

1/6/2004

**SUBJ: DESIGNEE MANAGEMENT HANDBOOK**

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**1. PURPOSE.** This change to the Federal Aviation Administrations (FAA) Order 8100.8B, Designee Management Handbook, Chapter 14, AFS Maintenance DAR and ODAR Procedures, is issued to add a new maintenance function code to allow the Maintenance Designated Airworthiness Representatives (DARs) to review data that supports a major alteration and assure that the data is complete and meets all regulatory requirements. This change introduces Function Code 50 — management of design and compliance data; the general and specialized qualification and experience criteria for data management by DARs; and other minor procedural changes and clarifications.

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

**3. EXPLANATION OF CHANGES.** The Federal Aviation Administration (FAA) has determined that many alterations to aircraft can be accomplished using data approved by Designated Engineering Representatives (DER). Often, a modifier will use several DERs to ensure that all of the needed data is obtained. However, there is no “project manager” to tie all of the data together and to ensure that all alterations meet certification requirements. In some cases, there is concern that the complexity of the alteration requires another level of coordination. Often, repair stations attempt to fulfill that role. There is also a concern about the expectation that ASIs are providing some form of quality control over the DER’s work; when in reality, the DER-approved data does not require a review, and such reviews are beyond the field inspector’s level of expertise. A DAR could be used to perform the project management review. The DAR’s responsibility will be to ensure the alteration data package is complete with appropriate approvals, complies with all applicable airworthiness requirements, and is eligible for use on the aircraft. Function Code 50 was added to create this function for a DAR. Function Code 46, which is covered by FAA Order 8130.30, is also added to the list of function codes.

**4. DISPOSITION OF TRANSMITTAL.** After filing the attached pages, this transmittal should be retained.

**5. PAGE CONTROL CHART.** See attached page control chart.

**PAGE CONTROL CHART**

<b>Remove Pages</b>	<b>Dated</b>	<b>Insert Pages</b>	<b>Dated</b>
v - vi	7/14/03	v - vi	1/6/2004
103-120	7/14/03	103-122	1/6/2004

/s/ John Hickey  
Director, Aircraft Certification Service, AIR-1

**CHAPTER 7. AIR DESIGNEE ORIENTATION**

<i>Paragraph</i>		<i>Page</i>
700.	General .....	63
701.	General Designee Orientation .....	63
702.	DER Orientation.....	64
703.	DMIR Orientation .....	65
704.	DAR Orientation .....	66
705.	ODAR Orientation .....	67

**CHAPTER 8. DESIGNEE TRAINING**

800.	General .....	69
801.	Designee Training .....	69
Table 8-1.	Designee Seminars .....	70
802.	Seminar Attendance .....	71
803.	Seminar Registration .....	72

**CHAPTER 9. AIR DESIGNEE OVERSIGHT**

900.	General .....	73
901.	Responsibilities .....	73
902.	Manufacturing DMIR/DAR/ODAR Oversight (Supervision, Monitoring, and Tracking).....	73
903.	Manufacturing DAR Candidate Oversight.....	76
904.	DMIR/DAR/ODAR Geographic Restrictions.....	76
905.	DER Oversight .....	77
906.	Minimum Levels of DER Oversight .....	81
907.	FAA Form 8110-3 Submittal .....	82
908.	DER Candidate Oversight.....	83
909.	Manufacturing ODAR Self-Evaluation.....	83
910.	Designee Information Network.....	84

**CHAPTER 10. AIR DESIGNEE RENEWAL**

1000.	Duration of Appointments.....	85
1001.	DMIR/DAR/ODAR Procedure .....	85
1002.	Executive Level DMIRs/DARs.....	87
1003.	DMIR/DAR Evaluation Considerations.....	88
1004.	DER Renewal Procedures .....	89
1005.	Executive Level DER Evaluation Considerations .....	91

**CHAPTER 11. TERMINATION OF DESIGNATIONS**

1100.	General .....	93
1101.	Cause for Termination of Designations .....	93

<i>Paragraph</i>		<i>Page</i>
1102.	Procedures for Termination of a DMIR, DER, DAR, or ODAR.....	94
1103.	No Response From Designee .....	97
1104.	Surrender of Designation .....	97
1105.	Coordination of Termination Decisions.....	97
1106.	Designee Information Network Status .....	98

