

ORDER

8130.28

**AIRWORTHINESS DESIGNEE MANAGEMENT
PROGRAM**



April 28, 1997

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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FOREWORD

This order is a comprehensive publication establishing procedures and guidance for the administration of certain Representatives of the Administrator under the cognizance of the Aircraft Certification Service and Flight Standards Service.

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CHAPTER 1. INTRODUCTION

1. PURPOSE. This order establishes the Federal Aviation Administration (FAA) procedures governing particular Aircraft Certification Service (AIR) and Flight Standards Service (AFS) Representatives of the Administrator. Certification functions will be delegated to the fullest extent practical, but not to the extent an Aviation Safety Inspector's technical skills are jeopardized. All certification functions identified in this order will be performed on behalf of the FAA and not as a representative of the aviation industry. The FAA is SOLELY responsible for determining if a sufficient FAA need exists that would justify the appointment of a designee. The FAA is also responsible for determining when the services of a designee may be used. Specifically, this order addresses:

a. The selection, appointment, supervision, monitoring, training, and tracking of Designated Manufacturing Inspection Representatives (DMIRs), Designated Airworthiness Representatives (DARs), and Organizational Designated Airworthiness Representatives (ODARs).

b. The distribution and maintenance of designee publications.

c. Information concerning designee standardization seminars.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Flight Standards Service; Aircraft Certification Service and the Aviation System Standards Office; to the branch level of the regional Flight Standards Divisions and the Aircraft Certification Directorates; to all Flight Standards District Offices; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to the Flight Standards Branch and Aircraft Certification Branch at the FAA Academy; to the Brussels Aircraft Certification Division and Flight Standards Staff; applicable Representatives of the Administrator; and all International Field Offices.

3. CANCELLATION.

a. This order cancels the following FAA directives:

(1) Order 8000.57, Appointment of Former Aviation Safety Inspectors as Designated Airworthiness Representatives, dated June 2, 1983.

(2) Order 8000.59, DAR/DMIR/DOA/DAS Standardization Training Course, dated May 17, 1984.

(3) Order 8000.62, Designated Airworthiness Representatives Qualification Criteria, Selection, and Appointment Procedures, dated October 1, 1985.

(4) Order 8000.63, Designated Airworthiness Representative Monitoring Program, dated October 25, 1985.

(5) Order 8130.23, Aircraft Certification Service Representatives of the Administrator - General, dated September 26, 1991.

(6) Order 8130.26, Implementation of Designee Management System, dated August 23, 1993.

4. GENERAL.

a. Public Law 103-272 of Title 49, United States Code, (formerly Federal Aviation Act of 1958, Title III, Section 314(a)) provides that the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person a matter relating to the examination, testing, and inspection necessary to issue a certificate under this chapter and issuing the certificate.

b. It is essential that designees be familiar with and have ready access to all appropriate FAA publications and documents. Designees may not perform any function until the required documents are available to the designee.

c. Designations are a privilege, not a right, and may be terminated or not renewed in accordance with Order 8130.24, Procedures for Termination/Nonrenewal of Aircraft Certification Service Designations and Delegations. In addition, a person eligible to qualify as a designee is not, and shall not, be considered an employee of the United States Government.

5. AUTHORITY TO CHANGE THIS ORDER. The issuance, revision, or cancellation of material in this order is the responsibility of the Aircraft Certification Service, Production and Airworthiness Certification Division, AIR-200. All changes will be made by AIR-200 in coordination with AFS, when appropriate, to carry out the agency's responsibility to provide for original or recurrent airworthiness certifications, and related approvals for eligible aeronautical products.

6. DEVIATIONS. Adherence to procedures in this order is necessary for uniform administration of this directive material. Any substantial deviations from this guidance material must be coordinated and approved by the Production and Airworthiness Certification Division, 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 and approved by AIR-200.

7. DEFINITIONS.

a. **Production Approval Holder (PAH).** The holder of a Production Certificate (PC), Approved Production Inspection System (APIS), Parts Manufacturer Approval (PMA), or Technical Standard Order (TSO) authorization, issued under the provisions of Title 14 CFR, part 21, Certification Procedures for Products and Parts (part 21), who controls the design and quality of the product/part.

b. **Appointing Office.** The Manufacturing Inspection Office (MIO), Manufacturing Inspection District Office (MIDO), or Flight Standards Regional Office having selection and appointment responsibility for the following designees:

(1) Designated Manufacturing Inspection Representative (DMIR), Designated Airworthiness Representative (DAR)-Manufacturing, Organizational Designated Airworthiness Representative (ODAR)-Manufacturing. Appointment is signed by the manager of the appropriate MIDO in the geographic area where the designee is located or has a primary place of business where the authorized functions will be performed. The MIDO manager is delegated responsibility as the appointing office for processing the initial appointment applications and/or issuing renewals. For administrative efficiency purposes, the MIDO manager may further delegate to Manufacturing Inspection Satellite Office (MISO) personnel the renewal of a DMIR, DAR, and ODAR.

NOTE: Appointment authority may be retained at the MIO level.

(2) Maintenance DAR and ODAR. The appointing office is the Flight Standards Division in the geographic region where the designee is located or has a primary place of business where the authorized functions will be performed.

c. Managing Office. The FAA office assigned the responsibility by the appointing office for supervision, monitoring, training, and tracking designees and recommends renewal or non-renewal of a designee.

d. Principal Inspector (PI). An ASI who is assigned supervision, monitoring, training, and tracking responsibilities for appointed designees.

e. Supervision. The act of having oversight responsibilities for assigned designees. This includes: maintaining current and accurate records, informing designees of their duties and responsibilities, authorizing activities outside the managing office's geographic area, providing guidance and direction in the implementation of all assigned duties, providing designee training, notifying designees of their performance, and the initiation of corrective action as required.

f. Monitoring. The reviewing of work records and reports for accuracy and observing that procedures and satisfactory inspection techniques or methods are used.

g. Tracking. A formal procedure and method that documents all data pertaining to the designee's activities.

h. Designee Management System (DMS). The DMS is a component of the FAA Aviation Safety Analysis System. It helps to manage personnel and policy data of active and inactive designees or delegations. The DMS captures and provides access to a central repository of designee designation data for Designated Manufacturing Inspection Representatives (DMIR); Designated Airworthiness Representatives (DAR) and Organizational Designated Airworthiness Representatives (ODAR), both manufacturing and maintenance.

i. DAR - Manufacturing. An individual appointed in accordance with 14 CFR part 183, Representatives of the Administrator, (section 183.33) who possesses aeronautical knowledge, experience, and meets the qualification requirements in accordance with this order.

j. DAR - Maintenance. An individual appointed in accordance with section 183.33 who holds a mechanic's certificate with either airframe, powerplant, or airframe and powerplant ratings under 14 CFR part 65, Certification: Airmen Other Than Flight Crewmembers, (part 65), or a person holding a repairman certificate and employed at a certificated repair station under 14 CFR part 145, Repair Stations, (part 145), and who meets the qualification requirements in accordance with this order.

k. ODAR - Manufacturing. An organization appointed in accordance with section 183.33 that possesses aeronautical knowledge and experience and meets the qualification requirements in accordance with this order.

l. ODAR - Maintenance. An organization appointed in accordance with section 183.33 that holds a repair station certificate with appropriate ratings under part 145; or an air carrier operating certificate holder with an FAA-Approved Continuous Airworthiness Maintenance Program and meets the qualification requirements in accordance with this order.

m. DMIR. An individual appointed in accordance with 14 CFR section 183.31 who possesses aeronautical knowledge, experience, and is employed by a PAH or PAH's approved supplier who meets the qualification requirements in accordance with this order.

n. FedWorld. An electronically accessible database that contains many current FAA publications such as: safety data, airworthiness regulations, orders, notices, advisory circulars (ACs), and airworthiness directives (ADs). FedWorld is maintained by the National Technical Information Service (NTIS), an agency of the United States Department of Commerce.

o. Person. 14 CFR part 1, Definitions and Abbreviations (part 1), states: "Person means an individual, firm, partnership, corporation, company, association, joint-stock association, or governmental entity. It includes a trustee, receiver, assignee, or similar representative of any of them."

p. Delegation Option Authorization (DOA). An organization that holds a current type certificate (TC) and PC, and employs a staff of engineering, flight test, production, and inspection personnel who can determine compliance with the applicable airworthiness requirements of 14 CFR.

q. Designated Alteration Station (DAS). An organization that is an eligible domestic repair station under part 145, air carrier or commercial operator under 14 CFR part 121, Operating Requirements: Domestic Flag and Supplemental Operations (part 121), or a manufacturer under 14 CFR part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration (part 43) that have adequate maintenance facilities and personnel in the United States, and that employs or has available a staff of engineering, flight test, production, and inspection personnel who can determine compliance with the applicable airworthiness requirements of part 21, subpart M.

8. ACRONYMS. The following is a list of acronyms used in this order:

AC	Advisory Circular
AD	Airworthiness Directive

AFS	Flight Standards Service
AIR	Aircraft Certification Service
APIS	Approved Production Inspection System
ASI	Aviation Safety Inspector
BAA	Bilateral Airworthiness Agreement
BASA	Bilateral Aviation Safety Agreement
CAA	Civil Aviation Authority
CFR	Code of Federal Regulations
CIR	Conformity Inspection Report
DAR	Designated Airworthiness Representative(s)
DMIR	Designated Manufacturing Inspection Representative(s)
DMS	Designee Management System
DAS	Designated Alteration Station
DOA	Delegation Option Authorization
FAA	Federal Aviation Administration
FSDO	Flight Standards District Office
IFO	International Field Office
MIDO	Manufacturing Inspection District Office
MIO	Manufacturing Inspection Office
MISO	Manufacturing Inspection Satellite Office
NTSB	National Transportation Safety Board
ODAR	Organizational Designated Airworthiness Representative(s)
PAH	Production Approval Holder
PC	Production Certificate
PI	Principal Inspector
PLR	Production Limitation Record
PMA	Parts Manufacturer Approval
PTRS	Program Tracking Reporting System
STC	Supplemental Type Certificate
STIR	Supplemental Type Inspection Report
TC	Type Certificate
TCDS	Type Certificate Data Sheet
TSO	Technical Standard Order
U.S.	United States
VLA	Very Light Aircraft

9. FORMS, LETTERS, AND FORMATS. Examples of appropriate forms, letters, and formats referenced in this order are provided in appendix 1.

10. AVAILABILITY OF CERTIFICATE. FAA Form 8430-9, Certificate of Authority, will be maintained in the designee's immediate work area (including individuals authorized under an ODAR) and presented for inspection to the FAA, National Transportation Safety Board (NTSB), or any federal, state, or local law enforcement officer upon request.

11. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the Aircraft Certification Service, Automated Systems Branch, AIR-520, Attention: Directives Management Officer, for consideration. FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed you may contact AIR-200 for Aircraft Certification concerns, or the General Aviation and Commercial Branch (AFS-340) for Flight Standards concerns. Always use Form 1320-19 as a follow-up to each verbal conversation.

CHAPTER 2. DESIGNATED MANUFACTURING INSPECTION REPRESENTATIVES

200. GENERAL. This chapter provides the requirements for the selection, appointment, supervision, monitoring, training, and tracking of DMIRs and contains the limitations of their authority and responsibility. There are many functions performed by an FAA manufacturing ASI that may be accomplished by a person having expertise in a particular specialty. This is recognized by the specialized experience requirements that must be satisfied by applicants for DMIR authorization. To provide consistent and standardized service to the aviation community, DMIR appointments will be made in accordance with the requirements contained in this chapter. Under the provisions of part 183, qualified employees of a PAH or a PAH's approved supplier may be authorized to represent the FAA as a DMIR for the purpose of performing certain duties as described herein. FAA designees and PAHs should understand that the DMIR program is of mutual benefit to the FAA and the PAH in accomplishing the certification responsibilities.

201. QUALIFICATION CRITERIA. To qualify for appointment as a DMIR, an applicant:

a. Shall be employed by the PAH or PAH's approved supplier, and be recommended by the PAH to the FAA.

b. Shall be knowledgeable of pertinent FAA regulations, directives, and related guidance material.

c. Shall possess unquestionable integrity, sound judgment, and a cooperative attitude.

d. Shall report to a level of management in the PAH or PAH's approved supplier's organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organizational elements.

e. Shall have been in a responsible position (e.g., supervisor, team leader, crew chief, lead inspector, etc.) for a minimum of one year in connection with the type of work to be covered by the designation.

f. Must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.

g. Shall have a minimum of three years experience for non-priority parts or five years experience for products (i.e., aircraft, aircraft engines, or propellers) and priority parts thereof. The required experience shall have been in connection with the production or inspection of products or parts similar in type and complexity produced by the PAH or PAH's approved supplier. FAA Order 8120.2, Production Approval and Surveillance Procedures, provides the definition of a priority part.

h. Must be familiar with the PAH's and/or PAH's approved suppliers' facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export airworthiness approvals, parts approval, and associated data.

i. Have a good command of the English language, both oral and written.

202. APPLICATION.

a. PAHs and their approved suppliers should only apply for the appointment of as many DMIRs as they deem appropriate for the services to be rendered (e.g., original airworthiness certification, export approvals, type certification programs, etc.). MIDOs shall limit the number of DMIRs appointed in a particular facility to actual FAA needs and the ability to provide the required supervision, monitoring, training, and tracking activities.

b. Requests for a DMIR appointment at the PAH's facility(s) shall be initiated by: (1) a letter of recommendation from the PAH, and (2) a completed FAA Form 8110-14, Statement of Qualifications (DAR-DMIR-DER-DPRE-DME), with an applicant's original signature, and submitted to the local MIDO (see figure 1). When applicable, the letter should indicate any special recommendations or limitations considered appropriate by the PAH with respect to the desired authority for the nominee.

NOTE: In the last line of block 6 on Form 8110-14 delete the words "in AC 183-33."

c. A request for appointment of a DMIR at a PAH's approved supplier facility must be initiated by a letter from the supplier to the MIDO in the geographic area where the supplier is located. This letter shall attest to the applicant's qualifications, integrity, sound judgment, cooperative attitude, and be accompanied by a completed Form 8110-14 with the applicant's original signature (see figure 1). The request for appointment must also contain: (1) a letter from the PAH detailing the need for the DMIR appointment, or (2) the list of approved suppliers considered to be eligible for a DMIR appointment. The PAH must include with the letter of recommendation or list of approved eligible suppliers any recommendations or limitations considered appropriate to the delegated authority. The MIDO in the geographic area in which the supplier is located will coordinate the appointment with the PAH's certificate management MIDO.

203. SELECTION AND APPOINTMENT.

a. The appointing office upon receipt of a DMIR application will enter the required information from the application into DMS. DMS will assign a unique six-digit identification number to be used as part of the designee's number.

b. The assigned Principal Inspector (PI) shall review the submitted information required by paragraph 202 of this order, interview the applicant, gather any additional information deemed appropriate, and forward the following to the MIDO manager:

(1) Written justification for appointment (to include recommended authorized functions and limitations) or justification for non-appointment.

(2) The PAH's or PAH's approved supplier's letter of request for a DMIR appointment.

(3) A completed Form 8110-14 with an original signature.

c. The MIDO manager will review all submitted material and make a determination for appointment or non-appointment of a DMIR. In either case, the PAH's or PAH's approved supplier's initial letter of request will be acknowledged indicating either the DMIR appointment or the specific reasons for non-appointment. DMS will be updated to indicate either the appointment or non-appointment of the DMIR applicant.

d. Upon determining that the applicant meets all requirements for appointment, the appointing office will:

(1) Develop the designee's number using the DMS generated identification number. The DMS generated identification number may be either prefixed with the Geographical Identifier (e.g., SW, NM, CE, NE, etc.) and suffixed with the Designation Code (e.g., DMIR) or prefixed with the Designation Code and suffixed with the Geographic Identifier. Both the designee number and the DMS identification number will be tracked within DMS.

(2) Prepare a Form 8430-9 indicating all authorized functions and limitations on the front of the certificate (see figure 2). On the front in the "Designation Expires" block insert "See Reverse." Because space is limited, Form 8430-9 may be supplemented by a statement that explains the limits of authority in more detail (see figure 4).

