

NOTICE

U.S. Department of Transportation
Federal Aviation Administration

N 8110.54

Cancellation
Date:
7/19/96

SUBJ: PARTS MANUFACTURER APPROVAL BY EVIDENCE OF
LICENSING AGREEMENT

1. PURPOSE. This notice prescribes procedures for issuing Parts Manufacturer Approval to persons who show "identity" by providing evidence of licensing agreement with a Federal Aviation Administration (FAA) design approval holder.
2. DISTRIBUTION. This notice is being distributed to the branch level of Washington headquarters, to the branch level in the Aircraft Certification Directorates; all Aircraft Certification Offices; and all Manufacturing Inspecting District Offices.
3. BACKGROUND. On July 16, 1992, the FAA issued Advisory Circular (AC) 21-29A, Suspected Unapproved Parts Detecting and Reporting Program. Advisory Circular 21-29A provides the public with methods to detect and report suspected unapproved parts to the FAA. Initial reports received under the program indicated that suppliers to PAHs have shipped large numbers of parts directly to customers other than the PAHs, without direct ship authority. Although these supplier-shipped parts may conform to approved data, they are not "approved" parts.
 - a. The FAA initiated a dialogue with industry on unapproved supplier parts with a kick-off meeting on July 9, 1992. On July 12, 1992, the FAA established the Parts Approval Action Team (PAAT) to address the problem of ensuring regulatory compliance by producers of replacement and modification parts.
 - b. The FAA had previously issued interim guidance on PMA approvals under evidence of licensing agreement, this notice is largely identical to and replaces that interim guidance.
4. DEFINITIONS.
 - a. Production Approval Holder (PAH) - The holder of a production certificate, approved production inspection system, PMA, or technical standard order (TSOA) authorization.

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b. Supplier - is an individual or company that furnishes articles or manufacturing services, either directly or indirectly, to a FAA Production Approval Holder for installation on a type certificated product.

5. SCOPE. This notice provides guidance to FAA personnel on issuing Parts Manufacturer Approvals to suppliers who meet the identity provisions of 14 CFR part 21 (part 21) § 21.303(c)(4) by showing "evidence of licensing agreement" ("i.e., PMA assist letter") with an FAA design approval holder production. Although, not explicitly covered in this notice, another option is for a supplier to obtain direct-ship authority from the PAH. Advisory Circular 21-20A, Supplier Surveillance, (page 4 paragraph 6e.) provides guidance to PAHs on implementing direct-ship authority. The FAA Order 8120.2A, Production Approval and Surveillance Procedures, Change 8, provides guidance to FAA personnel on evaluating a PAH's system for issuing direct-ship authority.

6. APPLICATION.

a. The certification directorates should establish a staff for processing the PMA applications eligible for consideration under this notice. All applications should be sent directly to the geographic directorate (listing in appendix 1) of the applicant. Applications for PMA, under the procedures of this notice, received by an Aircraft Certification Office (ACO) or Manufacturing Inspection District Office (MIDO) should be forwarded to the geographic directorate.

b. The application for PMA should include the following information:

(1) A letter of application (sample provided in appendix 2) containing:

(a) The name and address of the manufacturing facility which will be covered by the applicant's fabrication inspection; and

(b) A statement certifying that the applicant has established a fabrication system in compliance with part 21 § 21.303(h). An acceptable statement follows:

"[The PMA applicant's name] hereby certifies that it has established a fabrication inspection system at [address of the facility] that complies with the requirements of 14 CFR part 21 § 21.303(h) as documented in [name of document, date, revision level]."

(c) Appendix 3 of this document contains an excerpt from AC 21-303.1A, Certification Procedures for Products and Parts, regarding the documentation of the fabrication inspection system and compliance with part 21 §21.303(h).

(2) A "PMA Assist Letter" (sample provided in appendix 4) or other similar document that shows "evidence of a licensing agreement" with a FAA design approval holder. The "PMA assist letter" should have the following information:

(a) The FAA design approval holder's name and address.

(b) Part number.

(c) Part nomenclature.

(d) Approved drawing number(s) and FAA approval by certificate or approval number and date, (i.e., type certificate, supplemental type certificate, technical standard order authorization or parts manufacturer approval).

(e) Product eligibility.

(f) A statement that the PMA applicant is authorized to use the design data, identified by part name and drawing number.

