if the air operator has an approved Aviation Safety Action Program (ASAP).	Q
Agreements and Authorizations	Agreements and Authorizations	Authorizations	Examining Authority	Select if the CH/A is authorized examining authority for any curriculum.	Q
Agreements and Authorizations	Agreements and Authorizations	Authorizations	Approved for MEL/MMEL	Select if the CH/A is authorized to use an MEL or MMEL in lieu of an MEL.	Q
Agreements and Authorizations	Agreements and Authorizations	Authorizations	Electronic Recordkeeping	Select if the air agency is authorized Electronic Recordkeeping.	Q, M
Agreements and Authorizations	Agreements and Authorizations	Authorizations	Electronic Signatures	Select if the air agency is authorized Electronic Signatures	Q, M
Training Configuration	Training Configuration	<none>	Full Flight Simulators/Flight Training Devices	Select if the air agency uses Full Flight Simulators or FTDs in any of its approved courses.	Q
Training Configuration	Training Configuration	<none>	Aviation Training Devices	Select if the air agency uses Aviation Training Devices (ATDs) in any of its approved courses.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Training Configuration	Training Configuration	<none>	Part 142 Training Agreement	Select if the air agency has a Part 142 Training Agreement for any of its approved courses.	Q
Training Configuration	Training Configuration	<none>	Internet Training/Courseware	Select if the air agency has approved courses, which include Internet Training/Courseware.	Q
Training Configuration	Training Configuration	<none>	Courses with Reduced Time Requirements	Select if the air agency uses Courses with Reduced Time Requirements in any of its approved courses.	Q
Training Configuration	Training Configuration	<none>	Conducts Training Outside the U.S.	Select if the air agency uses Conducts Training Outside the U.S. for any of its approved courses.	Q
Training Configuration	Training Configuration	<none>	Conducts IFR Training	Select if the air agency conducts Instrument Flight Training in any of its approved courses.	Q
Maintenance Functions	Maintenance Functions	<none>	Conducts NVG Training	Select if the certificate holder conducts NVG training	Q
Maintenance Functions	Maintenance Functions	<none>	Uses Canadian Maintenance Provider	Select if the certificate holder uses Transport Canada Civil Aviation Authority (CAA) authorized persons to perform maintenance	Q
Maintenance Functions	Maintenance Functions	<none>	Uses Special Purpose Equipment	Select if the certificate holder operates aircraft with Special Purpose Equipment such as external load equipment, agricultural dispensing equipment, modifications for students with a disability, etc.	Q
Maintenance Functions	Maintenance Functions	<none>	Performs Maintenance In-House	Select the certificate holder performs maintenance in-house	Q, M
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings	Course Seqnum	Sequential, system-generated number which, combined with CHDO/Desg, uniquely identifies this record.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings	ME	Indicates the class of the rating.	

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings	P Lift	Indicates the class of the rating.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings	R/Hel	Indicates the class of the rating.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings	Aircraft Type Rating	Contains the code for an airworthiness rating issued to the Air Agency under the provisions of FAR 145.31, 145.33, or 147.11.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings	SE	Indicates the class of the rating.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses	Airplane SES	Indicates that the Air Agency has an approved Pilot Refresher Course.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses	Power Lift	Indicates that the Air Agency has an approved Pilot Refresher Course.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses	Rotorcraft G/P	Indicates that the Air Agency has an approved Pilot Refresher Course.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses	Rotorcraft Hel	Indicates that the Air Agency has an approved Pilot Refresher Course.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	Airplane MEL	Indicates that the Air Agency has an approved Pilot Refresher Course.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	Airplane MES	Indicates that the Air Agency has an approved Pilot Refresher Course.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	Airplane SEL	Indicates that the Air Agency has an approved Pilot Refresher Course.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	Airplane SES	Indicates that the Air Agency has an approved Pilot Refresher Course.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	Glider	Is the Pilot Refresher Course Category/Class for a Glider?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	LTA Air	Is the Pilot Refresher Course Category/Class for a Lighter-Than-Air Airship?	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	LTA Ball	Is the Pilot Refresher Course Category/Class for a Lighter-Than-Air Balloon?	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	Power Lift	Is the Pilot Refresher Course Category/Class for a Power Lift?	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	Rotorcraft G/P	Indicates that the Air Agency has an approved Pilot Refresher Course.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Category/Class	Rotorcraft Hel	Indicates that the Air Agency has an approved Pilot Refresher Course.	

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	Airplane MEL	Is the Pilot Refresher Course Instrument for a Multi-Engine Land airplane?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	Airplane MES	Is the Pilot Refresher Course Instrument for a Multi-Engine Sea airplane?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	Airplane SEL	Is the Pilot Refresher Course Instrument for a Single Engine Land airplane?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	Airplane SES	Is the Pilot Refresher Course Instrument for a Single Engine Sea aircraft?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	Glider	Is the Pilot Refresher Course Instrument for a Glider?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	LTA Air	Is the Pilot Refresher Course Instrument for a Lighter-Than-Air Airship?	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	Power Lift	Is the Pilot Refresher Course Instrument for a Power Lift?	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	Rotorcraft G/P	Is the Pilot Refresher Course Instrument for a Rotorcraft Gyroplane?	

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Instrument	Rotorcraft Hel	Is the Pilot Refresher Course Instrument for a Rotorcraft Helicopter?	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Pilot Certificate	Airplane MEL	Indicates that the Air Agency has an approved Pilot Refresher Course.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Pilot Certificate	Airplane MES	Indicates that the Air Agency has an approved Pilot Refresher Course.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Pilot Refresher Courses - Pilot Certificate	Airplane SEL	Indicates that the Air Agency has an approved Pilot Refresher Course.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Description	Describes the TCOs authorized.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Is the Special Curriculum Course for Ground School training?	Is the Special Curriculum Course for Ground School training?	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Is the Special Curriculum Course for Test Preparation?	Is the Special Curriculum Course for Test Preparation?	

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Airplane MEL	Is the Special Curriculum Course for a Multi-Engine Land airplane?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Airplane MES	Is the Special Curriculum Course for a Multi-Engine Sea airplane?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Airplane SEL	Is the Special Curriculum Course for a Single Engine Land airplane?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Airplane SES	Is the Special Curriculum Course for a Single Engine Sea aircraft?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Glider	Is the Special Curriculum Course for a Glider?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	LTA Air	Is the Special Curriculum Course for a Lighter-Than-Air Airship?	Q



		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	LTA Ball	Is the Special Curriculum Course for a Lighter-Than-Air Balloon?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Power Lift	Is the Special Curriculum Course for a Power Lift?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Rotorcraft G/P	Is the Special Curriculum Course for a Rotorcraft Gyroplane?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Curricula and Other Approved training Course Outlines	Rotorcraft Hel	Is the Special Curriculum Course for a Rotorcraft Helicopter?	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	Airplane MEL	Indicates the class of the rating.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	Airplane MES	Indicates the class of the rating.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	Airplane SEL	Indicates the class of the rating.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	Airplane SES	Indicates the class of the rating.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	Glider	Indicates the class of the rating.	Q
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	LTA Air	Indicates the class of the rating.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	LTA Ball	Indicates the class of the rating.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	Power Lift	Indicates the class of the rating.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	Rotorcraft G/P	Indicates the class of the rating.	
Aircraft Type Ratings	Aircraft Type Ratings	Current Aircraft Ratings - Special Operations	Rotorcraft Hel	Indicates the class of the rating.	
Approved TCOs	Approved TCOs	Airline Transport Pilot - Add'n CAT/Class	Airplane MEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a multi-engine land airplane.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Add'n CAT/Class	Airplane MES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a multi-engine sea aircraft.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Add'n CAT/Class	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a single-engine land airplane.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Airline Transport Pilot - Add'n CAT/Class	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a single-engine sea aircraft.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Add'n CAT/Class	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school additional class/category airline transport pilot certification.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Add'n CAT/Class	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a power lift.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Add'n CAT/Class	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category airline transport pilot for a rotorcraft - helicopter aircraft.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Pilot	Airplane MEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a multi-engine land airplane.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Pilot	Airplane MES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a multi-engine sea aircraft.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Pilot	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a single-engine land airplane.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Pilot	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a single-engine sea aircraft.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Pilot	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school airline transport pilot certification.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Airline Transport Pilot - Pilot	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a power lift.	Q
Approved TCOs	Approved TCOs	Airline Transport Pilot - Pilot	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for airline transport pilot for a rotorcraft - helicopter aircraft.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Airplane MEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a multi-engine land airplane.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Airplane MES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a multi-engine sea aircraft.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a single-engine land airplane.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a single-engine sea aircraft.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Gldr	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a glider.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school additional class/category commercial pilot certification.	

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	LTA Air	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a lighter-than-air aircraft.	
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	LTA Ball	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a lighter-than-air balloon.	
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a power lift.	
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a rotorcraft - gyrocopter.	
Approved TCOs	Approved TCOs	Commercial Pilot - Add'n Cat/Class	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category commercial pilot certification for a rotorcraft - helicopter aircraft.	
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Airplane MEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for an airplane multi-engine land airplane.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Airplane MES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for an airplane multi-engine sea aircraft.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a single engine land airplane.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for an airplane single engine sea airplane.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Gldr	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a glider.	Q
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school commercial pilot certification.	
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	LTA Air	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a lighter-than-air aircraft.	
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	LTA Ball	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a lighter-than-air balloon.	
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a power lift.	
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a rotorcraft - gyrocopter.	
Approved TCOs	Approved TCOs	Commercial Pilot - Pilot	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a commercial pilot certification for a rotorcraft - helicopter aircraft.	
Approved TCOs	Approved TCOs	Flight Instructor - Flight Instructor	Airplane ME	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a multi-engine land airplane.	Q
Approved TCOs	Approved TCOs	Flight Instructor - Flight Instructor	Airplane SE	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a single-engine land airplane.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Flight Instructor - Flight Instructor	Glider	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a glider aircraft.	Q
Approved TCOs	Approved TCOs	Flight Instructor - Flight Instructor	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school flight instructor certification.	
Approved TCOs	Approved TCOs	Flight Instructor - Flight Instructor	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a power lift aircraft.	
Approved TCOs	Approved TCOs	Flight Instructor - Flight Instructor	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a rotorcraft - gyrocopter aircraft.	
Approved TCOs	Approved TCOs	Flight Instructor - Flight Instructor	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor for a rotorcraft - helicopter aircraft.	
Approved TCOs	Approved TCOs	Instrument Rating - Add'n Instr Rating (AIR)	Airplane	Indicates if an Air Agency has a Training Course Outline (TCO) approved for an additional airplane instrument course.	Q
Approved TCOs	Approved TCOs	Instrument Rating - Add'n Instr Rating (AIR)	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for an additional instrument rating ground school course.	
Approved TCOs	Approved TCOs	Instrument Rating - Add'n Instr Rating (AIR)	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for an additional power lift instrument rating course.	
Approved TCOs	Approved TCOs	Instrument Rating - Add'n Instr Rating (AIR)	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for an additional rotorcraft instrument rating course.	
Approved TCOs	Approved TCOs	Instrument Rating - Instrument Rating	Airplane	Indicates if an Air Agency has a Training Course Outline (TCO) approved for an airplane instrument rating course.	Q

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Instrument Rating - Instrument Rating	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for an instrument rating ground school course.	
Approved TCOs	Approved TCOs	Instrument Rating - Instrument Rating	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a power lift instrument rating course.	
Approved TCOs	Approved TCOs	Instrument Rating - Instrument Rating	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a rotorcraft instrument rating course.	
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Airplane MEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a multi-engine land airplane.	Q
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Airplane MES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a multi-engine sea airplane.	Q
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a single engine land airplane.	Q
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a single engine sea airplane.	Q
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Gldr	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a glider.	Q



		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school additional class/category private pilot certification.	
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	LTA Air	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a lighter-than-air aircraft.	
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	LTA Ball	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a lighter-than-air balloon.	
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a power lift.	
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a rotorcraft- gyrocopter.	
Approved TCOs	Approved TCOs	Private Pilot - Add'n Cat/Class	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for additional class/category private pilot certification for a rotorcraft - helicopter.	
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Airplane MEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for private pilot certification course for an airplane multi-engine land.	Q
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Airplane MES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for an airplane multi-engine sea.	Q

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for an airplane single engine land.	Q
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for an airplane single engine sea.	Q
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Gldr	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a glider.	Q
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school private pilot certification.	
Approved TCOs	Approved TCOs	Private Pilot - Pilot	LTA Air	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a lighter-than-air aircraft.	
Approved TCOs	Approved TCOs	Private Pilot - Pilot	LTA Ball	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a lighter-than-air balloon.	
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a power lift.	
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a rotorcraft- gyrocopter.	
Approved TCOs	Approved TCOs	Private Pilot - Pilot	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a private pilot certification course for a rotorcraft - helicopter.	