NOTE: In some cases it will be necessary to restrict the designee's delegated authority because of the limited scope of the individual's knowledge and responsibilities within the PAH's or supplier's organization. The authorized functions listed on Form 8430-9, or supplement thereto, may restrict the designee to activities within a specific department or function(s). As an example, Form 8430-9 may restrict the DMIR to the inspection of parts and issuance of FAA Form 8130-3, Airworthiness Approval Tag, for export purposes only.

(3) Prepare a FAA Form 8000-5, Certificate of Designation (see figure 3). This certificate will not indicate any limitations or restrictions listed on Form 8430-9 or supplements.

e. The MIDO manager will endorse Forms 8000-5, 8430-9, and any supplements and forward completed forms to the PI for presentation to the newly appointed designee.

f. The responsible PI will enter the office designation, date issued, expiration date, and sign above the PI's printed name in the appropriate places on the reverse side of Form 8430-9. The completed

Forms 8000-5 and 8430-9 should be personally presented to the newly appointed designee. However, the forms may be forwarded by other methods when such presentations would have an adverse effect on FAA resources. The PIs will instruct the designee to apply their signature in the appropriate block on the front side of Form 8430-9.

g. After appointing a supplier DMIR, the appointing MIDO will provide a copy of Form 8430-9 and any supplements to the PAH's certificate management MIDO. The certificate management MIDO of the requesting PAH should ensure they are notified of the DMIR appointment.

h. Supplements to Form 8430-9 may be used to authorize a supplier DMIR to conduct inspections for more than one PAH. The supplement should identify the PAH(s) and function(s) that the DMIR is authorized to perform for each PAH (see figure 4). The appointing MIDO should forward a copy of Form 8430-9 and supplement to each PAH's certificate management MIDO. The FAA office located in the geographic area that the supplier is located will be responsible for all supervision and monitoring activities.

204. APPOINTMENT OUTSIDE THE UNITED STATES. Section 183.31(c) allows a DMIR to perform authorized function(s) at any location permitted by the FAA. A PAH or PAH's approved supplier will make application for a DMIR appointment outside the United States in accordance with the appropriate subparagraph of paragraph 202 of this order. The application must be accompanied by adequate written justification providing all pertinent information necessary for the FAA to render a judgment (e.g., work location, type of work, duration, etc.). A DMIR may be appointed and perform authorized function(s) outside the United States under the following conditions:

a. The managing office will only permit the appointment of a DMIR when it can adequately supervise, monitor, train, and track the DMIR's activity. The request will be denied if adequate oversight cannot be maintained.

b. The country where the appointment is to be made must have, or be currently working toward, a Bilateral Airworthiness Agreement (BAA) or Bilateral Aviation Safety Agreement (BASA) with the United States.

c. The managing office will notify the appropriate Civil Aviation Authority (CAA) of the application for a DMIR appointment in its country and:

(1) Ascertain that the CAA has no objection to the DMIR performing its authorized functions on behalf of the FAA in their country.

(2) Request information from the CAA to determine that the applicant has no history of regulatory violations from that country. If the applicant has a violation history, an evaluation shall be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and attitude toward compliance with the CAA regulations. The appointment or non-appointment will be based on this evaluation.

d. The PAH shall be reminded of the FAA's requirement to annually monitor the DMIR's performance as outlined in paragraph 208 of this order. The PAH may be required to return the DMIR to the United States for the accomplishment of this task. The PI should perform this requirement with the DMIR in the actual work environment. When the FAA requires the DMIR to be returned to the United States, a similar type work environment, including work functions, must be available in order to evaluate the DMIR's performance.

e. For PC extensions, the PI will schedule a minimum of two visits a year with the DMIR to satisfy the oversight requirements outlined in paragraph 208 of this order. Two visits will be at the PC holder's non-U.S. facility, or one at its U.S. facility and one at its non-U.S. facility.

205. AUTHORITY AND RESPONSIBILITY. Subject to limitations, a DMIR may be authorized to assume the responsibility and perform the following duties concerning products and/or parts that are produced under its employer's production approval. The following functions will be delegated to the fullest extent practicable:

NOTE: A DMIR shall not be authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. The FAA inspector will not authorize any privilege not included in section 183.31. Authorized function(s) must appear on Form 8430-9 or supplements (see figure 2).

a. Issue original standard airworthiness certificates for eligible aircraft and airworthiness approval tags for engines, propellers, and product parts thereof at the PAH's facility, or PAH's approved supplier facility when authorized, and only when the product(s) and/or parts presented are in conformity with its type design data and are in condition for safe operation.

b. Issue original special airworthiness certificates in the experimental category for aircraft for the purpose of showing compliance with the regulations for which the manufacturer holds the TC and which have undergone changes to the type design requiring a flight test.

NOTE: The designee shall contact its managing office to obtain any special direction or instruction before issuing each experimental certificate.

c. Issue original export certificates of airworthiness and airworthiness approval tags in accordance with part 21, subpart L, after determining that the products or parts submitted by the applicant comply with the requirements of part 21, other applicable CFR, and any specialized requirements of the importing country.

NOTE: Part 21, subpart L, restricts the export of class I, II, and III products to certain limitations or conditions. These specified limitations or conditions should be thoroughly reviewed, understood, and satisfied before a DMIR performs these functions.

d. Issue original Form 8130-3 for completed engines, propellers, and parts for domestic shipment.

e. Issue special flight permits to export aircraft after determining that all products presented by the PAH for export conform to the PAH's type design data, are in a condition for safe operation, and comply with the special requirements of the importing country.

f. Assist the FAA in type certification activities. The type certification activity(s) of the designee shall be delegated, supervised, monitored, and tracked by the assigned PI. The designee's authority and responsibilities shall be authorized on an individual case-by-case basis after it is determined that the designee has acquired the specialized training necessary for the performance of these activities. The designee may:

(1) Determine that materials, parts, assemblies, and their installation into the finished product, are in conformity with the type design data identified on FAA Form 8120-10, Request for Conformity. The conformity inspection will be documented on FAA Form 8100-1, Conformity Inspection Record.

(2) Verify the calibration of test equipment and monitor assembly and teardown inspections of test and prototype articles.

(3) Accomplish the inspections identified on FAA Form 8110-1, Type Inspection Authorization; and complete as applicable: FAA Forms 8110-4, Rotorcraft Ground Inspection; 8110-5, Airplane Ground Inspection; 8110-6, Engine Ground Inspection; 8110-7, Propeller Ground Inspection; 8110-8, Balloon Ground Inspection; or 8110-26, Supplemental Type Inspection Report.

g. Conduct any inspections of prototype or production products and related parts to determine that:

(1) Prototype products and parts conform to the type design data; and

(2) Production products and parts conform to the approved type design and are in condition for safe operation.

NOTE: All inspections will be delegated by the managing office. In all instances a complete company inspection of the products and related parts must be completed by the PAH or PAH-approved supplier before submitting for DMIR inspection. Generally, a DMIR should not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH.

206. GEOGRAPHIC RESTRICTIONS. It is the FAA's intention that all DMIR(s) perform their authorized function(s) within the managing office's geographic boundaries. However, a managing office may authorize a DMIR to perform authorized function(s) outside the geographic boundaries (including other countries) on a trip-by-trip basis when the FAA's ability to adequately monitor and supervise the DMIR is maintained. The DMIR will submit FAA Form 8130-13, Designee Geographic Expansion Authorization, to the managing office for authorization to work outside the assigned geographic area.

a. Upon receipt of a request for type certification activity within the United States but outside the managing office's area of responsibility for a particular PAH, the managing office will contact the geographic office in which the certification activity is needed to determine if that office can process the requested activity or will allow the use of a PAH's DMIR.

b. The managing office will authorize all DMIR work outside of their geographic area (including other countries) by endorsing Form 8130-13. The authorization should not exceed six months (180 days) unless additional written justification is provided. The managing office will provide the geographic office where the certification activity is needed a copy of the approved Form 8130-13 PRIOR to the DMIR performing any authorized function(s). The DMIR will be instructed to maintain a copy of the approved Form 8130-13 while performing the authorized function(s). To ensure authorization in a timely manner, electronic or mail authorization may be used as appropriate.

c. Before a managing office authorizes a DMIR to perform any authorized function(s) outside the United States, the cognizant CAA will be provided written notification outlining the proposed visit and requesting its concurrence. The notification will include the DMIR's anticipated activities, expected length of stay, and must be provided at least 30 days before the DMIR's arrival. Upon approval, the DMIR will be instructed to maintain a copy of the authorization for review by the CAA or its representative(s). The managing office will send a copy of the approved Form 8130-13 and CAA notification to the appropriate overseas FAA office. When situations warrant, the appropriate U.S. embassy may be provided a country clearance request in accordance with the Foreign Travel Guidelines prepared by The Americas and Global Issues Division (AIA-100).

d. When DMIRs are to work outside of their geographic area exceeding six months, the managing office should, when practical, consider the temporary transfer of supervisory and monitoring responsibilities. This transfer will require coordination and concurrence between both managing offices and would include all appropriate DMIR records. The transferring managing office will retain all other oversight responsibilities.

NOTE: The permanent transfer of a DMIR will require concurrence between BOTH managing offices.

207. DURATION, RENEWAL, AND CHANGES TO CERTIFICATES.

a. Section 183.15(b) provides that DMIR certificates are effective for one year after the date of issuance and may be renewed at any time before the expiration date for an additional period of one year. A designation that has expired is not renewable without reapplication. To maintain consistency and manage workload, directorates will establish an expiration date of January 31. The PAH or PAH's approved supplier will be informed by the managing office of the expiration of a designee appointment and encouraged to request renewal.

NOTE: Managing offices are reminded DMS can generate designee renewal notification cards but will not automatically do so.

b. The PAH or PAH's approved suppliers must annually submit to their managing office a letter requesting DMIR renewal. A new Form 8110-14 is not required for renewal unless changes are requested to the DMIR's authorized functions.

c. The following guidelines will be used for DMIR renewal:

(1) Review the PAH's or PAH's approved supplier's letter of request for correct information.

(2) Review DMIR's file for completed project activity, (e.g., FAA Form 8130-14, Designee Management Report, Summary Activity Report(s), etc.). Lack of activity can be used as justification for non-renewal (See Order 8130.24).

(3) Review DMS records for designees' attendance at the standardization seminars as required by chapter 5 of this order.

(4) Obtain renewal concurrence from the MIDO manager indicating that the need for the appointment still exists.

(5) Update designee's status in DMS to indicate renewal or non-renewal. The managing office will provide written notification to the PAH or PAH's approved supplier and designee when a designation will not be renewed.

(6) Notify the PAH's geographic MIDO in writing of renewal actions (e.g., written, cc:mail, etc.).

d. Upon determination to renew a designation, the responsible PI on the next available line of the reverse side of Form 8430-9 will enter the office designation, the word "RENEWED," reissued date, new expiration date, and sign above their printed name. Form 8430-9 provides for a maximum of two renewals before requiring the generation of a new form.

e. Upon expiration or termination of a designation, Forms 8000-5 and 8430-9 become invalid and shall be returned to the appropriate FAA office. Both FAA forms will be permanently marked canceled and placed in the designee's file. If requested, Form 8000-5 may be returned to the former designee after being permanently marked canceled.

f. When revisions are sought to authorized functions listed or referenced on Form 8430-9, the PAH or PAH's approved supplier must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. Any PAHs added to a DMIR's Certificate of Authority must be substantiated by a PAH's letter of recommendation or list of approved suppliers authorized to have a DMIR appointed and concurrence from the cognizant

FAA office. The appointing MIDO shall issue a Form 8430-9, including any supplements, and process and distribute it in accordance with paragraph 203 of this order. The DMIR will be provided the new Form 8430-9, including any supplements, and instructed to return the previously issued Form 8430-9 and supplements. The appointing office will coordinate any revisions to a supplier's DMIR Form 8430-9 with each appropriate MIDO.

208. SUPERVISION, MONITORING, AND TRACKING.

a. Supervision.

(1) The PI will provide direct supervision to ensure the DMIR is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. It is also the responsibility of the PI to ensure the DMIRs have acquired and maintains all guidance material necessary to perform their authorized function(s) (see paragraph 400 of this order).

(2) The PI will witness on at least an annual basis the DMIR's inspection of a completed product, part, or TSO article to ensure satisfactory inspection techniques are used. This requirement is to ensure the DMIRs are familiar with current policy and regulations and can apply this information during the performance of their authorized function(s). Depending on part availability, it may be necessary to use either an in-process or a non-commercial part or product to fulfill this requirement. If the PI determines no suitable product is available, this requirement may be simulated by having the DMIR demonstrate inspection techniques and knowledge of the pertinent guidance material.

NOTE: This requirement does not restrict additional supervision at any time by the managing office.

(3) MIDO managers and PIs with designee oversight responsibilities are strongly encouraged to attend the designee training standardization seminars. PIs unable to attend will, within 30 days, contact their designees by a suitable method (e.g., visit, phone, etc.) to ensure the policy material presented was fully understood and no unanswered questions remain. Attendance or follow-up discussions will be documented on Form 8130-14 and entered into DMS.

NOTE: The required follow up is intended to help ensure the PI and designee mutually agree on the policy material presented.

(4) Managing offices may provide equivalent training for DMIRs unable to attend their regular scheduled standardization seminar training to prevent non-renewal based on non-attendance of a seminar. This equivalent training is not intended to be used in place of the standardization seminar attendance requirements outlined in chapter 5 of this order and shall be limited to a one-time basis.

b. Monitoring. All documentation initiated by a DMIR will be processed in accordance with the appropriate regulations, guidance material (e.g., orders, ACs, notices, etc.), and any direction provided by the PI. The following are the minimum annual and on-going responsibilities of the PI:

(1) Annual.

- (a) Notify the designee of the supervision visit.
- (b) Determine the DMIR is performing within the scope of the delegation.
- (c) Review DMS and office records for previous work history.
- (d) Verify the designee has current documents according to DMS, and other documents as appropriate.
- (e) Review a sample of the designee's documentation and discuss any discrepancies.
- (f) Request the DMIR demonstrate proficiency by performing an actual or simulated authorized function(s).
- (g) Document each supervision session on Form 8130-14 and enter into DMS.
- (h) In a one-on-one meeting discuss the DMIR's performance, document performance on Form 8130-14, and enter into DMS. Determine and initiate appropriate corrective action (e.g., additional training, counseling, etc.), if the DMIR fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow up session to determine if the DMIR's performance is acceptable. If the DMIR's performance remains unsatisfactory, discuss possible termination in accordance with Order 8130.24 with the MIDO manager.

NOTE: Safety-related situations will be acted upon immediately.

(2) On going.

- (a) Review completed documentation of authorized function(s) performed by the DMIR.
- (b) Establish an appropriate procedure with the PAH and/or DMIR to ensure the FAA managing office is provided either monthly, bimonthly, or quarterly information relating to the DMIR's accomplishments.
- (c) Verify the DMIR has on-going activity(s) to justify continuance of the designation. Lack of activity can result in a non-renewal.
- (d) Verify the DMIR's attendance at the standardization seminars is in accordance with paragraph 502 of this order.

(e) Ensure the DMIR has direct communication to appropriate authorities within the PAH or PAH's approved supplier's organization and the managing office.

(f) Coordinate with the FAA and CAAs when a DMIR has been authorized to work outside their geographic area. This coordination will be processed in accordance with paragraph 206 of this order for domestic and non-domestic activities.

(g) Review type certification activities with the DMIR before the start of the FAA project. The PIs should use their discretion based on the experience of the DMIR in establishing the level of review.

(h) Emphasize DMIRs should seek the PI's assistance relative to any concerns connected with their authorized functions.

NOTE: Any reports containing information or requests for assistance must be treated with the utmost discretion. This is especially important when information supplied by the designee could result in possible enforcement action against the designee's employer.

c. Tracking.

(1) Tracking of a DMIR will be documented on Form 8130-14 and retained in the DMIR's file.

(2) The tracking of a DMIR's work activity will be documented on the Summary Activity Report form (see figure 7). The form and information pertaining to its use can be found in Order 1380.48, Manufacturing Inspection Management Information System. This form will be retained in the DMIR's file.

NOTE: The Summary Activity Report form may be reproduced and used to record summary data.

(3) All supervision, monitoring, and tracking of a DMIR's activities are recorded in DMS and updated to indicate the most recent surveillance date.