(g) The "PMA Assist Letter" should be signed by the engineering manager, quality assurance manager, corporate officer, FAA liaison, or other authorized personnel of the FAA design approval holder.

(h) If the PMA assist letter is being provided by a current PMA holder, it should also include a copy of the approved supplement.

(3) The application may optionally include a statement from the PAH (on company stationary) certifying that the applicant is an approved supplier to the PAH. An acceptable statement follows:

"[The PAH's name] confirms that [the PMA applicant's name] is an approved supplier, as of [date], which requires compliance with an approved quality system."

(4) A PMA supplement prepared in accordance with the sample provided in appendix 5. Each page of the supplement should have the company name, address, and if known, the PMA number and supplement number as a header on each page, otherwise provide spaces for the FAA to fill in the PMA and supplement numbers. Each page should be numbered on the bottom with the page number followed by a "/" followed by the total number of pages in the supplement (i.e. "3/4", the third page of a four page supplement). The last page of the supplement should have space for a signature of the approving FAA official. The body of the supplement should be in the 4 column format shown in appendix 5 and should include the following information:

(a) Part Nomenclature and Part No. PMA part name and number.

(b) Approved Replacement For. The PAH's name and part number.

(c) FAA Approved Design Data and Approval Means. Reference the PMA Assist Letter by number and date. Reference the approved data by drawing number, revision level, and date.

(d) Installation Eligibility. Identify the type certificated product by manufacturer's name, model, series, and if appropriate serial numbers.

7. PROCESSING OF PMA.

a. Examination of application. Processing personnel should check the application for the information listed below. If the application is complete and accurate, the PMA should be issued without any further finding.

(1) A cover letter with the information of paragraph 6.b.(1).

(2) A PMA assist letter or equivalent with the information listed in paragraph 6.b.(2).

(3) A PMA supplement with the information in paragraph 6.b.(4) and prepared in accordance with the sample in appendix 5.

(4) If the application is incomplete, send a letter to the applicant requesting the required additional information.

b. PMA Number. A PMA number will be assigned to all original PMA letters. The number will be unique to each PMA holder and will be carried forth on subsequent approved supplements. The number should be composed of the prefix "PQ" followed by a four digit sequential number for PMA's, followed by a two letter directorate identifier (CE, NE, NM, or SW). An example would be "PQ0018CE" which would represent the 18th PMA issued by the small airplane directorate. The leading zero's on the sequential number are required for data processing purposes.

c. Preparation of PMA. Prepare the following documents as prescribed and send the originals to the applicant and a copy along with the application package to the geographic MIDO.

(1) If not already provided by the applicant, the PMA number and supplement number should be typed on each page of the applicant's supplement (required by paragraph 6.b.(4)). A signature block should be typed on the last page of the supplement and signed by the approving official.

(2) An FAA-PMA letter (sample provided in appendix 6), if the manufacturer is not currently a FAA-PMA holder, signed by the Manufacturing Inspection Office manager or MIDO manager.

(3) If the application did not contain the certification of supplier status of paragraph 6.b.(3) the processing office should send a cover letter to that effect to the geographic MIDO along with the a copy of items (1) and (2). The geographic MIDO upon receipt of this letter should prioritize this manufacturer when scheduling on-going facility audits to ensure a timely audit.

8. IDENTIFICATION OF PMA PARTS. The new PMA holder shall be informed, in the PMA letter (see appendix 6, paragraph 5), of the part marking requirements of part 21 § 45.15, Replacement and Modification Parts. The PMA holder may use the same part number (required by part 45 § 45.15(a)(3)) as the design approval holder, provided the PMA holder also meets the requirements of part 45 § 45.15(a)(1) and (2) to permanently mark the part with the letters "FAA-PMA" and the name, trademark, or symbol of the PMA holder. The PMA holder's part should be numbered such that it is sufficiently different from the design approval holder's part number to be distinguishable. The design approval holder's part number with a prefix/suffix is sufficient for this purpose. This prefix/suffix can also satisfy the requirements of part 45 § 45.15(a)(2) if the prefix/suffix is consistent across the PMA holder's product line.

9. CONTROL OF DOCUMENT. The Aircraft Certification Service, Aircraft Engineering Division is responsible for this notice, all questions or suggestions should be directed to the Certification Procedures Branch, AIR-110, on (202) 267-9588 or FAX 202-267-5340.

