



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: Use of Draft Forms Included in Notice 8130.66, Designee Supervision, Monitoring, and Tracking **Date:**

From: Manager, Production & Airworthiness Certification Division, AIR-200 **Reply to Attn. of:**

To: All Directorate Managers
All Manufacturing Inspection Offices
All Manufacturing Inspection District/Satellite Offices

On January 20, 1995, the Aircraft Certification Service (AIR) issued Notice 8130.66, Designee Supervision, Monitoring, and Tracking. This Notice was developed by a nation policy team (the Designee Management Team (DMT)) with representation from the Directorates and the Flight Standards Service. The Notice serves as interim policy to improve our designee program oversight, standardization, and existing guidance, and will be incorporated into a new designee order being developed by the DMT. These improvements are based on previous AIR program evaluations and Office of Inspector General (OIG) audit recommendations which are subject to future AIR evaluations and OIG audits.

The Notice includes two draft forms; Form 8130-13, Designee Geographic Expansion Authorization, and Form 8130-14, Designee Management Report. Some offices have questioned the requirement to use draft forms and we would like to explain why this is acceptable and emphasize their required use. All proposed new forms require Office of Management and Budget (OMB) review and approval before being adopted as standard agency forms. This process requires long lead development, coordination, and processing time. To provide our workforce with the material required to perform their tasks, draft forms are occasionally published in directives (Orders and Notices). Although these forms are sometimes marked "DRAFT," when they are imbedded in an FAA directive (including Notices) they are required for use as described in the directive.

If you have any further questions regarding this matter, please contact the Policy & Procedures Branch, AIR-230, at (202) 267-8361.

AIR-200 Division Manager

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cc:

AFS-300

AIR-200 (CONTROL NUMBER - NONE)

AIR-220

AIR-230

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NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8130.66

01/20/95
Cancellation
Date: 1/20/96

SUBJ: DESIGNEE SUPERVISION, MONITORING, AND TRACKING

1. **PURPOSE.** The National Designee Management Team was implemented to improve the Airworthiness Designee Program through oversight, standardization, and guidance. This notice provides guidance to the Flight Standards and Aircraft Certification offices for the development and execution of the supervision, monitoring, and tracking of Designated Airworthiness Representatives (DAR), Designated Manufacturing Inspection Representatives (DMIR), Organizational Designated Airworthiness Representatives (ODAR), Designated Alteration Station (DAS), and Delegation Option Authorization (DOA). Success of the designee program is dependent upon appointing qualified individuals and providing adequate training, supervision, and follow-up.
2. **DISTRIBUTION.** This notice is distributed to Washington Headquarters branch levels of the Aircraft Certification Service (AIR), the Flight Standards Service (AFS), and the Office of Aviation System Standards (AVN); to the Regulatory Support Division (AFS-600); to the branch level in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District and Satellite Offices; to all Aircraft Certification Offices and Aircraft Certification Field Offices; to all Manufacturing Inspection Offices; to all Manufacturing Inspection District and Satellite Offices; to the Aircraft Certification Branch (AMA-220) of the Federal Aviation Administration Academy; to the Brussels Aircraft Certification Division and Flight Standards Staff; and to all International Aviation Field Offices.
3. **DEFINITIONS.**
 - a. **Supervision.** The assignment of duties, responsibilities, and maintenance of current and accurate records; to inform designees, or signature authorities within the delegation, of their duties and responsibilities; authorize performance of designee functions out of geographical locality; provide guidance and direction in the implementation of all assigned duties. To define and provide training to support designee duties and initiate corrective action as required.
 - b. **Monitoring.** Observe that satisfactory inspection techniques, methods, and procedures are used; make recommendations; observe and review work records and reports for accuracy; and advise designee and their employer of quality of performance.
 - c. **Tracking.** A formal procedure and method to document all data pertaining to the designee's activities as defined by supervision and monitoring in accordance with this notice.
 - d. **Designated Airworthiness Representative - Manufacturing (DAR-Mfg).** An individual appointed in accordance with 14 Code of Federal Regulations, (CFR), part 183 who possesses

aeronautical knowledge and experience and who meets the qualification requirements listed in accordance with Orders 8000.62, Designated Airworthiness Representatives Qualification Criteria, Selection, and Appointment and 8130.23, Aircraft Certification Service Representatives of the Administrator - General.