209. TRAINING.

a. The PI is responsible for conducting orientation training with each newly appointed DMIR. On going training will be provided by the PI throughout the duration of the appointment. All appointed DMIRs must attend the initial and recurrent standardization seminar training as outlined in paragraph 502 of this order.

b. The DMIR will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. The PI shall advise the DMIR's employer that it will be necessary to allow the DMIR sufficient time to:

(1) Attend meetings, briefings, training sessions and seminars, and related functions relative to the administration and performance of the appointment.

(2) Become familiar with all applicable FAA regulations, ACs, policies, procedures, and directives as they apply to the certification task(s).

(3) Become familiar with applicable aircraft registration and marking requirements, ADs, Type Certificate Data Sheet (TCDS), and aircraft specification sheets.

(4) Understand the application, documentation, and processing of FAA forms.

(5) Become familiar with the responsibilities as a Representative of the Administrator.

(6) Become familiar with importing and exporting requirements for products and/or parts.

(7) Prepare the necessary reports and related forms.

(8) Study other material relating to authorized function(s).

210. MAINTENANCE OF FILES. The MIDO will establish and maintain a records file for each DMIR. The file will contain as a minimum:

a. Original letter from the PAH or PAH's approved supplier requesting the DMIR appointment.

b. Original Form 8110-14.

c. Evidence of applicant's interview as required by paragraph 203(b) of this order. This should be annotated in block 13 of Form 8110-14.

d. Signed copy of current Forms 8000-5 and 8430-9 to include any supplements.

e. Copy of current certificate issued for attendance at the designee standardization seminar.

f. Copies of Form 8130-13 currently active or since last renewal.

g. Copies of Form 8130-14 since last renewal.

h. Copies of Summary Activity Report form since last renewal.

CHAPTER 3. DESIGNATED AIRWORTHINESS REPRESENTATIVES

SECTION 1. GENERAL INFORMATION

300. GENERAL. This chapter provides information and guidance for the selection, appointment, supervision, monitoring, training, and tracking of manufacturing and maintenance DARs/ODARs. Sections 2 and 3 address specific requirements for an individual and organizational DAR. Section 4 addresses qualification criteria used in determining eligibility for appointment as a DAR/ODAR.

a. This order modifies current authorized function(s) a DAR/ODAR may perform on behalf of the FAA and does NOT automatically grant any additional authority. The modified authorized functions are not to become effective until 90 days from the issuance date of this order. This 90-day provision is established in order to allow all appointing/managing offices to review DAR/ODAR functions to ensure compliance with this order. The appointing/managing offices will approve added functions by issuing a new Form 8430-9, to include any supplements, or by placing a letter/memorandum in the designee's file stating the designee meets all qualifications required by paragraphs 351 or 352 of this order for any added functions. Authorized functions include the following:

- (1) Issuance of airworthiness certificates in the Experimental Category (Special Classification), i.e., Amateur-Built, U.S. Military Surplus, Research and Development, Show Compliance, Crew Training, Exhibition, Market Survey, and Air Racing.
- (2) Issuance of special flight permits for overweight aircraft or evacuation from danger.
- (3) Issuance of Form 8130-3 for Class III products.
- (4) Issuance of airworthiness certificates for aircraft in the primary or limited category.
- (5) Issuance of replacement airworthiness certificates.

b. There are many functions performed by manufacturing and maintenance ASIs which may be accomplished by persons having expertise in a particular specialty. This is recognized by the specialized experience requirements that must be satisfied by applicants for a DAR/ODAR authorization. To provide consistent and standardized service to the aviation community, DAR/ODAR appointments will be made in accordance with the guidance contained in this chapter.

c. The terms original and recurrent airworthiness certification are used to differentiate the authority of a DAR as they relate to manufacturing or maintenance functions. See Order 8130.2, Airworthiness Certification of Aircraft and Related Products, and related policy material for an explanation of original and recurrent airworthiness certification.

d. A manufacturing DAR may issue original airworthiness certificates or approvals within prescribed limitations. A maintenance DAR may issue recurrent airworthiness certificates or approvals within prescribed limitations. The holder of a manufacturing and maintenance authorization may issue original and recurrent airworthiness certificates or approvals within prescribed limitations.

NOTE: All functions performed by a DAR will be performed in person and not subdelegated.

301. DELEGATION OF AUTHORITY. 14 CFR section 183.11 authorizes the Director of the Aircraft Certification Service (AIR), or the Director's designee to select DARs. Accordingly, the Director hereby delegates the selection and appointment of DAR/ODAR to the manager of each MIDO for manufacturing functions and to the manager of each Regional Flight Standards Division for maintenance functions.

NOTE: Delegation of selection and appointment to the MIDO level does not prohibit retention of this authority at the MIO level.

302. ELIGIBILITY. Any person or organization may be authorized to represent the FAA as a DAR/ODAR for the purpose of performing examinations, inspections, and testing services relative to manufacturing and maintenance.

303. MAINTENANCE OF FILES. The appointing/managing office will establish and maintain a records file for each DAR/ODAR appointed by their office. This file will contain as a minimum:

- a.** Original letters of recommendation as outlined in paragraph 312c of this order.
- b.** Original application form; i.e., Form 8110-14, or FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE-DAR-ODAR).
- c.** Original application letters.
- d.** Evidence of applicant's interview as required by paragraph 313 of this order. This should be annotated in block 13 of Form 8110-14 for manufacturing designees.
- e.** Signed copy of current Forms 8000-5 and 8430-9 to include any supplements.
- f.** Copy of current certificate issued for attendance at standardization seminars.
- g.** Copies of current, or since last renewal, written authorization for out of geographic area work. (Form 8130-13 for manufacturing DARs).
- h.** Copies of documentation for supervision, monitoring, and training of DARs since last renewal. (Form 8130-14 for manufacturing DARs).

i. Copies of DAR activity reports since last renewal. (Summary Activity Report form for manufacturing DARs).

304.-309. RESERVED

SECTION 2. DESIGNATED AIRWORTHINESS REPRESENTATIVE (Individual)

310. GENERAL. This section provides information and guidance on the selection, appointment, supervision, monitoring, training, and tracking of an individual DAR.

311. QUALIFICATION CRITERIA. Section 4 of this chapter contains qualification criteria to be used in determining the eligibility for a DAR appointment.

312. APPLICATION. Any person may apply for appointment as a DAR to perform manufacturing and/or maintenance functions. Current FAA employees will not be appointed as a DAR until after their employment with the FAA has been terminated. Separate applications must be submitted to the appropriate FAA office for each designation as follows:

a. Application for an appointment to perform manufacturing function(s) must be initiated by a letter submitted to the MIDO manager located in the geographic area where the applicant resides or has a primary place of business where the authorized function(s) will be performed. The application letter must be accompanied by a completed Form 8110-14 with an applicant's original signature.

NOTE: In the last line of block 6 on Form 8110-14 delete the words "in AC 183-33."

b. Application for appointment to perform maintenance function(s) must be initiated by a letter submitted to the National Examiner Board identifying the geographic area where the applicant resides or has a primary place of business where the authorized function(s) will be performed. The letter must be accompanied by a completed Form 8110-28 with an applicant's original signature. (The form contains instructions for completion and mailing.)

c. Applications submitted for manufacturing and/or maintenance functions must also include:

(1) Two separately endorsed letters from a repair station, PAH, DOA, DAS, or air carrier's management level or equivalent, attesting to the applicant's integrity and technical qualifications to perform the function(s) on products of the type and complexity for the authorization sought.

(2) One letter from the manager of a FAA office with whom the applicant has had a direct working relationship. The letter must state the applicant has worked directly with the FAA for a minimum of two years and was actively involved in tasks leading to the issuance of airworthiness

certificate(s) or approval(s). The letter must also identify the type and complexity of the products involved.

(3) Supplemental statement(s) substantiating the applicant meets the general qualifications specified in paragraph 350 and specialized experience requirements outlined in paragraph 351 and/or paragraph 352 of this order.

d. Former FAA ASIs submitting an application during the period of three years from the time the ASI terminated employment with the FAA must apply in accordance with paragraphs 312a and/or 312b, and paragraph 312c(3) of this order. Applicants must substantiate their experience (to include type and complexity of products) while employed by the FAA or other experience within the aircraft industry. This substantiation must be endorsed in the form of a letter of recommendation from the applicant's previous FAA supervisor. Appointments will be limited to functions on products of similar type and complexity to those performed while employed by the FAA or other experience within the aircraft industry. If a former ASI submits an application beyond three years from the date of termination, all application requirements of paragraph 312 of this order apply.

313. SELECTION AND APPOINTMENT.

a. The appointing/managing office will, upon receipt of a DAR application, enter the required information from the application into DMS. DMS will assign a unique six-digit identification number to be used as part of the designee's number.

b. The appointing/managing office will accomplish the following once determining a sufficient FAA need exists to justify a DAR appointment and the FAA has sufficient resources to provide the required supervision, monitoring, training, and tracking activities:

NOTE: An appointment should not be made if these conditions cannot be met.

(1) Ensure the application and supporting documents contain specific information concerning the applicant's integrity, general qualifications, specialized experience, currency of qualifications, and knowledge in performing similar functions on products of the same type and complexity (products must be identified) for the authorization sought.

(2) Evaluate the applicant's qualifications to ensure:

(a) General qualifications specified in paragraph 350 of this order have been fully substantiated.

(b) Specialized experience specified in paragraph 351 or paragraph 352 of this order has been fully substantiated for each authorized function sought.

(3) Contact applicant's personal references by telephone, letter, etc.

(4) Determine whether the applicant has a regulatory violation history (reference Order 2150.3, Compliance and Enforcement Program). If the applicant has a violation history, an evaluation shall be conducted to determine the type of violation(s), any special or mitigating circumstances, and attitude toward compliance with FAA regulations. Appointment or non-appointment will be based on this evaluation.

(5) Conduct a personal interview with the applicant.

NOTE: FAA employees having knowledge of the particular function(s) for the authorization sought should participate in or be delegated the responsibility to conduct the interview.

c. The appointing office will make a final determination for appointment or non-appointment. Applicants will be advised in writing of their appointment, authority, responsibilities, and limitations; or that the appointment has been denied and the specific reasons for denial. Substantiation of appointment or non-appointment shall be maintained on file. DMS will be updated to indicate appointment or non-appointment and reasons for denial. Appointing offices will accomplish the following:

(1) Develop the designee's number using the DMS generated identification number. The DMS generated identification number may be either prefixed with the Geographical Identifier (e.g., SW, NM, CE, NE, etc.) and suffixed with the Designation Code (e.g., DAR) or prefixed with the Designation code and suffixed with the Geographic Identifier. Both the designee number and the DMS identification number will be tracked within DMS.

(2) Prepare Form 8430-9 indicating all authorized functions and limitations on the front of the certificate (see figure 10). In the "Designation Expires" block insert "See Reverse." Because space is limited, Form 8430-9 may be supplemented by a statement that explains the limits of authority in more detail (see figure 9).

NOTE: Ensure only functions identified in this order are authorized. Additional limitations will be imposed commensurate with the individual's knowledge and experience. For example, an authorization will be limited to products of the type and complexity (e.g., McDonnell Douglas DC- 9, Boeing 727, Bell 212, etc.) for which an individual has been deemed qualified.

(3) Prepare Form 8000-5 without indicating any limitations or restrictions listed on Form 8430-9 or supplements.

d. The appointing office will add appropriate endorsements to Forms 8000-5, 8430-9, and supplements. The responsible ASI will enter the office designation, date issued, expiration date, and sign above their printed name in the appropriate places on the reverse side of Form 8430-9.

e. When possible, Forms 8000-5 and 8430-9 should be personally presented to the newly appointed designee by the appointing/managing office manager. However, the forms may be forwarded by other methods when such presentations would have an adverse effect on FAA resources. In either case, the designees will be instructed to apply their signature in the appropriate place on the front side of Form 8430-9.

314. APPOINTMENT OUTSIDE THE UNITED STATES.

a. The FAA may appoint non-U.S. citizens who reside in and have a primary place of business in another country as a DAR. Appointing offices should only consider appointing a DAR in another country in unique situations, and only after determining such an appointment would pose no undue burden on the FAA. Managing offices must have the long-term capability and funds to make a minimum of one on-site visit per year to supervise, monitor, train, and track the DAR's activity. These activities should be accomplished concurrently with other FAA activities. Concurrence with International Field Offices (IFO) is required for maintenance DAR appointments. Applications must be accompanied by a letter from the CAA of the country addressed to the appointing manager stating the CAA has no objection to the DAR making findings of conformity/compliance on aircraft/components located in their country. All provisions of paragraphs 312 and 313 of this order apply to an appointment of a DAR outside the United States.

b. The appointing office shall request information from the CAA to determine the applicant has no history of regulatory violations. If the applicant has a violation history, an evaluation shall be conducted to determine the type of violation(s), any special or mitigating circumstances, and attitude toward compliance with the CAA regulations. Appointment or non-appointment will be based on this evaluation.

315. DURATION OF CERTIFICATES. Appointments and renewals may be issued for one to five years at the discretion of the appointing office. Renewal of any DAR appointment is at the option and sole discretion of the FAA.

NOTE: Appointing offices should be selective in issuing certificates with an appointment or renewal period of more than one year.

316. CERTIFICATE RENEWAL.

a. A DAR shall submit a written or electronic request for renewal to the appointing office at least two months before their certificate expires. A designation that has expired is not renewable without reapplication. An appointment shall be terminated in accordance with Order 8130.24 when a DAR changes the address at which the authorized functions are to be performed outside the managing offices geographic area.

NOTE: Managing offices are reminded DMS can generate designee renewal notification cards but will not automatically do so.

b. A manufacturing DAR may be renewed based solely upon a projected or anticipated need. The managing office will notify the appointing office or next higher level of management outlining the projected or anticipated activities. The requirements of paragraph 316c(1) through (5) of this order are not required when a renewal is based on this provision. All other requirements of paragraph 316 apply.

NOTE: This criteria is not allowed for consecutive renewal periods.

c. When determining to renew or not to renew a certificate, an ASI must verify the DAR has attended a recurrent standardization seminar within the last two years and has performed at least one or more of the following activities consistent with authorized functions:

NOTE: Failure to attend the standardization seminar may delay reappointment until equivalent training is provided.

- (1) Issuance of one original/recurrent airworthiness certification or Class I export approval.
- (2) Issuance of one original Class II product airworthiness approval.
- (3) Issuance of one original Class III product airworthiness approval.
- (4) Performance of conformity determinations on one or more TC, STC, or other design approval projects.
- (5) Issuance of a conformity certification on behalf of a CAA for components manufactured in the United States for non-U.S. manufacturers.
- (6) Demonstrated proficiency by simulating one of the above authorized functions.

NOTE: Demonstrating proficiency by simulation shall not be used for consecutive renewal periods and shall be used at the sole discretion of the managing office.

d. The ASI will obtain renewal concurrence from the appointing/managing office manager indicating the need for an appointment still exists. The designee's status will be updated in DMS to indicate renewal or non-renewal. The appointing/managing office will provide the designee written notification when the designation will not be renewed and the specific reasons why.

e. For renewed designations, the responsible ASI on the next available line of the reverse side of Form 8430-9 will enter the office designation, the word "RENEWED," reissued date, new expiration

date, and sign above their printed name. Form 8430-9 provides for a maximum of two renewals before requiring the generation of a new form.

f. Upon expiration or termination of a designation, Forms 8000-5 and 8430-9 become invalid and shall be returned to the appropriate FAA office. Both forms will be permanently marked canceled and placed in the designee's file. If requested, Form 8000-5 may be returned to the former designee after being permanently marked canceled.

g. DARs shall submit an updated Form 8110-14 or 8110-28 and supportive information

to the appointing office when requesting changes to their authorized functions. A new Form 8430-9 and supplement will be issued reflecting all authorized functions. The DAR will be instructed to return the previously issued Form 8430-9 and supplements.

317. TRAINING.

a. The ASI is responsible for conducting orientation training with each newly appointed DAR. On going training will be provided by the ASI throughout the duration of an appointment. All DARs must attend the initial and recurrent standardization seminar training as outlined in paragraph 502 of this order.

b. DARs will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. The ASI will ensure a DAR:

(1) Is familiar with all applicable FAA regulations, ACs, policies, procedures, and directives as they apply to the delegated function(s).

