

Manufacturing Inspection Management Information System

MIMIS Guide A Resource for MIO, MIDO, and CMO Managers



**Prepared and Approved By:
Aircraft Certification Service, ASI Staffing Standards Review Committee**



MIMIS Guide

A Resource for MIO, MIDO, and CMO Managers.

1. PURPOSE. This Manufacturing Inspection Management Information System (MIMIS) guide explains the functions and applications of the MIMIS software program. It is an optional tool that is designed to support Aircraft Certification Manufacturing Inspection Office (MIO) managers, Manufacturing Inspection District Office (MIDO) managers, and Certificate Management Office (CMO) managers in the day to day running of their respective offices. The MIMIS program provides administrative support for the following MIO/MIDO/CMO responsibilities: Production Approvals, Airworthiness Certification, Type Certification, and Investigation. These functions are further explained in the MIMIS II User Manual, dated January 1999. This MIMIS guide explains the administrative function of work hour collection in each office.

2. DISTRIBUTION. This guide is distributed to the Manufacturing Inspection Offices, Manufacturing Inspection District Offices, and Certificate Management Offices.

3. CANCELLATION. Federal Aviation Administration (FAA) MIMIS Guide for Aviation Safety Inspectors (Manufacturing) and Manufacturing Inspection Staff, dated January 11, 2002 is canceled.

4. EXPLANATION OF CHANGES. This revision:

a. Deleted all references to Priority Suppliers Supervised and added applicability to MIO for DWAC CODE 603, also added to the Definition of Work Measures for CODE 600, 603, and 605 the words "Includes Supplier Control Audits" in Appendix 1.

b. Added CODES 818, 840, 849, 850, 853, 858, 869, and deleted CODE 616 from Other Activities in Appendix 1. Added Definitions of Work Measures for each CODE.

c. Appendix 1, page 17, Deleted Senior ASI CODE 550, Software Technical Specialist CODE 746, Special Projects CODE 818, Travel CODE 826, Overtime Travel CODE 831, Personnel Admin. CODE 838, Metallurgical Technical Specialist CODE 861, Certification Specialist 869, and changed ASI Indirect Work hour to Office Staff Meeting.

d. Added appendix 9, AIR-500 Required End of FY Product Count

5. REPORTING PROCEDURES

a. ASI's and manufacturing inspection staff may document their work activity biweekly on an activity timesheet. Activity timesheets should be reviewed for accuracy prior to data entry into the MIMIS II system.

b. Data entries into the production subsystem, administrative subsystem, and work hour reporting file shall be accomplished as directed.

6. APPENDICES. The following appendices are part of this guide:

Appendix 1 - Work Measure Tables

A. Continued Operational Safety (pages 1-4)

General Activity: CM, EVL, SD, CE, DS, PA, SUP, DOD, and TVL

B. Regulatory Policy Development (pages 5-8)

General Activity: REG, POL, INT, and STD

C. Certifications, Approvals, and Appointments (pages 9-12)

General Activity: Original PC, TSO, PMA, and Amended PC, TSO/PMA and PMA, TC, AW, EI, EII, and DS Approvals

D. Administrative Work Activity Codes (page 13)

General Activity: OTH, TNG, MGR, TVL, LV, ADM, ASI, UNA and IND

Appendix 2 - MIMIS Biweekly Work Hour and Unit Reporting, Office Personnel

Appendix 3 - MIMIS Lookup Table for General Activity Codes

Appendix 4 - MIMIS Lookup Table for Work Activity Codes

Appendix 5 - MIMIS Lookup Table for Designee Work Activity Codes

Appendix 6

- **To Add New General Activity Codes In MIMIS Using Microsoft Access 97**
- **To Add New Detailed Work Activity Codes In MIMIS II Using Microsoft Access 97**

Appendix 7 - Procedures for Assignment of Unique Project Numbers

Appendix 8 - Summary Activity Report

Appendix 9 – AIR-500 Required End of FY Product Count

7. AUTHORITY TO CHANGE THIS GUIDE. The Manufacturing Inspection Office Management Team (MIMT) has the responsibility for reviewing and approving changes to this guide. Approved changes are submitted to the Production and Airworthiness Division, AIR-200, for subsequent publication.

**WORK MEASURE TABLE "A"
CONTINUED OPERATIONAL SAFETY**

"Production Approval Supervision"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Production Certificate/APIIS Authorization Holders Supervised	CM	516	•		
Technical Standard Order authorization Holders Supervised	CM	542	•		
Parts Manufacturer Approval Holders Supervised	CM	540	•		

Definition of Work Measures:

Production Certificate/APIIS Authorization Holders Supervised (516) - (i.e., quality control (QC) changes, facility changes, technical assistance, updating supplier lists, Principal Inspector (PI)/company meetings, flight test coordination, service difficulty (SD) and corrective action review, special district office evaluations using Aircraft Certification Systems Evaluation Program (ACSEP) criteria, PI/ACSEP support, and Resource Targeting procedures.)

Record in MIMIS or similar system total hours and one unit for each project number.

Indicator of completed work: Annual update/renewal of FAA Form 8120-2, Production Project Control.

Technical Standard Order authorization Holders Supervised (542) - (i.e., QC changes, facility changes, technical assistance, updating supplier lists, PI/company meetings, SD and corrective action review, PI/ACSEP support, and Resource Targeting procedures.)

Record in MIMIS or similar system total hours and one unit for each project number.

Indicator of completed work: Annual update/renewal of Form 8120-2.

Parts Manufacturer Approval Holders Supervised (540) - (i.e., QC changes, facility changes, technical assistance, updating supplier lists, PI/company meetings, SD and corrective action review, PI/ACSEP support, and Resource Targeting procedures.)

Record in MIMIS or similar system total hours and one unit for each project number.

Indicator of completed work: Annual update/renewal of Form 8120-2.

**WORK MEASURE TABLE "A"
CONTINUED OPERATIONAL SAFETY (Cont'd)**

"Evaluations"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
ACSEP Evaluations Conducted	EVL	600	•	•	•
Principal Inspector Evaluations Conducted	EVL	603	•	•	
DAS Evaluations Supported	EVL	605	•	•	

Definition of Work Measures:

ACSEP Evaluations Conducted (600) - Performance of an ACSEP evaluation of certificate holders and authorized facilities.

Record in MIMIS or similar system total hours and one unit for each participating inspector.

Indicator of completed work: Documented results of the evaluation.

Principal Inspector Evaluations Conducted (603) - Performance of a PI evaluation at a Production Approval Holder (PAH) or supplier. Includes Supplier Control Audits.

Record in MIMIS or similar system total hours and one unit for each subsystem evaluated.

Indicator of completed work: Documented results of the evaluation.

DAS Evaluations Supported (605) - Support in performing a Designated Alteration Station (DAS) evaluation.

Record in MIMIS or similar system total hours and one unit for each participating inspector.

Indicator of completed work: Documented results of the evaluation.