e. **Designated Airworthiness Representative - Maintenance (DAR-Maint).** An individual, appointed in accordance with 14 CFR part 183, section 183.33, who holds either a Mechanic's certificate with either airframe, powerplant, or airframe and powerplant rating under 14 CFR part 65, or a repair person certificate employed at a currently certificated Repair Station under 14 CFR part 145, and who meets the qualification requirements as listed in Orders 8000.62 and 8130.23.

f. **Organizational Designated Airworthiness Representative - Manufacturing (ODAR-Mfg).** An organizational unit, appointed in accordance with 14 CFR part 183, that possesses aeronautical knowledge and experience and meets the qualification requirements listed in accordance with Orders 8000.62 and 8130.23.

g. **Organizational Designated Airworthiness Representative - Maintenance (ODAR-Maint).** A unit within the organization, appointed in accordance with 14 CFR part 183 and must be the holder of a repair station certificate under 14 CFR part 145, with appropriate ratings, or an air carrier operating certificate holder with an FAA approved Continuous Airworthiness Maintenance Program, who is appointed, and meets the qualification requirements as listed in Orders 8000.62 and 8130.23.

h. **Designated Manufacturing Inspection Representative (DMIR).** An individual appointed in accordance with 14 CFR part 183 who possesses aeronautical knowledge and experience and is employed by a production approval holder or its supplier who meets the qualification requirements listed in accordance with Orders 8130.2C and 8130.23.

i. **Delegation Option Authorization (DOA).** An organization holding a current type certificate and production certificate that employs a staff of engineering, flight test, production and inspection personnel who can determine compliance with the applicable airworthiness requirements of 14 CFR, and meets 14 CFR part 21, subpart J.

j. **Designated Alteration Station (DAS).** An eligible repair station, air carrier under 14 CFR part 121, or manufacturer which has been delegated the authority to issue supplemental type certificates (STC), experimental certificates, and amended standard airworthiness certificates in accordance with the applicable of 14 CFR part 21, subpart M.

k. **Authorized Representative.** All personnel within an organization (ODAR/DOA/DAS) with authority to sign (Signature Authority) within their FAA authorized functions.

4. FORMS AND REPORTS.

- a. Appendix 1, Designee Geographic Expansion Authorization.
- b. Appendix 2, Designee Management Report.

- c. **Appendix 3, Summary Activity Report**

5. RELATED FAA PUBLICATIONS.

- a. **Federal Aviation Regulations, 14 Code of Federal Regulations (CFR).**
- b. **Order 8000.57, Appointment of Former Aviation Safety Inspectors as Designated Airworthiness Representatives (DAR's).**
- c. **Order 8000.59, DAR/DMIR/DOA/DAS Standardization Course.**
- d. **Order 8000.62, Designated Airworthiness Representatives Qualification Criteria, Selection, and Appointment.**
- e. **Order 8000.63, Designated Airworthiness Representative Monitoring Program.**
- f. **Order 8130.2, Airworthiness Certification of Aircraft and Related Products.**
- g. **Order 8120.2, Production Approval and Surveillance Procedures.**
- h. **Order 8130.23, Aircraft Certification Service Representatives of the Administrator - General.**
- i. **Order 8130.26, Implementation of Designee Management System.**
- j. **Order 1800.56, Administration of Aviation Standards Activities - Program Guidelines.**
- k. **Order 8300.10, Airworthiness Inspectors Handbook.**
- l. **Order 8110.4, Type Certification Handbook.**

6. DEVIATIONS. Adherence to the procedures in this notice is necessary for uniform administration of this directive material. Any deviations from this guidance material must be substantiated, coordinated, and approved by the Aircraft Certification Service, Production and Airworthiness Certification Division, AIR-200, and as applicable through AIR-100 and AFS-300 Flight Standards offices must coordinate their request for deviations through the Aircraft Maintenance Division, AFS-300, prior to approval from AIR-200. If a deviation becomes necessary, the FAA employee involved should be guided by sound judgment, ascertaining that all deviations are substantiated, documented, and concurred with by the appropriate supervisor.