## **CHAPTER 12. DESIGNEE FILES**

1200.	Maintenance of Files .....	99
-------	----------------------------	----

## **CHAPTER 13. GUIDANCE MATERIAL**

1300.	Guidance Material.....	101
1301.	Electronic Guidance Material .....	102

## **CHAPTER 14. AFS MAINTENANCE DAR AND ODAR PROCEDURES**

1400.	General .....	103
1401.	General Qualifications .....	103
1402.	Specialized Experience Required for Data Management Functions.....	103
1403.	Specialized Experience Required for Functions .....	105
1404.	National Examiner Board (NEB) Process.....	107
1405.	Designee Authority and Responsibilities.....	108
1406.	Application Procedures .....	109
1407.	Authorized Functions and Codes .....	109
1408.	FAA Employee Applications .....	111
1409.	ODAR Applications .....	111
1410.	Applicant Notification.....	112
1411.	Administrative Requirements.....	113
1412.	General Designee Orientation .....	113
1413.	DAR Orientation .....	114
1414.	ODAR Orientation .....	115
1415.	Maintenance of Files .....	115
1416.	Appeal Process .....	116
1417.	Designee Training .....	116
1418.	Designee Oversight .....	116
1419.	DAR/ODAR Geographical Restrictions .....	119
1420.	DIN/PTRS .....	119
1421.	Compliance and Enforcement .....	119
1422.	Designee Renewal.....	120
1423.	Termination of Designations.....	120

## CHAPTER 14. AFS DAR AND ODAR PROCEDURES

**1400. GENERAL.** This section describes the processes to be used by AFS in the selection, appointment, orientation, and acceptance of delegated authority of appointed designees, and training, oversight, renewal, termination, and tracking of designee's authorized functions. The process provides a method in which qualified private person(s) may apply for appointment as a DAR and ODAR, and provides Flight Standards inspectors with information regarding implementation of the National Examiner Board (NEB) process. The NEB process provides a fair and consistent selection of DARs. AFS has decided to include the DARs in the same initial screening and selection process used for other Flight Standards designees. ODAR applications will be done in accordance with paragraph 1409, and DAR applications will be done in accordance with paragraph 1406. All applicants will submit FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE-DAR-T-ODAR-T). See Appendix 7, Figure 1 of this order, for a sample application. Authorized functions cannot be sub-delegated; i.e., all authorized functions must be accomplished only by the DAR having the authorization.

**1401. GENERAL QUALIFICATIONS.** DAR/ODAR applicants must meet the specialized experience specified in paragraphs 1402 and/or 1403 (as appropriate) and the general qualifications listed below:

- a. Current and thorough working knowledge of pertinent CFR, directives, and related material;
- b. Current specific technical knowledge and experience commensurate with that required for the particular function (e.g., Boeing Airplane Model 747-400, Bell Model 47B, and/or related parts/components, appliances, avionics, 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. Persons applying for the DAR/ODAR with Data Management authorized function (code 50) must hold a current DAR/ODAR designation for a period of at least 1 year with function codes 08 and 23. The DAR/ODAR must have demonstrated sound judgment when issuing airworthiness certificate/airworthiness approvals on behalf of the FAA.
- g. Persons applying for the DAR/ODAR Data Management authorized function for avionics only, must hold a current DAR/ODAR designation for a period of at least 1 year with function codes 08 and 23 (A&P not required) on avionics equipment (ability to provide domestic airworthiness approval for avionics parts and appliances that conform to approved design requirements). The DAR/ODAR must have demonstrated sound judgment when issuing airworthiness approvals on behalf of the FAA.
- h. Good command of the English language, both oral and written.

**1402. SPECIALIZED EXPERIENCE REQUIRED FOR DATA MANAGEMENT FUNCTIONS.**

DAR and ODAR Data Management authorized function applicants must meet the specialized experience listed below for each function sought. Individuals who are to perform authorized functions under an ODAR need only MEET the specialized experience required for the specific function(s) to be performed. All candidates must attend the training requirements listed below.

