DCT Title:	DCT Type:	Specialty:	Assessment Type:	DCT Revision:
SMS-Records Retention Process Design Demonstration(OP)	National/Divisional	Operations	DA	3.0 on 01/15/20 (Released)

Summary Information

Purpose (Certificate Holder Responsibility): Implement a record retention process to comply with all regulatory record requirements.

Objective (FAA Responsibility): Confirm through design demonstration, that the CH has a record retention process that complies with all regulatory record requirements.

Questions	Answers	Comments
1 Did the certificate holder's personnel adequately demonstrate that they can retrieve required safety management records (both current and historical) as defined in their records process to include: #1 Safety risk management outputs as long as the control remains relevant to the operation; #2 Five year record retention requirement for the outputs of its safety assurance processes; #3 Record of training for each individual to be retained for as long as they are employed by the certificate holder; and #4 Twenty-four calendar month record retention requirement for safety communications provided under 14 CFR 5.93? **REFERENCES:** 5.97(a), 5.97(c), 5.97(d), 5.97(b) **Safety Attribute:** Procedures, **Question Type:** Output Validation, **Scoping Attribute:** FAR PART = "121" OR "135" OR "141" OR "142" , **Rev.** 2 1/15/2020 3:12:42 PM, **QID:** 00055738, **Response Details:** EP & ED DCTs (Both OP and AW), **Status:** Released	◯ Yes ◯ No ◯ Not Applicable	

Response Details List EP & ED DCTs (Both OP and AW) (Released, 1.0)	
1	Unclear procedure(s)
2	Conflicting procedure(s)
3	Used workaround(s)
4	Skipped process step(s)
5	Personnel failed to follow process (procedures, guidance, etc)
6	Procedures/guidance not available
7	Procedures/guidance not current
8	Inconsistent procedure(s)
9	Undocumented procedure(s)
10	Minor typographical error(s) (i.e. record entries)
11	Information missing
12	Communication failure(s)
13	Personnel failed to perform task
14	Process failed to meet desired outcome
15	Process oversight failure
16	Equipment/tools not available
17	Equipment/tools not adequate
18	Equipment/tools not calibrated
19	Facilities not adequate
20	Other
Response Details List N/A Response Detail (Released, 2.0)	
1	Not applicable or authorized for the certificate holder or applicant
2	Other

UNCONTROLLED COPY WHEN DOWNLOADED - Check Data Repository to verify that this data is current prior to use
FOR OFFICIAL USE ONLY - Public availability to be determined under 5 USC 552.