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Recreational Pilot - Add'n Cat/Class Rec Plt	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification / additional class category for a single engine land airplane.	Q
Approved TCOs	Approved TCOs	Recreational Pilot - Add'n Cat/Class Rec Plt	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification / additional class category for a single engine sea airplane.	Q
Approved TCOs	Approved TCOs	Recreational Pilot - Add'n Cat/Class Rec Plt	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school additional class/category private pilot certification.	
Approved TCOs	Approved TCOs	Recreational Pilot - Add'n Cat/Class Rec Plt	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification / additional class category for a rotorcraft - gyrocopter.	
Approved TCOs	Approved TCOs	Recreational Pilot - Add'n Cat/Class Rec Plt	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification / additional class category for a rotorcraft - helicopter.	
Approved TCOs	Approved TCOs	Recreational Pilot - Recreational Pilot	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification for a single engine land airplane.	Q
Approved TCOs	Approved TCOs	Recreational Pilot - Recreational Pilot	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification for a single engine sea airplane.	Q
Approved TCOs	Approved TCOs	Recreational Pilot - Recreational Pilot	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school recreational pilot certification.	
Approved TCOs	Approved TCOs	Recreational Pilot - Recreational Pilot	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification for a rotorcraft - gyrocopter.	

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Approved TCOs	Approved TCOs	Recreational Pilot - Recreational Pilot	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a recreational pilot certification for a rotorcraft - helicopter.	
Additional Courses	Additional Courses	Additional School Courses	Aircraft Type Rating - Grnd School	Aircraft type rating.	
Additional Courses	Additional Courses	Additional School Courses - Flt Inst Instrument	Airplane	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor instrument for a land airplane.	Q
Additional Courses	Additional Courses	Additional School Courses - Flt Inst Instrument	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school flight instructor instrument certification.	
Additional Courses	Additional Courses	Additional School Courses - Flt Inst Instrument	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor instrument for a power lift aircraft.	
Additional Courses	Additional Courses	Additional School Courses - Flt Inst Instrument	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a flight instructor instrument for a rotorcraft - helicopter aircraft.	
Additional Courses	Additional Courses	Additional School Courses	Fundamentals of Instruction	Indicates if an Air Agency has a pilot ground school course on the fundamentals of instruction.	
Additional Courses	Additional Courses	Additional School Courses	Ground Instructor Advanced	Indicates if an Air Agency has a pilot ground school course on ground instructor advanced.	
Additional Courses	Additional Courses	Additional School Courses	Ground Instructor Basic	Indicates if an Air Agency has a pilot ground school course on ground instruction basics.	
Additional Courses	Additional Courses	Additional School Courses	Ground Instructor Instrument	Indicates if an Air Agency has a pilot ground school course on ground instructor instrument.	
Additional Courses	Additional Courses	Agriculture A/C Ops	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a single-engine sea airplane.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Additional Courses	Additional Courses	Agriculture A/C Ops	Airplane MEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a multi-engine land airplane.	Q
Additional Courses	Additional Courses	Agriculture A/C Ops	Airplane MES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a multi-engine sea aircraft.	Q
Additional Courses	Additional Courses	Agriculture A/C Ops	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a single-engine land airplane.	Q
Additional Courses	Additional Courses	Agriculture A/C Ops	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school agriculture A/C operator.	
Additional Courses	Additional Courses	Agriculture A/C Ops	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for power-lift.	
Additional Courses	Additional Courses	Agriculture A/C Ops	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for rotorcraft - GP aircraft.	
Additional Courses	Additional Courses	Agriculture A/C Ops	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for agriculture A/C operator for a rotorcraft - helicopter aircraft.	
Additional Courses	Additional Courses	Other Refresher Courses	Flight Instructor	Indicates if an Air Agency has other approved training course outlines for flight instructors.	
Additional Courses	Additional Courses	Other Refresher Courses	Ground Instructor	Indicates if an Air Agency has other approved training course outlines for GI's.	
Additional Courses	Additional Courses	Pilot Refresher Courses	Category/Class	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a category/class pilot refresher course.	
Additional Courses	Additional Courses	Pilot Refresher Courses	Instrument	Indicates if an Air Agency has a Training Course Outline (TCO) approved for an instrument pilot refresher course.	

		Vitals Data Fields – 141 Air Agency			
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Additional Courses	Additional Courses	Pilot Refresher Courses	Pilot Certificate	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a pilot refresher course.	
Additional Courses	Additional Courses	Rotorcraft Ext Load Ops	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for rotorcraft ext. load for a rotorcraft – gyro aircraft.	
Additional Courses	Additional Courses	Rotorcraft Ext Load Ops	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for rotorcraft load for a rotorcraft – helicopter aircraft.	
Additional Courses	Additional Courses	Rotorcraft Ext Load Ops	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for ground school agriculture rotorcraft ext. load operator.	
Additional Courses	Additional Courses	Special Operations	Special Operations Course	Indicates if an Air Agency has a Training Course Outline (TCO) approved for special operations.	
Additional Courses	Additional Courses	Test Pilot	Airplane MEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a multi-engine land airplane.	Q
Additional Courses	Additional Courses	Test Pilot	Airplane MES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a multi-engine sea aircraft.	Q
Additional Courses	Additional Courses	Test Pilot	Airplane SEL	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for an airplane single engine land.	Q
Additional Courses	Additional Courses	Test Pilot	Airplane SES	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for an airplane single engine sea aircraft.	Q

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Additional Courses	Additional Courses	Test Pilot	Gldr	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a glider.	Q
Additional Courses	Additional Courses	Test Pilot	Grnd School	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a ground school test pilot.	
Additional Courses	Additional Courses	Test Pilot	LTA Air	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a lighter-than-air airship.	
Additional Courses	Additional Courses	Test Pilot	LTA Ball	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a lighter-than-air balloon.	
Additional Courses	Additional Courses	Test Pilot	Power Lift	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a power lift.	
Additional Courses	Additional Courses	Test Pilot	Rotorcraft G/P	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a rotorcraft - gyro aircraft.	
Additional Courses	Additional Courses	Test Pilot	Rotorcraft Hel	Indicates if an Air Agency has a Training Course Outline (TCO) approved for a test pilot certification course for a rotorcraft - helicopter aircraft.	
Aircraft	Aircraft	Current Aircraft	Aircraft Reg. Number	Aircraft registration number.	
Aircraft	Aircraft	Current Aircraft	Make/Model/Series	Aircraft Ancillary Make, Model and Series.	
Aircraft	Aircraft	Current Aircraft	Progressive Inspection Program	Indicates if the school has a progressive inspection program for this aircraft type.	

Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Associated Designees	Associated Designees	Current Associated Designees (view only)	Approval/ Authorization/Design ation	AppAuthDesg	
Associated Designees	Associated Designees	Current Associated Designees (view only)	Cert #	Certificate Number of ACRS or DPES designee	
Associated Designees	Associated Designees	Current Associated Designees (view only)	Name	Designee Name	
Doing Business As	Doing Business As	DBA Name	DBA	Any authorized name under which the Air Agency is doing business	
Exemptions	Exemptions	Current Exemptions	Exemption Number	The assigned code of exemptions authorized for the Air Agency.	
Exemptions	Exemptions	Current Exemptions	Expiration Date	Date exemption expires.	
GDO ancillary	GDO ancillary	GDO ASI Info	Assigned Avionics Inspector	Active Avionics inspector from the local (GDO) office.	
GDO ancillary	GDO ancillary	GDO ASI Info	Assigned Maintenance Inspector	Active Maintenance inspector from the local (GDO) office.	
GDO ancillary	GDO ancillary	GDO ASI Info	Assigned Operations Inspector	Active Operations inspector from the local (GDO) office.	
Rotorcraft External Load Operations or Agriculture Aircraft Operations	Rotorcraft External Load Operations or Agriculture Aircraft Operations	Current Operations	14 CFR	FAR under which a person or organization has received authority to conduct business.	
Rotorcraft External Load Operations or Agriculture Aircraft Operations	Rotorcraft External Load Operations or Agriculture Aircraft Operations	Current Operations	Designator Code		



Vitals Data Fields – 141 Air Agency					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Rotorcraft External Load Operations or Agriculture Aircraft Operations	Rotorcraft External Load Operations or Agriculture Aircraft Operations	Current Operations	FAR 133 Expiration Date		
Rotorcraft External Load Operations or Agriculture Aircraft Operations	Rotorcraft External Load Operations or Agriculture Aircraft Operations	Current Operations	Name	The legal or official name of the Training Center.	
Rotorcraft External Load Operations or Agriculture Aircraft Operations	Rotorcraft External Load Operations or Agriculture Aircraft Operations	Current Operations	Office Code		
Tracking Information	Tracking Information	<none>	Associated Reference ID	Free form field used by the field office for cross-referencing files.	
Tracking Information	Tracking Information	<none>	National Use	Free form field for tracking national usage.	
Tracking Information	Tracking Information	<none>	PTRS Record ID	The year (YYYY) and serial number of the PTRS record ID of the POI's open 1240 record when the FAR 141 record is added.	
Tracking Information	Tracking Information	<none>	Special Purpose	Free form field for tracking purposes on a temporary or permanent basis.	
Comments	Comments	<none>	Comments	Additional information, considered significant, that is not recorded elsewhere in the record.	

### 13.6 Vitals Data Fields - 142 Training Centers

The following table lists the configuration vitals attributes that make up a 142 certificate holder's configuration data. These appear on the **Configuration Data > Vitals** tab. Items are ordered by the section title / subtitle they appear in on the **Vitals** tab.

**Note:** The **Scoping** column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's **Scoping** column value is P, that means that the entry made on the **Vitals** tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification / Physical Location	Identification / Physical Location	Authorizations	14 CFR 142 Name	The legal or official name of the air agency	
Identification / Physical Location	Identification / Physical Location	Authorizations	Airport ID	Alphanumeric identifier of the airport where the air agency provides services. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.	
Identification / Physical Location	Identification / Physical Location	Authorizations	CHDO	This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.	
Identification / Physical Location	Identification / Physical Location	Authorizations	Foreign	Indicates if the Air Agency is located in a foreign country.	
Identification / Physical Location	Identification / Physical Location	Authorizations	GDO	Identifies the GDO of the satellite pilot school.	
Identification / Physical Location	Identification / Physical Location	Authorizations	Transferred CHDO	The District Office to which the certificate is being transferred.	
Identification / Physical Location	Identification / Physical Location	Certificate Information	Parent DSGN	Designator code of the parent air agency, if this is a record for a satellite.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Address 1	First line of Air Agency address which identifies its physical location.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Address 2	Second line of Air Agency address (if needed).	