/s/ John K. McGrath

John K. McGrath
Manager, Aircraft Engineering Division

APPENDIX 1. GEOGRAPHIC CERTIFICATION DIRECTORATES
RESPONSIBILITY BY STATE

ORGANIZATION

1. Federal Aviation Administration
New England Region
Engine and Propeller Directorate
12 New England Executive Park
Burlington, MA 01803
(617) 836-7100

2. Federal Aviation Administration
Central Region
Small Airplane Directorate
601 East 12th Street
Kansas City, MO 64106
(816) 324-6937

3. Federal Aviation Administration
Northwest Mountain Region
Transport Airplane Directorate
1601 Lind Ave. S.W.
Renton, WA 98055-4056
(206) 227-2104

4. Federal Aviation Administration
Southwest Region
4400 Blue Mound Road
Ft. Worth, TX 76193
(817) 624-5100

STATE	COGNIZANT OFFICE
Alabama	2
Alaska	2
Arizona	3
Arkansas	4
California	3
Colorado	3
Connecticut	1
Delaware	1
Florida	2
Georgia	2

APPENDIX 1. GEOGRAPHIC CERTIFICATION DIRECTORATES
RESPONSIBILITY BY STATE. CONTINUED

STATE	COGNIZANT OFFICE
Hawaii	3
Idaho	3
Illinois	2
Indiana	2
Iowa	2
Kansas	2
Kentucky	2
Louisiana	4
Maryland	1
Massachusetts	1
Maine	1
Michigan	2
Minnesota	2
Missouri	2
Mississippi	2
Montana	3
Nebraska	2
Nevada	3
New Hampshire	1
New Jersey	1
New Mexico	4
New York	1
North Carolina	2
North Dakota	2
Ohio	2
Oklahoma	4
Oregon	3
Pennsylvania	1
Rhode Island	1
South Carolina	2
South Dakota	2
Texas	4
Tennessee	2
Utah	3
Vermont	1
Virginia	1
Washington	3
West Virginia	1
Wisconsin	2
Wyoming	3

APPENDIX 2. SAMPLE PMA LETTER OF APPLICATION

ABC Tool Company
3000 Hill Road
Cleveland, Ohio
(216) 123-4567

April 28, 1992

Federal Aviation Administration
Central Region
Small Airplane Directorate
601 East 12th Street
Kansas City, MO 64106
(816) 324-6937

Subject: Request for new Parts Manufacturer Approval by showing "evidence of licensing agreement".

Gentlemen:

ABC is submitting an application for Part Manufacturer Approval (PMA) for the parts listed on the attached supplement under the procedures of FAA Order 8110.45, Parts Approval Action Team, Phase I: Parts Manufacturer Approval under evidence of licensing agreement. We are requesting approval under the identity provisions of FAR § 21.303 by showing evidence of licensing agreement. A PMA assist letter from Alpha Aircraft Company is enclosed to show evidence of licensing agreement.

ABC Tool Company hereby certifies that it has established a fabrication inspection system at 3000 Hill Road Cleveland, Ohio. that complies with the requirements of FAR § 21.303(h) as documented in ABC Tool Company, Quality Assurance System, Revision A. of 4/20/92. ABC Tool Company further certifies that the PMA parts will be produced in accordance with this system.

Sincerely,

John Doe
Manager, Engineering
ABC Tool Company

APPENDIX 3. EXCERPT FROM AC 21-303-1A, PARTS MANUFACTURER APPROVAL

13. FABRICATION INSPECTION SYSTEM (FIS) DESCRIPTION - FAR §21.303(h). The description of the FIS may be in any form acceptable to the FAA; however, for durability and easy reference, it is suggested that this description be in the form of a manual, indexed as necessary, describing the methods, procedures, inspections, and tests which the applicant and his suppliers intend to use to meet the requirements of FAR §§ 21.303(h)(1) through 21.303(h)(9). The description may result in a lengthy document, or it might contain only a few pages, dependent upon the size of the manufacturer's facilities and the number and complexity of parts being manufactured. In describing the FIS, references to other documents or data maintained by the applicant may be utilized in lieu of a detailed description of a particular procedure, provided that a brief description is also included in the manual and the referenced documents provide a complete description of the system. For record purposes, the description should also include a facsimile of the manufacturer's symbol or trademark, if one is used. The following paragraphs, headed by the section of FAR Part 21 to which they apply, provide an example of the material usually found in an acceptable description.

a. FAR § 21.303(h)(1). The portion of the FIS system established to comply with this section would usually include the procedures that ensure conformity to approved design data of all supplier-furnished material, which includes articles and services. Generally, this part of the FIS description would describe the manner by which the PMA holder ensures that:

(1) All incoming articles conform to approved design data prior to their acceptance and release to production.