**WORK MEASURE TABLE "A"
CONTINUED OPERATIONAL SAFETY (Cont'd)**

"Service Difficulties"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Service Difficulties Investigated	SD	803	•		
Accident/Incident Investigations Supported	SD	820	•	•	

Definition of Work Measures:

Service Difficulties Investigated (803) - Service Difficulty Reports (SDR) that result in an investigation, analysis, and follow-up action.

Record in MIMIS or similar system total hours and one unit for each participating inspector.

Indicator of completed work: Final documentation of the SDR investigation (i.e., memo or printed form).

Accident/Incident Investigations Supported (820) - Investigation of accidents/incidents supported by an ASI. Record in MIMIS or similar system total hours and one unit for each participating inspector.

Indicator of completed work: Final documentation from the investigation work group (i.e., memo or printed form).

**WORK MEASURE TABLE "A"
CONTINUED OPERATIONAL SAFETY (Cont'd)**

"Enforcement"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Administrative Actions Prepared by the MIDO	CE	800	•		
Civil Penalty Actions Prepared by the MIDO	CE	801	•		
Administrative Actions Completed by the MIO	CE	808	•	•	
Civil Penalty Actions Completed by the MIO	CE	809		•	

Definition of Work Measures:

Administrative Actions Prepared by the MIDO (800)

Record in MIMIS or similar system total hours and one unit for the preparation of an Enforcement Investigation Report (EIR).

Indicator of completed work: Preparation of an EIR including the issuance of a Letter of Investigation (LOI) and all associated work effort (e.g., interviews, investigations)

Civil Penalty Actions Prepared by the MIDO (801)

Record in MIMIS or similar system total hours and one unit for the preparation of an EIR.

Indicator of completed work: Preparation of an EIR including the issuance of a Letter of Investigation (LOI) and all associated work effort (e.g., interviews, investigations)

Administrative Actions Completed by the MIO (808)

Record in MIMIS or similar system total hours and one unit per entry of case information into the Enforcement Information System (EIS) and division database.

Indicator of completed work: Entry of case information into the EIS and division databases.

NOTE: For self-disclosure, units are recorded by the MIDO's and CMO's.

Civil Penalty Actions Completed by the MIO (809)

Record in MIMIS or similar system total hours and one unit per case file sent to regional counsel for legal action.

Indicator of completed work: Forwarding of the case file to regional counsel for legal action.

**WORK MEASURE TABLE "A"
CONTINUED OPERATIONAL SAFETY (Cont'd)**

"Designee Supervision"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
DMIR's Supervised	DS	813	•		
DAR's Supervised	DS	844	•		
ODAR's Supervised	DS	860	•		
DAS On-going Support	DS	865	•		

Definition of Work Measures:

DMIR's Supervised (813) - (e.g., guidance, direction, and review of type and airworthiness work, and annual certification.)

Record in MIMIS or similar system total hours and one unit per Designated Manufacturing Inspection Representative (DMIR).

Indicator of completed work: Annual update of FAA Form 8130-14, Designee Management Report.

DAR's Supervised (844) - (e.g., approval and coordination of activities, guidance, review of type and airworthiness work, and annual certification.)

Record in MIMIS or similar system total hours and one unit per Designated Airworthiness Representative (DAR).

Indicator of completed work: Annual update of Form 8130-14.

ODAR's Supervised (860) - (e.g., approval and coordination of activities, change in limitations, additional facility functions, guidance, review of type and airworthiness work, and annual certification.)
Record in MIMIS or similar system total hours and one unit per Organizational Designated Airworthiness Representative (ODAR).

Indicator of completed work: Annual update of Form 8130-14.

DAS On-going Support (865) - (e.g., DAS manual changes, facility visits, meetings, airworthiness certification support, designee supervision, monitoring, tracking, guidance, and FAA engineering support.)

Record in MIMIS or similar system total hours and one unit per DAS.

Indicator of completed work: Annual update of Form 8130-14.

**WORK MEASURE TABLE "A"
CONTINUED OPERATIONAL SAFETY (Cont'd)**

"Other Activities"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Air show Related Activity	OTH	818	•	•	
FOIA activity	PA	824	•	•	•
Deliver Technical Training	TNG	840	•	•	•
Response to Internal Audit	PA	849	•	•	•
Congressional Response	PA	850	•	•	•
Response to External Inquiries	PA	853	•	•	•
Design Technical Training	TNG	858	•	•	•
Suspected Unapproved Parts Reports Investigated	SUP	867	•	•	
Hotline Reports Investigated	SUP	868	•	•	•
Certification Specialist	ASI	869	•	•	
DOD Activities	DOD	873	•	•	

Air shows Related Activity (818) Record in MIMIS or similar system total actual hours. Indicator of completed work: Performance of air show related activity.

FOIA Activity (824) - (Freedom of Information Act.) Record in MIMIS or similar system total hours and one unit for each FOIA. Indicator of completed work: Issuance of a formal written response.

Deliver Technical Training (840) Record in MIMIS or similar system total actual hours. Indicator of completed work: Presentation of Technical Training to students.

Response to Internal Audit (849) Record in MIMIS or similar system total actual hours. Indicator of completed work: Submission of memo or report responding to audit.

Congressional Response (850) Record in MIMIS or similar system total actual hours and one unit for each response. Indicator of completed work: Issuance of a formal written response.

Response to External Inquiries (853) Record in MIMIS or similar system total actual hours and one unit for each response. Indicator of completed work: Issuance of a written response.

Design Technical Training (858) Record in MIMIS or similar system total actual hours.

Indicator of completed work: Design and develop training courses. May include student and presentation material.

Suspected Unapproved Parts Reports Investigated (867) - Performance of a Suspected Unapproved Parts (SUP) investigation. Record in MIMIS or similar system total hours and one unit for each report.

Indicator of completed work: Submission of a formal written report to the Suspected Unapproved Parts Program Office, AVR-20.

NOTE: Although many hotline reports involve SUP issues, only one workload item should be counted for each report investigated.

Hotline Reports Investigated (868) - Performance of a hotline report investigation.

Record in MIMIS or similar system total hours and one unit for each report.

Indicator of completed work: Submission of a written report to your respective hotline coordinator.

Certification Specialist (869) – All certification activity associated with the responsibilities of the certification specialist position.

Indicator of completed work: Performance of certification activity

DOD Activities (873) - Support provided on any military article (e.g., Joint Surveillance Target Attack Radar System or Joint Primary Aircraft Training System, or other government agency activities). If the Aircraft Certification Office has not assigned a unique project number, any number assigned is acceptable.

Record in MIMIS or similar system total hours and one unit per activity.

Indicator of completed work: Documentation of Department of Defense (DOD) work activities.

**WORK MEASURE TABLE "B"
CONTINUED OPERATIONAL SAFETY**

"Regulations Development"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Exemptions Granted or Denied	REG	902			•
Draft Regulations Reviewed	REG	904	•	•	

Definition of Work Measures:

Exemptions Granted or Denied (902) - All activities associated with the granting or denial of an exemption assigned by your office.