**a. Management of Data for Major Alterations on U.S.-Registered Aircraft (Function Code 50).**

(1) A DAR applicant must have 5 years of experience as:

(a) An FAA inspector (manufacturing, airworthiness, or avionics), who has either issued field approvals or performed oversight of an organization that performs major alterations, FOR ALTERATIONS OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person responsible for requesting FAA field approvals or managing alteration programs that lead to approvals 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 certificate or commercial operator's certificate). This person must hold a current mechanic's certificate with Airframe and Powerplant (A&P) ratings or an Avionics Certificate (Associate Degree in Electronics or 5 years experience as an avionics technician) with the proper qualifications, skills, and the ability to perform maintenance, repairs, alterations, and operational checks on products in accordance with FAA regulations. This person must also demonstrate the ability to determine that the products, including components and parts of products or avionics components and systems (*of the same type and complexity* as those for which authorization is sought), submitted for FAA data approval have remained in or have been returned to their FAA-approved type design configuration and meet pertinent CFR requirements.

(c) A person having specialized experience outlined in Table 4-2 of this order may be used when an applicant has experience leading to the issuance of FAA data APPROVAL for products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.

(2) An ODAR applicant must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1402a(1); or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1402a(1); or

(c) A PAH as defined in table 4-2 of this order.

**b. Training Requirements for Data Management Functions.** Persons applying for a DAR or ODAR with Data Management authorized function must also have completed either the FAA course # 27903 (titled FAR Part 21 Seminar) or courses # 21016 (Part 21) and # 21811 (Aircraft Alterations and Repairs). In addition to these courses, the person applying for an Avionics function code must also have attended course # 21846 (Avionics Certification Procedures).

**1403. SPECIALIZED EXPERIENCE REQUIRED FOR MAINTENANCE FUNCTIONS.** DAR and ODAR applicants must meet the specialized experience listed below for each function 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 (Includes Function Codes 23 Through 30 and 33).**

(1) A DAR applicant must have 5 years of experience as—

(a) An FAA airworthiness inspector (maintenance) involved in the actual issuance of, or having responsibility for, managing programs leading to the issuance of original airworthiness certificates when delegated or 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 approval for return-to-service (for example, 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 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 specialized experience outlined in table 4-2 of this order may be used when an applicant has a minimum of two additional 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 ODAR must be—

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1403a(1); or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1403a(1); or

(c) A PAH as defined in table 4-2 of this order.

**b. Issuance of Recurrent Export Airworthiness Approvals for Class I Products (Function Code 31).**

(1) A DAR applicant must have 5 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 recurrent export airworthiness approvals for class I products (for example, 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 an A rating or P rating, or both, as appropriate. This person must also demonstrate the ability to determine that class I products submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

**NOTE: Recurrent export airworthiness approvals for class I must be OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.**

(c) The experience as outlined in table 4-2 of this order, plus an additional 2 years leading to issuance of recurrent export airworthiness approvals for class I products.

(2) An ODAR must be—

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certificated under part 65 in its employ with 5 years experience similar to that specified in paragraph 1403b(1); or

(b) An air carrier operating certificate holder with an FAA-approved continuous airworthiness maintenance program having a person(s) in its employ with 5 years experience similar to that specified in paragraph 1403b(1); or

(c) A PAH having an ODAR person in its employ.

**c. Issuance of Recurrent Export Airworthiness Approvals for class II Products (Function Code 32).**

(1) A DAR applicant must have 3 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, recurrent export airworthiness approvals for class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) The holder of a current mechanic certificate with an A or P rating, or both, as appropriate, or a current repairman certificate (for example, avionics, instruments). This person must also demonstrate the ability to determine that class II products submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

**NOTE: Recurrent export airworthiness approvals for class II products must be OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.**

(c) The experience as outlined in table 4-2 of this order, plus an additional 2 years leading to issuance of recurrent export airworthiness approvals for class II products.

(2) An ODAR must be—

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certificated under part 65 in its employ with 3 years of experience similar to that specified in paragraph 1403c(1); or

(b) An air carrier operating certificate holder with an FAA-approved continuous airworthiness maintenance program having a person(s) in its employ with 3 years experience similar to that specified in paragraph 1403c(1); or

(c) A PAH as defined in table 4-2 of this order.

**1404. NATIONAL EXAMINER BOARD (NEB) PROCESS.** The NEB will oversee and administer the following functions for applicants:

**a. The National Designee Candidate Pool.** The NEB is responsible for creating and maintaining a national designee candidate pool, which contains the application files of all DAR applicants who meet applicable requirements for the designation sought. Applicants approved for assignment to the national designee candidate pool will be categorized by the geographic area in which the applicant can serve and by the type of functions they seek to perform.

**b. Maintenance DAR Applications.** The NEB will accept and evaluate applications from applicants whose designations are governed by this order.