(2) Provisions are made for the evaluation and surveillance of suppliers by the manufacturer when it relies to any degree upon a supplier's inspection system or has delegated inspection duties to the supplier. The surveillance of suppliers of proprietary parts must be commensurate with the criticalness of the part.

(3) Suppliers, including suppliers of proprietary parts upon whom a manufacturer relies for controlling conformity and quality, are formally advised that their inspection system and articles being supplied are subject to inspection by the FAA since, in effect, such suppliers constitute extensions of the manufacturer. When a supplier from a country other than the U.S. is involved, the FAA will determine whether or not it will require the performance of any FAA duties at the supplier's facilities and, if it does, whether to do so would result in an undue burden being placed on the FAA. If such FAA duties would be required, either a mutually acceptable means of relieving any undue burden must be found, such as under SFAR 36, or it will be necessary for the manufacturer to perform all required functions in the U.S. so that the FAA can carry out its responsibilities.

(4) Positive control is exercised over the design configuration and safe operating condition of all articles obtained from suppliers who hold an FAA production approval, or a repair station certificate for the article involved. The fact that the supplier holds a production approval for the part does not relieve the PMA holder of its responsibilities for design and condition of the part.

(5) All material review actions and design changes made by suppliers, including suppliers of proprietary articles over which the manufacturer does not exercise design control, are evaluated by the manufacturer and approved as applicable in accordance with FAR § 21.303(d) and FAR Subpart D.

(6) Records are maintained of all inspections and tests performed by or for the manufacturer in controlling the conformity of all supplier-furnished articles.

(7) All incoming articles and services, including related inspection and test records, are identified with appropriate acceptance, rejection, or rework stamps as applicable.

b. FAR § 21.303(h)(2). The FIS description would include the system the PMA holder utilizes, with respect to compliance with this section, to ensure that the physical and chemical properties of incoming material are as specified in the approved design data.

c. FAR § 21.303(h)(3). An acceptable description of the storage and issuance system established by the manufacturer would normally include the procedures which ensure:

(1) Identification, segregation, and protection of materials and articles in storage;

(2) Periodic reinspection and disposition of materials subject to deterioration from prolonged storage;

(3) Protection from damage of materials, and of articles being delivered to fabrication or shipping areas, and while stored in fabrication areas prior to use.

(4) Incorporation of all applicable design changes prior to release of stored articles for installation in the part; and

(5) That only those materials and articles which are identified as having passed receipt inspection criteria are received into, and issued from, finished stores.

d. FAR § 21.303(h)(4). The integrity of processes and services utilized in the manufacture of articles and parts is usually dependent upon the skill with which the work is performed, the capabilities of the equipment used, and close control of temperatures, solutions, curing time, or other critical factors. Normally, a system to control processes and services, such as welding, brazing, heat treatment, plating, and

radiographic, ultrasonic, or magnetic particle inspection, etc., requires that each process be performed by trained and qualified personnel and in accordance with approved specifications containing definitive standards of quality; and, that periodic inspection of gauges, solutions, or any critical equipment is controlled and documented. The description with respect to this section in the FIS manual should explain the procedure by which the manufacturer will control processes performed at his own facilities, as well as by his suppliers, and would generally include a listing of manufacturing processes which are relied upon to assure quality, conformity, and safety of the completed parts.

e. FAR § 21.303(h)(5). Compliance with this section usually requires that procedures be established to control all phases of inspection of the part. The FIS description would, therefore, provide descriptions of all such procedures established by the manufacturer to ensure that all inspections and tests will be conducted in the proper sequence, when articles and processes are in an inspectable condition--"for example, prior to painting or closures". This is generally achieved through use of inspection instructions, shop travellers, checklists, or similar media. Following are examples of inspection functions which would be described to the extent applicable to the complexity of the parts or size of the manufacturer's facilities:

(1) Planning Procedures. Such procedures would ensure that each article used in the part is adequately inspected for conformity with the approved design. This function of the planning system would be facilitated if it provided for:

(i) Classifying design characteristics and related manufacturing defects to determine their criticalness so that the most effective fabrication inspection methods and process controls will be used with respect to critical and major characteristics and defects. (Reference FAR § 21.93, MIL-STD-105, and MIL-STD-414.)