Record in MIMIS or similar system total hours and one unit for each exemption.

Indicator of completed work: Issuance of the granted or denied exemption.

Draft Regulations Reviewed (904) - All activities associated with the review of regulations from headquarters.

Record in MIMIS or similar system total hours and one unit for each draft regulation reviewed.

Indicator of completed work: Submission of a formal written response to the request for review and comment.

**WORK MEASURE TABLE "B"
CONTINUED OPERATIONAL SAFETY (Cont'd)**

"Policy Development"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Advisory Circulars Issued	POL	905			•
FAA Orders Issued	POL	907			•
Policy Memorandums Issued	POL	908			•
Notices Issued	POL	909			•
Draft Policy Documents Reviewed	POL	910	•	•	•
Policy Development Teams Supported	POL	911	•	•	•

Definition of Work Measures:

Advisory Circulars Issued (905) - All activities associated with the development of an Advisory Circular (AC) owned by your office.

Record in MIMIS or similar system total hours expended for AC's (e.g., new, revised, and changed) developed and issued by your office during the fiscal year.

Indicator of completed work: Issuance of the AC.

FAA Orders Issued (907) - All activities associated with the development of an order owned by your office.

Record in MIMIS or similar system total hours expended for FAA Orders (e.g., new, revised, and changed) developed and issued by your office during the fiscal year.

Indicator of completed work: Issuance of the order.

Policy Memorandums Issued (908) - All activities associated with the development of Policy Memorandums (PM) owned by your office.

Record in MIMIS or similar system total hours and one unit for each PM issued by your office.

Indicator of completed work: Issuance of the policy memorandum.

Notices Issued (909) - All activities associated with the development of a notice owned by your office. Record in MIMIS or similar system total hours expended for notices (e.g., new, revised, and changed) developed and issued by your office during the current fiscal year.

Indicator of completed work: Issuance of a final notice.

Draft Policy Documents Reviewed (910) - Review of policy documents developed by an office other than your office.

Record in MIMIS or similar system total hours and one unit for each draft policy document (e.g., new or revised AC's, orders, and notices) reviewed by your office during the fiscal year.

Indicator of completed work: Submission of a formal written response to the request for review and comment.

Policy Development Teams Supported (911) - Support to policy development teams that are led by an office other than your own. For example DAS/DDS/ODA, CMT, CMIS, etc.

Record in MIMIS or similar system total hours expended on policy development teams. Each participating inspector counts as one unit.

Indicator of completed work: Issuance of the final policy documents (e.g., new or revised AC's, orders, and notices)

**WORK MEASURE TABLE "C"
CERTIFICATIONS, APPROVALS AND APPOINTMENTS**

"Standardization"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Procedural/Technical Guidance Issued	POL	912		•	•
International Standardization Meetings Attended	INT	913	•	•	•
Bilateral Assessments Conducted	INT	915	•	•	•
International Training Sessions Conducted	INT	916	•	•	•
Bilateral Procedures Reviewed	INT	917		•	•
Working Procedures Negotiated	INT	918	•	•	•
Aircraft Certification Standardization Workshops Attended	STD	919	•	•	•
Intradirectorate Meetings (standardization purposes) Attended	STD	920	•	•	

Definition of Work Measures:

Procedural/Technical Guidance Issued (912) - Prepared written responses to requests for procedural/technical guidance.

Record in MIMIS or similar system total hours and one unit per formal guidance issued.

Indicator of completed work: Issuance of formal written guidance documents (e.g., MIO guidance letters and office procedures).

International Standardization Meetings Attended (913) - Meetings with ICAA for the purpose of standardizing regulations (harmonization), review of policy proposals, and providing guidance.

Record in MIMIS or similar system total hours and one unit for each participating inspector.

Indicator of completed work: Documentation of meeting results.

Bilateral Assessments Conducted (915) - Assessments conducted of ICAA's in advance of a bilateral agreement.

Record in MIMIS or similar system total hours and one unit for each participating inspector.

Indicator of completed work: Submission of an assessment report.

International Training Sessions Conducted (916) - Formal training sessions developed and conducted for ICAA personnel.

Record in MIMIS or similar system total hours and one unit for each international training session conducted.

Indicator of completed work: Completion of a training session.

Bilateral Procedures Reviewed (917) - Review of bilateral procedures (i.e., Bilateral Aviation Safety Agreement implementing procedures, and International Civil Aviation Organization (ICAO) Agreements reviewed).

Record in MIMIS or similar system total hours and one unit for each bilateral procedure reviewed.

Indicator of completed work: Submission of a formal written response to the International Airworthiness Programs Staff, AIR-4.

Working Procedures Negotiated (918) - Working procedures negotiated with the ICAA's.

Record in MIMIS or similar system total hours and one unit for each working procedure negotiated.

Indicator of completed work: Submission of written procedures

Aircraft Certification Standardization Workshops Attended (919) - AIR standardization workshops attended during the fiscal year. Includes Designee Conferences attended or supported

Record in MIMIS or similar system total hours and one unit for each participating inspector in an Aircraft Certification Standardization Workshop.

Indicator of completed work: Documentation of meeting results.

Intradirectorate Meetings (standardization purposes) Attended (920) - TBD

Record in MIMIS or similar system total hours and one unit for each participating inspector in an intradirectorate meeting.

Indicator of completed work: Documentation of meeting results.

**WORK MEASURE TABLE "C"
CERTIFICATIONS, APPROVALS AND APPOINTMENTS (Cont'd)**

"Production Approvals"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Original Production Certificate/APIS Applicants Evaluated	PC	634	•	•	
Original Technical Standard Order authorization Applicants Evaluated	TSO	635	•	•	
Original Parts Manufacturer Approvals Issued	PMA	636	•	•	
Amended/Revised Production Approvals Issued	PC TSO/PMA PMA	637 638 639	• • •	• • •	

Definition of Work Measures:

Original Production Certificate/APIS Applicants Evaluated (634) - Original Production Certificate (PC) or Approved Production Inspection System (APIS) QC manuals evaluated by an ASI and office evaluations using ACSEP criteria. This includes the review and evaluations of PC extensions and facility additions.

Record in MIMIS or similar system total hours and one unit per PC or APIS issued.

Indicator of completed work: Issuance of a PC or APIS.

Original Technical Standard Order authorization Applicants Evaluated (635) - Original Technical Standard Order authorization (TSO authorization) applicants and QC manuals evaluated by an ASI and office evaluations using ACSEP criteria.

Record in MIMIS or similar system total hours and one unit per TSO authorization issued.

Indicator of completed work: Issuance of an approval letter to the Aircraft Certification Office.

Original Parts Manufacturer Approvals Issued (636) - Original Parts Manufacturer Approval (PMA) Fabrication Inspection System evaluation by an ASI.

