

**Self Evaluations**



DAS 100271-NM

- ✍ Randall Wood - DAS Administrator
- ✍ Claudia Casanova - DAS Administrative Assistant

Los Angeles Aircraft Certification Office (LA ACO)

- ✍ Kathy Skinner - Organization Management Team Leader



**Randall Wood, Gulfstream**

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**Self Evaluations**



**DAS Self Evaluation Responsibilities**

- † Personnel Audits
- † Certification Process Audits
- † Evaluation Reports



**DAS Self Evaluation Methods**

- † Personnel Audits
  - The DAS Administrator performs progressive personnel oversight using applicable criteria as reflected in . . .
    - † FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook
    - † FAA Order 8100.8, Designee Management Handbook
    - † DAS Procedures Manual
  - DAS Personnel oversight is accomplished . . .
    - † Annually
    - † More frequently depending upon experience level or past finding of a DAS AR



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## Self Evaluations



### DAS Self Evaluation Methods

† Engineering AR performance evaluations are accomplished using...

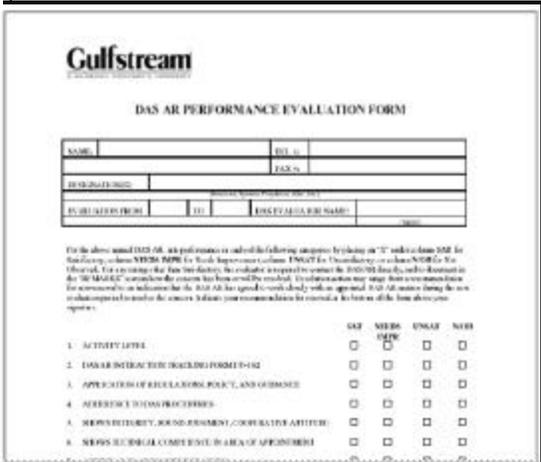
- DAS AR Interaction Tracking Form, DAS Form ITF-1
- DAS AR Performance Evaluation Form, DAS Form PEF-1
- Any required AR counseling to correct performance issues





### DAS Self Evaluation Methods

#### DAS AR Interaction Tracking Form, DAS Form ITF-1





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### DAS Self Evaluation Methods

#### DAS AR Performance Evaluation Form, DAS Form PEF-1

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**DAS AR PERFORMANCE EVALUATION FORM**

NAME		TEL. N.	
		TEL. E.	
ORGANIZATION	(Optional: Name, Position, Date, etc.)		
EVALUATION FROM	TO	DAS EVALUATOR NAME	TITLE

For the above named DAS AR, rate performance in each of the following categories by placing an "X" under column SAT for Satisfactory, column NEEDS IMPROV for Needs Improvement, column UNSAT for Unsatisfactory, or column N/A for Not Applicable. Do not enter after last digit of the evaluator's telephone number in the DAS AR number, and do not insert an "X" in the "NEEDS IMPROV" column for the category "Not Applicable". Evaluation action may range from a recommendation for improvement to an indication that the DAS AR has agreed to work closely with an approved DAS AR manager during the next evaluation period to remedy the concern. Indicate your recommendation for removal in the bottom of the form above your signature.

	SAT	NEEDS IMPROV	UNSAT	N/A
1. ACADEMIC LEVEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. DAS AR ON TRACK IN TRACKING FORM DS-FH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. APPLICATION OF REGULATIONS, POLICY, AND GUIDANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ADEQUATE TIDM PROCEEDINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

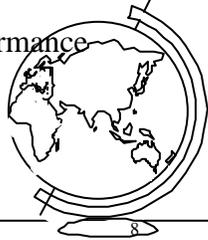


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### DAS Self Evaluation Methods

† Inspection AR performance evaluations are accomplished using...

- DAS Manufacturing Activity Report, DAS Form MAR-1
- Reviewing of Inspection paperwork for submission errors
- Any required AR counseling to correct performance issues



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## DAS Self Evaluation Methods

### **DAS Manufacturing Activity Report, DAS Form MAR-1**

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**DAS MANUFACTURING ACTIVITY REPORT  
GULFSTREAM AEROSPACE**

This DAS Manufacturing Activity Report is a requirement of FAA Order 8100.9 and will be submitted to the FAA Manufacturing District Office on an annual basis.

Year: \_\_\_\_\_ DAS Inspection AR: \_\_\_\_\_

**Part I Airworthiness Certification Activity**

Activity Code	Quantity Issued	Remarks	Activity Code	Quantity Issued	Remarks

Applicable Airworthiness Activity Codes:  
200 - Reissuance of Original Standard Airworthiness Certificate  
201 - Issuance of Amended Standard Airworthiness Certificate  
202 - Special Airworthiness Certificate



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## DAS Self Evaluation Methods

† **Certification Process Audits**

- Gulfstream performs internal system evaluations and self-audits on an annual basis to ensure DAS procedures continue to meet the requirements of 14 CFR Part 21 and FAA Order 8100.9

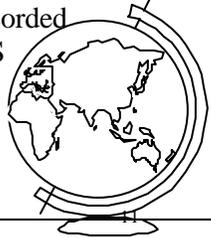


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## DAS Self Evaluation Methods