7. PROCEDURES. This notice will be used as interim guidance for the purpose of supervision, monitoring, and tracking of designees.

- a. **Supervision.** The following are the guidelines for the aviation safety inspector (ASI) of the FAA to implement for the supervision of a designee or signature authority within the delegation

(1) DMIR/DAR**(a) Annually**

- 1** Notify the designee of the supervision visit.
- 2** Determine the designee is properly qualified and designated in accordance with (IAW) part 183.
- 3** Review Designee Management System (DMS) records and office records for previous work history.
- 4** Ensure the designee has all necessary required guidance material to perform the designated function, i.e. current FDR-ID Publication Kit, airworthiness directives (AD), airworthiness standards, etc.
- 5** Review official documentation initiated by the designee on a sampling basis.
- 6** At least once a year, the ASI upon receipt of a properly executed airworthiness or export application will, after delegation to the designee, either accompany the designee during the inspection or request the designee to demonstrate a simulated inspection of all the guidelines previously stated.
- 7** If the ASI determines the designee meets all requirements, the ASI shall document the supervision per this notice and enter the supervision activities into DMS and/or Manufacturing Inspection Management Information System (MIMIS). Flight Standards will record this activity on FAA Form 8000-36, Program Tracking and Reporting Subsystem (PTRS) data sheet for entry into the PTRS.

(b) On-going

- 1** Review documentation and/or accomplish random inspections of completed functions performed by the designee, as needed.
- 2** If the designee fails to demonstrate acceptable methods, techniques, and practices, the ASI will determine if additional training, counseling, etc. are required. Within 30 days the ASI will initiate a follow-up surveillance to determine designee's acceptable performance and initiate corrective action.

(2) DOA/DAS/ODAR**(a) Annually**

- 1** Determine the authorized representatives are properly qualified IAW their approval procedures manual and applicable FAA orders.

- 2 Arrange with the authorized representatives to make the unit available for the supervision visit.
- 3 Ensure the authorized representatives has all necessary required guidance material to perform the designated function, i.e. current FDR-1D Publication Kit, ADs, airworthiness standards, etc.
- 4 Review official documentation initiated by an authorized representative.
- 5 Review all guidance material on-site for currency and adequacy.

(b) On-going

- 1 Any change to the operating procedures must be reviewed and approved before implementation.

(3) ASI Responsibilities. DMIR

(a) Tasks

- 1 Ensure designee has the most current policy and guidance.
- 2 Ensure that designee has been active during last most recent 12 months; if not, it can result in a non-renewal.
- 3 Verify attendance at the Designee Standardization Seminars.
- 4 Establish an acceptance procedure with manufacturer that will provide periodic information relating to designee's accomplishments.
- 5 Ensure designee has direct communication to appropriate management authorities within manufacturer's organization to resolve any problem resulting during certification process.
- 6 Discuss performance with designee in a one-on-one meeting that is formally documented per appendix 2 of this notice.
- 7 Ensure the appropriate corrective action is taken, if a problem arises.
- 8 Coordinate with FAA and/or international authorities of designee activity in their area, when the managing/supervising office authorizes the designee to work outside their geographic area. This may be done IAW appendix 1 of this notice and includes both domestic and non-domestic activities.
- 9 Ensure designee contacts managing/supervising office to obtain any special direction or instructions prior to:

(aa) Issuance of special airworthiness certificates.

(bb) Participation in any type certification or supplementary type certification activities.

10 Review the project, one-on-one, with the designee prior to the start and at the completion of the project.

11 Witness and document at least annually the inspection of a completed product, part, or article to ensure that satisfactory inspection techniques are being used.