Record in MIMIS or similar system total hours and one unit for each new issuance.

Indicator of completed work: Issuance of a PMA.

NOTE: Conformity inspections completed in support of original approvals should be counted separately as Conformity Inspection Records completed.

Amended/Revised Production Approvals Issued (637 - Production Limitations Record (PLR) Change, 638 - New TSO authorization/New PMA Line, and 639 - PMA Supplement) - Additions or revisions to a PLR, TSO authorization, and PMA approvals reviewed by an ASI. Record in MIMIS or similar system total hours and one unit for each revision or amendment.

Indicator of completed work: Issuance of an amended or revised production approval.

**WORK MEASURE TABLE "C"
CERTIFICATIONS, APPROVALS AND APPOINTMENTS (Cont'd)**

"Design Approvals"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Type Inspection Reports Completed	TC	110	•		
Supplemental Type Inspection Reports Completed	TC	210	•		
Conformity Inspection Requests Completed	TC	215	•		

Definition of Work Measures:

Type Inspection Reports Completed (110) - Type Inspection Reports (TIR) completed for a new complete Type Certificate (TC) on a Class I product.

Record in MIMIS or similar system total hours and one unit for each TIR.

Indicator of completed work: Completion of a TIR form.

NOTE: The time for completing the TIR form will be charged under MIMIS code 110. TIR's for an amended TC should be recorded under MIMIS code 210.

Supplemental Type Inspection Reports Completed (210) - Supplemental Type Inspection Reports (STIR) completed.

Record in MIMIS or similar system total hours and one unit per STIR.

Indicator of completed work: Completion of a STIR form.

Conformity Inspection Requests Completed (215) - FAA Form 8120-10, Requests for Conformity (RFC), on completed type projects.

Record in MIMIS or similar system total hours and one unit for each RFC.

Indicator of completed work: Completion of a Form 8120-10.

NOTE: ASI work products are reported under code 215; however items completed by designees are not reported under this code. Time for completing the FAA Form 8100-1, Conformity Inspection Record, will be charged under MIMIS code 215.

**WORK MEASURE TABLE "C"
CERTIFICATIONS, APPROVALS AND APPOINTMENTS (Cont'd)**

"Airworthiness Certification"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
Standard Airworthiness Certificates Issued	AW	704	•		
Special Airworthiness Certificates Issued	AW	711	•		
		THRU			
	AW	715	•		
	AW	719	•		
	AW	720	•		
	AW	739	•		
Special Flight Authorizations Issued	AW	722	•	•	
Export Airworthiness Approvals Issued	EI	706	•		
	EII	710	•		

Definition of Work Measures:

NOTE: ASI work products completed by designees are not to be reported.

Standard Airworthiness Certificates Issued (704) - Standard Airworthiness Certificates issued by an ASI.

Record in MIMIS or similar system total hours and one unit for each certificate.

Indicator of completed work: Issuance of a certificate.

Special Airworthiness Certificates Issued (711 thru 715, 719, 720, and 739) - Special Airworthiness Certificates issued by an ASI (i.e., R&D, show compliance, restricted, limited, exhibition, amateur-built, special flight permit, and crew training/market survey).

Record in MIMIS or similar system total hours and one unit for each certificate.

Indicator of completed work: Issuance of a certificate.

Special Flight Authorizations Issued (722) - Special Flight Authorizations (For foreign-registered aircraft) issued by an ASI.

Record in MIMIS or similar system total hours and one unit for each authorization.

Indicator of completed work: Issuance of an authorization.

Export Airworthiness Approvals Issued (706 and 710) - Export Airworthiness Approvals issued by an ASI (i.e., EI (706) represents a Class I export airworthiness approval and EII (710) a Class II export airworthiness approval).

Record in MIMIS or similar system total hours and one unit for each approval.

Indicator of completed work: Issuance of an export approval.

**WORK MEASURE TABLE "C"
CERTIFICATIONS, APPROVALS AND APPOINTMENTS (Cont'd)**

"Appointment of Representatives of the Administrator"

WORK MEASURES	MIMIS CODE		Work Measure Applies To:		
	GAC CODE	DWAC CODE	MIDO CMO	MIO	HQ
DMIR's Evaluated for Appointment/Denial/Revocation	DS	812	•		
DAR's Evaluated for Appointment/Denial/Revocation	DS	845	•	•	
ODAR's Evaluated for Appointment/Denial/Revocation	DS	836	•	•	
DAS Appointments Supported	DS	870	•		

Definition of Work Measures:

NOTE: While the Aircraft Certification Division is formally responsible for issuing DAR and ODAR certificates, inspectors from the MIDO or MIO level may perform the evaluation work reflected by these measures. Only one workload unit should be reported for each designee action - either the MIDO or MIO (but not both) may take credit for each appointment or revocation.

DMIR's Evaluated for Appointment/Denial/Revocation (812) - Evaluation of a DMIR's credentials. Record in MIMIS or similar system total hours and one unit for each DMIR.
Indicator of completed work: Issuance/denial/revocation of a DMIR certificate.

DAR's Evaluated for Appointment/Denial/Revocation (845) - Evaluation of a DAR's credentials. Record in MIMIS or similar system total hours and one unit for each DAR.
Indicator of completed work: Issuance/denial/revocation of a DAR certificate.

ODAR's Evaluated for Appointment/Denial/Revocation (836) - Evaluation of an ODAR's credentials. Record in MIMIS or similar system total hours and one unit for each ODAR.
Indicator of completed work: Issuance/denial/revocation of an ODAR certificate.

DAS Appointments Supported (870) - Support of a DAS appointment. Record in MIMIS or similar system total hours and one unit for each DAS.
Indicator of completed work: DAS appointment supported.

WORK MEASURE TABLE "D"
ADMINISTRATIVE WORK ACTIVITY CODES

"Administrative"

WORK MEASURES	MIMIS CODE		Work Measure Applies To	
	GAC CODE	DWAC CODE	MIDO CMO	MIO
MIO Staff Specialist	TPM	517		•
Formal Training	TNG	814	•	•
Other Training	TNG	815	•	•
Management Duties (Manager)	MGR	825	•	•
Annual Leave	LV	827	•	•
Sick Leave	LV	828	•	•
Comp Leave	LV	829	•	•
Other Leave	LV	830	•	•
Clerical Admin.	ADM	862	•	•
Acting Manager	MGR	871	•	•
Office Staff Meeting	IND	872	•	•
Representational Time	UNA	997	•	•
Statutory Time	UNA	998	•	•
Reasonable Time	UNA	999	•	•

Definition of Work Measures: TBD

NOTE: Time used for travel to perform certificate management, attend training, or any other work activity, will be included with the applicable MIMIS work activity code.

Appendix 2

**MIMIS BIWEEKLY WORK HOUR AND UNIT REPORTING,
OFFICE PERSONNEL**

Attached is a MIDO Activity timesheet (or similar document) to be used by manufacturing personnel.