(2) Is familiar with applicable aircraft registration and marking requirements, ADs, TCDS, and aircraft specification sheets.

(3) Fully understands the specific DAR functions to be performed.

(4) Fully understand the responsibilities as a Representative of the Administrator.

(5) Fully understands the importing and exporting requirements for products and/or parts.

c. The ASI will ensure a DAR has access to or possesses all applicable regulations, documents, forms, and internal directives (e.g., notices, orders, etc.) pertinent to each authorized function(s).

d. Equivalent training (see paragraph 502a of this order) may be provided by the managing offices for DARs unable to attend their regular scheduled standardization seminar to prevent non-renewal based on non-attendance of a seminar. This equivalent training is not intended to be used in place of the

standardization seminar attendance requirements outlined in chapter 5 of this order and shall be limited to a one-time basis.

318. SUPERVISION, MONITORING, AND TRACKING. Managing offices assigned responsibility for DARs will supervise, monitor, and track the DAR's activities in accordance with the following criteria, as they apply to AIR or AFS:

a. Supervision.

(1) The ASI will provide direct supervision to ensure DARs are performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. It is also the responsibility of the ASI to ensure DARs have acquired all required guidance material necessary to perform their authorized function(s) (e.g., current FDR-1D Publication Kit, AD, orders, notices, etc.).

(2) The ASI will witness on at least an annual basis the DAR's inspection of a completed product, part, or TSO article to ensure satisfactory inspection techniques are used. This requirement is to ensure DARs are familiar with current policy and regulations; and can apply this information during the performance of their authorized function(s). Depending on part availability, it may be necessary to use either an in-process or a non-commercial part or product to fulfill this requirement. If the ASI determines no suitable product is available, this requirement may be simulated by having the DAR demonstrate inspection techniques and knowledge of the pertinent guidance material.

NOTE: This requirement does not restrict additional supervision at any time by the managing office.

(3) The managing office is responsible for determining if a requested activity can be performed by the FAA. If the FAA is unable to perform the request, the applicant will be notified that the services of a DAR may be used.

NOTE: A DAR listing is provided in AC 183-35, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/ODAR/DAS/DOA and SFAR NO. 36.

(4) The managing office is responsible for coordinating the following DAR activities with the cognizant FAA office:

- (a) Type Inspection Authorization.
- (b) Request for conformity inspection for Type Certification.
- (c) Supplemental Type Certificate requirements.

(d) Other major design change approvals.

(5) The managing office will coordinate design, test, and quality control requirements between a DAR and the CAA of another country.

(6) AIR/AFS managers and ASIs with designee oversight responsibilities are strongly encouraged to attend the designee training standardization seminars. ASIs unable to attend will, within 30 days, contact the designee by a suitable method (e.g., visit, phone, etc.) to ensure the policy material presented was fully understood and no unanswered questions remain. ASIs will document attendance or the follow up as designee training and enter into DMS or the Program Tracking Reporting System (PTRS). AIR ASIs will use Form 8130-14 to document all follow-up activities.

NOTE: The required follow up is intended to help ensure the ASI and designee mutually agree on the policy material presented.

b. Monitoring. All documentation initiated by a DAR will be processed in accordance with the appropriate regulations, guidance material (e.g., orders, ACs, notices, etc.), and any guidance provided by the ASI. The following are the minimum annual and on going responsibilities of the ASI:

(1) Annual.

- (a) Notify the DAR of the supervision visit.
- (b) Determine the DAR is performing within the scope of the delegation.
- (c) Review office records for previous work history.
- (d) Verify the DAR has current documents per DMS and any other documents as appropriate.
- (e) Review a sample of the DAR's documents and discuss any discrepancies.
- (f) Accompany the DAR during an authorized function or request the DAR demonstrate proficiency by performing a simulated authorized function.
- (g) Document each supervision session per this order and enter into DMS or PTRS.
- (h) Verify the DAR has on going activity(s) to justify the designation. Lack of activity can result in a non-renewal.
- (i) Verify the DAR's attendance at the standardization seminars is in accordance with chapter 5 of this order.

(j) Document a one-on-one meeting with the DAR to discuss the DAR's performance and enter into DMS or PTRS. Determine and initiate appropriate corrective action (e.g., additional training, counseling, etc.) if the DAR fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow-up session to determine if the DAR's performance is acceptable. If the DAR's performance remains unsatisfactory, discuss possible termination in accordance with Order 8130.24 with the appointing official. AIR ASIs will use Form 8130-14 to document this meeting.

NOTE: Safety-related situations will be acted upon immediately.

(2) On going.

(a) Review completed documentation of functions performed by the DAR.

(b) Establish an appropriate procedure with the DAR to ensure the managing office is provided either monthly, bimonthly, or quarterly information relating to the DAR's accomplishments. (AIR ASIs will use form shown in figure 7.)

(c) Coordinate with the appropriate CAA and/or FAA offices when authorizing DARs to work outside their geographic area. This coordination will be processed in accordance with paragraph 319 of this order and includes both domestic, and non-domestic activities.

(d) Review certification activities with the DAR before the start and at the completion of the activity. ASIs should use their discretion based on the experience of the DAR in establishing the level of review.

(e) Document each supervision session per this order and enter into DMS or PTRS.

(f) Ensure DARs understand to contact their managing office for any special direction or instructions prior to:

1. Issuance of airworthiness certificates.

2. Issuance of export certificate/approval tag.

3. Involvement in any type certification or supplementary type certification (manufacturing only).

c. Tracking.

(1) Information concerning the appointment and renewal, supervision, monitoring, and training of a DAR is tracked in DMS. ASIs must document and enter these activities into DMS.

(2) AIR DAR's activity will be documented on the Summary Activity Report (see figure 7). The form and information pertaining to its use can be found in Order 1380.48, Manufacturing Inspection Management Information System. AFS ASIs will continue to track this information in PTRS.

319. GEOGRAPHICAL RESTRICTIONS. It is the FAA's intention that DARs perform their authorized function(s) within the geographical boundaries of their managing office. However, a managing office may authorize a DAR to perform authorized function(s) outside the geographic boundaries (including other countries) on a case-by-case basis when the ability of the FAA to adequately monitor and supervise the DAR is maintained. DARs will obtain written authorization from their managing office before performing any authorized function(s) outside their geographic boundaries. AIR DARs will submit Form 8130-13 for this authorization (see figure 5).

a. Upon receiving a request for a particular certification activity within the United States, but outside the managing office's area of responsibility, the managing office will contact the geographic office where the certification activity is needed to determine whether that office or a DAR will perform the activity.

b. Managing offices will provide an endorsed Form 8130-13 as written authorization for all DAR work performed outside of their geographic area, to the geographic office where the certification activity will be performed. The authorization must be provided PRIOR to a DAR performing any authorized function(s). The DAR will be instructed to maintain a copy of the authorization while performing any authorized function(s). To ensure authorization in a timely manner, electronic or mail authorization may be used as appropriate. The authorization should not exceed 30 working days unless additional written justification is provided.

c. Before a managing office authorizes a DAR to perform any authorized function(s) outside the United States, the cognizant CAA must be provided written notification at least 30 days before the DAR's arrival. The notification will outline the proposed visit (e.g., anticipated activities, length of stay, etc.) and request the CAA's concurrence. Upon approval, the managing office will send a copy of the written authorization (approved Form 8130-13 for AIR DARs) and CAA's concurrence to the appropriate overseas FAA office. When situations warrant, the appropriate U.S. embassy may be provided a country clearance request in accordance with the Foreign Travel Guidelines prepared by The Americas and Global Issues Division (AIA-100).

d. When DARs are to work outside of their geographic area exceeding 30 days, the managing office should, when practical, consider the temporary transfer of supervisory and monitoring responsibilities. This transfer will require coordination and concurrence between both managing offices and would include all appropriate DAR records. The transferring managing office will retain all other oversight responsibilities.

320. AUTHORITY AND RESPONSIBILITY. Subject to such limitations as may be prescribed, DARs are responsible for:

a. Performing authorized functions in accordance with pertinent CFRs, FAA directives, ACs, and any specific instructions conveyed by their managing office.

NOTE: DARs should be cautioned that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provision of section 183.15(d)(4).

b. Performing all authorized functions within the limits of their authority.

c. Contacting the managing office for authorization BEFORE accepting any certification or inspection activity requested by an applicant and obtaining any special directions or instructions deemed necessary.

d. Providing information relating to their accomplishments in accordance with the schedule established with the managing office.

e. Ensuring FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance shall any certificate be in the possession of an applicant until the certificate has been completed and signed by the DAR. All airworthiness certificates/approvals and related documents will indicate the DAR's printed or typed name, signature, and designation number.

f. Not performing any mechanical, maintenance, or inspection function on behalf of an applicant (e.g., owner, agent, repair station, PAH, etc.) on products for which an airworthiness certificate or approval is sought. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under their DAR authority.

g. Ensuring a product meets the FAA-approved type design data, is in a condition for safe operation, and complies with any other applicable regulations (e.g., marking requirements, registration, special importing requirements, etc.) before issuing an airworthiness certificate. The DARs will seek guidance from their managing office when problems arise that cannot be resolved by the DARs.

h. Ensuring Form 8100-1 is used to record conformity inspections conducted during type or airworthiness certification activities.

i. Submitting applicable original or duplicate documents within seven days of completion to the managing office for review.

j. Reviewing applications for completeness and ensuring the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections.

k. Ensuring special flight permits issued for overweight operations are in accordance with the latest revisions of all applicable guidance material (e.g., Orders 8130.2, 8300.10, Airworthiness Inspector's Handbook, other policy documents, etc.). The DAR will contact the managing office to obtain any special directions or instructions PRIOR to issuing a special flight permit for overweight operations.

321. AUTHORIZED FUNCTIONS. The following manufacturing and maintenance functions may be delegated to a DAR:

a. Manufacturing.

- (1) Issuance of original standard airworthiness certificates for U.S. registered aircraft.

NOTE: This includes Very Light Aircraft (VLA), aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in jurisdictions in which the United States does not have a BAA or BASA.

(2) Issue special airworthiness certificates in the experimental category for the purpose of showing compliance with the regulations for U.S. registered aircraft, which have undergone changes to the type design, and require a flight test before the issuance/reissuance of a standard airworthiness certificate.

- (3) Issue original/recurrent special airworthiness certificates for primary category aircraft.

(4) Issue original/recurrent special airworthiness certificates in the experimental category for the purposes of operating amateur built aircraft, market survey, research and development, and crew training on U.S. registered aircraft.

(5) Issue original/recurrent special airworthiness certificates in the experimental category for the purposes of operating exhibition and air racing on U.S. manufactured and U.S. registered aircraft located in the United States, and non-U.S. manufactured surplus military aircraft.

(6) Issue original restricted airworthiness certificates for U.S. manufactured, U.S. registered restricted category aircraft, including aircraft built from spare and surplus parts or surplus military aircraft.

NOTE: Spare and surplus apply only to sections 21.21 and 21.27 type certificated aircraft.

- (7) Issue original Class I provisional airworthiness certificates.

- (8) Issue original/recurrent special airworthiness certificates for limited category aircraft.

(9) Issue special flight permits for U.S. registered aircraft for purposes outlined in 14 CFR section 21.197(a)(1), (2), (3), (4), (5), or (b).

NOTE: Designees involved with incident or accident aircraft must coordinate their activity with the NTSB prior to issuance of a special flight permit. This coordination must be done through the designee's managing office.

(10) Issue replacements for lost, stolen, or mutilated standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

(11) Issue original export airworthiness approvals for Class I products in accordance with the provisions of part 21, subpart L.

(12) Issue original export airworthiness approvals for Class II products in accordance with part 21, subpart L.

(13) Issue original export airworthiness approvals for Class III products in accordance with part 21, Subpart L. When this function is delegated to an individual DAR, its application is to be limited to the exporting of Class III products only when employed by an applicant who is the PAH of the product being exported.

NOTE: The DAR need not be a full-time employee of a PAH.

(14) Make conformity determinations on aircraft, aircraft engines, propellers, and parts thereof to be used for design evaluation programs (i.e., type certification and supplemental type certification) and complete all necessary reports.

(15) Issue conformity certifications on behalf of a CAA for components manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test, and quality requirements may be accomplished by a DAR only after the FAA has received notification from the CAA of the non-U.S. product manufacturer.

b. Maintenance.

(1) Issue recurrent standard airworthiness certificates for U.S. registered aircraft, including VLA.

NOTE: These airworthiness certificate(s) include non-U.S. manufactured aircraft imported to the United States from the country of manufacture with whom the United States has a BAA or BASA together with an Export Certificate of Airworthiness statement from the CAA indicating the aircraft meets the United States type design and is in a condition for safe operation.

(2) Issue recurrent standard airworthiness certificates for non-U.S. manufactured aircraft imported from other than the country of manufacture with whom the United States has a BAA or BASA.

NOTE: Import aircraft manufactured to a U.S. TC must be accompanied by an Export Certificate of Airworthiness from the country of manufacture's CAA with whom the United States has a BAA that provides for its issuance. The certification must contain a statement from the CAA stating the aircraft conforms to its U.S. type design and is in a condition for safe operation.

(3) Issue recurrent special airworthiness certificates for U.S. registered restricted category aircraft except for non-U.S. manufactured aircraft imported from countries other than the country of manufacture.

(4) Issue recurrent/original special airworthiness certificates in the experimental category for the purposes of operating exhibition or air racing on U.S. manufactured and U.S. registered aircraft located in the UNITED STATES AND POSSESSIONS ONLY, and non-U.S. manufactured surplus military aircraft.

(5) Issue recurrent/original special airworthiness certificates for primary category aircraft.

(6) Issue recurrent/original special airworthiness certificates in the experimental category for the purposes of operating amateur built aircraft, market survey, research and development, and crew training on U.S. registered aircraft, including aircraft built from spare and surplus parts, and non-U.S. manufactured surplus military aircraft.

NOTE: Spare and surplus apply only to sections 21.21 and 21.27 type certificated aircraft.

(7) Issue special flight permits for U.S. registered aircraft for the purposes outlined in 14 CFR section 21.197(a)(1), (2), (4), or (b).

(8) Issue recurrent/original special airworthiness certificates for limited category aircraft.

(9) Issue recurrent export airworthiness approvals for Class I products in accordance with part 21, subpart L.

(10) Issue export airworthiness approvals for Class II products in accordance with part 21, subpart L.

(11) Issue replacements for lost, stolen, or mutilated standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

322.-329. RESERVED.**SECTION 3. DESIGNATED AIRWORTHINESS
REPRESENTATIVE (Organizational)**

330. GENERAL. This section provides information and guidance on the application, selection, appointment, training, supervision, monitoring, and tracking of an ODAR. It should be emphasized the ORGANIZATION must meet all DAR qualifications for authorized function(s) identified in the approved procedures/manual. The ODAR is responsible for assuring the individual authorized representatives identified in the ODAR procedures manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required airworthiness determination consistent with type and complexity of authorized function(s) they will perform. The ODAR is responsible for ensuring compliance to the FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR.

331. QUALIFICATION CRITERIA. Qualification criteria used for an ODAR appointment (to include individuals within the ODAR) is contained in section 4 of this chapter. Applications for an ODAR appointment will only be accepted from FAA certificated domestic repair stations, domestic air carriers/air taxi commercial operators, PAHs, or non-PAH organizations involved in a FAA type certification project with a high probability of obtaining a FAA production certificate for the type certificated product.

332. APPLICATION.

a. Application for appointment to perform manufacturing function(s) must be initiated by a letter submitted to the MIDO manager located in the geographic area the applicant has a primary place of business where the authorized function(s) will be performed. The letter must be accompanied by a completed Form 8110-14 with an applicant's original signature (see figure 1). The applicant's signature must be that of a management official within the applicant's quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

NOTE: In the last line of block 6 on Form 8110-14 delete the words "in AC 183-33."

b. Application for appointment to perform maintenance function(s) must be initiated by a letter submitted to the National Examiner Board identifying the geographic area the applicant has a primary place of business where the authorized function(s) will be performed. The letter must be accompanied by a completed Form 8110-28 with an applicant's original signature. (The form contains instructions for completing and mailing.).

c. An application submitted by a non-PAH organization will be made in accordance with paragraph 332a and paragraph 332d of this order. The organization must show evidence of an on going type certification program and have established a quality control system in sufficient detail to provide positive control of parts or components, materials, and special processes during the type certification program. The quality control system must provide assurance that each completed prototype part or component was manufactured in accordance with these procedures and conforms to the type design data. The quality control system must be based on part 21 production approval quality system requirements. Failure to obtain a production certificate for the type certificated product within the time specified in part 21 should result in a suspension of the ODAR.

d. Applications submitted for manufacturing and maintenance functions must also include:

(1) A letter from the individual identified in paragraph 332a of this order, identifying persons who will perform any authorized function(s), and attest to their integrity and technical qualifications.