(4) ASI Responsibilities. DAR

(a) Tasks

1 Ensure designee has the most current policy and guidance.

2 Ensure that designee has been active during last most recent 12 months; if not, it can result in a non-renewal.

3 Verify attendance at the Designee Standardization Seminars.

4 Discuss designee performance in a one-on-one meeting that is formally documented.

5 Ensure the appropriate corrective action is taken, if a problem arises.

6 Coordinate with FAA and/or international authorities of designee activity in their area, when the managing/supervising office authorizes the designee to work outside their geographic area. This may be done IAW appendix 1 of this notice and includes both domestic and non-domestic activities.

7 Ensure designee contacts managing/supervising office to obtain any special direction or instructions prior to:

(aa) Issuance of special airworthiness certificates.

(bb) Participation in any type certification or supplementary type certification activities (manufacturing only).

8 Review the project, one-on-one, with the designee prior to the start and at the completion of the project.

9 Witness and document at least annually the inspection of a completed product, part, or article to ensure that satisfactory inspection techniques are being used.

(5) ASI Responsibilities. ODAR. The organizational unit is the designee, not the individuals appointed under the ODAR. The term, "authorized representative" will be used as the person who is the point of contact within the ODAR.

(a) Tasks

1 Ensure organization has the most current policy and guidance and authorized representatives have access.

2 Ensure that the organization has been active during last most recent 12 months; if not, it can result in a non-renewal.

3 Verify attendance of attendees from the organization at the Designee Standardization Seminars.

4 Discuss unit's performance in a meeting with the authorized representative or unit that is formally documented.

5 Ensure the appropriate corrective action is taken, if a problem arises.

6 Coordinate with FAA and/or international authorities of designee activity in their area, when the managing/supervising office authorizes the designee to work outside their geographic area. This may be done IAW appendix 1 of this notice and includes both domestic and non-domestic activities.

7 Ensure authorized representative contacts managing/supervising office to obtain any special direction or instructions prior to:

(aa) Issuance of special airworthiness certificates.

(bb) Participation in any type certification or supplementary type certification activities (manufacturing only).

8 Review the project with the authorized representative or unit prior to the start and at the completion of the project.

9 Ensure authorized representative has direct communication to appropriate management authorities within manufacturer's organization to resolve any problem resulting during certification process.

10 Witness and document at least annually the inspection of a completed product, part, or article to ensure that satisfactory inspection techniques are being used

(6) ASI Responsibilities. DOA/DAS The organizational unit is the designee, not the individuals appointed under the DAS or DOA. The term, "authorized representative" will be used as the person who is the point of contact within the DAS or DOA.

(a) Tasks

- 1** Ensure organization has the most current policy and guidance and authorized representatives have access.
- 2** Verify attendance of attendees from the organization at Designee Standardization Seminars.
- 3** Discuss unit's performance in a meeting with authorized representative or unit that is formally documented.
- 4** Ensure the appropriate corrective action is taken, if a problem arises.
- 5** Ensure authorized representative contacts managing/supervising office, as needed, to obtain any special direction or instructions prior to:
 - (aa)** Issuance of special airworthiness certificates.
 - (bb)** Participation in any type certification or supplementary type certification activities, as needed (manufacturing only).
- 6** Review the project, with the authorized representative or unit prior to the start and at the completion of the project.
- 7** Ensure authorized representative has direct communication to appropriate management authorities within manufacturer's organization to resolve any problem resulting during certification process.
- 8** Witness and document at least annually the inspection of a completed product, part, or article to ensure that satisfactory inspection techniques are being used.

b. Monitoring of Designees.**(1) DMIR/DAR****(a) Annually.**

- 1** Verify designee has all documents in FDR-1D Publication Kit per DMS and any other documents as appropriate.
- 2** Review completed project records on hand on a sampling basis (e.g. export, airworthiness, conformity, type).

(b) On-going

- 1** Provide the proper project documentation to the designee.