### Vitals Data Fields – 142 Training

Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification / Physical Location	Identification / Physical Location	Physical Location	Address 3	Third line of Air Agency address (if needed).	
Identification / Physical Location	Identification / Physical Location	Physical Location	Alternate Phone		
Identification / Physical Location	Identification / Physical Location	Physical Location	Business Phone	Business telephone number for Air Agencies located in the United States or U.S. possession.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Business Phone Ext	Business Phone Extension	
Identification / Physical Location	Identification / Physical Location	Physical Location	City	Name of City or Town of the physical location of the Air Agency.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Country	The two-character abbreviation of the country where the Air Agency resides.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Email Address	Electronic mail (e-mail) address.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Fax	Business Fax number of the Air Agency.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Foreign Phone	Business telephone number including the country code and city code (if applicable), for Air Agencies located outside of the United States or U.S. possession.	
Identification / Physical Location	Identification / Physical Location	Physical Location	Foreign Phone / Ext	Foreign Phone Ext	
Identification / Physical Location	Identification / Physical Location	Physical Location	Org Web Site	Organization Website	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification / Physical Location	Identification / Physical Location	Physical Location	Postal Code	US Postal Zip Code or Foreign country postal code associated with the Air Agencies physical location.	
Identification / Physical Location	Identification / Physical Location	Physical Location	State	State of the Air Agency address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Address 1	First line of Air Agency mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Address 2	Second line of Air Agency mailing address (if needed).	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Address 3	Third line of Air Agency mailing address (if needed).	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	City	Name of City or Town of the mailing address of the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Country	The two-character abbreviation of the country of the Air Agencies mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	Postal Code	US Postal Zip Code or Foreign country postal code associated with the Air Agencies mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Mailing Address	State	State of the Air Agency mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Business Phone	Telephone of the person performing chief executive officer duties at the Air Agency.	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Business Phone Ext	Telephone Extension of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Email Address	Electronic mail (e-mail) address of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Fax	Business Fax number of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Foreign Phone	Business telephone number including the country code and city code (if applicable) of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Foreign Phone Ext	CEO Foreign Phone EXT	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Mobile Phone	CEO Mobile Phone	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Name	Official name of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Chief Executive Officer	Title	Organizational title of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Business Phone	Telephone of the person performing liaison duties at the Air Agency if located in the US.	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Business Phone Ext	Telephone extension of the person performing liaison duties at the Air Agency if located in the US.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Email Address	Electronic mail (e-mail) address of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Fax	Business Fax number of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Foreign Phone	Business telephone number including the country code and city code (if applicable) of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Foreign Phone Ext	Business telephone extension including the country code and city code (if applicable) of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Mobile Phone	Liaison Mobile Phone	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Name	Person who serves as the contact point between the Air Agency and the FAA. This is the official the FAA inspector contacts during a visit to the facility.	
Mailing Address/CEO/Company Liaison	Mailing Address/CEO/Company Liaison	Company Liaison	Title	Organizational title of the person performing FAA liaison duties at the Air Agency.	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Certificate Number	The current certificate number that appears on the Air Agency certificate.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Certificate Status	Current status of the certificate.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Date of Status	The date on which the Certificate Status was last modified.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Current Issue Date	The date on which the certificate was reissued.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Original Issue Date	The date on which the certificate was originally issued.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Expiration Date	The date on which the Certificate Status expires.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Satellite Status	Indicates the status of the satellite.	Q
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Satellite Status Date	The date on which the Satellite Status was last modified.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Validation Date	The date on which the data has been verified for accuracy.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Associated with College/University	Indicates if the Training center is associated with a college or university.	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Certificate Information	Remote Training Sites Authorized	Identifies if Remote Training Sites are Authorized	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Cert Mechanics	The number of Certified mechanic(s) employed by the Training Center.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Evaluators	The number of evaluator(s) employed by the Training Center.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Instructors	The number of instructors other than the chief and assistant chief instructor(s) employed by the Training Center.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Non Cert Mechanics	The number of Non Certified mechanic(s) employed by the Training Center.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Repairmen	The number of repairmen employed by the Training Center.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Number of Personnel	Total Employees	The total number of employees, regardless of the type of work performed, that are employed by the Air Agency at that location.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Inspectors	Training Center Program Mgr or POI	The name of the Training Center Program Manager.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Inspectors	Assistant Training Center Program Mgr	The name of the Assistant Training Center Program Manager.	



Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Inspectors	Principal Avionics Inspector	Inspector ID code of the assigned avionics inspector.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Inspectors	Principal Maintenance Inspector	Inspector ID code of the assigned maintenance inspector.	
Certificate Information / Number of Personnel / Inspectors	Certificate Information / Number of Personnel / Inspectors	Inspectors	Principal Operations Inspector	Inspector ID code of the assigned principal operations inspector.	
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	VDRP - Voluntary Disclosure Reporting System	Select if the air agency has an approved Voluntary Disclosure Reporting Program (VDRP) .	Q
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	SMSVP - SMS Voluntary Program	Select if the air agency has an approved Safety Management System Voluntary Program.	Q, M
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	ASAP - Aviation Safety Action Program	Select if the air operator has an approved Aviation Safety Action Program (ASAP).	Q
Agreements and Authorizations	Agreements and Authorizations	Authorizations	Electronic Recordkeeping	Select if the certificate holder is authorized to use electronic recordkeeping.	Q, M
Agreements and Authorizations	Agreements and Authorizations	Authorizations	Electronic Signatures	Select if the certificate holder is authorized to use electronic signatures.	Q, M
Partial Program Managers	Partial Program Managers	Current Partial Program Managers	Partial Program Manager	Code which identifies the Partial Program Manager.	
Partial Program Managers	Partial Program Managers	<none>	Make/Model	Make/Model or Make/Model/Series code.	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Partial Program Managers	Partial Program Managers	<none>	Make/Model	Make/Model or Make/Model/Series code.	
Partial Program Managers	Partial Program Managers	<none>	Make/Model	Make/Model or Make/Model/Series code.	
Partial Program Managers	Partial Program Managers	<none>	Make/Model	Make/Model or Make/Model/Series code.	
Partial Program Managers	Partial Program Managers	<none>	Make/Model	Make/Model or Make/Model/Series code.	
Partial Program Managers	Partial Program Managers	<none>	Make/Model	Make/Model or Make/Model/Series code.	
Partial Program Managers	Partial Program Managers	<none>	Make/Model	Make/Model or Make/Model/Series code.	
Partial Program Managers	Partial Program Managers	<none>	Make/Model	Make/Model or Make/Model/Series code.	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Aircraft	Make/Model/Series	Aircraft Ancillary Make, Model and Series.	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Aircraft	Number of Aircraft	Number of Aircraft	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Sims and FTDs	FAA Id	FAA Identifier for the Simulator or Flight Training Device.	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Sims and FTDs	FTD Manufacturer	Flight Training Device manufacturer.	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Sims and FTDs	FTD Model	Flight Training Device Model.	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Sims and FTDs	FTD Serial No	Flight Training Device serial number.	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Sims and FTDs	Level	FTD Level.	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Sims and FTDs	Make/Model	Make, Model and Series of the simulators or flight training device.	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Sims and FTDs	Special Remarks	This field is for special use by the TCPM to provide additional information on training devices.	
Aircraft / Sims and FTDs	Aircraft / Sims and FTDs	Current Sims and FTDs	TCPM Responsible for Evaluation and Approval	Indicates whether the TCPM is responsible for the evaluation and approval of the simulator (or FTD).	
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Aircraft Training	Select if the Training Center or Satellite uses aircraft in its training curriculums.	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Advanced Qualification Program (AQP)	Select if the Training Center or Satellite has an approved Advanced Qualification (AQP) training program.	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Reduction in Hours	Select if the Training Center or Satellite has a curriculum approved for a reduction in training hours.	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Pictorial Preflight Courseware	Select if the Training Center or Satellite uses Pictorial Preflight Courseware	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	ATP Certification Training Program	Select if the Training Center or Satellite has an approved ATP Certification Training Program (Ref. 142.54)	Q

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	LOFT - Line Oriented Flight Training	Select if the Training Center or Satellite has an approved Line Oriented Flight Training program.	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Use Distance Learning	Select if the Training Center or Satellite allows for the use of Distance Learning.	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Other Approved Courses	Select if the Training Center or Satellite use Other Approved Course issued in TSPEC B003	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Core Curriculums	Select for the Training Center or Satellite use of Core Curriculums issued in TSPEC B001	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Specialty Curriculums	Select if the Training Center is authorized Specialty Curriculums as identified In Tspec B002	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Pilot School Training, Testing and/or Checking	Select if the Training Center or Satellite conducts Pilot School Training, Testing and/or Checking.	Q
Applicable Training Program Criteria	Applicable Training Program Criteria	<none>	Circling Approach Procedures	Select if the Training Center is authorized Circling Approaches as identified In Tspec C075.	Q
Training Curriculum	Training Curriculum	Current Training Curriculums	Course Number	Training Curriculum Course Number	
Training Curriculum	Training Curriculum	Current Training Curriculums	Curriculum Code	Training Curriculum Code	
Training Curriculum	Training Curriculum	Current Training Curriculums	Remarks/Additional Information	Contains remarks or a brief description of the authorized curriculum (identifies the curriculum when Curriculum Code = 'OTHER').	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Training Curriculum	Training Curriculum	Current Training Curriculums	Type Rating	Training Curriculum Rating Type	
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	14 CFR	Operator FAR	
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	CHDO	Operator CHDO	
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	Facility Use Only (Dry)	Facility Use Only.	
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	Make/Model/Series	Make/Model or Make/Model/Series.	
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	Name	Operator Designator Name	
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	Operator/Agency Designator	Operator Designator Code	
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	Sim/FTD FAA ID	FAA Identifier	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	Training (Wet)	Indicates if the Operator has certified training.	
Contracting Operator / Agreements	Contracting Operator / Agreements	Current Contracting Operator / Agreements	Type	Type of Operator	
Doing Business As	Doing Business As	DBA Name	DBA	The authorized name under which the Air Agency is doing business as.	
Exemptions	Exemptions	Current Exemptions	Exemption Date	Date exemption expires.	
Exemptions	Exemptions	Current Exemptions	Exemption Number	The assigned code of exemption's authorized for the Air Agency.	
GDO ancillary	GDO ancillary	GDO ASI Info	Assigned Avionics Inspector	Active Operations inspector from the local (GDO) office.	
GDO ancillary	GDO ancillary	GDO ASI Info	Assigned Maint Inspector	Active Maintenance inspector from the local (GDO) office.	
GDO ancillary	GDO ancillary	GDO ASI Info	Assigned OPS Inspector	Active Avionics inspector from the local (GDO) office.	
Tracking Information	Tracking Information	<none>	Associated Reference ID	Free form field used by the field office for cross-referencing files.	
Tracking Information	Tracking Information	<none>	National Use	Free form field for tracking national usage.	
Tracking Information	Tracking Information	<none>	PTRS Record ID	The year (YYYY) and serial number of the PTRS record ID of the POI's open 1240 record when the FAR 142 record is added.	

Vitals Data Fields – 142 Training					
Centers					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Tracking Information	Tracking Information	<none>	Special Purpose	Free form field for tracking purposes on a temporary or permanent basis.	
Comments	Comments	<none>	Comments	Additional information, considered significant, that is not recorded elsewhere in the record.	

### 13.7 Vitals Data Fields - 145 Operators

The following table lists the configuration vitals attributes that make up a 145 certificate holder's configuration data. These appear on the **Configuration Data > Vitals** tab. Items are ordered by the section title / subtitle they appear in on the **Vitals** tab.

**Note:** The **Scoping** column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's **Scoping** column value is P, that means that the entry made on the **Vitals** tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification/B ASA	Identification/BASA/Physical Location	Authorizations	14 CFR 145 Name	This is the legal or official name of the certificate holder. This field is autofilled and cannot be edited.	
Identification/B ASA	Identification/BASA/Physical Location	Authorizations	CHDO	This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification/B ASA	Identification/BASA/Physical Location	Authorizations	Airport ID	The alphanumeric identifier for the airport on which the contractor is located. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.	
Identification/B ASA	Identification/BASA/Physical Location	Authorizations	Non-U.S.	Indicates if the certificate holder is located in a foreign country. This field is autofilled and cannot be edited.	
Identification/B ASA	Identification/BASA/Physical Location	Bilateral Agreements for Repair Stations Located in the U.S. - Check all that apply	EASA Listed	Select if the certificate holder is EASA approved. (This field shown only for domestic repair stations)	M, Q
Identification/B ASA	Identification/BASA/Physical Location	Bilateral Agreements for Repair Stations Located in the U.S. - Check all that apply	EASA Certificate Number	Enter EASA approved certificate holder certificate number. (This field shown only for domestic repair stations that are approved by EASA)	
Identification/B ASA	Identification/BASA/Physical Location	Bilateral Agreements for Repair Stations Located in the U.S. - Check all that apply	EASA Continuation Date	Upon initial approval, renewal, or amendment of EASA certification enter the new continuation (expiration) date.(This field shown only for domestic repair stations approved by EASA)	



Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification/B ASA	Identification/BASA/Physical Location	Bilateral Agreements for Repair Stations Located in the U.S. - Check all that apply	Singapore Listed	Select if the certificate holder is Singapore approved. (This field shown only for domestic repair stations)	
Identification/B ASA	Identification/BASA/Physical Location	Bilateral Agreements for Repair Stations Located in the U.S. - Check all that apply	Canada TCCA Supplement	Select if the certificate holder has a Canada TCCA Supplement. (This field shown only for domestic repair stations)	Q
Identification/B ASA	Identification/BASA/Physical Location	Certificate Information for Repair Stations Located outside the U.S.	Has Bilateral Agreement	Select if the certificate holder is located outside the U.S. and is primarily monitored by an Aviation Authority other than the FAA. (This field shown only for repair stations located outside of US)	P
Identification/B ASA	Identification/BASA/Physical Location	Certificate Information for Repair Stations Located outside the U.S.	EASA	Select if the certificate holder is located outside the U.S. and is primarily monitored by an EASA Aviation Authority. (This field shown only for repair stations located outside of US)	
Identification/B ASA	Identification/BASA/Physical Location	Certificate Information for Repair Stations Located outside the U.S.	Switzerland	Select if the certificate holder is located outside the U.S. and is primarily monitored by an EASA/FOCA Aviation Authority. (This field shown only for repair stations located outside of US)	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification/B ASA	Identification/BASA/Physical Location	Certificate Information for Repair Stations Located outside the U.S.	Singapore	Select if the certificate holder is located outside the U.S. and is primarily monitored by the CAA of Singapore. (This field shown only for repair stations located outside of US)	
Identification/B ASA	Identification/BASA/Physical Location	Certificate Information for Repair Stations Located outside the U.S.	United Kingdom	Select if the certificate holder is located outside the US and is primarily monitored by the UK Civil Aviation Authority. (This field shown only for repair stations located outside of US)	
Identification/B ASA	Identification/BASA/Physical Location	Certificate Information	Core Foreign Certificate Number	Contains the certificate number issued by the country in which the certificate holder resides. (This field shown only for repair stations located outside of US)	
Identification/B ASA	Identification/BASA/Physical Location	Certificate Information	Foreign Certificate Issue Date	Contains the date the foreign certificate number was issued. (This field shown only for repair stations located outside of US)	
Identification/B ASA	Identification/BASA/Physical Location	Certificate Information	Aviation Authority (AA) with Surveillance Responsibility	Select the aviation authority with surveillance responsibility. (applicable to PG H only).	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Address 1	The first line of the address, which identifies the physical location of the certificate holder.	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Address 2	The second line of the address (if needed).	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Address 3	The third line of the address (if needed).	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	City	The name of the city or town.	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	State	The two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Postal Code	The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Country	The country where the certificate holder is located. (This field shown only for repair station located outside of US)	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Business Phone	The business telephone number including area code, if the certificate holder is located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Alternate Phone	The alternate telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	FAX	The business fax number including area code, if the certificate holder is located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Foreign Phone / Extension	The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Email Address	The electronic mail (e-mail) address.	
Identification/B ASA	Identification/BASA/Physical Location	Physical Location	Org Web Site	Enter the certificate holder web site.	
Mailing Address/CEO/C ompany Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Mailing Address	Same as Physical Address	Select if the Mailing Address information is the same as the Physical Location	
Mailing Address/CEO/C ompany Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Mailing Address	Address 1	The first line of the address, which identifies the physical location of the certificate holder.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Mailing Address	Address 2	The second line of the address (if needed).	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Mailing Address	Address 3	The third line of the address (if needed).	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Mailing Address	City	The name of the city or town.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Mailing Address	State	The two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Mailing Address	Country	The country where the certificate holder is located (This field shown only for repair station located outside of US).	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Mailing Address/CEO/C ompany Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Mailing Address	Postal Code	The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
Mailing Address/CEO/C ompany Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Chief Executive Officer	Name	The name of the person performing chief executive officer duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."	
Mailing Address/CEO/C ompany Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Chief Executive Officer	Title	The organizational title of the person.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Chief Executive Officer	Business Phone	The business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Chief Executive Officer	Mobile Phone	The cellular telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Chief Executive Officer	Foreign Phone	The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession ((This field shown only for repair station located outside of US).	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Chief Executive Officer	FAX	The FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Chief Executive Officer	Email Address	The electronic mail (e-mail) address.	

Vitals Data Fields - 145 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Company Liaison	Name	The company liaison is the person who serves as the contact point between the certificate holder and the FAA. The inspector contacts this official during a visit to the facility. Enter the name of the person performing liaison duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Company Liaison	Title	The organizational title of the person.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Company Liaison	Business Phone	The business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	



Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Company Liaison	Mobile Phone	The cellular telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Company Liaison	FAX	The FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Company Liaison	Foreign Phone	The business telephone number including country code, if the certificate holder is located outside of the United States or U.S. possession.	
Mailing Address/CEO/Company Liaison/POC	Mailing Address/CEO/Company Liaison/POC	Company Liaison	Email Address	The electronic mail (e-mail) address (This field shown only for repair station located outside of US).	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Certificate Number	A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Original Issue Date	The date the certificate was originally issued appears in this field. This field is autofilled and cannot be edited.	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Current Issue Date	Update this field when changes in the certificate holder's operation result in reissuance of the certificate holder certificate. Enter the date the certificate was reissued.	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Certificate Status	The current status of the certificate. The following options are valid codes/descriptions: P Precertificated T Terminated A Active. D Surrendered R Revoked S Suspended	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Certificate Number	A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Original Issue Date	The date the certificate was originally issued appears in this field. This field is autofilled and cannot be edited.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Current Issue Date	Update this field when changes in the certificate holder's operation result in reissuance of the certificate holder certificate. Enter the date the certificate was reissued.	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Certificate Status	The current status of the certificate. The following options are valid codes/descriptions: P Precertificated T Terminated A Active. D Surrendered R Revoked S Suspended	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Date of Status	A change was made this date to the certificate status. When the certificate status changes the system autofills the field with today's date. The date can be replaced with a date earlier than today's date.	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Validation Date	The Validation Date field is autofilled with today's date on initial entry of the certificate holder record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the certificate holder. The information being validated can be done in person, by phone or by mail.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Expiration Date	The expiration date as shown on the certificate holder certificate.	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Satellite	Read only: This certificate holder is a satellite repair station under the managerial control of another certificated repair station.	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Designated as Satellite Repair Station	Select if the certificate holder is to be designated as a satellite repair station.	
Certificate Information/Personnel	Certificate Information/Personnel	Certificate Information	Parent designator Code	This field read only and show FAAMIS parent designator value	
Certificate Information/Personnel	Certificate Information/Personnel	QMS Contractor	In-House Quality Monitoring System (QMS)	Select if the certificate holder's organization includes a formalized method of carrying out internal audits of its products, procedures, and facilities.	
Certificate Information/Personnel	Certificate Information/Personnel	QMS Contractor	QMS Contractor	The name of the person or organization providing independent audit services to the certificate holder, in support of a formalized QMS.	
Certificate Information/Personnel	Certificate Information/Personnel	Number of Personnel at this Location	FAA Cert Mechanics	The number of mechanics who have been certificated by the FAA under the provisions of FAR 65, Subpart D (A&P).	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Certificate Information/Personnel	Certificate Information/Personnel	Number of Personnel at this Location	Non-Cert Mechanics	The number of mechanics who have not been certificated by the FAA under the provisions of FAR 65, Subpart D (A&P) or Subpart E (Repairmen). NOTE: At a facility, that employs both manufacturing and certificate holder personnel, only count those personnel assigned to the certificate holder. Do not count the manufacturer's employees.	Q
Certificate Information/Personnel	Certificate Information/Personnel	Number of Personnel at this Location	Repairmen	The number of mechanics who have been certificated by the FAA under the provisions of FAR 65, Subpart E (Repairmen). NOTE: At a facility, that employs both Manufacturing and certificate holder personnel, only count those personnel assigned to the certificate holder. Do not count the manufacturer's employees.	Q
Certificate Information/Personnel	Certificate Information/Personnel	Number of Personnel at this Location	Total Employees	The total number of employees, regardless of the type of work performed, who are employed by the certificate holder at that location.	
Certificate Information/Personnel	Certificate Information/Personnel	Inspectors	Principal Maintenance Inspector	The three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).	
Certificate Information/Personnel	Certificate Information/Personnel	Inspectors	Principal Avionics Inspector	The three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Certificate Information/Personnel	Maintenance Functions	Other Maintenance Functions	Work Away from Home Station	Select this field if the certificate holder is authorized to perform work at a place other than its fixed location.	Q
Certificate Information/Personnel	Maintenance Functions	Other Maintenance Functions	Mobile Maintenance Unit(s)	Select if the certificate holder uses mobile maintenance unit(s)	M, Q
Certificate Information/Personnel	Maintenance Functions	Other Maintenance Functions	Perform Maintenance/Alteration for Air Carrier	Select this field if the organization performs maintenance, preventive maintenance, and/or alterations for certificate holders under Parts 121, 125, 135, and/or foreign air carriers or foreign persons operating US registered aircraft in common carriage under 14 CFR Part 129.	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessories	Class 1	Select the proper Accessory Class for this certificate holder.	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessories	Class 2	Select the proper Accessory Class for this certificate holder.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessories	Class 3	Select the proper Accessory Class for this certificate holder.	
	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessories	mm/dd/yyyy	date	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Airframe	Class 1	Select the proper Airframe Class for this certificate holder.	Q
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Airframe	Class 2	Select the proper Airframe Class for this certificate holder.	Q
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Airframe	Class 3	Select the proper Airframe Class for this certificate holder.	Q

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Airframe	Class 4	Select the proper Airframe Class for this certificate holder.	
	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Airframe	mm/dd/yyyy	date	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Instrument	Class1	Select the proper Instrument Class for this certificate holder.	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Instrument	Class2	Select the proper Instrument Class for this certificate holder.	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Instrument	Class3	Select the proper Instrument Class for this certificate holder.	



Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Instrument	Class4	Select the proper Instrument Class for this certificate holder.	
	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Instrument	mm/dd/yyyy	date	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Powerplant	Class 1	Select the proper Powerplant Class for this certificate holder.	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Powerplant	Class 2	Select the proper Powerplant Class for this certificate holder.	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Powerplant	Class 3	Select the proper Powerplant Class for this certificate holder.	
	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Powerplant	mm/dd/yyyy	date	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Propeller	Class 1	Select the proper Propeller Class for this certificate holder.	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Propeller	Class 2	Select the proper Propeller Class for this certificate holder.	
	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Propeller	mm/dd/yyyy	date	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Radio	Class 1	Select the proper Radio Class for this certificate holder.	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Radio	Class 2	Select the proper Radio Class for this certificate holder.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Radio	Class 3	elect the proper Radio Class for this certificate holder.	
	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Radio	mm/dd/yyyy	date	
Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	Accessory/Airframe/Instrument/Powerplant/Propeller/Radio/SFAR	n/a	SFAR 36 Authorized	Select if the repair station has been issued a letter of authorization to perform a major repair on a product using technical data that have not been approved by the Administrator and to approve that product for return to service under the provisions of SFAR 36.	
Tracking Information	Tracking Information	n/a	Associated Reference ID	This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the certificate holder or other computer files.	
Tracking Information	Tracking Information	n/a	Special Purpose	This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office may use this field.	
Tracking Information	Tracking Information	n/a	National Use	This is a two-character field provided for use as directed by FAA Headquarters for specific tracking purposes on a temporary or permanent basis.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Tracking Information	Tracking Information	n/a	PTRS Record ID	The Auto Generate PTRS feature, if enabled, autofills with the original certification PTRS Record ID. This field is autofilled and cannot be edited. This feature may be enabled or disabled and is available through the System Administrator's Tool . Please check with your FSAS System Administrator to verify the status of this feature for your office.	
Limited Ratings	Limited Ratings	n/a	Airframe	Select if the certificate holder is authorized for Limited Rating – Airframe. Enter the limited ratings authorized.	Q
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Power Plant	Select if the certificate holder is authorized for Limited Rating – Powerplant. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Propeller	Select if the certificate holder is authorized for Limited Rating – Propeller. Enter the limited ratings authorized.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Instruments	Select if the certificate holder is authorized for Limited Rating – Instruments. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Radio	Select if the certificate holder is authorized for Limited Rating – Radio. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Accessories	Select if the certificate holder is authorized for Limited Rating – Accessories. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Limited Ratings	Limited Ratings	n/a	Landing Gear	Select if the certificate holder is authorized for Limited Rating – Landing Gear. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Float	Select if the certificate holder is authorized for Limited Rating – Floats. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Non-Destructive Testing	Select if the certificate holder is authorized for Limited Rating – Non-Destructive Testing. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Emergency Equipment	Select if the certificate holder is authorized for Limited Rating – Emergency Equipment. Enter the limited ratings authorized.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Rotor Blades	Select if the certificate holder is authorized for Limited Rating – Rotor Blades. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Aircraft Fabric	Select if the certificate holder is authorized for Limited Rating – Aircraft Fabric. Enter the limited ratings authorized.	
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Limited Ratings	Limited Ratings	n/a	Specialized Services	Select if the certificate holder is authorized for Limited Rating – Specialized Service. Enter the limited ratings authorized.	Q

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Limited Ratings	Limited Ratings	n/a	mm/dd/yyyy	Enter the date the certificate holder was last authorized for this rating. This field is autofilled with today's date and may be edited.	
Repair Station Operations	Repair Station Operations	Repair Station	Performs Major Alterations	Select if the certificate holder performs major alterations in accordance with Part 43 on any article for which it is rated and within the limitations of its operations specifications and/or if it arranges for another person to perform major alterations of any article for which it is rated.	Q
Repair Station Operations	Repair Station Operations	Repair Station	Performs Major Repairs	Select if the certificate holder performs major repairs in accordance with Part 43 on any article for which it is rated and within the limitations of its operations specifications and/or if it arranges for another person to perform major repairs of any article for which it is rated.	Q
Repair Station Operations	Repair Station Operations	Records and Technical Data	Issued in the Form of Controlled Documents	Select if the certificate holder uses technical data issued in the form of controlled documents for maintaining articles for which it is rated.	Q
Repair Station Operations	Repair Station Operations	Records and Technical Data	Component Testing Software	Select if the certificate holder utilizes component testing software for maintaining articles for which it is rated and within the limitations of its operations specifications.	Q



Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Repair Station Operations	Repair Station Operations	Records and Technical Data	Form 337	Select if the certificate holder uses FAA Form 337 for recording major repairs and alterations.	Q
Repair Station Operations	Repair Station Operations	Records and Technical Data	Master Library	Select if the certificate holder maintains a master library.	Q
Repair Station Operations	Repair Station Operations	Records and Technical Data	Records Stored Offsite	Select if the certificate holder stores records that are required to be kept at an off- site location.	Q
Repair Station Operations	Repair Station Operations	Records and Technical Data	Performs Airworthiness Directives	Select if the certificate holder performs Airworthiness Directives.	Q
Repair Station Operations	Repair Station Operations	Equipment,Parts,and Materials	Fabricates Parts	Reference AC 43-18 Fabrication of Aircraft parts by Maintenance Personnel	Q
Repair Station Operations	Repair Station Operations	Equipment,Parts,and Materials	Life Limited Parts	Select if the certificate holder stores or maintains parts for which a mandatory replacement limit is specified in the type design, the Instructions for Continued Airworthiness, or the maintenance manual.	Q
Repair Station Operations	Repair Station Operations	Equipment,Parts,and Materials	Overhaul of Parts	Select if the certificate holder performs overhaul of articles for which it is rated and within the limitations of its operations specifications.	Q
Repair Station Operations	Repair Station Operations	Equipment,Parts,and Materials	Test Cell	Select if the certificate holder uses test cells to maintain aircraft engines and APUs for which it is rated.	Q

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Repair Station Operations	Repair Station Operations	Contract Agreements	Contracts Out Parts Fabrication	Select If the certificate holder Has An Approved Contract Maintenance Program. Select If the certificate holder Has This Function Approved As Part Of Its Accepted Contract Maintenance Program. Reference AC 43-18	Q
Repair Station Operations	Repair Station Operations	Contract Agreements	Leased/Rented Equipment	Select if the certificate holder leases or rents equipment to support return to service activities.	Q
Agreements and Authorizations	Agreements and Authorizations	Special Authorization and Approvals	Hazmat Employer	Select if the certificate holder and/or it's contractors and subcontractors perform job functions concerning transportation of hazmat. a letter certifying the training of the appropriate employees must be in the certification report and file.	Q
Agreements and Authorizations	Agreements and Authorizations	Special Authorization and Approvals	Transport Canada Civil Aviation (TCCA) Maintenance	Select if the certificate holder performs maintenance, preventive maintenance, or modifications (with the exception of annual inspections) on a civil aeronautical product under the regulatory control of TCCA.	Q
Agreements and Authorizations	Agreements and Authorizations	Other Certificates and/or Approvals	Contracts Maintenance to Non-Certificated Contractor	Select if the certificate holder has an approved contract maintenance program.	Q
Agreements and Authorizations	Agreements and Authorizations	Other Certificates and/or Approvals	Contracts Maintenance to Certificated Contractor	Select if the certificate holder has an approved contract maintenance program.	Q

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Agreements and Authorizations	Agreements and Authorizations	Other Certificates and/or Approvals	Foreign Air Carrier Maintenance	Select if the certificate holder performs maintenance on a foreign air carrier or a person operating a US registered aircraft under Part 129.	Q
Agreements and Authorizations	Agreements and Authorizations	Other Certificates and/or Approvals	Perform Maintenance Outside of Housing	Select this field if suitable facilities were provided that are accepted to the FAA and meet 145.103(a) for items where work was performed outside of the repair station's housing.	Q
Agreements and Authorizations	Agreements and Authorizations	Other Certificates and/or Approvals	Performs Air Carrier Essential Maintenance	Select if the certificate holder performs essential maintenance for an air carrier.	Q
Agreements and Authorizations	Agreements and Authorizations	Other Certificates and/or Approvals	Performs Air Carrier Maintenance	Select if the certificate holder performs maintenance other than essential maintenance for an air carrier.	Q
Agreements and Authorizations	Agreements and Authorizations	Other Certificates and/or Approvals	Capability List	Select if the certificate holder has submitted and maintains a list of approved repair capabilities	Q
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	IEP - Internal Evaluation Program	Select if the certificate holder has an approved Internal Evaluation Program (IEP).	Q
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	ASAP - Aviation Safety Action Program	Select if the certificate holder has an approved Aviation Safety Action Program (ASAP).	Q

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	VDRP -Voluntary Disclosure Reporting System	Select if the certificate holder has an approved Voluntary Disclosure Reporting Program (VDRP) .	
Agreements and Authorizations	Agreements and Authorizations	Safety Programs	SMS VP - Safety Management System Voluntary Program	Select if the certificate holder utilizes an approved SMSVP program in Active Conformance. This is to be selected after the change of the certificate holder's program status from "SMSVP Active Participant" to "SMSVP Active Conformance."	M, Q
	Geographic Authorizations - Foreign Only	Current Geographic Authorizations	Designator	Four character alphanumeric identifier of the air carrier/operator (Ref. OpSpec B050)	
Geographic Authorizations - Foreign Only	Geographic Authorizations - Foreign Only	Current Geographic Authorizations	Operator Name	The name of the air carrier/operator where the certificate holder provides services. (Ref. OpSpec B050)	
Geographic Authorizations - Foreign Only	Geographic Authorizations - Foreign Only	Current Geographic Authorizations	Airport ID	Alphanumeric identifier of the airport (Ref. OpSpec B050)	
	Geographic Authorizations - Foreign Only	Current Geographic Authorizations	Aircraft MM	The make/model of the aircraft that the certificate holder provides service for. (Ref. OpSpec B050)	
Geographic Authorizations - Foreign Only	Geographic Authorizations - Foreign Only	Current Geographic Authorizations	Contract Number	Enter the contract number. Leave blank if no contract number exists. (Ref. OpSpec B050)	
Doing Business As	Doing Business As	DBA Name	DBA	Any authorized name under which the certificate holder is doing business as authorized in OPSS Paragraph A001.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Exemptions	Exemptions	Current Exemptions	Exemption Number	The assigned codes for any Exemptions for which the certificate holder is authorized.	
Exemptions	Exemptions	Current Exemptions	Expiration Date	The date the Exemption expires.	
	Accountable Manager	Current Accountable Manager	Type	Select the Accountable Manager type. There are two selections:  FAA FAA approved Accountable Manager EASA EASA approved Accountable Manager	
Accountable Manager	Accountable Manager	Current Accountable Manager	Name	The name of the person performing Accountable Manager duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."	
Accountable Manager	Accountable Manager	Current Accountable Manager	Title	The organizational title of the person.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Accountable Manager	Accountable Manager	Current Accountable Manager	Business Phone / Extension	The business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	
	Accountable Manager	Current Accountable Manager	Alternate Phone	Enter the alternate telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	
	Accountable Manager	Current Accountable Manager	Foreign Phone	Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.	
	Accountable Manager	Current Accountable Manager	Fax	Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
	Accountable Manager	Current Accountable Manager	Mobile Phone	Enter the cellular telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	
	Accountable Manager	Current Accountable Manager	E-Mail Address	Enter the electronic mail (e-mail) address.	
Additional Fixed Locations	Additional Fixed Locations	Fixed Locations	Address1	The first line of the address, which identifies the physical location of the additional fixed location.	
	Additional Fixed Locations	Fixed Locations	Address2	Enter the second line of the address (if needed).	
	Additional Fixed Locations	Fixed Locations	Address3	Enter the third line of the address (if needed).	
Additional Fixed Locations	Additional Fixed Locations	Fixed Locations	City	The name of the city or town.	
Additional Fixed Locations	Additional Fixed Locations	Fixed Locations	State	The two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.	

Vitals Data Fields - 145 Operators

Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
	Additional Fixed Locations	Fixed Locations	Postal Code	The U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.	
	Additional Fixed Locations	Fixed Locations	Country	The country where for the additional fixed location	
	Additional Fixed Locations	Fixed Locations	Business Phone / Extension	Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession. Enter the extension number, if necessary, to reach the person.	
	Additional Fixed Locations	Fixed Locations	Alternate Phone	Enter the alternate telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	



Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
	Additional Fixed Locations	Fixed Locations	Fax	Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.	
	Additional Fixed Locations	Fixed Locations	Foreign Phone / Extension	Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.	
	Additional Fixed Locations	Fixed Locations	Mobile Phone	Enter the cellular telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.	
	Additional Fixed Locations	Fixed Locations	E-Mail Address	Enter the electronic mail (e-mail) address.	
EASA 145 Listed Line Stations	EASA 145 Listed Line Stations	BASA 145 Listed Line Stations	Location	The Airport Identification or select from the drop-down menu.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
EASA 145 Listed Line Stations	EASA 145 Listed Line Stations	BASA 145 Listed Line Stations	Make Model	The make/model of the aircraft or select from the drop-down menu.	
EASA 145 Listed Line Stations	EASA 145 Listed Line Stations	BASA 145 Listed Line Stations	Rating	Enter the EASA 145 Rating Code or select from the drop-down menu. The available choices are:  L1 – Major Checks L2 – Service Checks L3 – Minor Service Checks L4 – Overnight and Line Checks	
EASA 145 Listed Line Stations	EASA 145 Listed Line Stations	BASA 145 Listed Line Stations	Comments	This free-form field to enter remarks considered significant is not recorded elsewhere in the record for the listed domestic Line Station.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Welding	Select each function the organization contracts to a Non-Certificated person or organization.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Shot Peening	Select each function the organization contracts to a Non-Certificated person or organization.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Machining	Select each function the organization contracts to a Non-Certificated person or organization.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Plating	Select each function the organization contracts to a Non-Certificated person or organization.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Painting	Select each function the organization contracts to a Non-Certificated person or organization.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Balancing	Select each function the organization contracts to a Non-Certificated person or organization.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Plasma Spraying	Select each function the organization contracts to a Non-Certificated person or organization.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Grit Blasting	Select each function the organization contracts to a Non-Certificated person or organization.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Rewinding	Select each function the organization contracts to a Non-Certificated person or organization.	

Vitals Data Fields - 145 Operators					
Menu Item	Section Title	Subtitle	Field Name	Description Field	Scoping
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Other 1:	Select any other functions that the organization contracts to a Non-Certificated person or organization that are not listed.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Other 2:	Select any other functions that the organization contracts to a Non-Certificated person or organization that are not listed.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Other 3:	Select any other functions that the organization contracts to a Non-Certificated person or organization that are not listed.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Other 4:	Select any other functions that the organization contracts to a Non-Certificated person or organization that are not listed.	
Non-Certificated Repair Functions	Non-Certificated Repair Functions	Function(s) Contracted	Other 5:	Select any other functions that the organization contracts to a Non-Certificated person or organization that are not listed.	
Comments	Comments	n/a	Comments	This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.	

### 13.8 Vitals Data Fields - 147 Operators

The following table lists the configuration vitals attributes that make up a 147 certificate holder's configuration data. These appear on the **Configuration Data > Vitals** tab. Items are ordered by the section title / subtitle they appear in on the **Vitals** tab.

**Note:** The **Scoping** column shows if/how the data entered for an attribute is used to scope information for a certificate holder. Key: M = MLF labels, P = Peer Groups, Q = Questions. For example, if an attribute's **Scoping** column value is P, that means that the entry made on the **Vitals** tab for that attribute is used to determine a certificate holder's peer group(s).

Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Identification / Physical Location	Authorizations	14 CFR 147 Name	Agency Name	The legal or official name of the air agency	
Identification / Physical Location	Authorizations	Airport ID	Airport ID	Alphanumeric identifier of the airport where the air agency provides services. If the location is not on an airport included in	

Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Identification / Physical Location	Authorizations	CHDO	CHDO	CHDO (Certificate Holding District Office) - District Office that is responsible for maintaining this record	
Identification / Physical Location	Authorizations	Foreign	Foreign_Flag	Indicates if the Air Agency is located in a foreign country.	
Identification / Physical Location	Authorizations	Transferred CHDO	Transferred_CHDO	The District Office to which the certificate is being transferred.	
Identification / Physical Location	Physical Location	Address 1	Agency_Addr1	First line of Air Agency address which identifies its physical location.	
Identification / Physical Location	Physical Location	Address 2	Agency_Addr2	Second line of Air Agency address (if needed).	
Identification / Physical Location	Physical Location	Address 3	Agency_Addr3	Third line of Air Agency address (if needed).	
Identification / Physical Location	Physical Location	Alternate Phone	Agency_Alt_Phone		
Identification / Physical Location	Physical Location	Business Phone	Agency Phone	Business telephone number for Air Agencies located in the United States or U.S. possession.	
Identification / Physical Location	Physical Location	Business Phone Ext	Business_Phone_EXT	Business Phone Extension	

Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Identification / Physical Location	Physical Location	City	Agency City	Name of City or Town of the physical location of the Air Agency.	
Identification / Physical Location	Physical Location	Country	Agency Country	The two-character abbreviation of the country where the Air Agency resides.	
Identification / Physical Location	Physical Location	Email Address	Agency Internet	Electronic mail (e-mail) address.	
Identification / Physical Location	Physical Location	Fax	Agency Fax	Business Fax number of the Air Agency.	
Identification / Physical Location	Physical Location	Foreign Phone	Agency_Frgn_Phone	Business telephone number including the country code and city code (if applicable), for Air Agencies located outside of the United States or U.S. possession.	
Identification / Physical Location	Physical Location	Foreign Phone Ext	Foreign_Phone_EXT	Foreign Phone Ext	
Identification / Physical Location	Physical Location	Org Web Site	Organization Website	Organization Website	
Identification / Physical Location	Physical Location	Postal Code	Agency Zip	US Postal Zip Code or Foreign country postal code associated with the Air Agencies physical location.	

### Vitals Data Fields – 147 Operators

Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Identification / Physical Location	Physical Location	State	Agency State	State of the Air Agency address.	
Mailing Address/CEO/Company Liaison	Mailing Address	Address 1	Agency_Mail_Addr1	First line of Air Agency mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address	Address 2	Agency_Mail_Addr2	Second line of Air Agency mailing address (if needed).	
Mailing Address/CEO/Company Liaison	Mailing Address	Address 3	Agency_Mail_Addr3	Third line of Air Agency mailing address (if needed).	
Mailing Address/CEO/Company Liaison	Mailing Address	City	Agency_Mail_City	Name of City or Town of the mailing address of the Air Agency.	
Mailing Address/CEO/Company Liaison	Mailing Address	Country	Agency_Mail_Country	The two-character abbreviation of the country of the Air Agencies mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address	Postal Code	Agency_Mail_Zip	US Postal Zip Code or Foreign country postal code associated with the Air Agencies mailing address.	
Mailing Address/CEO/Company Liaison	Mailing Address	State	Agency_Mail_State	State of the Air Agency mailing address.	
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Business Phone	CEO_Phone	Telephone of the person performing chief executive officer duties at the Air Agency.	



Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Business Phone Ext	CEO_Phone_Ext	Telephone Extension of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Email Address	CEO_Internet	Electronic mail (e-mail) address of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Fax	Ceo_Fax	Business Fax number of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Foreign Phone	Ceo_Frgn_Phone	Business telephone number including the country code and city code (if applicable) of the person performing chief executive officer duties.	
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Foreign Phone Ext	Ceo_Foreign_Phone_EXT	Ceo Foreign Phone EXT	
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Mobile Phone	Ceo_Mobile_Phone	Ceo Mobile Phone	
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Name	Ceo_Name	Official name of the person performing chief executive officer duties at the Air Agency.	
Mailing Address/CEO/Company Liaison	Chief Executive Officer	Title	Ceo_Title	Organizational title of the person performing chief executive officer duties at the Air Agency.	

### Vitals Data Fields – 147 Operators

Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison	Company Liaison	Business Phone	Liaison_Phone	Telephone of the person performing liaison duties at the Air Agency if located in the US.	
Mailing Address/CEO/Company Liaison	Company Liaison	Business Phone Ext	Liaison_Phone_Ext	Telephone extension of the person performing liaison duties at the Air Agency if located in the US..	
Mailing Address/CEO/Company Liaison	Company Liaison	Email Address	Liaison_Internet	Electronic mail (e-mail) address of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Company Liaison	Fax	Liaison Fax	Business Fax number of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Company Liaison	Foreign Phone	Liaison_Frgn_Phone	Business telephone number including the country code and city code (if applicable) of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Company Liaison	Foreign Phone Ext	Liaison_Foreign_Phone_EXT	Business telephone extension including the country code and city code (if applicable) of the person performing company liaison duties.	
Mailing Address/CEO/Company Liaison	Company Liaison	Mobile Phone	Liaison_Mobile_Phone	Liaison Mobile Phone	

Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Mailing Address/CEO/Company Liaison	Company Liaison	Name	Comp Liaison	Person who serves as the contact point between the Air Agency and the FAA. This is the official the FAA inspector contacts during a visit to the	
Mailing Address/CEO/Company Liaison	Company Liaison	Title	Liaison Title	Organizational title of the person performing FAA liaison duties at the Air Agency.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Certificate Information	Certificate Number	Cert No.	The current certificate number that appears on the Air Agency certificate.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Certificate Information	Certificate Status	Cert_Status	Current status of the certificate.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Certificate Information	Date of Status	Status Date	The date on which the Certificate Status was last modified.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Certificate Information	Current Issue Date	Curr_Issue_Date	The date on which the certificate was reissued.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Certificate Information	Original Issue Date	Orig_Issue_Date	The date on which the certificate was originally issued.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Certificate Information	Validation Date	Valid_Date	The date on which the data has been verified for accuracy.	

Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors / Ratings	Number of Personnel	Actual Student Enrollment	Actual Enroll	Actual Student Enrollment for this location.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Number of Personnel	Certified Instructors	Cert_Instr	The number of certified instructors other than the chief and assistant chief instructor(s) employed by the Aviation Maintenance Technical School.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Number of Personnel	Maximum Authorized Student Enrollment	Max_Auth_Enroll	Maximum Authorized Student Enrollment for this location.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Number of Personnel	Non-Certificated Instructors	Noncert_Instr	The number of non-certificated mechanic instructors.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Number of Personnel	Total Employees	Total_Emp	The total number of employees, regardless of the type of work performed, that are employed by the Air Agency at that location.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Inspectors	Principal Avionics Inspector	PAI	Inspector ID code of the assigned avionics inspector.	
Certificate Information / Number of Personnel / Inspectors / Ratings	Inspectors	Principal Maintenance Inspector	PMI	Inspector ID code of the assigned maintenance inspector.	

Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Certificate Information / Number of Personnel / Inspectors / Ratings	14 CFR 147 Ratings	Airframe	Airframe	Indicates whether the Agency has FAR 147 Airframe rating.	Q
Certificate Information / Number of Personnel / Inspectors / Ratings	14 CFR 147 Ratings	Airframe and Powerplant	Arfrm_Pwrplnt	Indicates whether the Agency has both FAR 147 Airframe & Powerplant rating.	Q
Certificate Information / Number of Personnel / Inspectors / Ratings	14 CFR 147 Ratings	Associated with College / University	Assoc_College_Univ	Indicates if the pilot school is associated with a college or university.	
Certificate Information / Number of Personnel / Inspectors / Ratings	14 CFR 147 Ratings	College / University	College_Univ	Name of College or University that the pilot school is associated with.	
Certificate Information / Number of Personnel / Inspectors / Ratings	14 CFR 147 Ratings	Powerplant	Pwrplnt	Indicates whether the Agency has FAR 147 Powerplant rating.	Q
Certificate Information / Number of Personnel / Inspectors / Ratings	14 CFR 147 Ratings	Primary Cat A/C Maintenance	Prim_Cat_Arcft_Maint	Indicates whether school conducts primary category of aircraft maintenance training.	
Agreements and Authorizations	Safety Programs	VDRP - Voluntary Disclosure Reporting System		Select if the air agency has an approved Voluntary Disclosure Reporting Program (VDRP).	Q
Agreements and Authorizations	Safety Programs	SMSVP - SMS Voluntary Program		Select if the air agency has an approved Safety Management System Voluntary Program.	Q, M
Agreements and Authorizations	Safety Programs	ASAP - Aviation Safety Action Program		Select if the air operator has an approved Aviation Safety Action Program (ASAP).	Q

Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Agreements and Authorizations	Authorizations	Electronic Recordkeeping		Select if the certificate holder is authorized to use electronic recordkeeping.	Q, M
Agreements and Authorizations	Authorizations	Electronic Signatures		Select if the certificate holder is authorized to use electronic signatures.	Q, M
Associated Designees	Current Associated Designees (view only)	App/Auth/Desg	AppAuthDesg	AppAuthDesg	
Associated Designees	Current Associated Designees (view only)	Core Cert	Core_Cert_Number	Certificate Numbers of DMES designees	
Associated Designees	Current Associated Designees (view only)	Designator	Designator Code	Unique code to identify an Air Agency.	
Associated Designees	Current Associated Designees (view only)	Designee Name	Designee Name	Designee Name	
Doing Business As	DBA Name	DBA	Db_Name	The authorized name under which the Air Agency is doing business as.	
Exemptions	Current Exemptions	Exemption Date	Exempt_Date	Date exemption expires.	
Exemptions	Current Exemptions	Exemption Number	Exempt	The assigned code of exemption's authorized for the Air Agency.	
Tracking Information	<none>	Associated Reference ID	Assoc_Ref_Id	Free form field used by the field office for cross referencing files.	

Vitals Data Fields – 147 Operators					
Menu Item	Section Title	Subtitle	Vitals Field Name	Description Field	Scoping
Tracking Information	<none>	National Use	Natnl_Use	Free form field for tracking national usage.	
Tracking Information	<none>	PTRS Record ID	Ptrs_Record_Id	The year (YYYY) and serial number of the PTRS record ID of the POI's open 1240 record when the FAR 141 record is added.	
Tracking Information	<none>	Special Purpose	Spec_Purpose	Free form field for tracking purposes on a temporary or permanent basis.	
Comments	<none>	Comments	CommentBlob	Additional information, considered significant, that is not recorded elsewhere in the record.	

### 13.9 Contractor Tab Data Fields

The following table lists the data fields in a CH/A's contractor data. These appear on the **Configuration Data > Contractor** tab. Not all fields apply to all 14 CFR Parts; the rightmost columns indicate what 14 CFR parts the fields apply to.

Contractor Data Fields					
Field Name	Description Field	121	121/135	135	145
Type	<p>This field identifies the type of activity conducted by the contractor.</p> <p>- For part 121 and 121/135 contractors, select either "T" for contract pilot training or "M" for contract maintenance.</p> <p>- For part 135 and 145, only maintenance contractors are listed and this field cannot be edited.</p>	x	x	x	x
FAA-Certificated	Select this field if the contractor holds an active FAA certificate	x	x	x	x
Not FAA-Certificated	Select this field if the contractor does not hold an active FAA certificate	x	x	x	x
Designator/Name	This is a type-ahead field used to select the FAA certificate holder providing maintenance services. Enter the designator code or a partial name and SAS will list the matching certificate holders authorized to provide the contracted services. This field does not apply to non-certificated contractors.	x	x	x	x
Other Aviation Authority	Enter Other Aviation Authority if contractor is not FAA Certificated	x	x	x	x
Other Aviation Authority Certificate Number	Enter Other Aviation Authority Certificate Number if contractor is not FAA Certificated	x	x	x	x
Name	The contractor's official name	x	x	x	x
Certificate Number	A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is auto-filled and cannot be edited.	x	x	x	x
14 CFR	This is the 14 CFR Part under which the contractor has received authority to conduct business. This field is auto-filled and cannot be edited. This field does not apply to non-certificated contractors.	x	x	x	x
Address 1	The contractor's business address, line one.	x	x	x	x



Contractor Data Fields					
Field Name	Description Field	121	121/135	135	145
Address 2	The second line of the address (if needed).	x	x	x	x
Address 3	The third line of the address (if needed).	x	x	x	x
City	City or town of the contractor.	x	x	x	x
State	The two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.	x	x	x	x
Country	The two character abbreviation of the country (if the address is outside of the United States or U.S. possession).	x	x	x	x
Postal Code	The U.S. postal zip code (if the address is within the United States or U.S. possession).	x	x	x	x
Contractor Phone	The business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.	x	x	x	x
Foreign Phone	The business telephone number including the country code and city code. If located outside of the United States or U.S. possession the number should be recorded as it is called from the United States.	x	x	x	x
Mobile Phone	The mobile telephone number including the country code and city code. If located outside of the United States or U.S. possession the number should be recorded as it is called from the United States.	x	x	x	x
Fax	The contractor's FAX number including area code. If located outside of the United States or U.S. possession the FAX number should be recorded as it is called from the United States.	x	x	x	x
E-Mail Address	The contractor's e-mail address.	x	x	x	x
Essential Maintenance Provider	Select if the Air Operator utilizes Essential Maintenance Provider, as defined in FAA Order 8900.1 Volume 3 Chapter 42 Section 1	x	x	-	-

Contractor Data Fields					
Field Name	Description Field	121	121/135	135	145
Last Inspection Date	Date that the contractor providing essential maintenance was last inspected. This field is only enterable at office set-up and is automatically calculated thereafter.	x	x	-	-
Required Inspection Item	Enter the Required Inspection Items (RII) serviced by an Essential Maintenance Provider.	x	x	-	-
Airport ID	Enter the alpha-numeric identifier for the airport on which the contractor is located. If the location is not on an airport included in the airport table, use the identifier of the nearest airport.	x	x	x	-
Physical Address of Other Airports/Locations	Enter the physical address of airports/locations	x	x	x	-
Other Airports.City	Enter the city of other airports/locations	x	x	x	-
Other Airports.State	Enter the state of other airports/locations if in the U.S.	x	x	x	-
Other Airports.Country	Enter the country of other airports/locations	x	x	x	-
Other Airports.Postal Code	Enter the postal code of other airports/locations	x	x	x	-
Mx Category.Mx Category	Enter Maintenance Category	x	x	x	-
Mx Category.Description	Enter Maintenance description	x	x	x	-
Mx Category.Type of Maintenance	Enter Maintenance type	x	x	x	-
Specialized Services	Select all types of specialized services provided.	x	x	x	-
Specialized Services.Description	Enter a description if "Other" was selected for Specialized Services	x	x	x	-

## 13.10 Contractor Data Excel Import Reference

This topic describes how to complete the **Configuration Data > Contractor Data > Excel Import** spreadsheet, including the data requirements for each field. You can use this spreadsheet to upload contractor data to SAS.