- † Certification Process Audits
  - DAS STC Project Files
    - † DAS STC Master Data File Checklist
      - Listing of data for the STC file
      - Data Item, Document Number, Revision and Date
      - Data is filed within the STC project folder IAW Checklist
  - † Submitted data from ARs is reviewed and recorded on the Master Data File Checklist by the DAS Administrative Assistant



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## DAS Self Evaluation Methods

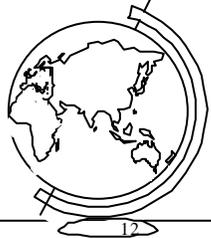
### **DAS STC Master Data File Checklist, DAS Form MDC**

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DAS STC  
 MASTER DATA FILE CHECKLIST

DAS PROJECT No.: \_\_\_\_\_ Aircraft Make/Model: \_\_\_\_\_  
 DAS STC No.: \_\_\_\_\_ Prototype Serial No.: \_\_\_\_\_  
 PROJECT DESCRIPTION: \_\_\_\_\_ Cabin Passenger Count: \_\_\_\_\_

ITEM	DOCUMENT NUMBER, REVISION AND DATE
1. Application for STC 3115-12	
2. Certification/Conformity Plan	
3. Off Site Activity Checklist	
4. Program Notification Letter	
<b>5. Correspondence from the Administrator</b>	
7(a) Responses	
Equivalent level of safety findings	
FAA Special Conditions	
Exemptions	
<b>6. DESIGN DATA</b>	
Index List	
Mechanical Data List	
Avionics/Electrical Data List	
Seat/Cushion Fire Blocking (Index list)	
Weld Logs or Engineering Deviation Disposition Report	

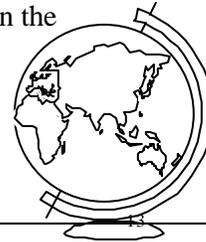


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**DAS Self Evaluation Methods**

- † Certification Process Audits *(Continued)*
  - DAS STC Project Files *(Continued)*
    - † Once all of the data is accounted for, the DAS Administrative Assistant and DAS Administrator review each item for completeness and accuracy.
  
    - † Using the Master Data Checklist, an interactive two way communication process is established between the Assistant and Administrator.
      - Example
        - FAA Form 8100-9 vs FAR Compliance Checklist



**DAS Self Evaluation Methods**

- † Gulfstream Internal System Evaluation
  - Mandated by Company Policy
  - Conducted by Savannah Quality Assurance Department
  - Performed on an annual basis



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**DAS Self Evaluation Methods**

† Gulfstream Internal System Evaluation

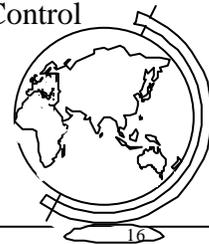
- Scope
  - † DAS Activities
    - Completion Center
    - Service Center
  - † FAA Repair Station Activities
    - Completion Center
    - Service Center



**DAS Self Evaluation Methods**

† Internal System Evaluation Criterion

- FAA Order 8100.9, Appendix 5, Figure 3 Standardized Technical Evaluation Criteria for Delegation Facilities
- FAA Approved DAS Procedures Manual
- FAA Approved Repair Station and Quality Control Manual



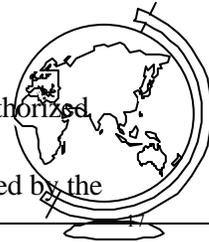
**Self Evaluations**



**DAS Self Evaluation Methods**

† Internal System Evaluation Process

- Conduct interview with DAS Administrator based on evaluation criteria established in FAA Order 8100.9, Appendix 5, Figure 3
- Review selected DAS STC Project Files for completeness and accuracy
  - † In accordance with...
    - DAS Procedures Manual
    - Master Data File Checklist
    - FAA ACO Project Participation
- Review training and activity records of DAS Authorized Representatives
- Review previous Technical Evaluations conducted by the FAA



**DAS Self Evaluation Methods**

† Internal System Evaluation Process - Evaluation Reports

- Quality Assurance Department issues an evaluation report (aka audit report) to record noted observations and findings
- The DAS is required to respond within 30 days to the audit report
  - † The DAS response reflects...
    - Noted Observations and Findings
    - Response to each observation and finding
    - Proposed Corrective Action
    - Status



**Self Evaluations**



**DAS Self Evaluation Methods**

- † Internal System Evaluation Process - Evaluation Reports
  - The status of the proposed corrective action is reviewed by the Gulfstream Q.C. auditors on subsequent evaluations
  - Evaluation reports on file for FAA review



**Summary**

- † DAS Self Evaluation Responsibilities
  - Personal Audits
  - Certification Process Audits
  - Evaluation Reports
  
- † Self Evaluations conducted by DAS and Gulfstream Q.C. on a progressive and annual basis



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**Summary** *(Continued)*

† In accordance with . . .

- DAS Procedures Manual
- Repair Station and Quality Control Manual
- Issued FAA Orders
- 14 CFR Part 21

† Evaluation activities are recorded on an Evaluation Report with follow up