2 Review the project, one-on-one, with the designee prior to the start and at the completion of the project. (This replaces the requirement for the twice a year witnessing review for DAR IAW Order 8000.62, paragraph 20.e.)

3 Coordinate with the manufacturer or DAR to provide either monthly, bimonthly, or quarterly information of designee activity per sample provided in appendix 3.

4 Document all monitoring and supervision activities and retain in designee file.

(2) ODAR

(a) Annually

1 Verify authorized representative has all documents in FDR-1D Publication Kit per DMS and any other documents as appropriate.

2 Review completed project records on hand on a sampling basis (e.g. export, airworthiness, conformity, type).

(b) On-going

1 Provide the proper project documentation to the authorized representative.

2 Review the project with the unit or authorized representative prior to the start and at the completion of the project.

3 Coordinate with the authorized representative to provide either monthly, bimonthly, or quarterly information of designee activity per sample provided in appendix 3.

4 Document all monitoring and supervision activities and retain in unit's file.

(3) DOA

(a) Annually

1 Verify authorized representative has all documents in FDR-1D Publication Kit per DMS and any other documents as appropriate.

2 Review completed project records on hand on a sampling basis (e.g. export, airworthiness, conformity, type).

(b) On-going

1 Review the project with the unit or authorized representative prior to the start and at the completion of the project.

2 Coordinate with the authorized representative to provide either monthly, bimonthly, or quarterly information of designee activity per sample provided in appendix 3.

3 Document all monitoring and supervision activities and retain in authorized representative's file.

(4) DAS

(a) Annually

1 Verify authorized representative has all documents in FDR-1D Publication Kit per DMS and any other documents as appropriate.

2 Review completed project records on hand on a sampling basis (e.g. airworthiness, conformity, type).

(b) On-going

1 Review the project with the unit or authorized representative prior to the start and at the completion of the project.

2 Coordinate with the authorized representative to provide either monthly, bimonthly, or quarterly information of designee activity per sample provided in appendix 3.

3 Document all monitoring and supervision activities and retain in unit's file.

c. Tracking of Designees and Authorized Representatives - DMIR, DAR, ODAR, DAS, and DOA

(1) The supervisory tracking of designees by Aircraft Certification Aviation Safety Inspectors (ASI) will be accomplished per the "Designee Management Report" found in appendix 2. This report will be retained in the designees or authorized representatives file. The Flight Standards ASI will continue to track per PTRS Form 8000-36.

(2) The tracking of designee work activity by Aircraft Certification ASI will be accomplished per the "Summary Activity Report" found in appendix 3. Additional information on this form can be found in Order 1380.48A, Manufacturing Inspection Management Information System. This report will be retained in the designees or authorized representatives file. The Flight Standards ASI will continue to track per PTRS Form 8000-36.

This notice has been coordinated with and approved by the Director of Flight Standards.



Michael Gallagher
Manager, Production and
Airworthiness Certification Division

APPENDIX 1. FAA Form 8130-13, Designee Geographic Expansion Authorization

Control #:{1} _____

Designee Geographic Expansion Authorization

Office Name: {2} _____ Date: {7} _____
 ATTN: {3} _____
 Address: {4} _____
 {4} _____
 Phone: {5} _____
 FAX: {6} _____

I hereby request authorization to perform the (Designee type) {8} _____ functions identified below outside the geographical boundaries of (FAA Office) {9} _____. The function(s) pertain to:

Project Number(s): {10} _____ Project Date: {11} _____ FAA Form 8120-10 #: {12} _____

Authorized function(s) will consist of:
{13} _____

FAA Geographical oversight office of activity: {14} _____
 The activity is scheduled to begin on: {15} _____
 The estimated time required to perform the function(s): {16} _____
 Location(s) where the function(s) will be performed: {17} _____
 Applicant's Name: {18} _____
 Address: {19} _____
 City: {20} _____ State: {21} _____ Zip: {22} _____
 Phone: {23} _____
 Remarks: {24} _____

(If needed, continue remarks on plain paper and attach it to this form.)

