



# Federal Aviation Administration

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## Memorandum

Date: 10/17/2016

To: See Distribution List

From: *for* Dorenda D. Baker, Director, Aircraft Certification Service, AIR-1 *CMD'Alessandri*

Prepared by: Grant Schneemann, Delegation & Organizational Procedures Branch, AIR-160

Subject: Limited Designated Airworthiness Representative-Manufacturing (DAR-F)  
Program for Accredited Distributors

Memo No.: AIR-100-16-160-PM13

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This memorandum deviates from paragraph 7-1 and 7-3 of FAA Order 8100.5A, *Aircraft Certification Service - Mission, Responsibilities, Relationships, and Programs*. The deviation is needed to establish a temporary Designated Airworthiness Representative-Manufacturing (DAR-F) program, managed by the Delegation and Organizational Procedures Branch (AIR-160).

### **Purpose of This Memorandum**

This memorandum allows an accredited distributor, as defined in Advisory Circular (AC) 00-56, *Voluntary Industry Distributor Accreditation Program*, to request appointment of a qualified individual employee to be authorized as a Limited DAR-F for the accredited distributor's location(s).

This appointment will allow the qualified individual to issue an Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, for new articles that were in the distributor's inventory prior to November 1, 2016. The program will allow the issuance of an FAA Form 8130-3 on qualified existing inventory that does not otherwise meet the documentation needs for repair stations that are authorized to perform maintenance, preventive maintenance, or alteration on European-registered aircraft.

This program is being established for a limited duration and will not be renewed. This memorandum and any Limited DAR-F appointments made under this program will expire on September 30, 2017.

### **Limited DAR-F Program Outline**

A distributor accredited in accordance with AC 00-56B, *Voluntary Industry Distributor Accreditation Program* and is listed in the Voluntary Industry Distributor Accreditation Program database may request a Limited DAR-F appointment, under the following conditions:

1. The distributor has new articles in its inventory that were received prior to November 1, 2016, without FAA Form 8130-3.
2. The individual recommended for appointment is an employee of the accredited distributor that meets all of the qualifications specified in this policy memorandum.

**Note:** Outside of this program, a distributor may hire a DAR-F authorized to issue an Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag. To find an existing DAR-F, please use the directory on FAA.gov: <https://designee.faa.gov/SelectTypeOfSearch/SelectTypeOfSearch>

### **Limited DAR-F Documentation Requirements for Issuance of FAA Form 8130-3**

Eligible articles must have documentation meeting one of the following criteria establishing that they were produced under a production certificate, technical standard order authorization or parts manufacturer approval issued by the FAA under 14 CFR part 21:

1. Certificate of Conformity/Statement of Conformity from a Production Approval Holder (PAH). The part number and serial number (S/N), if applicable, must match any marking on the part.
2. Certificate of Conformity/Statement of Conformity or shipping document from a PAH supplier with verification of direct ship authorization.
3. Part markings made under 14 CFR § 45.15. If the PAH name or other identification is not included in the part marking, then the requirements listed in paragraphs (1) or (2) above must be met.

**Note:** For Parts Manufacturer Approval (PMA) parts which are not identified by the PAH as a “critical component,” the Limited DAR-F may add the following statement in block 12 of FAA Form 8130-3: *“This PMA part is not a critical component.”*

### **Function Code 56 Description**

Function code 56 allows a Limited DAR-F to issue an Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, after determining the article was in the accredited distributor facility prior to November 1, 2016 and was produced under 14 CFR part 21 by a production approval holder (PAH).

**Note:** The act of exporting is not a function performed under DAR-F privileges. It is the exporter’s responsibility (and not that of the Limited DAR-F) to ensure compliance with the importing country requirements.

### **Applicant Requirements**

An applicant for a Limited DAR-F appointment under this program must meet all of the following minimum qualifications:

1. Be at least 23 years of age.
2. Be employed by an accredited distributor at the location(s) from which the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, will be issued.