(2) Supplemental statements which include each individual's name, signature, and substantiation they meet:

(a) The general qualifications specified in paragraph 350 of this order; and

(b) The specialized experience requirements specified in paragraph 351 or paragraph 352 of this order for authorized function(s) sought.

(3) Organizational procedures/manual as outlined in figure 8 of this order, and procedures which:

(a) Establish an organizational focal point to interface with the FAA on behalf of the ODAR.

(b) Establish and outline the ODAR's organizational freedom to function as a representative of the FAA.

(c) Define how the ODAR will interface and function with other elements of the company.

(d) Ensure only appropriately qualified individuals will perform any authorized function(s).

(e) List all individuals who will perform authorized function(s) within the ODAR by name and function(s).

333. SELECTION AND APPOINTMENT.

a. The appointing/managing office will, upon receipt of an ODAR application, enter the required information from the application into DMS. DMS will assign a unique six-digit identification number to be used as part of the designee's number.

b. The appointing/managing office will accomplish the following once determining a sufficient FAA need exists to justify an ODAR appointment and the FAA has sufficient resources to provide effective supervision, monitoring, training, and tracking activities:

NOTE: An appointment should not be made if these conditions cannot be met.

(1) Ensure the application and supporting documents contain specific information concerning the applicant's integrity, general qualifications, specialized experience, currency of qualifications, and knowledge in performing similar functions on products of the same type and complexity (products must be identified) for the authorization sought.

(2) Evaluate the organization's qualifications (to include individuals within the ODAR) to ensure:

(a) General qualifications specified in paragraph 350 of this order have been fully substantiated.

(b) Specialized experience specified in paragraph 351 or paragraph 352 of this order has been fully substantiated for each authorized function sought.

(3) Verify individuals listed in the ODAR's procedures/manual have the skill and experience necessary to make the required airworthiness determination for each authorized function sought.

(4) Conduct a personal interview with the ODAR's appointed focal point and individuals within the ODAR who are to perform any authorized function(s).

NOTE: FAA employees having knowledge of the particular function(s) for the authorizations sought should participate in, or be delegated the responsibility to, conduct the interviews.

(5) Evaluate the ODAR's proposed procedures/manual to ensure all elements required by figure 8 have been fully addressed and will ensure compliance with the applicable CFR requirements.

(6) Determine whether the organization or individuals who will perform any authorized function(s) have a regulatory violation history (see Order 2150.3). If a regulatory violation history is detected, an evaluation shall be conducted to ascertain the type of violation(s), any special or mitigating circumstances, and attitude toward compliance with FAA regulations.

c. In addition to the above requirements, the quality control system of the non-PAH applicant must be evaluated using the applicable criteria of Order 8100.7, Aircraft Certification Systems Evaluation Program (ACSEP), PRIOR to granting the ODAR. This evaluation is to ensure a positive control of parts, components, materials, and special processes is maintained during the type certification program. These procedures need only be in enough detail to support the type certification program.

d. The appointing office will make a final determination for appointment or non-appointment. Applicants will be advised in writing of their appointment, authority, responsibilities, and limitations or that the appointment has been denied and the specific reasons for denial. Substantiation of appointment or non-appointment shall be retained on file. DMS will be updated to indicate either the appointment or denial of the ODAR.

NOTE: If an ODAR appointment is denied, enter a statement in DMS giving the reasons for the denial.

e. The appointing office will accomplish the following upon determining the applicant, and individuals who will perform any authorized function(s) within the designation, meet all appropriate requirements and that an appointment should be made:

(1) Develop the designee's number using the DMS generated identification number. The DMS generated identification number may be either prefixed with the Geographical Identifier (e.g., SW, NM, CE, NE, etc.) and suffixed with the Designation Code (e.g., ODAR) or prefixed with the Designation Code and suffixed with the Geographic Identifier. Both the designee number and the DMS identification number will be tracked within DMS.

(2) Prepare a Form 8430-9 indicating all authorized functions and limitations on the front of the certificate (see figure 11). On the front in the "Designation Expires" block insert "See Reverse." Because space is limited, Form 8430-9 may be supplemented by a statement that explains the limits of authority in more detail (see figure 12). The appointing office will ensure that only those functions identified in this order are appropriately authorized to include the following:

(a) A domestic repair station's authorized functions will be limited to products for which an appropriate rating is held.

(b) Domestic air carrier and air taxi commercial operators' authorized functions will be limited to the make and model of aircraft covered by their operations specifications.

(c) Authorized functions for PAHs will be limited to products produced under the provisions of their FAA production approval.

(d) Authorized functions for non-PAH organizations will be limited to conformity determinations on prototype products and/or parts associated with the on going type certification program to include supplemental type certification programs.

(e) Additional limitations may be prescribed for each individual within the organization who will perform authorized function(s).

(3) Provide an FAA letter approving the procedures/manual of the ODAR.

(4) Prepare a Form 8000-5. This certificate will not indicate any limitations or restrictions listed on Form 8430-9 or supplements.

f. The appointing office manager or delegated representative will endorse Forms 8000-5, 8430-9, and any supplements. The responsible ASI will enter the office designation, date issued, expiration date, and sign above their printed name in the appropriate place on the reverse side of Form 8430-9.

g. When possible, Forms 8000-5 and 8430-9 should be personally presented to the newly appointed ODAR by the appointing/managing office manager. However, the forms may be forwarded by other methods when such presentations would have an adverse affect on FAA resources. In either case, the ODAR's FAA focal point will be instructed to apply their signature in the appropriate place on the front side of Form 8430-9 and to provide a copy of the form and any supplements to each individual who will perform authorized function(s) within the ODAR.

334. GEOGRAPHICAL RESTRICTIONS. It is the FAA's intention that an ODAR perform their authorized function(s) at the primary business address stated on the application. However, a managing office may authorize an ODAR to perform authorized function(s) at a PAH facility (where the PAH controls the design and quality of the product) outside their primary business address (including other countries) on a case-by-case basis. This will only be approved when the ability of the FAA to adequately monitor and supervise the ODAR is maintained. ODARs will obtain written authorization from their managing office before performing any authorized function(s) outside their primary business address. AIR ODARs will submit Form 8130-13 for this authorization.

a. Upon receipt of a request for type certification activity within the United States but outside the managing office's geographic area of responsibility for a particular ODAR, the managing office will contact the geographic office in which the certification activity is needed to determine if that office can perform the requested activity or will allow the use of an ODAR representative.

b. Managing offices will provide written authorization for all ODAR work outside of their primary business address (including other countries). AIR offices will provide authorization by endorsing Form 8130-13. The authorization should not exceed one year and be renewed only after adequate written justification is provided. The managing office will provide the geographic office, where the certification activity is needed, a copy of the written authorization. AIR will provide approved Form 8130-13 PRIOR to an ODAR representative performing any authorized function(s). The ODAR representative will be instructed to maintain a copy of the written authorization (Form 8130-13 for AIR ODARs) while performing the authorized function(s). To ensure authorization in a timely manner, electronic or mail authorization may be used as appropriate.

c. Before a managing office authorizes an ODAR to perform any authorized function(s) outside the United States, the cognizant CAA will be provided written notification outlining the proposed visit and requesting its concurrence. The notification will include the ODAR representative's anticipated activities, expected length of stay, and must be provided at least 30 days before the ODAR representative's arrival. Upon approval, the ODAR representative will be instructed to maintain a copy of the authorization for review by the CAA or its representative(s). The managing office may send a copy of the authorization (approved Form 8130-13 for AIR ODARs) and CAA notification to the appropriate overseas FAA office. When situations warrant, the appropriate U.S. embassy will be provided a country clearance request in accordance with the Foreign Travel Guidelines prepared by The Americas and Global Issues Division (AIA-100).

335. DURATION OF CERTIFICATES. Appointments and/or renewals may be issued for one to five years at the discretion of the appointing office. Renewal of any ODAR designation is at the option and sole discretion of the FAA provided the ODAR's performance has been satisfactory.

336. CERTIFICATE RENEWAL. The procedures for certificate renewal of an ODAR are the same as those for a DAR except an ODAR is required to have all persons listed in the procedures manual attend the standardization seminar as described in chapter 5, and referenced in paragraph 316 of this order.

337. TRAINING. The requirements are the same as an individual DAR detailed in paragraph 317 of this order.

338. SUPERVISION, MONITORING, AND TRACKING. The managing office assigned responsibility for a particular ODAR will supervise, monitor, and track the ODAR's activity in accordance with the following criteria as they apply to AIR or AFS.

NOTE: The ORGANIZATION is the responsible authority and not the individual authorized representatives under the ODAR. However, this organizational approach does not in anyway prohibit the ASI from interfacing with individual authorized representatives within the ODAR who perform authorized functions.

a. Supervision.

(1) It is the ODAR's responsibility to comply with all provisions of their organizational designation. The ODAR will perform self-assessment activities to ensure only qualified authorized representatives perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The ASI will provide direct supervision by interfacing with the organization's FAA focal point and monitoring these self-assessment activities. It is also the responsibility of the ASI to ensure the ODAR has acquired all the required guidance material necessary to perform the designated function (e.g., current FDR-1D Publication Kit, ADs, orders, notices, etc.).

(2) The FAA managing office may authorize the ODAR to assist the FAA during type certification activities. This authorization will be on a case-by-case basis, and only after determining that the ODAR has individuals with the specialized skills essential to the performance of these activities. The managing office will provide the ODAR with instructions on how deviations or non-conformances detected during type certification activities will be documented and resolved. The ODAR may:

(a) Determine that materials, parts, assemblies, and installation of the finished product are in conformity with the type design data identified on FAA Form 8120-10. The conformity inspection will be documented on Form 8100-1.

(b) Verify the calibration of test and prototype articles.

(c) Accomplish the inspections identified on FAA Form 8110-1, Type Inspection Authorization, and complete, as applicable, FAA Forms 8110-4, Rotorcraft Ground Inspection; 8110-5, Airplane Ground Inspection; 8110-6, Engine Ground Inspection; 8110-7, Propeller Ground Inspection; 8110-8, Balloon Ground Inspection; or 8110-26, Supplemental Type Inspection Report.

(3) The managing office will review and provide written approval of all changes to the ODAR's FAA-approved procedures/manual. This would include any additions or removals of individual authorized representatives who perform authorized function(s). At the appointing/managing office's discretion, changes may be approved before or after implementation by the ODAR.

(4) The assigned ASI will witness, on at least an annual basis, the ODAR's ability to perform certification functions on a completed product, part, or article to ensure that satisfactory inspection techniques are used. This annual requirement is to ensure ODARs are familiar with current policy, regulations, and can apply this information during the performance of their authorized functions. If the ASI determines no suitable product is available, this requirement may be simulated by having the ODAR demonstrate authorized functions, techniques, and knowledge of the pertinent guidance material.

NOTE: This requirement does not restrict additional supervision at any time by the managing office.

AIR/AFS managers and ASIs with designee oversight responsibilities are strongly encouraged to attend the designee training standardization seminars. ASIs unable to attend will within 30 days contact the ODAR focal point by a suitable method (e.g., visit, phone, etc.) to ensure the focal point and individual authorized representatives within the ODAR fully understood the policy material presented and no unanswered questions remain. ASIs will document attendance or the follow up as a designee training and enter into DMS or PTRS. AIR ASIs will use Form 8130-14 to document all follow-up activities.

NOTE: This requirement is intended to help ensure that the PI and the ODAR mutually agree on the policy material presented during the seminar.

b. Monitoring. All documentation initiated by the ODAR will be processed in accordance with the appropriate regulations, guidance material, (e.g., orders, ACs, notices, etc.), and any guidance provided by the ASI. The following are the minimum annual and on going responsibilities of the ASI:

(1) Annual.

- (a) Notify the ODAR's FAA focal point of the supervision visit.
- (b) Determine the organization is properly qualified and designated in accordance with part 183.
- (c) Review office records for previous work history.
- (d) Verify the organization has current documents per DMS and any other documents as appropriate.
- (e) Review a sample of the organization's documents and discuss any discrepancies with the focal point.
- (f) Request the organization demonstrate or simulate the ability to execute its authorized functions. For example, issuance of airworthiness certificates, export airworthiness approvals, or conformity inspections.
- (g) Document each supervision activity per this order and enter into DMS or PTRS.
- (h) Verify the ODAR has on going activity(s) to justify the designation. Lack of activity can result in a non-renewal.
- (i) Verify attendance at the standardization seminars by all individuals performing authorized function(s) under the organizational designation in accordance with chapter 5 of this order.

(2) On going.

- (a) Review documentation and/or completed functions performed by the ODAR on a sampling basis.
- (b) Document a one-on-one meeting with the ODAR focal point to discuss the ODAR's performance and enter into DMS or PTRS. Determine and initiate appropriate corrective action (e.g., additional training, counseling, etc.) if the ODAR fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow-up session to determine if the ODAR's performance is acceptable. If the ODAR's performance remains unsatisfactory, discuss

possible termination in accordance with Order 8130.24 with the appointing official. AIR ASIs will use Form 8130-14 to document this meeting. At the ASIs/managing office's discretion, this performance review may or may not include a one-on-one meeting with each individual authorized representative performing authorized function(s) under the organizational designation.

NOTE: Safety-related situations will be acted upon immediately.

(c) Establish an appropriate procedure with the ODAR to ensure the managing office is provided either monthly, bimonthly, or quarterly information relating to the ODAR's accomplishments (AIR ASIs will use form shown in figure 7).

(d) Coordinate with the appropriate CAA and/or FAA office when authorizing ODARs to work outside of their geographic area. This coordination will be processed in accordance with paragraph 334 of this order and includes both domestic, and non-domestic activities.

(e) Review certification activities with the ODAR before the start and at the completion of the activity. ASIs should use their discretion based on the experience of the ODAR in establishing the level of review.

(f) Document each supervision session per this order and enter into DMS or PTRS.

(g) Ensure the ODAR understands to contact their managing/supervising/geographic office to obtain any special direction or instructions prior to:

1. Issuance of airworthiness certificates.
2. Issuance of export certificate/approval tag.
3. Becoming involved in any type certification or supplementary type certification.
(manufacturing only)

(h) Authorize ODAR activity outside their primary business address on Form 8130-13 (see figure 5).

(i) AFS ASIs will continue to report activity in PTRS.

(j) Ensure that the ODAR, to include those authorized representatives performing authorized function(s), have direct communication to appropriate authorities within the company and to the assigned ASI.

c. Tracking.

(1) The supervisory tracking of an ODAR by AIR will be accomplished through the use of Form 8130-14 retained in the designee's file. The Flight Standards ASI will continue to track in PTRS.

(2) The tracking of an ODAR's work activity by AIR will be accomplished through the use of the Summary Activity Report form provided in figure 7. Additional information on this form can be found in Order 1380.48. This report will be retained in the designee's file. AFS ASIs will continue to track this information in PTRS.

(3) Aircraft Certification ASIs will update DMS to indicate the most recent ODAR surveillance activity.

339. AUTHORITY AND RESPONSIBILITY. ODARs are responsible for:

a. Complying with all provisions of their FAA-approved procedures/manual and ensuring that all authorized functions are performed within the limits of the authority identified on Form 8430-9 and supplement.

b. Performing authorized functions at their primary business address except as permitted in paragraph 334 of this order.

c. Ensuring only the authorized representatives listed in their FAA-approved procedures/manual are allowed to perform authorized function(s).