The timesheet reports one pay period (2 weeks) of time and units. Time must be related to the unique project numbers, designee numbers, or compliance and enforcement numbers assigned to each work measure. When there are no assigned numbers, use "XXXX" in the project block.

Example: Supplemental Type Certificate (STC) Project NM100L-0800.

Use NM100L-0800 on the timesheet as the project number.

Example: Production Project PQ1300NM.

Use PQ1300NM as the Production Project Number on the timesheet.

NOTE: It is not mandatory that each MIDO use the suffix, e.g., "NM," since the PQ1300 will identify the project assigned to a certain PMA manufacturer.

In addition to the project number, it is necessary for resource management information purposes to record units or quantities of work measures performed. However, a unit can only be taken ONCE during an annual reporting period, not to exceed the number of projects in a MIDO (e.g., a MIDO which has 12 PC holders would record 12 units on the annual report or an office which has 100 designees would record 100 units on the annual report). These units are defined by codes in Appendix 4 and must be used with the project number when a task is completed, or at the end of the fiscal year (FY). There will be times when the project number is recorded without the unit charged; however, the time will still be recorded. It will then be anticipated that office personnel will charge a unit when the task is completed or at the end of the FY. Appendix 4 is arranged in numerical series by subject.

Example: STC Project NM100L-0800.

Use NNM100L-0800 on the timesheet as the project number.

PROJECT NUMBER	GAC	UNITS DWAC/QTY	MN
NM100L-0800	TC	210/1	6

In the above example, 6 hours were expended on Monday conducting conformity inspections for STC Project NM100L-0800. The project was completed therefore a unit was taken.

**MIMIS BIWEEKLY WORK HOUR AND UNIT REPORTING,
OFFICE PERSONNEL (Cont'd)**

Example: PMA Project PQ1300NM.

PROJECT NUMBER	GAC	UNITS DWAC/QTY	TU
PQ1300NM	EVL	603/1	6

In the above example, 6 hours were expended on Tuesday conducting a PI evaluation for issuance of a PMA on Project PQ1300NM. The project was completed; therefore, a unit was taken.

Example: PAH Project PA1400NM.

PROJECT NUMBER	GAC	UNITS CODE/QTY	TU
PA1400NM	CM	516/0	8

In the above example, 8 hours were expended on Tuesday conducting certificate management (CM) at a PAH on Project PA1400NM. The project was not completed, therefore, a unit will not be entered until all CM for the FY is complete or the end of the FY.

NOTE: Approved compensatory time, gained on specific project activity, should be included in the time entered for each day's activity and reported to the appropriate time & attendance clerk.

Example: Project PA1400NM.

PROJECT NUMBER	GAC	UNITS CODE/QTY	TU
PA1400NM	CM	516/0	10

In the above example, the employee worked a total of 10 hours conducting CM, which was pre-approved by the MIDO Manager and recorded as 10 hours worked on Tuesday.

NOTE: Travel outside normal duty hours will be recorded in the same manner as when entering any other work activity.

**MIMIS BIWEEKLY WORK HOUR AND UNIT REPORTING,
OFFICE PERSONNEL (Cont'd)**

Example: Project PA1400NM.

PROJECT		UNITS	
NUMBER	GAC	DWAC/QTY	TU
PA1400NM	TVL	831	2

In the above example, the employee traveled a total of 2 hours in excess of normal duty hours, which was pre-approved by the MIDO Manager and recorded as 2 hours overtime worked on Tuesday.

Designee performance of tasks on the FAA's behalf should also be recorded in MIMIS in the Work Hour Reporting File (or similar system). It is not necessary to record designee times. However, it is necessary for the designees to record their units on the forms contained in Appendix 7.

Example: Project ST01070AT and PA1000.

PROJECT		UNITS	
NUMBER	GAC	DWAC/QTY	
ST01070AT	DMR	113/20	

PROJECT		UNITS	
NUMBER	GAC	DWAC/QTY	
PA1000	DMR	727/5	

In the first example, the designee completed a total of 20 conformities (units) and reported them on a SUMMARY ACTIVITY REPORT, Appendix 7 (or similar document).

In the second example, a designee at a PC holder issued five airworthiness certificates in the standard category and reported them on a SUMMARY ACTIVITY REPORT, Appendix 7 (or similar document).

The MIDO Manager/Office Supervisor will determine the process/personnel responsible for entering the information from the timesheet and activity sheet into the administration subsystem work hour reporting file.

MIMIS LOOKUP TABLE FOR GENERAL ACTIVITY CODES

	Standard report LKPGNACT
General Activity Code	General Activity Code Description
AAA	RESERVED
ADM	ADMINISTRATIVE
ASI	STAFF/CERTIFICATION SPECIALIST/CRC COORDINATOR
AW	AIR WORTHINESS
CE	COMPLIANCE AND ENFORCEMENT
CM	CERTIFICATE MANAGEMENT
DMR	DESIGNEE MANAGEMENT REPORTING
DOD	MILITARY
DS	DESIGNEE SUPERVISION/APPOINTMENT
EI	EXPORT CLASS I
EII	EXPORT CLASS II
EVL	EVALUATION
IND	INDIRECT ACTIVITIES
INT	INTERNATIONAL ACTIVITIES
LV	LEAVE/ANNUAL/SICK/COMP/OTHER
MGR	MANAGEMENT ACTIVITIES
OTH	OTHER DIRECT ACTIVITIES
PA	RESPONSES TO EXTERNAL INQUIRES
PC	PRODUCTION CERTIFICATION ACTIVITIES
PMA	PARTS MANUFACTURER APPROVAL ACTIVITIES
POL	POLICY DEVELOPMENT
REG	REGULATION DEVELOPMENT
SD	SERVICE DIFFICULTY
STD	STANDARIZATION
SUP	SUSPECTED UNAPPROVED PARTS
TC	TYPE CERTIFICATION
TNG	TRAINING
TPM	MIO STAFF SPECIALIST
TSO	TECHNICAL STANDARD ORDER ACTIVITIES
TVL	TRAVEL
UNA	UNION ACTIVITY