(ii) Selection of appropriate inspection methods and plans for each classification to ensure that all characteristics affecting safety will be inspected and reinspected to ensure conformity to approved design data and to eliminate discrepancies from articles and completed parts.

(2) Inspection Status. This system would ensure that appropriate stamps or marks are placed on articles to indicate their inspection status. It would be helpful if this portion of the description also contains copies of all inspection forms, checklists, and imprints of the various inspection and process stamps and their meanings. Procedures normally call for suitable acceptance, rework, or rejection stamps to be placed on:

(i) Articles which have been subjected to a process such as heat treatment, welding, bonding, etc., or testing and inspection which may include hardness tests,

laboratory analysis, magnetic particle inspection, or similar functions;

(ii) Articles which have been inspected at the specified point in production and are found in conformity with the approved design; and

(iii) Articles which are rejected as being unusable or scrap so as to absolutely preclude their installation on the part.

(3) Tool and Gauge Control. This system would provide control over periodic inspection and calibration of inspection tools, gauges, testing equipment, production jigs, fixtures, templates, etc., which are depended upon as media for inspection product acceptance. The description of the means utilized for tool and gauge control would normally include a schedule of periodic inspection and calibration intervals to ensure that tools, gauges, etc., which are depended upon as media for inspection product acceptance, are inspected, adjusted, repaired, and/or replaced prior to their becoming inaccurate. The inspection system description would also describe the procedures for implementing the tool and gauge control schedules. Such procedures would basically ensure that each piece of equipment is:

(i) Checked prior to first usage at the proper periodic interval and marked to indicate the date that the next inspection is due, and

(ii) Removed from inspection and shop areas or conspicuously identified to prohibit usage after expiration of the inspection due date.

(4) Final Inspection. This function of the inspection system would ensure that each completed part is subjected to a final inspection to determine conformity with approved design data; compliance with applicable FAA airworthiness directives or manufacturer's service bulletins issued in lieu of airworthiness directives; and, whether the part is safe for installation on type-certificated products. Such a system would usually incorporate procedures to ensure that:

(i) Each part is inspected for completeness, adjustments, safety, calibration, markings, placards, etc., as applicable to the complexity of the part.

(ii) If applicable, each completed part is subjected to a functional test to ensure that the operating characteristics meet the approved design provisions.

f. FAR § 21.303(h)(6). The description of the system established for compliance with this rule normally includes the procedures utilized to ensure that drawings and data which are obsolete, or affected by superseding data, FAA airworthiness

directives, or manufacturer's service bulletins are promptly removed from production and inspection areas or otherwise controlled to prevent their improper use.

g. FAR § 21.303(h)(7). The description of the drawing change controls required by this regulation should include procedures to ensure that, prior to final acceptance of articles and completed parts, all changes required to be FAA-approved have been approved and are incorporated in the applicable drawings or covered by change notices attached to such drawings. The inspection system manual would, therefore, normally include a section describing the drawing change control system which the PMA holder has established and maintained.

h. FAR § 21.303(h)(8). The description of the procedures established for compliance with this regulation normally includes provisions for engineering evaluation of rejected materials and articles to determine whether they can be reworked, repaired, or accepted "as is" without affecting the airworthiness of the part. Approval of changes would be in accordance with FAR Part 21, Subpart D, as applicable to the classification of change involved.

i. FAR § 21.303(h)(9). Compliance with this section requires that procedures be established for maintaining inspection records. This includes all inspections accomplished on the parts from raw materials to finished parts. There should be a procedure established for identifying inspection records where practicable with parts, such as serial numbers, dates, codes, etc. The manufacturer must file and retain the inspection records for a period of at least 2 years after the part has been completed.