3. Be assigned to a position in the accredited distributor organization with sufficient authority to allow them to administer the delegated function effectively without undue pressure or influence from others.
4. Have a minimum of twelve months actual working experience for the accredited distributor under the quality system at the accredited distributor location(s), specifically:
  - a. Experience in either receiving inspection and/or quality assurance processes; and,
  - b. Experience reviewing documentation which can be used to verify that the article was or is traceable to the PAH, such as a FAA Form 8130-3 and Certificate of Conformity/Statement of Conformity from a PAH.
5. Must have successfully completed FAA course: *Issuance of 8130-3 for Domestic and Export Approvals of Engines, Propellers, & Articles Only*. The online course requires a registration fee and is available on the FAA website:  
<https://av-info.faa.gov/DsgReg/Sections.aspx?CourseInfoID=395>

### **Application Process**

If a qualified individual employee at an accredited distributor is interested in pursuing a Limited DAR-F appointment, the applicant must submit the necessary documents by email to 9-AIR160-LimitedDARF@faa.gov. The submittal must include the following:

1. An FAA training certificate of completion for the applicant's successful completion of the required course: *Issuance of 8130-3 for Domestic and Export Approvals of Engines, Propellers, & Articles Only*.
2. A completed FAA Form 8110-14, Statement of Qualifications, signed by the individual employee. Form 8110-14 must address each of the qualifications listed in the previous paragraph, "Applicant Requirements". When completing this form, completely fill-out blocks 1-7. Put a check mark for "Designated Airworthiness Representative (DAR)" in block 8. For block 9, complete this section in its entirety. Do not fill-out blocks 10-13. Sign and date block 14. FAA Form 8110-14 is available on the FAA website:  
<http://www.faa.gov/forms/index.cfm/go/document.information/documentID/1019686>.
3. A letter of endorsement signed by a management representative employed at the accredited distributor location where that individual employee is requesting to exercise the authorization. Where the accredited distributor has more than one accredited location, the applicant may apply to exercise privileges at each accreditation location under a single management endorsement letter. The required information needed for this management endorsement letter is in Attachment 2 along with a sample letter. It includes an agreement to allow the FAA access to the facility for designee oversight.

**Note:** After scanning and emailing a copy of the application documents to AIR-160, the Limited DAR-F applicant must maintain the original application materials in their records.

**Selection and Appointment Process**

AIR-160 will review the application and if the qualified individual employee is selected for appointment, AIR-160 will email a Certificate of Authority (COA) to the new Limited DAR-F containing the appointment date, expiration date, authorized function, authorized locations, an FAA point of contact, and any other guidance necessary to exercise the privilege of this appointment. An incomplete application will result in a denial email notification to the applicant and the accredited distributor.

**Reporting and Record Retention Requirements**

A Limited DAR-F appointed under this program must document their activity on a Quarterly Activity Report (Attachment 3). The Limited DAR-F must track the total number of FAA Form 8130-3 tags issued on a quarterly basis and make this information available to the FAA upon request.

**Note:** The Limited DAR-F must keep a copy of each FAA Form 8130-3 tag issued and make them available to the FAA upon request.

**Duration**

Limited DAR-Fs appointed under this program will not be renewed. All Limited DAR-F appointments under this program will be terminated on September 30, 2017. Appointments may be terminated earlier, at the FAA's discretion, based on need and ability to manage.

**Attachments**

There are three attachments to this policy memorandum:

1. Sample COA
2. Accredited distributor management representative application requirements checklist and sample endorsement letter
3. Quarterly Activity Report

If you have any questions, please email: 9-AIR160-LimitedDARF@faa.gov or contact AIR-100 at (202) 267-4964.

Distribution List:

Managers, All Aircraft Certification Offices

Managers, All Aircraft Evaluation Groups

Managers, All Manufacturing Inspection Offices

Managers, All Manufacturing Inspection District Offices

Managers, All Manufacturing Inspection Satellite Offices

Manager, Transport Standards Staff, ANM-110

Manager, Small Airplane Directorate Standards Office, ACE-110

Manager, Rotorcraft Directorate Standards Staff, ASW-110

Manager, Engine and Propeller Directorate Standards Staff, ANE-110

Manager, Training Branch, AIR-520

Manager, Aircraft Certification Branch, AMA-220

Manager, AFS-300

Manager, AFS-650

**Attachment 1 – Sample Certificate of Authority (COA)**Federal Aviation  
Administration

[Date]

[Appointee/Applicant]

[Distributor Address]

Your appointment as a Designated Airworthiness Representative per § 183.33 of Title 14 of the Code of Federal Regulations (14 CFR) has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA.