This topic assumes that you know where and how to download the Contractor Data Excel Import spreadsheet. If you need instructions on how to do that, and how to upload the spreadsheet once you've completed it see "How to Import Contractor Data from an Excel File" on page.

### General Notes

- Before you import contractor data from an Excel spreadsheet, always begin by downloading and working from a fresh copy of the contractor Excel spreadsheet.
- Within the Excel file is a series of tabs. The first tab contains instructions on how to use the file. The green tabs are for entering/editing your contractor data. The red tabs contain reference lookup information that may be useful when entering data. Every time you download, the Excel file is refreshed with the lookup data for FAA Designator Codes. Lookups for Airport, Country, etc. are updated when a new version of the template is issued.

### 13.10.1 Contractor Import Excel File Instructions and Field Reference

**Note:** Key appears below table.

#### ***A. Use the General Info tab to specify basic information about the contractor.***

1. Each file needs to contain records for contractors used by that certificate holder. The Action column indicates the action to be taken for each contractor.
  - If a contractor needs to be deleted, the contractor record should be marked as Delete.
  - If a contractor is to be added or updated, the contractor record should be marked as AddUpdate.
  - A contractor marked as NoChange will not be updated
  - A contractor with no Action identified will also not be updated

2. The contractor should be identified by either the FAA Designator Code or by Contractor Name. Duplicates are not allowed.
  - The FAADesignatorCode should be entered for FAA Certificated contractors.
  - The FAACContractorName should be entered for Non-Certificated contractors.
3. The FAA A&P Certificate# may be entered for Non-Certificated contractors. Do not enter the name of the A&P Certificate Holder.
4. Address and contact fields must be entered for all non-certificated contractors. These fields should not be entered for certificated contractors.

Every contractor entered in the **General Info** tab, is listed in the FAACContractor column for selection in the tabs that follow.

Field	Description	Entry Type	121	135	145	Required?	Conditions
Action	Defines the action that happens during import for the record. This value not actually imported.	Drop-down list  Select a value from the list. Options are AddUpdate, NoChange, Delete	x	x	x	Always	
FAADesignatorCode	Designator code for the FAA-certificated contractor. Enter only for certificated contractors.	Drop-down list.  Select a value from the list.	x	x	x	Required (Conditional)	- Required if FAACContractorName is prohibited. - Duplicates not allowed
FAACContractorName	Name of the non-certificated contractor. Enter only for non-certificated contractors.	Free text field.	x	x	x	Required (Conditional)	- Required if FAADesignatorCode is prohibited. - Duplicates not allowed

		Enter any text. For example, ACME Air Repair Service					
FAA A&P Certificate #	Identifies the A&P certificate number of the A&P mechanic.	Integer field,  Enter up to 9 digits. For example, 123456789.	x	x	x	Optional (Conditional)	- Optional if FAAContractorName is prohibited - Must match value of an a
IsEMP	Indicates if contractor is an Essential Maintenance Provider (EMP)	Drop-down list  Select a value from the list. Options are Yes, No	x	-	-	Required (Conditional)	Required if the maintenance service contractor are for a part 121 CH/A, ot
RII	Description of the Required Inspection Items (RII) that the EMP services. Enter only if IsEMP = Yes	Free text field  Enter any text.	x	-	-	Required (Conditional)	Required if IsEMP = Yes, otherwise
OtherAviationAuthority	Name of aviation authority with jurisdiction over non-cert contractor. If this is FAA leave this field blank.	Free text field  Enter any text. For example, Ministry of Transport and Civil Aviation.	x	x	x	Optional (Conditional)	Optional if FAAContractorName is e prohibited

OtherAviationAuthorityCertificateNumber	Certificate # issued by the other aviation authority, if known. Enter only for non-certificated contractors.	Free text field. Enter any text. For example, ABC-12345	x	x	x	Optional (Conditional)	Optional if FAAContractorName is prohibited
Address 1	The contractor's address (line 1)	Free text field Enter any text. For example, 8 Main Street	x	x	x	Required (Conditional)	Required if FAAContractorName is prohibited
Address 2	The contractor's address (line 2)	Free text field Enter any text.	x	x	x	Optional (Conditional)	Optional if FAAContractorName is prohibited
Address 3	The contractor's address (line 3)	Free text field Enter any text.	x	x	x	Optional (Conditional)	Optional if FAAContractorName is prohibited
City	The city in which the contractor is based.	Free text field Enter any text.	x	x	x	Required (Conditional)	Required if FAAContractorName is prohibited

StateCode	The US state or territory in which the contractor is based. Enter if contractor is based in U.S.	Drop-down list Select a value from the list.	x	x	x	Required (Conditional)	Required if FAAContractorName is e = US, otherwise prohibited
Country	The country in which the contractor is based.	Drop-down list Select a value from the list.	x	x	x	Required (Conditional)	Required if FAAContractorName is e prohibited
PostalCode	The contractor's postal code.	Numeric field  The following formats are allowed: nnnnn or nnnnn-xxxx. For example, 12345 or 12345-6789	x	x	x	Required (Conditional)	Required if FAAContractorName is e = US, otherwise prohibited
Contractor Phone	The contractor's main phone number.	Numeric field.  For U.S. phone numbers the following formats are allowed: 10 digit integer or (nnn) nnn-xxxx or nnn.nnn.xxxx. For example, 1234567890 or (123)456-7890 or 123.456.7890  For non-U.S, phone numbers, enter digits only.	x	x	x	Required (Conditional)	Required if FAAContractorName is e prohibited

CellPhone	The contractor's cell phone number.	<p>Numeric field.</p> <p>For U.S. phone numbers the following formats are allowed: 10 digit integer or (nnn) nnn-nnnn or nnn.nnn.nnnn. For example, 1234567890 or (123)456-7890 or 123.456.7890</p> <p>For non-U.S. phone numbers, enter digits only.</p>	x	x	x	Optional (Conditional)	Optional if FAACContractorName is e prohibited
Fax	The contractor's fax number.	<p>Numeric field.</p> <p>For U.S. phone numbers the following formats are allowed: 10 digit integer or (nnn) nnn-nnnn or nnn.nnn.nnnn. For example, 1234567890 or (123)456-7890 or 123.456.7890</p> <p>For non-U.S. phone numbers, enter digits only.</p>	x	x	x	Optional (Conditional)	Optional if FAACContractorName is e prohibited
Email	The contractor's email address.	<p>Text field.</p> <p>Enter must match format local-part@domain. For example, jsmith@faa.gov</p>	x	x	x	Optional (Conditional)	Optional if FAACContractorName is e prohibited. Refer to RFC 3696 for the email addresses.



**B. Use the Airports tab to specify airports where the contractor performs work.**

Select the contractor from the FAAContractor drop down and select the appropriate Airport Code. Enter each location in a separate record.

- Non-Certificated contractors providing services to part 121 and 135 operators must have at least one airport code entered where maintenance is performed.
- Certificated contractors providing services to part 121 and 135 operators can zero or more airport locations where maintenance is performed.
- Contractors providing services to part 145 agencies should not have airport codes entered.

Field	Description	Entry Type	121	135	145	Required?	Conditions
FAAContractor	The contractor that you want to specify an airport for.	Drop-down list  Select a value from the list. Options are limited to those contractor entered on the <b>General Info</b> tab.	x	x	-	Required (Conditional)	- At least one instance is required if FAAContractorName is entered, otherwise prohibited. Multiple instances for the same FAAContractorName are allowed.
AirportCode	The airport where the contractor performs work.	Drop-down list  Select a value from the list.	x	x	-	Required (Conditional)	Required if Airports::FAAContractorName is entered, otherwise prohibited

**C. Use the Other Locations tab to specify locations other than airports and its main location where the contractor performs work.**

Select the contractor from the FAAContractor drop down and enter the address fields.

- Contractors providing services to Part 121 and 135 operators can have one or more Other Locations where maintenance is performed. Enter the address of each location in a separate record.
- Contractors providing services to Part 145 agencies should not have locations entered.

Field	Description	Entry Type	121	135	145	Required?	Conditions
-------	-------------	------------	-----	-----	-----	-----------	------------

FAACContractor	The contractor that you want to specify a location other than an airport for.	Drop-down list  Select a value from the list. Options are limited to those contractor entered on the <b>General Info</b> tab.	x	x	-	Optional	Zero or more instances allowed
Address	The address for the other location.	Free text field  Enter any text. For example, 19 Irving Way	x	x	-	Required (Conditional)	Required if OtherLocations::FAACon otherwise prohibited
City	The city for the other location.	Free text field  Enter any text.	x	x	-	Required (Conditional)	Required if OtherLocations::FAACon otherwise prohibited
StateCode	The state code for the other location.	Drop-down list  Select a value from the list.	x	x	-	Required (Conditional)	Required if OtherLocations::Country prohibited
Country	The country code for the other location.	Drop-down list  Select a value from the list.	x	x	-	Required (Conditional)	Required if OtherLocations::FAACon otherwise prohibited
PostalCode	The postal code for the other location.	Numeric field	x	x	-	Required (Conditional)	Required if OtherLocations::Country prohibited

		The following formats are allowed: nnnnn or nnnnn-nnnn. For example, 12345 or 12345-6789					
--	--	--	--	--	--	--	--

**D. Use the Maintenance Categories tab to specify the various types of maintenance the contractor performs.**

1. Select the contractor from the FAAContractor drop down and select the MaintenanceCategory.
  - If the Maintenance Category is Aircraft, enter the AircraftMakeModel.
  - If the Maintenance Category is Engine, enter the EngineMakeModel.
  - If the Maintenance Category is Propeller, enter the PropellerMakeModel.
  - If the Maintenance Category is Component, enter the JASCCode.
  
2. Each contractor can perform maintenance on one or more aircraft/engines/propellers/components.
  - Enter each aircraft/engine/propeller in a separate record.
  - You may enter multiple JASC codes, delimited by commas, in the same record.
  