APPENDIX 4. SAMPLE TC HOLDER'S PMA ASSIST LETTER

SUPPORTING DATA
PARTS MANUFACTURER APPROVAL

SUPPLIER'S NAME AND ADDRESS:

ABC TOOL COMPANY
3000 Hill Road
Cleveland, Ohio

(1) PART NUMBER	(2) NOMENCLATURE	(3) DESIGN DATA/ APPROVAL	(4) MODEL/ ELIGIBILITY
101001-101	THERMOSWITCH	DWG NO.	ALPHA MODEL
101001-101	700-100,	TC # A111 GL	-200

IT IS HEREBY CERTIFIED THAT THE COMPONENTS LISTED HEREIN ARE INCLUDED AS A PART OF THE APPROVED DESIGN DATA FOR ALPHA AIRCRAFT MODELS AS SPECIFIED IN COLUMN (4) HEREIN.

Approved:
Alpha Aircraft Co.

THE ABOVE NAMED SUPPLIER IS HEREBY AUTHORIZED TO USE THE APPROVED TYPE DESIGN DATA NOTED IN COLUMN (3) HEREIN TO MANUFACTURER REPLACEMENT COMPONENTS (COLUMN 2). THIS CERTIFICATION MAY BE USED AS PART OF THE APPLICATION FOR FAA/PMA. (FEDERAL AVIATION REGULATION 21.303)

J. Doe, 4/1/92
Date
Manager, Engineering

ALPHA AIRCRAFT COMPANY CONFIRMS THAT ABC TOOL COMPANY IS AN APPROVED SUPPLIER, AS OF 4/1/92, WHICH REQUIRES COMPLIANCE WITH AN APPROVED QUALITY SYSTEM.

Page 1 of 1.

APPENDIX 5 SAMPLE PMA SUPPLEMENT

PARTS MANUFACTURER NO. _____

PRODUCTION APPROVAL LISTING - SUPPLEMENT NO. _____

FEDERAL AVIATION ADMINISTRATION - PARTS MANUFACTURER APPROVAL

ABC TOOL COMPANY
3000 Hill Road
(216) 123-4567

<u>Nomenclature and Part No.</u>	<u>Approved Replacement For</u>	<u>FAA Approval Basis and Approved Design Data</u>	<u>Installation Eligibility</u>
Thermoswitch ABC101001-101	Alpha Aircraft: 101001-101	Identicality By Licensing Agreement with Alpha Aircraft Co. dated 3/7/92. ABC Dwg. No. 101001-101 Rev. B dated 6/25/88 or later FAA approved revision.	Alpha Aircraft: Models 700-100, -200

-----End of Listing-----

NOTE: The procedures that have been accepted by the type certificate holder and their cognizant FAA Aircraft Certification Office, for minor changes to original parts used on type certification products, are also acceptable for incorporating the same minor changes on identical FAA-PMA replacement parts. The FAA PMA holder shall be able show traceability relating to the TC or STC holder on all minor changes incorporated by this procedure. When these procedures are no longer applicable because of completion of the production contract or termination of the licensing agreement or equivalent, all subsequent design changes to the PMA parts would require FAA approval by the ACO who has jurisdiction of the PMA holder.

Barry D. Clements
Manager, Small Airplane Directorate

APPENDIX 6 SAMPLE PMA LETTER

Mr. John Doe
ABC Tool Company
3000 Hill Rd.
Cleveland, Ohio

Dear Mr. Doe:

PMA NO. PA920018CE

This is in response to your letter dated April 28, 1992, regarding an application for Federal Aviation Administration Parts Manufacturing Approval (FAA-PMA).

FEDERAL AVIATION ADMINISTRATION - PARTS MANUFACTURER APPROVAL

In accordance with the provisions of Federal Aviation Regulation (FAR) 21, Subpart K, the FAA has found that the PMA Assist letter submitted by ABC Tools Company substantiates identity with an FAA approved design. The FAA finds that the design data identified in the supplement(s) to this letter, meets the airworthiness requirements of the FAR's applicable to the product(s) on which the part(s) is to be installed.

Additionally, it has been determined that ABC Tool Company has established the fabrication inspection system required by FAR 21.303(h) at 3000 Hill Rd., Cleveland, Ohio. Accordingly, FAA-PMA is hereby granted to ABC Tool Company to produce the replacement/modification part(s) listed in the enclosed supplement(s) in conformity with the FAA-approved design data. Any major change to the design data must be FAA approved before being incorporated in the finished part. A major change is a change that has an appreciable effect on the weight, balance, structural strength, reliability, operational characteristics, or other characteristics affecting the airworthiness of the part and/or product on which it will be installed. Minor changes may be approved under a method acceptable to the cognizant FAA engineering office. The method shall be documented in appropriate company procedures.