{25} _____ {26} _____ {27} _____
 Signature Designee Number Date

The above identified designee is authorized to perform the requested functions outside the geographical area of the (FAA Office) {28} _____. All FAA documentation required as a result of the specific task(s) must be submitted to this office within seven (7) days of accomplishment.

Further, the above identified designee shall contact the cognizant FAA office within the area in which the authorized function(s) will be performed, to advise them of her/his presence and activities.

SPECIAL INSTRUCTIONS: {29} _____

(If needed, continue special instructions on plain paper and attach it to this form.)

Authorized by

Printed Name: {30} _____ Date: {33} _____
 Signature: {31} _____
 Office Name: {32} _____

INSTRUCTIONS FOR COMPLETING THE DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION FORM

GENERAL:

- A. TYPE (OR LEGIBLY PRINT) ALL INFORMATION EXCEPT THE SIGNATURES.
- B. ITEM 1 AND ITEMS 28 THRU 33 ARE TO BE COMPLETED BY THE DESIGNEE'S CERTIFICATE MANAGEMENT OFFICE.
- C. ITEMS 2 THRU 27 ARE TO BE COMPLETED BY THE DESIGNEE.

ITEM NUMBER:

- {1} Enter the number assigned by the Certificate Management Office.
- {2} Enter the name of the designee's Certification Management Office.
- {3} Enter the name of the Principal Inspector assigned to the designee.
- {4} Enter the complete mailing address of the designee's Certification Management Office.
- {5} Enter the telephone number of the Certification Management Office or assigned Principal Inspector.
- {6} Enter the FAX telephone number of the Certification Management Office.
- {7} Enter the date this form was initiated.
- {8} Enter the abbreviation for the type of designation currently held. (e.g. DMR, DAR, ODAR, DOA, DAS)
- {9} Enter the name of the designee's Certificate Management Office.
- {10} (When applicable) Enter the project number(s) assigned by the FAA.
- {11} (When applicable) Enter the date the FAA ACO/MIDO/FSDO office released the project for additional action.
- {12} (When applicable) Enter the number assigned by the requesting office, as shown on the applicable FAA forms, e.g. 8110-1, 8120-10, etc....
- {13} List the functions that will be completed at the expanded location.
- {14} Enter the name of the FAA office that has oversight responsibility at the expanded location
- {15} Enter the estimated date the project will start.
- {16} Enter the estimated number of calendar days required to complete the project.
- {17} Enter the location(s) where the inspections/functions will be conducted.
- {18} Enter the full name of the applicant.
- {19} Enter the mailing address of the applicant (either PO Box # or street address).
- {20} Enter the mailing address city.
- {21} Enter the two letter abbreviation for the mailing address state.
- {22} Enter the mailing address zip code.
- {23} Enter the phone number of the applicant.
- {24} Enter any additional information and/or remarks by the designee.
- {25} Signature of Designee that filled out the form.
- {26} Enter the designee's FAA assigned number.
- {27} Enter the date of the request.
- {28} Enter the name of the designee's Certification Management Office.
- {29} Enter all special instructions given to the designee.
- {30} Enter the name of the FAA employee granting this request.
- {31} Enter the signature of the FAA employee granting this request.
- {32} Enter the name of the FAA office granting this request.
- {33} Enter the date this request is signed by the FAA employee.

APPENDIX 2. FAA Form 8130-14, Designee Management Report

DESIGNEE MANAGEMENT REPORT		
NAME: _____ of Designee/Representative (Last, First, MI,)	Designee No. _____	Date _____
COMPANY NAME: _____	AUTHORIZED FUNCTION(S): _____	
PRINCIPAL INSPECTOR'S NAME: (Last First,) _____	FAA Office: _____	HOURS: _____