**c. Referral of Applicants for Initial Designation.** At the request of a managing RO which has determined the need for a designee, the NEB will send the managing RO copies of applicant file(s) for the three most highly qualified DAR applicants appropriate for the designation needed and geographic area to be served. For DARs, the RO will be responsible for evaluating, selecting, and notifying the

applicant from the files forwarded by the NEB. This responsibility may be delegated to the local FSDO/IFO.

(1) The managing office may accept or decline any applicant referred by the NEB, except in cases where fewer than three applicants are referred by the NEB. A managing office that declines all of the applicants referred by the NEB may not request further referral for a period of 6 months.

(2) If fewer than three appropriate applicants are available, the managing office may maintain an open request for files of all additional applicants that become available through the national candidate pool until such time that the NEB is able to refer three applicants.

(3) If a managing office requests applicants and there are no applicants in the national pool available to provide service in that managing office's geographical area, the NEB will immediately advise the managing office that no applicants are available. If the managing office deems the need of a designee to be time critical, the managing office may encourage a suitable applicant to apply and forward the person's application to the NEB with a request for priority processing. The NEB will convene within 10 days and approve or disapprove the application. The NEB will advise the managing office and the applicant by the most expeditious means of the approval/disapproval of that application and continue to give priority handling to the managing office's request until the critical shortage is filled.

(4) If a managing office that has declined all applicants referred by the NEB requests new referrals after a lapse of 6 months, the NEB will again refer the three most highly qualified applicants currently in the national pool, appropriate to the designations needed and the geographic area to be served. Whether the applicants are the same or different from those previously referred shall have no bearing on current or subsequent referrals.

**d. Enforcement History.** At the time of the initial evaluation, the NEB will review the enforcement history of individuals who will perform any authorized functions; however, the NEB will not maintain a record of an applicant's enforcement history. The requesting managing office will review the enforcement history at the time the applicant's files are forwarded to the managing office by the NEB. The review must be accomplished before the managing office selects a candidate for designation.

(1) The NEB and managing office will determine if the enforcement history is grounds for denial.

(2) An applicant may appeal.

**e. Expanded Authority, Reinstatement, and Transfer Requests.**

(1) Expanded authority is defined as adding authorized function(s), it is not making changes to limitations to authorized functions.

(a) Designees requesting expanded authority, and who have previously gone through the NEB process, only need to submit the technical portion of the application package (Form 8110-28 with relevant experience for the added function(s) requested, along with a recommendation letter from their

managing FSDO). Designees who have never been through the NEB process must submit a complete application package as required in paragraph 1406. The managing FSDO or Regional Flight Standards Office (RO), as appropriate, may require additional portions in the application package.

(b) The Managing FSDO or RO, as appropriate, and the NEB will review these applications. The results will be documented in the designee's letter of authority, Designee Information Network (DIN) updated, and the administrative requirements accomplished in accordance with paragraph 1411. Only the NEB may authorize added functions, and only the managing FSDO may specify any limitations(s) on the authorized functions.

(2) DARs applying for reinstatement to the FSDO who last had jurisdiction over the applicant shall submit the completed Form 8110-28 directly to the designating FSDO. Former designees who relocate to another FSDO and request reinstatement shall be treated as initial applicants and will be required to submit an application to the NEB for evaluation and recommendation.

(3) DARs holding a valid and current certificate of designation who wishes to relocate to a different geographical area may do so, providing there is no break in service and the receiving FSDO agrees to the transfer.

**1405. DESIGNEE AUTHORITY AND RESPONSIBILITIES.** While Manufacturing inspectors/designees are primarily responsible for original airworthiness certification, and Flight Standards Airworthiness Inspectors/designees are primarily responsible for recurrent airworthiness certification, both recurrent and original airworthiness certification may be authorized to both maintenance and manufacturing DARs/ODARs with specific function codes. When the maintenance managing office is delegating both recurrent and original functions (under the maintenance function codes), the maintenance managing office should coordinate/communicate with the manufacturing managing office of their intent to delegate "original" (maintenance function codes) functions to eliminate any potential issues that may arise.

a. Designees may be authorized to perform both recurrent and original functions when they meet both sets of qualification criteria. Designees should be carefully evaluated to ensure they are delegated the applicable function codes, and if appropriate, limitations for those functions (e.g., aircraft specific or weight limit).

b. For new maintenance applicants requesting both recurrent and original functions, the appropriate Flight Standards managing office shall obtain concurrence of original functions (under the maintenance functions codes) from the appropriate manufacturing managing office prior to delegating the applicant as a maintenance designee.

c. For existing maintenance designees, who have already been delegated both recurrent and original (under the maintenance function codes) activity, the managing office shall obtain verbal or written concurrence from the cognizant manufacturing office prior to performing delegated "original" functions as a maintenance designee.

d. MIDOs/CMOs/FSDOs must ensure documentation (e.g., via e-mail, fax, phone log, etc.) of the mutual agreement/concurrence by the two managing offices is maintained in the designee's file.

e. A DAR with the data management authorized function 50 must follow the guidelines established in FAA Order 8300.10.