MIMIS LOOKUP TABLE FOR WORK ACTIVITY CODES

LKPWKACT Code/Detailed Work Activity Description	Standard report LKPWKACT	Hours/Units
000 TBD	TBD	TBD
110 TIR's COMPLETED	(TC)	1 UNIT FOR EACH TIR CAT I & II
116 RESERVED	TBD	TBD
210 COMPLETION OF STIR	(TC)	1 UNIT FOR EACH STIR
215 CONFORMITY INSPECTION REQUESTS COMPLETED	(TC)	1 UNIT PER PROJECT
000 TBD	TBD	TBD
503 DOA BOARD	(DOA)	1 UNIT PER BOARD
504 DELEGATION OPTION AUTHORITY	(DOA)	1 UNIT PER DOA
516 PC/APIS AUTHORIZATION HOLDERS SUPERVISED	(CM)	1 UNIT PER PROJECT PER FY
517 MIO STAFF SPECIALIST	(TPM)	0 UNITS HOURS ONLY
531 PRIORITY SUPPLIERS SUPERVISED	(CM)	1 UNIT PER REQUEST PER FY
540 PARTS MANUFACTURER APPROVAL HOLDERS SUPERVISED	(CM)	1 UNIT PER PMA PROJECT PER FY
542 TECHNICAL STANDARD ORDER AUTHORIZATION HOLDERS SUPERVISED	(CM)	1 UNIT PER TSO AUTHORIZATION PROJECT PER FY
550 SENIOR ASI	(OTH)	0 UNITS HOURS ONLY
600 ACSEP EVALUATIONS CONDUCTED	(EVL)	1 UNIT PER TEAM MEMBER
603 PI EVALUATIONS CONDUCTED	(EVL)	1 UNIT PER SUB-SYSTEM
605 DAS EVALUATIONS SUPPORT	(EVL)	1 UNIT PER TEAM MEMBER
616 NASIP INSPECTIONS SUPPORTED	(EVL)	1 UNIT PER INSPECTION
634 ORIGINAL PC/APIS APPLICANTS EVAL.	(PC)	1 UNIT PER ORIGINAL PC/APIS
635 ORIG. TECHNICAL STANDARD ORDER AUTHORIZATION APPLICANTS EVAL.	(TSO)	1 UNIT PER ORIGINAL LTR TO FAC
636 ORIGINAL PMA ISSUED	(PMA)	1 UNIT PER ORIGINAL LTR TO FAC
637 AMEND/REV. PRODUCTION APPROVALS	(PC)	1 UNIT PER CERTIFICATE/PLR
638 AMEND/REV. PRODUCTION APPROVALS	(TSO/PMA)	1 UNIT PER AMEND/REVISE
639 AMEND/REV. PRODUCTION APPROVALS	(PMA)	1 UNIT PER AMEND/REVISE
704 STANDARD AIRWORTHINESS	(AW)	1 UNIT PER CERTIFICATE
706 CLASS I EXPORT	(EI)	1 UNIT PER CERTIFICATE
710 CLASS II EXPORT	(EII)	1 UNIT PER CERTIFICATE
711 SPECIAL R&D	(AW)	1 UNIT PER CERTIFICATE
712 SPECIAL SHOW COMP.	(AW)	1 UNIT PER CERTIFICATE
713 SPECIAL RESTRICTED	(AW)	1 UNIT PER CERTIFICATE
714 SPECIAL LIMITED	(AW)	1 UNIT PER CERTIFICATE
715 SPECIAL EXHIBITION/AIR RACING	(AW)	1 UNIT PER CERTIFICATE
719 SPECIAL AMATEUR	(AW)	1 UNIT PER CERTIFICATE
720 SPECIAL FLIGHT PERMIT	(AW)	1 UNIT PER CERTIFICATE
722 SPECIAL FLIGHT AUTHORIZATION	(AW)	1 UNIT PER CERTIFICATE
739 FAA INSP. SPEC.MARKET/CREW	(AW)	1 UNIT PER CERTIFICATE

MIMIS LOOKUP TABLE FOR WORK ACTIVITY CODES

LKPWKACT Code/Detailed Work Activity Description	Standard report LKPWKACT	Hours/Units
746 SOFTWARE TECHNICAL SPECIALIST	(OTH)	0 UNITS 1 HOURS ONLY
800 ADMIN. ACTIONS PREPARED BY THE MIDO	(CE)	1 UNIT PER EIR PER FY
801 CIVIL PENALTY ACTIONS PREPARED BY THE MIDO	(CE)	1 UNIT PER EIR PER FY
803 SERVICE DIFFICULTIES INVESTIGATED	(SD)	1 UNIT PER INVEST. PER FY
808 ADMINISTRATIVE ACTION COMPLETED BY THE MIO	(CE)	1 UNIT PER EIR PER FY
809 CIVIL PENALTY ACTION COMPLETED BY THE MIO	(CE)	1 UNIT PER EIR PER FY
812 DMIR'S EVALUATED FOR APPOINTMENT/DENIAL/REVOCAION	(DS)	1 UNIT PER DMIR APPT DENIAL/REVOCAION PER FY
813 DMIR's SUPERVISED	(DS)	1 UNIT PER DMIR PER FY
814 FORMAL TRAINING	(TNG)	1 UNIT AT COMP. OF COURSE
815 OTHER TRAINING	(TNG)	1 UNIT AT COMP. OF COURSE
818 AIR SHOW RELATED ACTIVITY	(OTH)	1 UNIT PER PROJECT
819 NTSB RESPONSE PREPARED	(SD)	1 UNIT PER RESPONSE
820 ACC/INCIDENT INVEST. SUPPORTED	(SD)	1 UNIT PER INVEST.
824 FOIA ACTIVITY	(PA)	1 UNIT PER RESPONSE
825 MANAGEMENT DUTIES	(MGR)	0 UNIT HOURS ONLY
826 TRAVEL	(TVL)	0 UNIT HOURS ONLY
827 LEAVE – ANNUAL	(LV)	0 UNIT HOURS ONLY
828 ANNUAL – SICK	(LV)	0 UNIT HOURS ONLY
829 LEAVE – COMP	(LV)	0 UNIT HOURS ONLY
830 LEAVE – OTHER	(LV)	0 UNIT HOURS ONLY
831 OVERTIME TRAVEL	(TVL)	0 UNITS HOURS ONLY
836 ODAR'S EVALUATED FOR APPOINTMENT/DENIAL/REVOCAION	(DS)	1 UNIT FOR EACH ODAR
838 PERSONNEL ADMIN.	ADM	TBD
840 DELIVER TECHNICAL TRAINING	TNG	0 UNIT HOURS ONLY
844 DAR'S SUPERVISED	(DS)	1 UNIT PER DAR PER FY
845 DAR'S EVALUATED FOR APPOINTMENT/DENIAL/REVOCAION	(DS)	1 UNIT PER APPOINTMENT/REVOCAION
849 RESPONSE TO INTERNAL AUDIT	PA	0 UNIT HOURS ONLY
850 RESPONSE TO CONGRESSIONAL INQUIRY	PA	1 UNIT PER RESPONSE
853 RESPONSE TO EXTERNAL INQUIRY	PA	1 UNIT PER RESPONSE
858 DESIGN TECHNICAL TRAINING	TNG	0 UNIT HOURS ONLY
860 ODAR'S SUPERVISED	(DS)	1 UNIT PER ODAR PER FY
861 METALLURGICAL TECHNICAL SPECIALIST	(OTH)	0 UNITS HOURS ONLY
862 CLERICAL ADMINISTRATION	(ADM)	0 UNITS HOURS ONLY
865 DAS ON-GOING SUPPORT	(DS)	1 UNIT PER DAS SUPPORT PER FY