Check Applicable Item:	ANNUAL REVIEW <input type="checkbox"/> SUPERVISION <input type="checkbox"/> TRAINING <input type="checkbox"/>	CORRECTIVE ACTION <input type="checkbox"/>	OTHER <input type="checkbox"/>
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ITEM	SAT	UNSAT	N/A
1. Verify Project has been delegated to designee. (Enter in the Remarks Section how delegation was verified.)			
2. Verify designee has all current regulations, associated policies, procedures, FAA Forms and revisions thereof required in the performance of their duties.			
3. Verify the designee is actually performing the assigned duties in accordance with the pertinent regulation, related policies and procedures.			
4. Review official documents and paperwork initiated by the designee for any discrepancies.			
5. Verify the designee has been allowed sufficient time to study material relating to assigned duties and prepare reports and forms.			
6. Verify that information furnished designee is adequate to assure inspections of units will satisfy FAA conformity requirements.			
7. Verify sufficient work is being accomplished by the designee to warrant actual need.			
8. Verify designee holds a continuous position with sufficient authority to enable them to administer pertinent regulations effectively.			
9. Verify the FAA Forms issued to the designee are adequately controlled to prevent use by unauthorized personnel.			
10. Verify if the designee allows the use of signature facsimile, if MIDO/FSDO has authorized its use, and if the designee has direct control? (8130-3 tag only)			
11. Discuss issuance of Standard Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and FAR 21.			
12. Discuss issuance of Special Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and FAR 21.			
13. Discuss issuance of Restricted Airworthiness Certificates in accordance with applicable sections in FAA Order 8130.2 and FAR 21.			
14. Discuss issuance of Special Flight Permits in accordance with FAA Order 8130.2.			
15. Discuss issuance of Export Certificates and approvals IAW with applicable sections of FAA Order 8130.2C, 8130.21A, AC 21.2() and Subpart L of FAR 21.			
16. Discuss Certification Procedures and review documents in accordance with the applicable ACs and orders.			
17. Verify attendance at Designee Standardization Seminar Date attended _____			
18. Validate currency of FAA authorization			
19. Date scheduled for follow-up action.			

APPENDIX 3. Summary Activity Report also found in FAA Order 1380.48A. MIMIS

SUMMARY ACTIVITY REPORT (To be used by DMIR, DAR-Mfg, ODAR-Mfg)					
COMPANY _____					
DESIGNEE _____		NUMBER _____			
REPORTING PERIOD _____		BEGINNING DATE: _____		ENDING DATE: _____	
AIRWORTHINESS CERTIFICATION	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY	ACTIVITY CODE QTY
STANDARD A/W CERTIFICATE	APIS 726	PC 727	OTM 737		
SPECIAL A/W CERTIFICATE	APIS 732	PC 733	PROTOTYPE TC 724	PROTOTYPE STC 725	OTM 740
EXPORT CERT. OF AIRWORTHINESS	APIS 728	PC 729	OTM 742		
A/W APPROVAL EXPORT TAGS	APIS/PC 730	PMA/TSO 731			
IN-PROCESS A/W INSPECTIONS	APIS/PC 736	PMA/TSO 736	OTM 743		
CONFORMITY CERT. MILITARY	APIS 734	PC 735			
MISC. DAR OTHER THAN AT MANUFACTURER	RESTR 738	SPEC FLT 741	PMT 744	CONF. FOR FCAA	

SUMMARY ACTIVITY REPORT (To be used by DMIR, DAR-Mfg, ODAR-Mfg)

COMPANY _____ DESIGNER NAME _____ DESIGNER NO. _____

REPORTING PERIOD: BEGINNING DATE _____ ENDING DATE _____

TYPE CERTIFICATION	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR	REMARKS
TYPE OR TYPE AMENDMENT	113					
STC OR STC AMENDMENT	213					
DESIGN CONF. PMA	308					
DESIGN CONF. AT SUPPLIER	515					
TYPE CERTIFICATION	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR	REMARKS
TYPE OR TYPE AMENDMENT	113					
STC OR STC AMENDMENT	213					
DESIGN CONF. PMA	308					
DESIGN CONF. AT SUPPLIER	515					

Instructions and Code definitions are given in Order 1380.48A