**1406. APPLICATION PROCEDURES.** All DAR applicants must complete Form 8110-28. This form is available to download from the Internet at <http://av-info.faa.gov/dst/8110-28.pdf>. The application package must also include three verifiable technical references that will substantiate that the applicant possesses the required technical expertise for the designation sought. These references may be the same person(s) used for character references. The package must also contain a letter from the geographically cognizant FSDO specifying the applicant meets all the general requirements specified in paragraph 1401. Application documents should be addressed to—

Federal Aviation Administration  
 Designee Standardization Branch, AFS-640  
 ATTN: National Examiner Board  
 P.O. Box 25082  
 Oklahoma City, OK 73125-0082

**1407. AUTHORIZED FUNCTIONS AND CODES.** The following is a list of maintenance functions that may be delegated to a maintenance designee:

**a. DAR-T/ODAR-T Codes and Function Description.**

(1) **Code 23** — Issue recurrent standard airworthiness certificates for U.S.-registered aircraft.

**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 or certifying statement from the CAA indicating the aircraft meets the U.S. type design and is in a condition for safe operation.**

(2) **Code 24** — Issue recurrent standard airworthiness certificates for non-U.S. manufactured aircraft imported from countries other than the country of manufacture with which the United States has a bilateral agreement(s).

**NOTE: The CAA of the country of manufacture, with whom the U.S. has a bilateral agreement, must provide a certified statement that the aircraft conforms to its U.S. TC and is in a condition for safe operation. This certified statement normally comes in the form of an Export Certificate of Airworthiness, issued by the country of manufacture.**

(3) **Code 25** — Issue recurrent special airworthiness certificates for U.S.-registered restricted category aircraft.

**NOTE: The exception would be for non-U.S. manufactured aircraft imported from countries other than the country of manufacture.**

(4) **Code 26** — Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating exhibition or air racing on U.S.-registered aircraft located in the United States.

(5) **Code 27** — Issue recurrent/original special airworthiness certificates for primary category aircraft.

(6) **Code 28** — Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating, market survey, research and development, and crew training on U.S.-registered aircraft.

(7) **Code 29** — Issue special flight permits for U.S.-registered aircraft for the purposes outlined in § 21.197(a)(1), (2), (4), and 21.197(b).

**NOTE: Designees shall not fax any special flight permits; reference the current Order 8130.2, paragraph 173b.**

(8) **Code 30** — Issue recurrent/original special airworthiness certificates for limited category aircraft.

(9) **Code 31**— Issue recurrent export airworthiness approvals for class I products in accordance with part 21, subpart L.

(10) **Code 32** — Issue recurrent export airworthiness approvals for class II products that are manufactured and located in the United States in accordance with part 21, subpart L.

(11) **Code 33** — Issue replacements for lost, or mutilated standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

**NOTE: This includes the replacement of certificates when the aircraft registration number changes.**

(12) **Code 46** — Issue original/recurrent special airworthiness certificates, experimental, for the purpose of operating United States (U.S.)-registered amateur-built aircraft. (See FAA Order 8130.30.)

(13) **Code 47** — Reserved.

(14) **Code 48** — Reserved.

(15) **Code 49** — Reserved.

(16) **Code 50** — Issue a statement of completeness for alterations that use DER-approved data. Perform management of design and compliance data in support of major alterations by reviewing the applicant's data package for completeness to the applicable airworthiness standards.