Your designee number: DAR-F FC 0056B-XXXX

Name of Authorized Distributor:

Authorized location(s): (Distributor's operating address(es))

Date of Appointment:

**AUTHORIZED FUNCTION AND LIMITATIONS:**

You are granted function code (FC) 56; issuance of Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag.

Limitations:

- 1) May be used only to determine new articles in the inventory of the authorized distribution location(s) above were produced under 14 CFR part 21, by a production approval holder or its supplier with direct ship authorization, are in a condition for safe operation.
- 2) May only perform the specified function at the authorized location(s) for the accredited distributor listed on this COA for articles received prior to November 1, 2016.
- 3) Not permitted to address specific importing country documentation requirements.

Requirements:

- 1) The procedures in FAA Order 8130.21 for the completion and use of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, must be followed.
- 2) Articles eligible for the issuance of the Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag, under this limited delegation program must be

accompanied by documentation and/or records establishing that it was produced under a production certificate, technical standard order authorization or parts manufacturer approval issued by the FAA under 14 CFR part 21. Only the following are acceptable:

- a. Certificate of Conformity/Statement of Conformity from a PAH. The part number and serial number (S/N), if applicable, must match any marking on the part.
  - b. Certificate of Conformity/Statement of Conformity or shipping document from a PAH supplier with verification of direct ship authorization.
  - c. Part markings made under 14 CFR § 45.15. If the PAH name or other identification is not included in the part marking, then the requirements listed in paragraphs (a) or (b) above must be met.
- 3) For Parts Manufacturer Approval (PMA) parts which are not identified by the production approval holder as a “critical component” you may add the following statement in block 12 of FAA Form 8130-3: *“This PMA part is not a critical component.”*

This authorization expires on September 30, 2017, and is not renewable.

Sincerely,

Scott Geddie  
Manager, Delegation and Organizational Procedures Branch, AIR-160

**Attachment 2 – Accredited Distributor Management Representative Application Requirements Checklist & Sample Endorsement Letter**

- Name of Accredited Distributor
- Accredited Distributor Location Address(s) [where the Limited DAR-F will be issuing FAA Form 8130-3]
- Phone Number
- Email Address
- In the letter, you must:
  - Certify the organization listed in the letter is an Accredited Distributor in accordance with FAA Advisory Circular 00-56B,
  - Certify the accredited organization has the need for a Limited DAR-F appointment based on current inventory, and
  - Certify the employee applying for appointment meets all of the minimum requirements listed in this policy memorandum at the accredited distributor location(s) listed in the application.
  - Agree to allow the FAA access to the facility to verify compliance to this program
- Accredited distributor management representative signature
- Date the Endorsement Letter
- Provide the Endorsement Letter to the Limited DAR-F applicant for them to include with their application to the FAA.

November 22, 2016

ABC Distributor  
1234 My Office Street  
Anytown, MA 02368  
(222) 123-1111

Delegation & Organizational Procedures Branch, AIR-160  
Federal Aviation Administration  
Email Address: 9-AIR160-LimitedDARF@faa.gov

Subject: Request for Limited DAR-F Appointment

To Whom It May Concern:

We are requesting the appointment of a Limited DAR-F (Jane Doe) for our accredited distributor location at 1234 My Office Street, Anytown, MA 02368. You may contact me at the phone number listed above or via email at [managementrep@ABCdistributor.com](mailto:managementrep@ABCdistributor.com).

I confirm the following:

- The organization listed in the letter is an Accredited Distributor in accordance with FAA Advisory Circular 00-56B.
- The accredited organization has the need for a Limited DAR-F appointment based on current inventory.
- The employee applying for appointment meets the minimum requirements listed in FAA policy memorandum AIR-100-16-160-PM13 at the accredited distributor location(s) listed above.
- Upon request, we agree to allow the FAA access to the facility for designee oversight.

Sincerely,

*John J. Doe*

John J. Doe  
Quality Manager, ABC Distributor

**Attachment 3 - Quarterly Activity Report**

Designee Name: _____ Designee Number : _____ Distributor Name: _____					
Reporting Period (by Quarter)	Q1	Q2	Q3	Q4	Total
	<b>October 1 – December 31, 2016</b>	<b>January 1 – March 31, 2017</b>	<b>April 1 – June 30, 2017</b>	<b>July 1 – September 30, 2017</b>	<b>October 1, 2016 – September 30, 2017</b>
Number of FAA Form 8130-3s issued					