3. The Type of Maintenance drop down list depends on the Maintenance Category selection.
  - Select the appropriate type of maintenance performed.
  - Each contractor can perform one or more specialized services. Enter a separate record for each specialized service that the contractor performs for the certifi

Field	Description	Entry Type	121	135	145	Required?	Conditions
FAAContractor	The contractor that you want to specify a maintenance category for airport for.	Drop-down list Select a value from the list. Options are limited to those contractor entered on the <b>General Info</b> tab.	x	x	-	Optional	Zero or more instances allowed

MaintenanceCategory	A maintenance category that the contractor provides.	Drop-down list Select a value from the list. Options are Aircraft, Engine, Propeller, Component, Specialized Services	x	x	-	Required (Conditional)	Required if Maintenance Categories entered, otherwise prohibited
AircraftMakeModel	An aircraft M/M/S that the contractor supports. Enter only if <b>Maintenance Category</b> is Aircraft.	Drop-down list Select a value from the list.	x	x	-	Required (Conditional)	Required if MaintenanceCategory = prohibited
EngineMakeModel	An engine M/M/S that the contractor supports from the list. Enter only if <b>Maintenance Category</b> is Engine.	Drop-down list Select a value from the list.	x	x	-	Required (Conditional)	Required if MaintenanceCategory = prohibited
PropellerMakeModel	A propeller M/M/S that the contractor supports from the list. Enter only if <b>Maintenance Category</b> is Propeller.	Drop-down list Select a value from the list.	x	x	-	Required (Conditional)	Required if MaintenanceCategory = prohibited

JASCCode	The Joint Aircraft System/Component (JASC) codes for the component(s). Enter only if <b>Maintenance Category</b> is Component. See the <b>Lookup</b> tab for a list of JASC Codes. You can enter multiple JASC codes, delimited by commas, in the same record.	Integer  Enter 2 or 4 digits. For example, 12 or 1234.	x	x	-	Required (Conditional)	Required if MaintenanceCategory = otherwise prohibited
Type of Maintenance	The type of maintenance service being performed.	Drop-down list  Select a value from the list. Options are determined by the Maintenance Category as follows:  - Aircraft : Heavy Maintenance, Line Maintenance, Alterations  - Engine : Maintenance, Alterations  - Propeller: {Maintenance, Alterations	x	x	-	Required (Conditional)	Required if MaintenanceCategory = prohibited

		<ul style="list-style-type: none"> <li>- Component: Maintenance, Alterations</li> <li>- Specialized Services: Bonding, Circuit Board Repair, Heat Treatment, Machining, Non-Destructive Testing, Painting, Plasma Spraying, Plating, Protective Coating, Shot Peening, Welding, Other</li> </ul>					
Description (Other Specialized Services)	If you selected a specialized service for <b>Type of Maintenance</b> , provide a description of that service.	Free text field Enter any text.	x	x	-	Required (Conditional)	Required if Type of Maintenance = prohibited  <b>Note:</b> Business rule not currently im

**Other Tabs:**

- Use the Lookup tab to look up various filed values such as maintenance codes, M/M/S, JASC Codes, maintenance types, etc.
- Use the Designator Code Lookup tab to look up designator codes.
- Use the Airport Code Lookup tab to look up airport codes.

**13.10.2 Contractor Import Excel File Key**

Key for the Contractor Import Excel File Instructions and Field Reference table (above)

Column	Description
Field	The name of the field as it appears in the spreadsheet.
Description	A description of the field.
Entry Type	<p>Indicates the type of entry that the database will accept for that field.</p> <ul style="list-style-type: none"> <li>• Drop-down list -- Select any value from the list. Only values on the list are accepted during import.</li> <li>• Free text field -- Any text with no limit on character type or length.</li> <li>• Integer field -- Enter integers only, up to the maximum number of digits.</li> <li>• Numeric field -- Enter a number in one of the allowable formats shown.</li> </ul>
121/135/145	An "X" indicates which 14 CFR Part(s) the field pertains to. For example, if <b>your operation</b> is Part 145, for each contractor, provide data for the items that include an X in the 145 column.
Required	<p>Indicates whether the field is required. Options are:</p> <ul style="list-style-type: none"> <li>• Always - A value must always be provided.</li> <li>• Required (Conditional) - The field is required under certain conditions.</li> <li>• Optional (Conditional) - The field can be optionally completed, but only under certain conditions.</li> </ul>
Conditions	Explains the conditions under which the field is required or optional.
Enforced in Spreadsheet?	<p>Indicates whether the spreadsheet automatically checks to ensure that the entry is correct in accordance with the Conditions column (that is, that a required value has been provided).</p> <ul style="list-style-type: none"> <li>• No -- The spreadsheet does not ensure that the entry is correct with respect to Conditions.</li> <li>• Yes -- The spreadsheet includes logic to ensure the entry is correct with respect to Conditions.</li> <li>• n/a -- The field is optional.</li> </ul> <p>SAS automatically checks for correct entries when the spreadsheet is uploaded.</p>

## 13.11 Glossary / Acronyms

<b>A status</b>	Active status. This is the status of a certificate holder once it has been issued a certificate.
<b>AAIP</b>	Approved Aircraft Inspection Program
<b>AC</b>	Advisory Circular
<b>AD</b>	Airworthiness Directive. Issued by the FAA in response to deficiencies and/or unsafe conditions found in aircraft, engines, propellers, or other aircraft parts. Compliance with an AD is mandatory.
<b>AMO</b>	Approved Maintenance Organization
<b>Appl</b>	Applicant
<b>APU</b>	Auxillary Power Unit
<b>AQP</b>	Advanced Qualification Program
<b>ASAP</b>	Aviation Safety Action Program
<b>AVS</b>	Office of Aviation Safety
<b>AW</b>	Airworthiness
<b>BASA</b>	Bilateral Aviation Safety Agreement
<b>BCM</b>	Broadcast message
<b>CAA</b>	Civil Aeronautics Authority
<b>CAR 4a</b>	Civil Air Regulations – Airplane Airworthiness
<b>CASS</b>	Continuous Analysis and Surveillance System
<b>CA/Val</b>	Configuration Attribute/Value. It is a type of data field used by SAS in scoping questions and a certificate holder's operating profile. A CA/Val is derived from one of more user editable fields in a certification holder's configuration
<b>CCR</b>	Configuration change request. Also known as a CR – change request.
<b>CEO</b>	Chief Executive Officer
<b>CFR</b>	Code of Federal Regulations



<b>CH</b>	Certificate Holder. Certificate holders are entities that are certificated by the FAA to conduct an activity.
<b>CH/A</b>	A certificate holder or applicant for a certificate.
<b>CHDO</b>	Certificate Holding District Office
<b>CHEP</b>	Certificate Holder Evaluation Process
<b>CHOP</b>	Certificate Holder Operating Profile
<b>CIN</b>	Chief Inspector
<b>CMO</b>	Certificate Management Office
<b>CMT</b>	Certificate Management Team
<b>Comat</b>	Company Materials
<b>Configuration Data</b>	A set of unique characteristics or attributes that define what a certificate holder or applicant does. For example, data such as route structure, fleet type, fleet size, domestic vs. international operations, and ETOPS are types of configuration data.
<b>COS</b>	Continued Operational Safety
<b>CPM</b>	Certification Project Manager for certification of an applicant
<b>CPT</b>	Certification Project Team for certification of an applicant
<b>CPT</b>	Chief Pilot
<b>CR</b>	Change request. Also referred to as a CCR – configuration change request
<b>CTL</b>	Certification Team Leader
<b>CVR</b>	Cockpit Voice Recorder
<b>DA</b>	Design Assessment
<b>DBA</b>	Doing Business As
<b>DCT</b>	Data Collection Tool
<b>DFG</b>	Domestic and Flag
<b>DMT</b>	Director of Maintenance
<b>DOM</b>	Domestic

<b>DOP</b>	Director of Operations
<b>DOS</b>	Director of Safety
<b>DOT</b>	Department of Transportation
<b>D status</b>	Surrendered. This is the status when an operator voluntarily gives up operating authority.
<b>EASA</b>	European Aviation Safety Agency
<b>ED (DCT)</b>	Element Design. A type of Data Collection Tool that contains detailed design questions that mirror the Element Performance (EP) DCTs. These can be used to validate the design of a new certification or new program.
<b>EMP</b>	Essential Maintenance Provider
<b>EP (DCT)</b>	Element Performance. A type of Data Collection Tool that contains detailed performance questions about each element that mirror the ED DCTs content. These are completed by the FAA.
<b>ETOPS</b>	Extended Range Operation with Two-engine Airplanes
<b>FAA</b>	Federal Aviation Administration
<b>FAR</b>	Federal Aviation Regulation
<b>FDR</b>	Flight Data Recorder
<b>FL</b>	Flight Level
<b>FOQA</b>	Flight Operational Quality Assurance
<b>FSAS</b>	Flight Standards Automation System
<b>FSDO</b>	Flight Standards District Office
<b>FSIMS</b>	Flight Standards Information Management System. Data includes Flight Standards policies
<b>HAA</b>	Helicopter Air Ambulance (formly HEMS)
<b>HazMat</b>	Hazardous Material
<b>HEL</b>	Helicopter
<b>HTML-5</b>	HyperText Markup Language Version 5. This describes and defines the content of the webpages used in SAS.

<b>IAW</b>	In accordance with
<b>IC</b>	Initial certification is the overall process for certificating an applicant. It includes system configuration, schedule of certification events, data collection, assessment, assessment-related action and event tracking, and disposition.
<b>ID</b>	Identification
<b>IEP</b>	Internal Evaluation Program
<b>IFR</b>	Instrument Flight Rules
<b>IT</b>	Information Technology. The use of systems for storing, retrieving and sending information.
<b>LOSA</b>	Line Operations Safety Assessment
<b>MB</b>	Megabyte. A unit of information equivalent to 2 <sup>20</sup> bytes
<b>MEL</b>	Multiple Engine Land
<b>MES</b>	Multiple Engine Sea
<b>MGR</b>	Manager
<b>MIP</b>	Maintenance Implementation Procedures
<b>MLF</b>	Master List of Functions
<b>MM/DD/YYYY</b>	The format to enter calendar dates into SAS. (Month/Day/Year)
<b>MMS</b>	Make Model Series. Also M/M/S.
<b>MS</b>	MicroSoft
<b>MSL</b>	Mean Sea Level
<b>Mx</b>	Maintenance
<b>N status</b>	Initial certification. This is the status of an applicant from the time the Pre-application Information is accepted by the FAA until the FAA accepts the Formal Application.

<b>N/A</b>	Not applicable
<b>NAA</b>	National Aviation Administration
<b>NDI/NDT</b>	Non-destructive Inspection / Non-destructive Testing
<b>N/O</b>	Not observed
<b>OP</b>	Operating Profile
<b>OPSS</b>	Operations Safety System
<b>P status</b>	Pre-cert status. This is the status of an applicant from the time the FAA accepts the Formal Application until the certificate is issued.
<b>PA</b>	Performance Assessment
<b>PAI</b>	Principal Avionics Inspector
<b>PASI</b>	Preapplication Statement of Intent; FAA Form 8400-6)
<b>PAX</b>	Passenger
<b>PDF</b>	Portable Document Format (Adobe)
<b>Peer Group</b>	A grouping of operators or repair stations with similar characteristics.
<b>PI</b>	Principal Inspector
<b>PIC</b>	Pilot in command
<b>PMI</b>	Principal Maintenance Inspector
<b>POC</b>	Point of Contact
<b>POI</b>	Principal Operations Inspector
<b>PTRS</b>	Program Tracking and Reporting Subsystem
<b>QMS</b>	Quality Management System
<b>RFID</b>	Radio frequency identification
<b>RGL</b>	Regulatory Guidance Library. Its data includes Specific Regulator Requirements (SRRs) and Advisory Circulars (ACs).

<b>R status</b>	Revoked. The certificate status resulting from the permanent, involuntary removal of an operator's operating authority by thte FAS using due process of law.
<b>SAS</b>	Safety Assurance System. The AFS (Aviation Flight Standards Service) oversight of 14 CFR Parts 121, 135 and 145 certificate holder and applicant safety.
<b>SASO</b>	System Approach for Safety Oversight
<b>SCO</b>	Supplemental – Cargo only
<b>SEL</b>	Single Engine Land
<b>SES</b>	Single Engine Sea
<b>SFAR</b>	Special Federal Aviation Regulation
<b>SIC</b>	Second In Command
<b>SOE</b>	Schedule of Events. A list of items, activities, programs, aircraft, and/or facility acquisitions that applicants must accomplish and make ready for FAA inspection before and during the certification process.
<b>SMS</b>	Safety Management System
<b>SP (DCT)</b>	System/Subsystem Performance. A type of Data Collection Tools that contains standard Safety Attribute questions on how a system or subsystem is functioning. These are high-level procedure questions that ask about a specific process or program. They are based upon specific regulatory requirements or guidance. They are completed by the FAA.
<b>SRR</b>	Specific Regulatory Requirement
<b>S status</b>	Suspended. The status of a certificate that is a temporary, involuntary removal of an operator's operating authority by the FAA using due process of law.

Suspension usually results in the restoration, revocation, or surrender of the operator's operating authority.

<b>SUP</b>	Supplemental (Pax/Cargo)
<b>T status</b>	Terminated. The action by the FAA to receive a designation at any time for any reason the Administrator considers appropriate. This may occur during the initial certification process.
<b>TC</b>	Type certificate
<b>TCCA</b>	Transport Canada Civil Aviation
<b>ULD</b>	Unit Load Devices
<b>U.S.</b>	United States
<b>VDRP</b>	Voluntary Disclosure Reporting Program
<b>VFR</b>	Visual Flight Rules
<b>W status</b>	Withdraw. The status of an application that is voluntarily removed by the applicant during the initial certification process.
<b>XML</b>	Extensible Markup Language. Defines a set of rules for encoding documents in a format that is both human-readable and machine-readable.