NOTE: No authorized function(s) will be subdelegated.

d. Performing authorized functions in accordance with pertinent parts of the CFR, FAA directives, and any other specific instructions conveyed by the managing office.

e. Ensuring all conformity inspections conducted are recorded on Form 8100-1. These forms may also be used as worksheets to supplement the official records.

f. Providing a copy of Form 8430-9 and supplements to the authorized representatives who perform authorized functions and ensuring forms are kept within the immediate work area.

g. Ensuring that all FAA forms, certificates, and other official documents are properly safeguarded. Airworthiness certificates/approvals, and related documents will indicate the ODAR's assigned number, printed or typed name, and signature of the authorized individual under the ODAR designation.

340. AUTHORIZED FUNCTIONS. Functions which may be delegated to an ODAR are listed in paragraph 321 of this order.

341.-349. RESERVED.

SECTION 4. QUALIFICATION CRITERIA FOR DAR/ODAR

350. GENERAL QUALIFICATIONS. DAR/ODAR applicants must meet the specialized experience specified in paragraphs 351 and 352 of this order (as appropriate) and the general qualifications listed below:

- a. Current and thorough working knowledge of Title 14 CFR and related material.
- b. Current technical knowledge and experience commensurate with that required for the particular function (e.g., Boeing Airplane Model 707-100, Bell Model 47B, and/or related parts/components, appliances, etc.).
- c. Unquestionable integrity, cooperative attitude, and ability to exercise sound judgment.
- d. Ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.
- e. Two years of recent satisfactory experience working directly in the type of work to be covered in the authorized function(s).
- f. Have a good command of the English language, both oral and written.

351. SPECIALIZED EXPERIENCE REQUIRED FOR MANUFACTURING FUNCTIONS. DAR/ODAR applicants must meet the specialized experience listed below for each function(s) sought. Individuals who are to perform authorized functions under an ODAR need only the specialized experience required for the specific function(s) to be performed.

a. Issuance of Standard and/or Special Airworthiness Certificates for U.S. registered Aircraft. (Reference paragraph 321a(1) - (8) and (10) of this order).

(1) Applicant must have five years of experience as a DMIR, DAS inspector, DOA inspector, company inspector, or an FAA manufacturing inspector. The applicant must have been involved in either the actual issuance of, or having responsibility for managing programs leading to the issuance of, original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(2) An organization holding an FAA PC or APIS, must have a person(s) in its employ with five years of experience similar to that specified in paragraph 351a(1) of this order.

b. Issuance of Original Export Airworthiness Approvals for Class I Products. (Reference paragraph 321a(11) of this order).

(1) Applicant must have five years of experience as a DMIR, DOA inspector, company inspector, or an FAA manufacturing inspector involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original export airworthiness approvals for Class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(2) An organization holding an FAA PC or APIS, must have a person(s) in its employ with five years of experience similar to that specified in paragraph 351b(1) of this order.

c. Issue Export Airworthiness Approvals for Class II Products.

(Reference paragraph 321a(12) of this order).

(1) Applicant must have three years of experience as a DMIR, DOA inspector, company inspector, or an FAA manufacturing inspector involved in the actual issuance of, or having responsibility for managing programs leading to the issuance of, original export airworthiness approvals for Class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(2) Show evidence of three years experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine Class II Products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, and any special requirements of the importing country. This should include knowledge of:

(a) First article, in-process, and final assembly inspections.

(b) Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.).

(c) Destructive and nondestructive inspections.

(d) Manufacturing processes.

(e) Airworthiness assurance.

(f) Developing/implementing quality control systems/procedures.

(g) Testing procedures.

(h) Use of FAA-approved type design data.

(3) An organization holding an FAA production approval must have a person(s) in its employ with three years experience similar to that specified in paragraph 351c(1) or (2) of this order.

d. Issue Export Airworthiness Approvals for Class III products.

(Reference paragraph 321a(13) of this order).

(1) Applicant must be employed by a PAH authorized to issue export airworthiness approvals for Class III products. The applicant must have two years of experience as a DMIR or DOA inspector involved in the actual issuance of, or having responsibility for managing programs leading to the issuance of, original export airworthiness approvals for Class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(2) Show evidence of two years experience with quality control methods and techniques which demonstrates the applicant's ability to determine Class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness

approval meet part 21, subpart L, and any special requirements of the importing country. This should include knowledge of:

(a) First article, in-process, and final assembly inspections.

(b) Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.).

(c) Destructive and nondestructive inspection.

(d) Manufacturing processes.

(e) Airworthiness assurance.

(f) Developing/implementing quality control systems/procedures.

(g) Testing procedures.

(h) Use of FAA-approved type design data.

(3) An organization holding an FAA production approval must have a person(s) in its employ with two years experience similar to that specified in paragraph 351d(1) or (2) of this order. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections which determine that products conform to the PAH's approved type design data and are in condition for safe operation.

e. Make Conformity Determinations on Aircraft and Parts Thereof (including those submitted for FAA tests) Prior to the Issuance of a FAA Type Design Approval.

(Reference paragraph 321a(14) of this order).

(1) Applicant must have five years of experience as a DMIR, DAS inspector, DOA inspector, company inspector, or FAA manufacturing inspector involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to the type design under evaluation by the FAA; or

(2) Show evidence of five years experience with quality control methods and techniques which demonstrates the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the proposed type design being evaluated. This should include knowledge of:

(a) First article, in-process, and final assembly inspections.

(b) Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.).

(c) Destructive and nondestructive inspection.

(d) Manufacturing processes.

(e) Airworthiness assurance.

(f) Developing/implementing quality control systems/procedures.

(g) Testing procedures.

(h) Use of FAA-approved type design data.

(3) A PAH or non-PAH must have a person(s) in its employ with five years experience similar to that specified in paragraph 351e(1) or (2) of this order.

f. Issuance of Conformity Certifications for Components Manufactured in the United States for Non-U.S. Product Manufacturer. (Reference paragraph 321a(15) of this order).

(1) Applicant must have three years of experience as a DMIR, DAS inspector, DOA inspector, company inspector, or FAA manufacturing inspector involved in either making actual conformity determinations or having responsibility for managing programs leading to determinations that prototype test articles, or parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) are in conformity to the proposed type design being evaluated by the FAA; or

(2) Show evidence of three years of experience with quality control methods and techniques which demonstrates the applicant's ability to determine prototype test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA/non-U.S. design evaluation, conformance to the proposed design being evaluated. This should include knowledge of:

- (a) First article, in-process, and final assembly inspection.
- (b) Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.).
- (c) Destructive and nondestructive inspection.
- (d) Manufacturing processes.
- (e) Airworthiness assurance.
- (f) Developing/implementing quality control systems/procedures.
- (g) Testing procedures.
- (h) Use of FAA-approved type design data.

(3) An organization holding an FAA production approval must have a person(s) in its employ with three years experience similar to that specified in paragraph 351f(1) or (2) of this order.

352. SPECIALIZED EXPERIENCE REQUIRED FOR MAINTENANCE FUNCTIONS.

DAR/ODAR applicants must meet the specialized experience listed below for each function(s) sought. Individuals who are to perform authorized functions under an ODAR need only the specialized experience required for the specific function(s) to be performed.

a. Issuance of Recurrent Airworthiness Certificates for U.S. Registered Aircraft.
(Reference paragraph 321b (1) - (6) and (8) of this order).

(1) A DAR applicant must have five years of experience as:

(a) An FAA airworthiness inspector (maintenance) involved in either the actual issuance of, or having responsibility for managing programs leading to the issuance of, recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person responsible for managing airworthiness certification programs leading to the issuance of airworthiness certificates and/or the approval for return to service (e.g., Chief Inspector or

Director of Maintenance at an FAA approved repair station or at the facility of the holder of an air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with airframe and powerplant (A&P) ratings at time of original application and must demonstrate the ability to determine that aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent certification have remained in or have been returned to their

FAA-approved type design configuration and meet pertinent CFR requirements; or

(c) The experience outlined in paragraph 351a(1) of this order may be used when an applicant has a minimum of two years experience leading to the issuance of recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. The applicant's experience must demonstrate direct involvement in determining that an aircraft conforms to the FAA approved type design configuration and meets pertinent CFR requirements.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certified under part 65 in its employ with five years experience similar to that specified in paragraph 351a(1) of this order; or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) certified under part 65 in its employ with five years experience similar to that specified in paragraph 352a(1) of this order; or

(c) A manufacturer as defined in paragraph 351a(2) of this order.

b. Issuance of Export Airworthiness Approvals for Class I Products.
(Reference paragraph 321b(9) of this order).

(1) A DAR applicant must have five years of experience as:

(a) An FAA airworthiness inspector (maintenance) involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of recurrent export airworthiness approvals for Class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person having responsibility for managing export airworthiness approval programs leading to the issuance of export airworthiness approvals for Class I products (e.g., Chief Inspector or Director of Maintenance at an FAA-approved domestic repair station or at the facility of the holder of an air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with A&P ratings at the time of original application, and must demonstrate the ability to determine that Class I products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

(c) The experience as outlined in paragraph 351b(1) of this order.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certified under part 65 in its employ with five years experience similar to that specified in paragraph 352b(1) of this order; or

(b) An air carrier operating certificate holder with an FAA approved Continuous Airworthiness Maintenance Program having a person(s) in its employ with five years experience similar to that specified in paragraph 352b(1) of this order; or

(c) A manufacturer having a person in its employ as defined in paragraph 351b(2) of this order.

c. Issuance of Export Airworthiness Approvals for Class II Products

(Reference paragraph 321b(10) of this order).

(1) A DAR applicant must have three years of experience as:

(a) An FAA airworthiness inspector (maintenance or avionics) involved in either the actual issuance of, or having responsibility for managing programs leading to the issuance of, or having responsibility for approvals for Class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) The holder of a mechanic certificate with an A&P rating or a repairmen's certificate (e.g., avionics, instruments, etc.) which must be current at the time of original application. This person must also demonstrate the ability to determine that Class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

(c) The experience as outlined in paragraph 351c(1) or (2) of this order.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certified under part 65 in its employ with three years of experience similar to that specified in paragraph 352c(1) of this order; or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) in its employ with three years experience similar to that specified in paragraph 352c(1) of this order; or

(c) A manufacturer as defined in paragraph 351c(3) of this order.

CHAPTER 4. DISTRIBUTION AND MAINTENANCE OF PUBLICATIONS

400. PUBLICATIONS. Designees are responsible for obtaining (with FAA assistance) or have access to all necessary guidance material and subsequent revisions to satisfactorily perform their authorized function(s).

a. Designees can obtain FDR-1D kits, orders, directives, and regulations through the managing/appointing office, DMS, and FedWorld. The FDR-1D kit will be monitored and maintained by the Kit Manager, AFS-640.

b. ASIs with designee oversight responsibilities will establish the minimum documents required for a newly appointed designees to perform their authorized function(s).

c. DMS will generate a postcard for designees to acknowledge receipt or non-receipt and completeness of the FDR-1D kit.

NOTE: A tickler screen in DMS will indicate if the designee has not received documents until the designee's record is changed to indicate otherwise.

d. DMS will automatically distribute changes to documents as they occur.

e. The managing office is responsible for entering and updating a designee's address in DMS to ensure receipt of publication updates.

NOTE: Designees are responsible for notifying the managing office within 30 days of any address change.

f. Requests for FDR-1D kits should be addressed as follows:

(1) From within the FAA, e. g., managing/appointing offices, etc.:

SVC 121.23
Subsequent Distribution Office
DOT Warehouse

(2) From outside the FAA:

U.S. Department of Transportation
Subsequent Distribution Office
Ardmore East Business Center
3341 Q 75th Avenue
Landover, MD 20785

401. ALTERNATE METHOD OF OBTAINING PUBLICATIONS.

a. Some of the required publications or documents for specific functions may be obtained

electronically through FedWorld which is administered by the NTIS, an agency of the United States Department of Commerce. FedWorld is an electronically accessible database that contains many current FAA publications such as safety data, airworthiness regulations, orders, notices, advisory circulars, and airworthiness directives.

b. How to connect to FedWorld.

(1) By Modem. Set modem parity to none; data bits to 8; and stop bit to 1. Set terminal emulation to ANSI. Set duplex to Full. Dial FedWorld at (703) 321-3339. After connecting with FedWorld, follow the prompts for "Regulatory," then "Regulatory Information Mall," then select the "FAA-AVR Library of Files."

(2) By Internet. Telnet to fedworld.gov. For File Transfer Protocol (FTP) services, connect to ftp://ftp.fedworld.gov/pub/faa-ri to get the regulations index. On the World Wide Web, connect to http://www.fedworld.gov/ and select the FedWorld FTP Site from the General Information Services section. Select a subject from the Federal Aviation Administration area. (i.e., Click on FAA-RI then FAR-121.exe to select 14 CFR part 121) for reading or printing. Use the Save As... button to save this file in a location on your disk. Exit the Internet. Use your file manager to go to the FAR-21.exe you saved and double click. The file will be converted to a text file. Use a word processing application to open the .txt file and read or print the document.

(3) For FedWorld assistance call the FedWorld help desk at (703) 487-4223. The FAA point of contact can be reached at (405) 954-4103.

CHAPTER 5. STANDARDIZATION SEMINARS

500. GENERAL. This chapter describes the Initial Standardization Seminar and Recurrent ODAR/DAR, DMIR Standardization Seminars. Standardization seminars are provided primarily for persons who are seeking or have a designation; however, anyone may attend providing space is available.

501. SEMINAR DESCRIPTION.

a. Initial Standardization Seminar for DMIR/DAR/ODAR. The Initial Standardization Seminar is currently a three-day program delivered in Oklahoma City, Oklahoma. The seminar familiarizes attendees with FAA administrative procedures, methods, and practices in the interest of standardization. Seminar subjects include: Introduction to FAA Publications, Type Certification/Supplemental Type Certification Conformity, Airworthiness Certification and Related Approvals, Export Airworthiness Certification and Related Approvals, and Related FAA Forms and Records.

b. Recurrent Designee Standardization Seminar for DMIR. This seminar is currently a one or two-day program that familiarizes DMIRs with FAA administrative procedures, methods, and practices in the interest of standardization. Seminars and subjects include:

(1) The one-day program includes: Privileges, Responsibility and Limitations, Review of FAA Publications, Type Certification Conformity, Export and Related Approvals of Class II and III Products, and Related FAA Forms and Records.

(2) The two-day program includes: Privileges, Responsibility and Limitations, Review of FAA Publications, Type Certification Conformity, Airworthiness Certification and Related Approvals, Export and Related Approvals of Class I, II, and III Products, and Related FAA Forms and Records.

c. Recurrent Designee Standardization Seminar for ODAR/DAR. This seminar is currently a three-day program that familiarizes ODARs and DARs with FAA administrative procedures, methods, and practices in the interest of standardization. Seminar subjects include: Privileges, Responsibilities and Limitations, Review of FAA Publications, TC/STC Conformity, Airworthiness Certification and Related Approvals; Export Airworthiness Certification and Related Approvals, and Related FAA Forms and Records.

502. SEMINAR ATTENDANCE.

a. Unless previously attended, newly appointed designees (including individuals authorized under an ODAR) are required to attend the next available Initial Standardization Seminar.

b. Designees (including individual authorized representatives under an ODAR) shall attend a seminar every two years to maintain their knowledge of the regulations and policies. Failure to attend this seminar or receive equivalent training from their managing office may be cause for non-renewal. Managing offices will tailor any equivalent training to the designee's authorized function(s). This equivalent training will be based on the same material presented during an initial standardization seminar. Documentation must be placed in designee's file and an entry made in DMS of the equivalent training session.

NOTE: Attendance will be entered into DMS by AFS-640 at the conclusion of the seminar(s). The managing office may access DMS to determine when designees need to be scheduled for recurrent seminars to maintain their designation.

c. FAA managers responsible for the appointment of the aforementioned designees are encouraged to attend this seminar.

d. ASIs with designee oversight responsibilities are encouraged to attend this seminar once every two years.

503. SEMINAR SCHEDULING.

a. For initial seminars, managing/appointing offices will be contacted 90 days before the scheduled seminar by AFS-640.

b. For recurrent seminars, Flight Standards District Offices (FSDO), Aircraft Certification Offices (ACO), and MIDOs within the geographical location of a scheduled seminar will be contacted 90 days before the scheduled seminar by AFS-640.