Appendix 4

LKPWKACT Code/Detailed Work Activity Description	Standard report LKPWKACT	Hours/Units
867 SUSPECTED UNAPPROVED PARTS REPORTS INVESTIGATED	(SUP)	1 UNIT PER INVESTIGATION
868 HOTLINE REPORTS INVESTIGATED	(SUP)	1 UNIT PER INVESTIGATION
869 CERTIFICATION SPECIALIST	(ASI)	0 UNITS HOURS ONLY
870 DAS APPOINTMENTS SUPPORTED	(DS)	1 UNIT PER APPOINT. SUPPORT
871 ACTING MANAGER	(MGR)	0 UNITS HOURS ONLY
872 OFFICE STAFF MEETING	(IND)	0 UNITS HOURS ONLY
873 DOD ACTIVITIES	(DOD)	1 UNIT PER PROJECT
902 EXEMPTIONS GRANTED OR DENIED	(REG)	1 UNIT PER EXEMPTION
904 DRAFT REGULATIONS REVIEWED	(REG)	1 UNIT PER REVIEW
905 ADVISORY CIRCULARS ISSUED	(POL)	0 UNITS HOURS ONLY
907 FAA ORDERS ISSUED	(POL)	0 UNITS HOURS ONLY
908 POLICY MEMORANDUMS ISSUED	(POL)	1 UNIT PER POLICY ISSUED
909 NOTICES ISSUED	(POL)	1 UNIT PER NOTICE ISSUED
910 DRAFT POLICY DOCUMENTS REVIEWED	(POL)	1 UNIT PER POLICY REVIEWED
911 POLICY DEVELOPMENT TEAMS SUPPORTED	(POL)	1 UNIT PER TEAM PROJECT
912 PROCEDURAL/TECH. GUIDANCE ISSUED	(POL)	1 UNIT PER ISSUANCE
913 INTERNATIONAL STANDARDIZATION MEETINGS ATTENDED	(INT)	1 UNIT PER ATTENDENCE
915 BILATERAL ASSESSMENTS CONDUCTED	(INT)	1 UNIT PER ASSESSMENT
916 INTERNATIONAL TRAINING SESSIONS CONDUCTED	(INT)	1 UNIT PER ASSESSMENT
917 BILATERAL PROCEDURES REVIEWED	(INT)	1 UNIT PER PROCEDURE
918 WORKING PROCEDURES NEGOTIATED	(INT)	1 UNIT PER NEGOTIATION
919 AIRCRAFT STANDARDIZATION WORKSHOPS ATTENDED	(STD)	1 UNIT PER WORKSHOP
920 INTRADIRECTORATE MEETINGS ATTENDED	(STD)	1 UNIT PER MEETING
997 REPRESENTATIONAL TIME	(UNA)	0 UNITS HOURS ONLY
998 STATUTORY TIME	(UNA)	0 UNITS HOURS ONLY
999 REASONABLE TIME	(UNA)	0 UNITS HOURS ONLY

MIMIS LOOKUP TABLE FOR DESIGNEE WORK ACTIVITY CODES

LKPWKACT Code/Detailed Work Activity Description	Standard report LKPWKACT	Hours/Units
113 Designee Conformity TC	(DMR)	1 UNIT PER PART NUMBER
213 DESIGNEE CONFORMITY STC	(TC)	1 UNIT PER PROJECT
216 DESIGNEE COMPLETION OF 8100-1	(TC)	1 UNIT PER PROJECT
308 DESIGNEE CONFORMITY PMA	(PMA)	1 UNIT PER PROJECT
515 DESIGNEE CONFORMITY AT SUPPLIER	(DMR)	1 UNIT PER CONFORMITY
724 DESIGNEE A/W CERTIFICATE PROTO.	(DMR)	1 UNIT PER CERTIFICATE (TC)
725 DESIGNEE A/W CERTIFICATE PROTO.	(DMR)	1 UNIT PER CERTIFICATE (STC)
726 DESIGNEE STANDARD	(DMR)	1 UNIT PER CERTIFICATE (APIS/TSO/DAS)
727 DESIGNEE STANDARD	(DMR)	1 UNIT PER CERTIFICATE (PC)
728 DESIGNEE CLASS I EXPERIMENTAL	(DMR)	1 UNIT PER CERTIFICATE (APIS)
729 DESIGNEE CLASS I EXPERIMENTAL	(DMR)	1 UNIT PER CERTIFICATE (PC)
730 DESIGNEE EXP. TAGS	(DMR)	1 UNIT PER PART (APIS/PC)
731 DESIGNEE EXP.TAGS	(DMR)	1 UNIT PER PART (PMA/TSO)
732 DESIGNEE SPECIAL A/W	(DMR)	1 UNIT PER CERTIFICATE (APIS)
733 DESIGNEE SPECIAL A/W	(DMR)	1 UNIT PER CERTIFICATE (PC)
734 DESIGNEE MILITARY CERTIFICATE	(DMR)	1 UNIT PER CERTIFICATE (APIS)
735 DESIGNEE MILITARY CERTIFICATE	(DMR)	1 UNIT PER CERTIFICATE (PC)
736 DMIR IN-PROCESS A/W CONF.	(DMR)	1 UNIT PER CERTIFICATE (A/W)
737 DAR STANDARD AIRWORTHINESS	(DMR)	1 UNIT PER CERTIFICATE
738 DAR SPEC. A/W RESTRICTED	(DMR)	1 UNIT PER CERTIFICATE
740 DAR SPEC. A/W EXPERIMENTAL	(DMR)	1 UNIT PER CERTIFICATE
741 DAR SPEC. FLIGHT PERMIT	(DMR)	1 UNIT PER CERTIFICATE
742 DAR EXPORT CERTIFICATE	(DMR)	1 UNIT PER CERTIFICATE
743 DAR IN-PROCESS A/W CONF.	(DMR)	1 UNIT PER CERTIFICATE
744 DAR EXPORT CERTIFICATE FOR FCAA	(DMR)	1 UNIT PER CERTIFICATE
745 A/W APPROVAL DOMESTIC SHIPMENT	(DMR)	1 UNIT PER CERTIFICATE

**TO ADD NEW GENERAL ACTIVITY CODES IN MIMIS
USING MICROSOFT ACCESS 97**

- Open MIMIS II
 - At MIMIS II Main Menu
 - Select EXIT Tab
 - Select Exit Main Menu to Database Window
 - At Database Window
 - Select Tables Tab
 - Open GEN-CODE table
 - Add new code and description at end of table (Access will sort the new code when the table is closed)
 - Close GEN-CODE table
-

**TO ADD NEW DETAILED WORK ACTIVITY CODES IN MIMIS
USING MICROSOFT ACCESS 97**

- Open MIMIS II
- At MIMIS II Main Menu
 - Select EXIT Tab
 - Select Exit Main Menu to Database Window
- At Database Window
 - Select Tables Tab
- Open DET-CODE table
 - Add new code, description, and units at end of table (Access will sort the new code when the table is closed)
- Close GEN-CODE table

PROCEDURES FOR ASSIGNMENT OF UNIQUE PROJECT NUMBERS (Cont'd)

PROJECT LISTING:

1. GENERAL. In order to provide a basis for recording work hours associated with the manufacturing inspection staffing standards work measures, a unique number system should be used. The Aircraft Certification Service assigns unique numbers to the following: type certification, production certification, designee numbers, enforcement files, and suspected unapproved parts investigations. This appendix only describes assignments of production project numbers; reference the policy for the assignment of other numbers. In the absence of a unique number, personnel should enter "XXXX."