**NOTE: The certification is entered on FAA Form 337 in Block 3 and should read: “The alteration identified herein has been reviewed and found to be complete with appropriate Designated Engineering Representative (DER) approvals. All aspects of the alteration(s) are compatible and eligible for use on the above described aircraft, subject to conformity inspection by a person authorized in 14 CFR part 43, § 43.7.” The DAR should then sign and date the entry. The DAR’s designee authorization number should also be entered in Block 3. If the applicant’s data package requires further data approval, no Block 3 entry is made, and the package is returned to the applicant with a letter of explanation.**

**NOTE: DAR certification of data documents does not constitute a field approval.**

**(17) Function codes 51 to 60 — Reserved.**

**b. Function Code(s) Usage.** When applying to become a designee, list all codes requested on Form 8110-28. The FAA appointing office will list the function codes (and any limitations) authorized on the COA. The appropriate managing office will enter the maintenance function codes for the designee into DIN.

**1408. FAA EMPLOYEE APPLICATIONS.** Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. FAA employees may not apply to the NEB earlier than 120 days prior to their actual date of retirement or separation from the agency. Former FAA employees who submit an application within 3 years from the time their FAA employment terminated are exempt from the Standardization and Interface portions of the application package. However, their application must be accompanied by a letter of recommendation from management of their last assigned office. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their recency of experience while employed by the FAA or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond 3 years from the date of termination, all application requirements apply.

**I 1409. ODAR APPLICATIONS.** Applications for an ODAR appointment shall be submitted on Form 8110-28 to the managing RO, and must include a letter from the focal point within the organization applying for an ODAR, that identifies persons who will perform authorized functions, and attests to their technical qualifications. Supplemental statements must include each individual’s name, signature, and substantiate each individual meets the general and specialized experience requirements of this order. ODAR applications must also include the following:

**a.** The organization’s procedures manual as outlined in Appendix 1, Figure 6 of this order. The manual will establish a process that complies with the applicable requirements of the CFR and the applicable FAA directives, and that documents the system by which the ODAR will manage functions performed on behalf of the FAA. The manual must establish an organizational focal point to interface with the FAA on behalf of the ODAR, ensure that only appropriately-qualified individuals will perform any authorized functions, and define how the ODAR will interface and function with other elements of the company.

**NOTE: The ODAR procedures may be included as a separate section/appendix to the organization's air carrier General Maintenance Manual (GMM) or repair station manual.**

**b. ODAR Focal Point.** The application for an ODAR must be signed by the focal point. The focal point is 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.

**c. ODAR Qualification Requirements.** Unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions 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 the type and complexity of authorized function(s) to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR. When an authorized person under an ODAR is no longer employed as an ODAR, and the designee would like to become an independent DAR, the designee must submit an application to the NEB.

**1410. APPLICANT NOTIFICATION.** There are two types of FAA notifications to the applicant. One is notifying the applicant in writing whether the applicant is placed into the national candidate pool, or found to be not acceptable. The second notification is when an applicant receives a designation, and includes the type of designation and the functions authorized. See Appendix 7, Figures 2 and 4, of this order for sample letters.

**a. NEB Notification to the Applicant.** For DARs, the NEB, after reviewing the DAR application package, will notify the applicant. The NEB should identify the areas the applicant was found not qualified. The applicant should retain a copy of all documents submitted to the NEB for personal records.

(1) Applicants who are approved will be assigned to the national DAR candidate pool for 2 years or until the applicant is selected for designation by a managing office, whichever comes first. When a managing office accepts a candidate for designation, the candidate's file will be transferred to the designating managing office. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process to apply for reassignment to the candidate pool.

(2) An applicant who is not approved for assignment to the DAR-T candidate pool may request a review of the NEB's decision by the AFS appeals board. The decision of the appeals board is final. A letter signed by the AFS director will convey the board's decision to the applicant.

**b. Notification of Designation.**

- I (1) For DARs, the RO, or delegated FSDO/IFO will be responsible for evaluating, selecting from the national candidate pool, and notifying the applicant directly of selection. See the sample letter in Appendix 7, Figure 2 of this order.
- I (2) For ODARs, the RO will be responsible for evaluating, selecting, and notifying the applicant directly from all applications received. This responsibility may be delegated to the local FSDO/IFO. See the sample letters in Appendix 7, Figures 3 and 4, of this order.

#### 1411. ADMINISTRATIVE REQUIREMENTS.

- a. The designee's authorization number will be composed of—

- (1) The type of designation (DAR or ODAR).

- (2) A suffix of "T" added after the designation type to identify the designee as a maintenance (airworthiness or avionics) designee.

- (3) The DIN-generated I.D. number (six digits); and

- (4) The geographical region code (i.e., AL-Alaska Region, CE-Central Region, EA-Eastern Region, GL-Great Lakes Region, NE-New England Region, NM-Northwest Mountain Region, SO-Southern Region, SW-Southwest Region, and WP-Western Pacific Region).