**FIGURE 1. SAMPLE FAA FORM 8110-14, STATEMENT OF QUALIFICATIONS
(FRONT SIDE - REDUCED SIZE)**

Organizations complete only the applicable blocks and attach separate resumes with the names, signatures, titles and qualifications of those persons who would actually perform the authorized functions.

 STATEMENT OF QUALIFICATIONS (DAR—DMIR—DER—DPRE—DME)		Form Approved OMB-2120-0035												
US Department of Transportation Federal Aviation Administration		3. U.S. CITIZEN <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No												
INSTRUCTIONS: Print or type all entries except signatures														
1. NAME (Last, first, middle) OR ORGANIZATION Roe, John D.		4. SOCIAL SECURITY NO. 355-40-5523												
2. ADDRESS (Number, street, city, state, and ZIP code) 1352 N. Bangor Ct., Irving, TX 75060		5. DATE OF BIRTH July 4, 1945												
6. DESIGNATION SOUGHT <input checked="" type="checkbox"/> Designated Manufacturing Inspection Representative (DMIR)														
<input type="checkbox"/> Designated Mechanic Examiner (DME) <input type="checkbox"/> Airframe Rating <input type="checkbox"/> Powerplant Rating														
<input type="checkbox"/> Designated Parachute Rigger (DPRE) <input type="checkbox"/> Seat <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Other														
<input type="checkbox"/> Designated Engineering Representative (DER)														
<input type="checkbox"/> Designated Airworthiness Representative (DAR)														
<input type="checkbox"/> Structural Engineering <input type="checkbox"/> Engine Engineering <input type="checkbox"/> Powerplant Engineering <input type="checkbox"/> Propeller Engineering <input type="checkbox"/> Systems and Equipment Engineering <input type="checkbox"/> Flight Analyst <input type="checkbox"/> Acoustical Engineering <input type="checkbox"/> Flight Test Pilot														
<input type="checkbox"/> Manufacturing Function(s) <input type="checkbox"/> Engineering Function(s) <input type="checkbox"/> Maintenance Function(s)														
NOTE: A separate application must be submitted for each discipline i.e. manufacturing engineering, maintenance.														
DAR applicants shall identify specific function(s), currently authorized in AC 183-33, for which appointment is sought:														
7. EXPERIENCE RESUME FOR NUMBER OF YEARS, AS APPROPRIATE, PERTINENT TO DESIGNATION SOUGHT. Use additional sheets if necessary)														
<table border="1"> <thead> <tr> <th colspan="2">Dates</th> <th rowspan="2">Employer's Name</th> <th rowspan="2">Position Title and Duties</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>1-84</td> <td>Pres.</td> <td>J. D. Roe & Associates, Dallas, TX</td> <td>Machine Shop Foreman</td> </tr> </tbody> </table>			Dates		Employer's Name	Position Title and Duties	From	To	1-84	Pres.	J. D. Roe & Associates, Dallas, TX	Machine Shop Foreman		
Dates		Employer's Name	Position Title and Duties											
From	To													
1-84	Pres.	J. D. Roe & Associates, Dallas, TX	Machine Shop Foreman											
8. EDUCATION AND TRAINING HIGH SCHOOL LEVEL AND ABOVE PERTINENT TO DESIGNATION SOUGHT.														
<table border="1"> <thead> <tr> <th colspan="2">Dates</th> <th rowspan="2">Name of School</th> <th rowspan="2">Curriculum or Study Program</th> <th rowspan="2">Degrees Received</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>9-74</td> <td>7-79</td> <td>Oklahoma State Aero Tech Stillwater, TX</td> <td>A&P Mechanics</td> <td>Associate</td> </tr> </tbody> </table>			Dates		Name of School	Curriculum or Study Program	Degrees Received	From	To	9-74	7-79	Oklahoma State Aero Tech Stillwater, TX	A&P Mechanics	Associate
Dates		Name of School	Curriculum or Study Program	Degrees Received										
From	To													
9-74	7-79	Oklahoma State Aero Tech Stillwater, TX	A&P Mechanics	Associate										
9. FAA CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT.														
<table border="1"> <thead> <tr> <th>Type</th> <th>Certificate No.</th> <th>Rating</th> <th>Date Each Rating Issued</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Type	Certificate No.	Rating	Date Each Rating Issued								
Type	Certificate No.	Rating	Date Each Rating Issued											
10. EMPLOYER'S RECOMMENDATION (To be completed for DER and DMIR only) I recommend the person identified above be appointed as:														
<input type="checkbox"/> Designated Engineering Representative <input checked="" type="checkbox"/> Designated Manufacturing Inspection Representative														
Date May 19, 1996	Primary Business Aircraft Engine Parts	Signature <i>John E. Davis</i>												
11. LOCATION WHERE DESIGNEE FUNCTIONS WILL BE PERFORMED (To be completed for DAR, DME, and DPRE only)														
Address (NOT APPLICABLE)		Telephone Number												
12. CERTIFICATION: I certify that the above statements are true to the best of my knowledge and that I am familiar with the Federal Aviation Regulations pertinent to the designation sought.														
Date May 19, 1996	Signature <i>John D. Roe</i>													

FAA Form 8110-14 (3-83) SUPERSEDES PREVIOUS EDITION (REPRESENTATION)

**FIGURE 2. SAMPLE FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - DMIR
(FRONT AND REVERSE SIDES)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO. DMIR123456NM
NAME John D. Frank	DESIGNATION EXPIRES See Reverse	
Is authorized to act in the capacity of a Designated Manufacturing Inspection Representative, Per CFR part 183 section 183.31		
AT FIXED BASE OF OPERATION BCAA Aircraft Company 1234 Airport Blvd., Palomar CA 92060		
for the Administrator		
06/01/96 (DATE)	<i>John D. Rose</i> (SIGNATURE)	
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

(Front Side)

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
NW-MIDO-40 ISSUED 06/01/96	EXPIRES 01/31/97	<i>John D. Rose</i>
RENEWED 01/31/97	EXPIRES 01/31/98	<i>John D. Rose</i>
RENEWED 01/31/98	EXPIRES 01/31/99	<i>John D. Rose</i>

(Reverse Side)

**FIGURE 3. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION
(REDUCED SIZE)**

 U.S. Department of Transportation Federal Aviation Administration	<hr/> <h1>Certificate of Designation</h1>
<i>Reposing special trust and confidence in the integrity, diligence, and discretion of</i>	
JANE S. SMITH	
<i>who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as</i>	
DESIGNATED AIRWORTHINESS REPRESENTATIVE	
<i>with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.</i>	
<i>Issued at</i> Lakewood, Texas <i>Dated</i> November 30, 1996 <i>Certificate No.</i> DART123456SW	<i>By Direction of the Administrator</i> Fred Parker <hr/> FLIGHT STANDARDS DIVISION
<small>FAA FORM 8000-5 (4-84)(REPRESENTATION)</small>	

FIGURE 5. SAMPLE FAA FORM 8130-13, DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION (FRONT SIDE - REDUCED SIZE)

 U.S. Department of Transportation Federal Aviation Administration		1. Control # _____	
Designee Geographic Expansion Authorization			
2. Office Name:			
3. ATTN:		4. Date:	
5. Address:			
City:		State:	Zip Code:
6a. Telephone Number:()		6b. Fax Number:()	
7. I hereby request authorization to perform the (Designee type) 7a. _____ functions identified below outside the geographical boundaries of (FAA Office) 7b. _____ The function(s) pertain to:			
8. Project Number(s):	9. Project Date:	10. FAA Form 8120-10#:	
11. Authorized Function(s) will consist of:			
12. FAA Geographic oversight office of activity:			
13. The activity is scheduled to begin on:			
14. The estimated time required to complete the function(s):		Calendar Days	
15. Location(s) where the function(s) will be performed:			
16. Name of Applicant: (Last, First, Middle)			
17. Address: (either PO Box or Street)			
18. City:	19. State:	20. Zip Code:	
21. (a) Telephone Number: ()		21. (b) Fax Number ()	
22. Remarks:			
<i>(If needed, continue remarks on plain paper and attach it to this form).</i>			
23. Signature	24. Designee Number:	25. Requested Date:	
The above identified designee is authorized to perform the requested functions outside the geographical area of the (FAA Office) 26 _____. All FAA documentation required as a result of the specific task(s) must be submitted to this office within seven (7) days of accomplishment. 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.			
27. SPECIAL INSTRUCTIONS:			
28. Authorized By: (Print Name)		29. Date	
30. Signature:			
31. Office Name:			
FAA FORM 8130-13 (2-96)	See instructions on reverse side		NSN: 0052-00-917-4000

FIGURE 5 (CONTINUED). SAMPLE FAA FORM 8130-13, DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION (REVERSE SIDE - REDUCED SIZE)

Remarks
<i>(If additional space is needed, continue remarks on plain paper and attach it to this form)</i>
INSTRUCTIONS FOR COMPLETING THE DESIGNEE GEOGRAPHIC EXPANSION AUTHORIZATION FORM
General:
<p>A. Type (or legibly print) all information except the signatures.</p> <p>B. Item 1 and items 26 thru 31 are to be completed by the designee's certificate management office.</p> <p>C. Items 2 thru 25 are to be completed by the designee.</p>
Item Number:
<p>(1) Enter the number assigned by the Certificate Management Office.</p> <p>(2) Enter the name of the designee's Certification Management Office.</p> <p>(3) Enter the name of the Principal Inspector assigned to the designee.</p> <p>(4) Enter the date this form was initiated.</p> <p>(5) Enter the complete mailing address of the designee's Certification Management Office.</p> <p>(6a) Enter the telephone number of the Certification Management Office or assigned Principal Inspector.</p> <p>(6b) Enter the FAX telephone number of the Certification Management Office.</p> <p>(7)(a) Enter the abbreviation for the type of designation currently held. (e.g. DMIR, DAR, ODAR, DOA, DAS).</p> <p>(7)(b) Enter the name of the designee's Certificate Management Office.</p> <p>(8) (When applicable) Enter the project number(s) assigned by the FAA.</p> <p>(9) (When applicable) Enter the date the FAA ACO/MIDO/FSDO office released the project for additional action.</p> <p>(10) (When applicable) Enter the number assigned by the requesting office, as shown on the applicable FAA forms, e.g. 8110-1, 8120-10, etc.</p> <p>(11) List the functions that will be completed at the expanded location.</p> <p>(12) Enter the name of the FAA office that has oversight responsibility at the expanded location.</p> <p>(13) Enter the estimated date the project will start.</p> <p>(14) Enter the estimated number of calendar days required to complete the project.</p> <p>(15) Enter the location(s) where the inspections/functions will be conducted.</p> <p>(16) Enter the full name of the applicant.</p> <p>(17) Enter the mailing address of the applicant (either PO Box number or street address).</p> <p>(18) Enter the mailing address city.</p> <p>(19) Enter the two letter abbreviation for the mailing address state.</p> <p>(20) Enter the mailing address zip code.</p> <p>(21)(a) Enter the phone number of the applicant.</p> <p>(21)(b) Enter the FAX number of the applicant.</p> <p>(22) Enter any additional information and/or remarks by the designee.</p> <p>(23) Signature of designee that filled out the form.</p> <p>(24) Enter the designee's FAA assigned number.</p> <p>(25) Enter the date of the request.</p> <p>(26) Enter the name of the designee's Certification Management Office.</p> <p>(27) Enter all special instructions given to the designee.</p> <p>(28) Enter the name of the FAA employee granting this request.</p> <p>(29) Enter the date of the granted request.</p> <p>(30) Enter the signature of the FAA employee granting this request.</p> <p>(31) Enter the name of the FAA office granting this request.</p>
<p>FAA FORM 8130-13 (2-96) See instructions on reverse side NSN: 0062-00-917-4000</p>

**FIGURE 6. SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT
(FRONT SIDE- REDUCED SIZE)**

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 _____	SUPERVISION _____	CORRECTIVE ACTION _____
	TRAINING _____	OTHER _____	
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.			

FIGURE 6 (CONTINUED). SAMPLE FAA FORM 8130-14, DESIGNEE MANAGEMENT REPORT (REVERSE SIDE- REDUCED SIZE)

Remarks Section
(If additional space is needed, continue remarks on plain paper and attach it to this form.)

**INSTRUCTIONS FOR COMPLETING THE
DESIGNEE MANAGEMENT REPORT**

GENERAL:

- A. TYPE (OR LEGIBLY PRINT) ALL INFORMATION.
- B. THIS FORM WILL BE COMPLETED BY THE PRINCIPAL INSPECTOR.
- C. THE ENTRIES FOR THE TOP TWO BLOCKS ARE SELF EXPLANATORY.
- D. FOR ITEM BLOCKS, RATE EACH ITEM AND PUT A CHECK IN THE APPROPRIATE BOX.
 - SAT --- If item is rated satisfactory.
 - UNSAT --- If the item is rated unsatisfactory.
 - N/A --- If the item is rated not applicable.
- E. FOR EACH ITEM RATED UNSATISFACTORY, ENTER THE REASON(S) FOR THE RATING IN THE REMARKS SECTION.

ITEM NUMBER:

- 1. Check applicable box and record how the delegation was verified in the remarks section.
- 2. Self-explanatory. Check applicable box.
- 3. Self-explanatory. Check applicable box.
- 4. Self-explanatory. Check applicable box.
- 5. Check applicable box. Rate per requirements in Orders 8130.2C.
- 6. Self-explanatory. Check applicable box.
- 7. Check applicable box. Rate DMIR per para. 7.a.(3)(a)2, and DAR per para. 7.a(3)(a)2 of this Notice.
- 8. Check applicable box. Rate per requirements in Orders 8130.2C.
- 9. Self-explanatory. Check applicable box.
- 10. Check applicable box. Reference requirements given in Order 8130.21A.
- 11. Check applicable box. Enter comments in the remarks section.
- 12. Check applicable box. Enter comments in the remarks section.
- 13. Check applicable box. Enter comments in the remarks section.
- 14. Check applicable box. Enter comments in the remarks section.
- 15. Check applicable box. Enter comments in the remarks section.
- 16. Check applicable box. Enter comments in the remarks section.
- 17. Check applicable box. Enter date attended in space provided. Rate DMIR per para. 7.a.(3)(a)3, DAR per para. 7.a.(4)(a)3, ODAR per para. 7.a.(5)(a)3, and ASI per para. 7.a.(6)(a)2.
- 18. Check applicable box. Enter date current designation function was granted. Refer to 14 CFR, Part 21, Subpart J for DOA; 14 CFR, Part 21, Subpart M for DAS; and Order 8130.2C for DMIR.
- 19. If any above items are unsatisfactory, schedule a date for follow-up action and enter the date in the space provided.

FOR OFFICIAL USE ONLY

**FIGURE 7. SAMPLE SUMMARY ACTIVITY REPORT
(TO BE USED BY DMIR, DAR-MFG, ODAR-MFG, DOA, DAS)
(FRONT SIDE - REDUCED SIZE)**

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

Instructions and Code definitions are given in Order 1380.48A Page 1 of 2

**FIGURE 7 (CONTINUED). SAMPLE SUMMARY ACTIVITY REPORT
(REVERSE SIDE- REDUCED SIZE)**

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

COMPANY _____ DESIGNEE NAME _____ DESIGNEE 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 1380.48

**FIGURE 8. INFORMATION THAT SHALL BE IN THE
PROCEDURES MANUAL SUBMITTED BY THE ODAR
APPLICANT**

Procedures submitted shall, as a minimum, identify ODAR's:

1. Policies and Objectives.
2. Organizational Structure.
3. Authorized Function(s).
4. Assignment of Responsibilities.
5. Training.
6. FAA Document Control (Safeguard FAA Forms and Certificates).
7. FAA Document Processing.
8. FAA Interface.
9. Supervision/Monitoring.
10. Authorized Individuals:
 - a. General Qualifications.
 - b. Specialized Experience.
 - c. Authority and Responsibilities.
 - d. Identification.
 - e. Limitations and Restrictions.
11. Records Retention.