2. IDENTIFICATION OF TYPE AND PRODUCTION PROJECT NUMBERS. For the purpose of ready reference and simplicity each project will be identified by a code (letter and number symbols). The existing identification codes for production certification projects will be continued.

- **Production Projects:** Are identified by the table of letters and numbers shown on page 2 of this Appendix.

3. IDENTIFICATION OF OTHER UNIQUE NUMBERS. For the purpose of locating and understanding the process for assignment of other unique numbers, refer to the Aircraft Certification System associated with the function identified below.

- a. Designee Numbers:** Obtained from Designee Information Network System.
- b. Enforcement Numbers:** Assigned by the individual manufacturing office/EIS.
- c. SUP's:** Assigned by AVR-20.

**PROCEDURES FOR ASSIGNMENT OF
UNIQUE PROJECT NUMBERS (Cont'd)**

PRODUCTION PROJECT IDENTIFICATION CODE

Symbol Position <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u>	Symbol Identification Description
P	Production Project
. A	Aircraft Project
. E	Engine Project
. P	Propeller Project
. Q	Modification and Replacement Parts Manufacturing Project
. S	Supplier Project
. T	Technical Standard Order Manufacturing Project
. . 1	Number of Project
. . . NE . .	Symbol of Region
. - .	Separating Symbol
. D	Indicates Designees are assigned to the facility
. M	Military Project

Examples: PA1NE-D means a production project for any kind of aircraft, the first being in the New England Region and having at least one or more designees.

PS9SO means the ninth production project established by the Southern Region. It involves a supplier serving one or more prime manufacturers.

PQ10NE means the tenth production project established by the New England Region. It involves a modification and replacement part manufacturer.

PT3EU means a third production project established by the European Region. It involves a Technical Standard Order authorization.

Appendix 8

SUMMARY ACTIVITY REPORT (To be used by DMIR, DAR-MFG, and 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
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STANDARD A/W CERTIFICATE	APIS 726	PC 727	OTM 737
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SPECIAL A/W CERTIFICATE	APIS 732	PC 733	PROTOTYPE TC 724	PROTOTYPE STC 725	OTM 740
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EXPORT CERTIFICATE OF AIRWORTHINESS	APIS 728	PC 729	OTM 742
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A/W APPROVAL EXPORT TAGS	APIS/PC 730	PMA/TSO 731
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IN-PROCESS A/W INSPECTIONS	APIS/PC 736	PMA/TSO 736	OTM 743
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CONFORMITY CERTIFICATION MILITARY	APIS 734	PC 735
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MISC. ACTIVITY	RESTR. 738	SPEC. FLT. PMT. 741	CONF. FOR FCAA 744	DOMESTIC 8130-3 FORMS 745
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Appendix 8

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

COMPANY _____ DESIGNEE NAME _____

DESIGNEE NO. _____

REPORTING PERIOD _____ BEGINNING DATE: _____

ENDING DATE: _____

TYPE CERTIFICATION REMARKS	CODE	PROJECT NUMBER	CONFORMITIES	TAGS	TIR
Type or Type Amendment	113				
STC or STC Amendment	213				
Designee Conformity at PMA	308				
Designee Conformity at Supplier	515				

**AIR-500 REQUIRED
END OF FY PRODUCT COUNT**

WORK MEASURES	MIMIS CODE		PRODUCT COUNT COMPILED BY MIO
	GAC CODE	DWAC CODE	
Production Certificate/APIs Authorization Holders Supervised	CM	516	Count each APIS project as shown in MIMIS or CMIS.
Technical Standard Order authorization Holders Supervised	CM	542	Count each TSOA project as shown in MIMIS or CMIS
Parts Manufacturer Approval Holders Supervised	CM	540	Count each FAA-PMA project as shown in MIMIS or CMIS.
ACSEP Evaluations Conducted	EVL	600	Count each completed ACSEP as shown in schedule.
Principal Inspector Evaluations Conducted	EVL	603	Count each completed PI audit as shown in MIMIS or CMIS.
Original Production Certificate/APIs Applicants Evaluated	PC	634	Count each new PC/APIs project as shown in MIMIS or CMIS.
Original Technical Standard Order authorization Applicants Evaluated	TSO	635	Count each new TSO project as shown in MIMIS or CMIS.
Original Parts Manufacturer Approvals Issued	PMA	636	Count each new PMA project as shown in MIMIS or CMIS.
Amended/Revised Production Approvals Issued	PC TSO PMA	637 638 639	Count each amended or revised PC, TSOA, PMA approval as shown in MIMIS or CMIS.
Standard Airworthiness Certificates Issued	AW	704	Count each standard certificate issued by FAA ASI's as shown in MIMIS or other log.
Special Airworthiness Certificates Issued	AW AW AW	711 - 715 719 720, 739	Count each special certificate issued by FAA ASI's as shown in MIMIS or other log.
Special Flight Authorizations Issued	AW	722	Count each SFA issued as shown in MIMIS or other log.
Export Airworthiness Certificate or Approval Issued	EI	706	Count each class I approval issued by FAA ASI's as shown in MIMIS or other log.
Export Airworthiness Approvals Issued	EII	710	Count each class II approval issued by FAA ASI's as shown in MIMIS or other log.
Service Difficulties Investigated	SD	803	Count each written service difficulty report as shown in MIMIS or other log.
DMIR's Supervised	DS	813	Count in DIN each DMIR supervised.
DAR's Supervised	DS	844	Count in DIN each DAR supervised.
ODAR's Supervised	DS	860	Count in DIN each ODAR supervised.
DMIR's Evaluated for Appointment/Denial/Revocation	DS	812	Count in DIN each DMIR appointed, denied or revoked.
DAR's Evaluated for Appointment/Denial/Revocation	DS	845	Count in DIN each DAR appointed, denied or revoked.
ODAR's Evaluated for Appointment/Denial/Revocation	DS	836	Count in DIN each ODAR appointed, denied or revoked.
Administrative Actions Completed by the MIO	CE	808	Count in EIS each admin EIR closed by the MIO.
Civil Penalty Actions Completed by the MIO	CE	809	Count in EIS each CP EIR forwarded to legal by the MIO.
Accident/Incident Investigations Supported	SD	820	Count each investigation supported as shown in MIMIS or other log.
Advisory Circulars Issued	POL	905	Count each AC issued.