The following terms and conditions are applicable to this approval:

1. ABC Tool Company's fabrication inspection systems, methods, procedures, and manufacturing facilities, including their suppliers, are subject to FAA surveillance and investigation. Accordingly, ABC Tool Company must advise their suppliers that their facilities are also subject to FAA surveillance and investigation.

2. ABC Tool Company must notify the FAA Manufacturing Inspection District Office located at the Federal Facilities Building Room 127 Cleveland Hopkins International Airport Cleveland, OH 44135 telephone number (216) 267-8648, in writing within 10 working days from the date the address shown on this approval letter is changed, and/or the facilities at which parts are manufactured, including suppliers who have been delegated major inspection functions, are relocated or expanded to include additional facilities at other locations.

3. ABC Tool Company must furnish to the FAA, upon request, a list of suppliers and any pertinent information concerning the suppliers who furnish parts/services including:

- a. A description of the part or service;
- b. Where and by whom the part or service will undergo inspection;
- c. Any delegation of inspection duties;
- d. Any delegation of materials review authority;
- e. Name and title of the responsible person at the supplier facility available to communicate with the FAA;
- f. The inspection procedures approved by the ABC Tool Company implemented at the supplier's facility;
- g. Any direct shipment authority;
- h. Results of any evaluation, audit, and/or surveillance conducted at the supplier;
- i. The purchase/work order number (or equivalent); and
- j. Any feedback relative to service difficulties originating at ABC Tool Company suppliers.

4. Parts or services furnished by any supplier located outside of the United States may not be used in the production of any part listed in supplement(s) to this letter unless:

- a. FAA approval is obtained for procedures governing the control, qualification, and surveillance of each supplier;
- b. Verification is obtained from the country's authorities to allow the entry of FAA personnel or their representatives to audit the quality control system established at the supplier by ABC Tool Company;
- c. The design data, test requirements, and quality control system procedures imposed on the supplier by ABC Tool Company must be available in the English language to the degree necessary for approval or audit by the FAA;
- d. The FAA has determined that the location of the supplier places no undue burden on the FAA in administering its regulatory responsibilities.
- e. The PMA does 100% conformity inspection upon receipt.

5. Parts produced under the terms of this approval must be marked with the identification information as required by FAR 45.15; i.e., with the letters "FAA-PMA," the name, trademark, or symbol of the company, the part number, and the name and model designation of each type certificated product on which the part is eligible for installation. Alternate means of identification if the part is too small or if it is otherwise impractical to mark, must be approved by the FAA.

6. This approval is not transferable to another person or location. It may be withdrawn for any reason which would preclude its issuance, or at any time that the FAA finds that the fabrication inspection system is not being maintained, or if unsafe or nonconforming parts are accepted under the fabrication inspection system.

7. ABC Tool Company must maintain the fabrication inspection systems in continuous compliance with the requirements of FAR 21.303(h) and ensure that each part conforms with the approved design data and is safe for installation on type certificated products.

8. ABC Tool Company is eligible for the appointment of qualified individuals in their employ to represent the FAA as Designated Manufacturing Inspection Representatives for the purpose of issuing Export Airworthiness Approvals for Class II and Class III products.

9. All technical data required by FAR 21.303(c), for the parts to be produced under this approval, must be readily available to the FAA at the facility at which the parts are produced.

10. ABC Tool Company shall produce all parts in accordance with their Quality Control Manual, Revision N/C, dated 04/26/92 or later approved revisions, which has been presented as evidence of compliance with FAR 21.303(h). Accordingly, ABC Tool Company shall notify and obtain approval, from the FAA office identified in item 2 above, prior to incorporating any changes to the fabrication inspection system that may affect the inspection, conformity, or airworthiness of the parts approved in this letter.

11. ABC Tool Company shall report in a timely manner, to the regional FAA aircraft certification office, information concerning service difficulties on any part produced under this approval, in addition to any failures, malfunctions, and defects required to be reported in accordance with FAR 21.3.

If your FAA-PMA is surrendered, terminated, or your facility is relocated, this letter, along with any supplements, and the design data must be returned to the FAA office identified in item 2 above.

Sincerely,

Barry D. Clement
Manager, Small Airplane Directorate
Enclosure