FIGURE 9. SAMPLE SUPPLEMENT TO FAA FORM 8430-9 CERTIFICATE OF AUTHORITY, DELEGATED FUNCTIONS AND LIMITATIONS - DAR

SUPPLEMENT TO FAA FORM 8430-9, CERTIFICATE OF AUTHORITY, DATED January 15, 1996
DELEGATED FUNCTIONS AND LIMITATIONS

Supplement Issue Date: June 1, 1996 Supplement Expiration Date: (If different than FAA Form 8430-9 Date)

Pursuant to 14 CFR section 183.33, Frank J. Smith, **DART123456WP**, is hereby authorized to perform certain maintenance functions subject to the following conditions and limitations:

1. Issue recurrent standard airworthiness certificates for U.S.-registered aircraft. (A DARF will issue original standard airworthiness certificates.)

LIMITATIONS:

- a. Cessna Airplane Models 150, 172, 182, and 185; Piper Airplane Models PA18 and PA28.
- b. Federal Aviation Regulations part 25 airplanes not exceeding 70,000 pounds.
- c. Aerospatiale SA-360C "Dauphin" Transport helicopter only.

2. Issue recurrent restricted airworthiness certificates for U.S.-registered restricted category aircraft.

LIMITATIONS: Aircraft located in the U.S. and its possessions only.

3. Issue original/recurrent special airworthiness certificates for U.S.-registered, amateur-built aircraft.

LIMITATIONS: Aircraft located in the U.S. and its possessions only.

4. Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR section 21.197(a)(1), (2), and (b).

LIMITATIONS:

- a. Federal Aviation Regulations part 23 airplanes in all categories.
- b. Federal Aviation Regulations part 25 airplanes not exceeding 70,000 pounds.
- c. Any U.S.-registered aircraft involved in an incident/accident that concerns the National Transportation Safety Board (NTSB) will not be issued a special flight permit unless coordinated with the NTSB.

x/x/x/x/x/x/x/x/x/x/x/x/NOTHING FOLLOWS/x/x/x/x/x/x/x/x/x/x/x/x/

J. Doe
Manager, Flight Standards Division
Western Pacific Region

**FIGURE 10. SAMPLE 1, FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - DAR
(FRONT AND REVERSE SIDES)
(FOR MANUFACTURING)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO. DARF123456CE
NAME SLICK R. SPEED	DESIGNATION EXPIRES SEE REVERSE	
Is authorized to act in the capacity of a Designated Airworthiness Representative (MFG) Per Supplement Dated Aug 9, 1997.		
AT FIXED BASE OF OPERATION FAST TRACK AIRCRAFT COMPANY 11456 MAIN ST., YUKON, OK 73099		
for the Administrator		
08/09/97 (DATE)	<i>Im H. Help</i> (SIGNATURE)	
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

(Front Side)

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:		
Office	Date	Inspector's signature
SW-MIDO-41 Issued 06/01/96	Expires 06/01/97	<i>Im H. Help</i>
Renewed 06/01/97	Expires 06/01/99	<i>Im H. Help</i>
Renewed 06/01/99	Expires 06/01/03	<i>Im H. Help</i>

(Reverse Side)

**FIGURE 10. SAMPLE 2, FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - DAR
(FRONT AND REVERSE SIDES)
(FOR MAINTENANCE)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO DART234567SW
NAME JOHN K. BROWNER		DESIGNATION EXPIRES SEE REVERSE
Is authorized to act in the capacity of a Designated Airworthiness Representative (MAINT) per Supplement Dated Sep 31, 1996		
AT FIXED BASE OF OPERATION Fast Track Aero Corp. 23456 Broadway, Mustang, OK 73001		
for the Administrator		
09/31/96 (DATE)	<i>Im H. Smith</i> (SIGNATURE)	
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

(Front Side)

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
SW-MIDO-41 Issued 09/31/96	Expires 09/31/97	<i>Im H. Smith</i>
Renewed 09/31/97	Expires 09/31/98	<i>Im H. Smith</i>
Renewed 09/31/98	Expires 09/31/99	<i>Im H. Smith</i>

(Reverse Side)

**FIGURE 11. SAMPLE 1, FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - ODAR
(FRONT AND REVERSE SIDES)
(FOR MANUFACTURING)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO ODARF123456CE
NAME Sputter Engine Co.		DESIGNATION EXPIRES SEE REVERSE
Is authorized to act in the capacity of a Organizational Designated Airworthiness Representative (MFG) Per Supplement Dated Jun 01, 96.		
AT FIXED BASE OF OPERATION 8800 Beck Road Belleville, Michigan 48111		
for the Administrator		
06/01/96		<i>Tom H. Smith</i>
(DATE)		(SIGNATURE)
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

(Front Side)

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
CE-MIDO-42 Issued 06/01/96	Expires 06/01/98	<i>Tom H. Smith</i>
Renewed 06/01/98	Expires 06/01/00	<i>Tom H. Smith</i>

(Reverse Side)

**FIGURE 11. SAMPLE 2, FAA FORM 8430-9, CERTIFICATE OF AUTHORITY - ODAR
(FRONT AND REVERSE SIDES)
(FOR MAINTENANCE)**

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO ODART123456GL
NAME Working Engine Co.		DESIGNATION EXPIRES SEE REVERSE
Is authorized to act in the capacity of a Organizational Designated Airworthiness Representative (MAINT) Per Supplement Dated June 01,96.		
AT FIXED BASE OF OPERATION 2000 Beck Road Belleville, Michigan 48111		
for the Administrator		
06/01/96		<i>Im H. Smith</i>
(DATE)		(SIGNATURE)
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

(Front Side)

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
DTW FSDO, GL23 Issued 06/01/96	Expires 06/01/98	<i>Im H. Smith</i>
Renewed 06/01/98	Expires 06/01/00	<i>Im H. Smith</i>

(Reverse Side)

**FIGURE 12. SAMPLE, SUPPLEMENT TO FAA FORM 8430-9,
CERTIFICATE OF AUTHORITY, DELEGATED FUNCTIONS
AND LIMITATIONS - ODAR**

SUPPLEMENT TO FAA FROM 8430-9, CERTIFICATE OF AUTHORITY, DATED JULY 5, 1994 DELEGATED FUNCTIONS AND LIMITATIONS	
Supplement Issue Date: <u>June 6, 1995</u>	Supplement Expiration Date: <u>(If different than FAA Form 8430-9 Date)</u>
Procedures Manual Dated: <u>June 6, 1995</u> <u>(or subsequent FAA-approved revision)</u>	
Pursuant to Federal Aviation Regulations (14 CFR) section 183.33, ABC Airplane Company, <u>(DARF323456SW)</u> , is hereby authorized to perform the following manufacturing functions subject to the following conditions and limitations:	
AUTHORIZED FUNCTIONS AND LIMITATIONS:	
1. Function 01 -- Issue original standard airworthiness certificates for U.S.-registered aircraft.	
2. Function 02 -- Issue experimental airworthiness certificates for the purpose of showing compliance with the regulations, market survey and research and development for U.S.-registered aircraft.	
3. Function 03 -- Issue original export airworthiness approvals for Class I products in accordance with 14 CFR part 21, Subpart L.	
LIMITATIONS: Only those aircraft produced under ABC Airplane Company production certificate #1234, dated March 1, 19XX and production limitations record dated January 1, 19XX. <u>/x/x/x/x/x/x/x/x/x/x/NOTHING FOLLOWS/x/x/x/x/x/x/x/x/x/x/x/x/x/x/x/x/</u>	
James O'Brien Manager, Manufacturing Inspection District Office SW-MIDO-43	

**FIGURE 13. SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION - (DME-DPRE-DAR-ODAR)
(PAGE 1 - REDUCED SIZE)**

Form Approved OMB: 2120-0033			
U. S. Department of Transportation Federal Aviation Administration		Application and Statement of Qualification (DME - DPRE - DAR - ODAR)	
1. Name (Last, First, Middle)		3. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Address (Apt. No., Number, Street)		3a. If not a U.S. citizen, name the country.	
City		State Zip	
6. Phone Number Home () Work ()		4. Social Security Number	
7. Designation Sought (Check box below): <input type="checkbox"/> Designated Mechanic Examiner <input type="checkbox"/> Designated Parachute Rigger Examiner <input type="checkbox"/> Designated Airworthiness Representative		5. Date of Birth Month/Day/Year	
<input type="checkbox"/> Airframe Rating <input type="checkbox"/> Powerplant Rating <input type="checkbox"/> Seat <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Other <input type="checkbox"/> Maintenance Function(s)		7a. Your FSDO of Jurisdiction?	
DAR applicants shall identify specific function(s), currently authorized in AC 183-33/FAA Order 8130.xx, for which appointment is sought:			
8. Education and Training, (High School or GED give date completed: _____)			
Dates		Name of School	Curriculum or Study Program
From Mo-Day-Yr	To Mo-Day-Yr		
			Degree or Certificate Received
9. FAA Certificates Held Pertinent to Designation Sought			
Type	Certificate Number	Rating	Original Date of Issue
10. Work Experience: Describe all work experience that pertains to your qualifications for the designation sought. Describe your current or most recent work experience in Block A and work backwards, describing each applicable position you have held during at least the past 5 years. You may describe work experience accrued more than 5 years ago if you wish to do so. Use a separate block for each position described. Include military service if your military experience is pertinent to your application for an examiner designation.			
A. Name of Employer/Organization:		Telephone Number ()	
Address			
City		State ZIP	
Job Title:	Dates Employed:	Supervisor's Name:	
Reason for Leaving:			
Description of Duties: (use blank sheet of paper if more space is needed)			
B. Name of Employer/Organization:		Telephone Number ()	
Address			
City		State ZIP	
Job Title:	Dates Employed:	Supervisor's Name:	
Reason for Leaving:			
Description of Duties: (if more space is needed, use blank sheet of paper)			
C. Name of Employer/Organization:		Telephone Number ()	
Address			
City		State ZIP	
FAA Form 8110-28 (9-94)			
1			
NSN: 0052-00-917-0000			

**FIGURE 13 (CONTINUED). SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION - (DME-DPRE-DAR-ODAR)
(PAGE 2 - REDUCED SIZE)**

Form Approved OMB: 2120-0033			
Job Title:		Date Employed:	Supervisor's Name:
Reason for Leaving:			
Description of Duties:			
D. Name of Employer/Organization:		Telephone Number ()	
Address			
City	State		ZIP
Job Title:		Dates Employed:	Supervisor's Name:
Reason for Leaving:			
Description of Duties:			
E. Name of Employer/Organization:		Telephone Number ()	
Address			
City	State		ZIP
Job Title:		Dates Employed:	Supervisor's Name:
Reason for Leaving:			
Description of Duties:			
F. Name of Employer/Organization:		Telephone Number ()	
Address			
City	State		ZIP
Job Title:		Dates Employed:	Supervisor's Name:
Reason for Leaving:			
Description of Duties:			
11. Location Where Designee Functions Will Be Performed:			
Address		Telephone Number ()	
Street, City, State, ZIP Code			
11A. Local Flight Standards District Office (FSDO) that services this area?:			
12. During the last 5 years were you fired from any job? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No	14. Are you now under charges for any violation of law? <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Have you ever been imprisoned, been on probation, or been on parole? <input type="checkbox"/> Yes <input type="checkbox"/> No
16. Have you ever been convicted by a military court-martial? <input type="checkbox"/> Yes <input type="checkbox"/> No	17. Have you ever been discharged from the military service under a General Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Have you ever been discharged from a military service under other than Honorable Conditions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
19. Have you ever been convicted of, or are you now under charges for violation of Federal or State statutes relating to narcotic drugs, marijuans, depressants, or stimulant drugs or substances? <input type="checkbox"/> Yes <input type="checkbox"/> No			
20. Give full details regarding each question in lines 12 through 19 to which you have answered "Yes." _____ _____ _____ _____			
<small>If more space is needed, use blank sheet of paper.</small>			
FAA Form 8110-28 (9-94)		2	NSN: 0052-00-817-0000

**FIGURE 13 (CONTINUED). SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION - (DME-DPRE-DAR-ODAR)
(PAGE 3 - REDUCED SIZE)**

Form Approved OMB: 2120-0033	
<p>21. Have you ever participated in the Maintenance Technician Award Program? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, list the latest year you participated: _____</p> <p>Check which Phase: <input type="checkbox"/> Phase I – Bronze <input type="checkbox"/> Phase II – Silver <input type="checkbox"/> Phase III – Gold</p> <p> <input type="checkbox"/> Phase IV – Ruby <input type="checkbox"/> Phase V – Diamond</p>	
Remarks	
<p>SIGNATURE, RELEASE OF INFORMATION, AND CERTIFICATION – Read Carefully YOU MUST SIGN AND DATE THIS APPLICATION -- (You must print or type your name under signature block)</p> <ul style="list-style-type: none"> ● I understand that a false statement on any part of this application will be grounds for not approving this application, for rescinding my eligibility as an examiner candidate, for not designating me, or for terminating any designation I may receive. ● I understand that any information I give may be investigated. ● I consent to the release of information regarding my personal and technical qualifications for designation as a mechanic examiner/parachute rigger examiner or designated airworthiness representative by employers, schools, law enforcement agencies, and other individuals and organizations, to investigators, employees of the federal government, and persons not employed by the federal government to whom the Federal Aviation Administration (FAA) has delegated the authority to screen and approve or disapprove aviation mechanic examiner/parachute rigger examiner or designated Airworthiness Representative applications. ● I understand that, if my application is accepted, approval for assignment to the national examiner/designee candidate pool is dependent on satisfactory completion of the predesignation knowledge test with a score of 80 percent or higher. ● I understand that assignment to the national examiner/designee candidate pool does not guarantee selection or designation as a mechanic examiner/parachute rigger examiner or designated Airworthiness Representative and that, if selected, designation is dependent on satisfactory completion of a practical test (demonstration of competency) and satisfactory completion of the Initial Technical Airman Examiner Standardization Seminar for DME/DPRE candidates. ● I understand that my FAA accident/incident/violation history will be verified at each stage of the application process. ● I understand that designation as a mechanic examiner/parachute rigger examiner or designated Airworthiness Representative is a privilege, not a right, and that any designation received may be terminated, revoked, or not renewed at any time or for any reason the FAA Administrator deems appropriate. ● I certify that, to the best of my knowledge and belief, all of my statements on this application are true, correct, complete, and in good faith. 	
<p>22. Signature of Applicant <i>(Sign application in dark ink. Type/Print Name Below Signature.)</i></p>	<p>Date signed <i>(Month, Day, Year)</i></p>

**FIGURE 13 (CONTINUED). SAMPLE FAA FORM 8110-28, APPLICATION AND STATEMENT OF QUALIFICATION - (DME-DPRE-DAR-ODAR)
(PAGE 4 - REDUCED SIZE)**

Form Approved OMB: 2120-0033	
FOR NATIONAL EXAMINER BOARD USE ONLY	
(For Original issuance Only)	
<input type="checkbox"/> Accepted for Predesignation Testing <input type="checkbox"/> Not Qualified Date: _____	
Predesignation Test Score: _____	Date of Test: _____
<input type="checkbox"/> Approved for Pool <input type="checkbox"/> Disapproved Date: _____	
Signature of Selection Official: _____	Title: _____
xx. DAR RECORD OF APPROVAL	
<input type="checkbox"/> Designated Airworthiness Representative (DAR) <input type="checkbox"/> Maintenance Functions(s) NOTE: <small>A separate approval is required for each discipline.</small>	
Function(s), Authorized (Identify specific functions authorized including any limitations).	
Remove from Candidate Pool if not selected by: _____ Date: _____	
For FAA Use Only (For Renewals, additional Designations, and/or Reinstatements)	
National Examiner Board (NEB) Action: <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	
Remarks:	
NEB Signature: _____ Date: _____	
Referred to: _____ FSDO. Date: _____	
<input type="checkbox"/> Selected <input type="checkbox"/> Declined Date: _____	
Supervising Flight Standards District Office Action: <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	
Remarks:	
Principal Maintenance Inspector Signature: _____ Date: _____	
Supervising Flight Standards District Office Management Action: <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	
Remarks:	
Manager, Flight Standards District Office Signature: _____ Date: _____	
Test Activity: (Renewals/Additional Designations Only)	
Action: <input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <input type="checkbox"/> Additional Authorization Date of Last Report: _____	
The examiner continues to meet the criteria for the original designation	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
The examiner meets the criteria for the additional authorization sought	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE	
There is a need for the examiner's services <input type="checkbox"/> YES <input type="checkbox"/> NO	
Inspector's Recommendation: <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	
Reason for Disapproval (Attach additional sheets, if required)	
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