

Table 10-5-3A – Data Quality Guidelines (DQG)

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Data Quality Guideline	Definition	Measurement Examples
Is the information accurate?	Data must be technically correct, understandable and error free.	All explanations and comments must be in complete sentences and spelled correctly. Include Code of Federal Regulations (CFR) and other references, where appropriate.
Is there enough data to respond to the question?	PIs/CPMs may recommend a minimum number, location, and scope of inspection activities. The number of activities required to properly assess a given system/subsystem or element may vary considerably. There should be a sufficient data to answer all the questions and to provide thorough assessment by the PI/CPM. The inspections should vary across time and location to obtain sufficient amounts of quality observations to reflect the performance of the system/subsystem or element.	Enough data to answer all questions. This may vary depending on the complexity and the size of the certificate holder, and other factors. The ASI/AST must follow the PI instructions.
Do you understand the data?	Data must be clear and comprehensible.	Write explanations and comments in clear, concise language. Only use commonly understood abbreviations or acronyms. Explanations and comments must be complete and descriptive, so that someone knowledgeable within the aviation industry can understand.
Is the data objective?	Data must be unbiased.	Explanations must be statements of fact or fact-based conclusions from actual observations.
Is the data relevant?	The data should be applicable to the observation or question.	The response, explanation, or comment should directly relate to the specific questions asked, and the response for that question. The methodology used to collect the data was appropriate. Explanations and comments should not include administrative information. (e.g., "James Doe completed initial operating experience satisfactorily.")
Is the data timely?	The age of the data must be appropriate for the task. Do not leave open the record as a means to collect information that may present itself in the future.	Enter your responses within five business days of completing the data collection, or as soon as possible. Complete data collection tools within the timeframes the PI or CPM specified. You should complete DORs and random inspections in one day because they record single-activity observations.
Does the data add value?	Data should be beneficial and provide advantages from their use.	Do not enter the word "None" as an explanation. Each explanation and comment must stand-alone and not refer to the response for another question (e.g., "See above or Same as question 3."). ASIs/ASTs should not enter a description of what they did to complete the particular inspection activity reported.