- I b. For example, a maintenance ODAR's number who had been appointed out of the Northwest Mountain Region would be ODART-123456-NM.

**1412. GENERAL DESIGNEE ORIENTATION.** The managing office accomplishes the initial orientation for all maintenance (airworthiness or avionics) designees and should include the following items:

- a. **Flight Standards Service Organizational Structure.** Review organizational structure of the AFS region system.

- b. **Managing Office Structure.** Review the applicable organizational structure.

- c. **Personnel.** Introduce the designee to managing office personnel.

- I d. **Geographic Restrictions.** Explain the procedures for operating across geographic boundaries. (See paragraph 1419.)

- e. **Administrative Responsibilities.** Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.

**f. Compliance with Policy.** Explain that designees are required to use and implement FAA policy and guidance material (notices, orders, etc.) in addition to the regulations and any other special instructions conveyed by the managing office. Refer to Chapter 13, Guidance Material.

**g. Appointment and Renewal Procedures.** Explain appointment and renewal procedures.

**h. Relocation Procedures.** Explain steps that must be taken if the designee moves to a geographic area for which another appointing office is responsible.

**i. Workshops/Conferences.** Review minutes of recently held designee workshops/conferences and provide copies as appropriate.

**j. Training.** Explain that the FAA requires the designee to participate in periodic FAA seminars or training to ensure familiarization with current FAA policy and procedures. The designee will be notified of seminars, when appropriate. Newly appointed DARs or authorized representative(s) within an ODAR must attend the next available Standardization Seminar for DMIRs/DARs/ODARs. Refer to Chapter 8.

**I 1413. DAR ORIENTATION.** The managing office should review the following additional items with each DAR:

**a. Product Certification.** Caution the DARs that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(d)(4).

**b. Authorized Functions.** Remind the DARs to perform only authorized functions within the limits of their authority.

**c. Communication.** Remind the DAR to contact 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. Activity Reports.** DARs must provide information relating to their accomplishments according to the schedule established with the managing office.

**e. Safeguarding of Forms.** Emphasize that the DAR must ensure all 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 or approvals and related documents will include the DAR's printed or typed name, signature, and designation number.

**f. Conflicts of Interest.** Remind the DARs that they are not allowed to perform 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 the DAR's authority.

**g. Use of Authority.** Remind the DAR to ensure that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (for example, ADs, marking requirements, registration, special importing requirements) before issuing airworthiness or export certificates. The DARs will seek guidance from their managing office when problems arise that they cannot resolve.

**h. Document Submittal.** DARs are to submit applicable original or duplicate documents within seven days of completion to the managing office for review.

**i. Airworthiness Applications.** Emphasize that the DAR is to review applications for completeness and ensure 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 Form 8130-9 from an applicant before performing any inspections in accordance with Order 8130.2.

**1414. ODAR ORIENTATION.** The managing office should review the following additional items with each ODAR—

**a. Procedures Manual.** Remind the ODARs to comply with all provisions of their FAA-approved procedures manual and to ensure all authorized functions are performed within the limits of authority.

**b. Authorized Representatives.** Ensure the ODAR understands that only authorized representatives listed in the FAA-approved procedures manual are allowed to perform any authorized function. In addition, remind the ODAR that no authorized function may be delegated.

**c. Use of Authority.** Remind the ODAR to perform all authorized functions in accordance with pertinent parts of the CFR, FAA directives, and any other specific instructions conveyed by the managing office.

**d. Certificate of Authority.** Remind the ODAR to provide a copy of the COA to all authorized representatives who perform authorized functions and ensure the copies are kept within the immediate work area.

**e. Safeguarding of Forms.** Emphasize that the ODAR must ensure 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.

**1415. MAINTENANCE OF FILES.** Managing offices must establish and maintain a file for each designee. All designee files must contain, at a minimum—

**a.** The original letter of request from the company requesting appointment when the applicant is an ODAR;

- b. The original Form 8110-28;
- c. The completed designee application;
- d. A copy of current COA letter and supplement;
- e. A copy of the current Certificate of Designation (FAA Form 8000-5);
- f. Verification of attendance at designee standardization seminars;
- g. Records of discussion or counseling; and
- h. Records of renewal correspondence.

#### **1416. APPEAL PROCESS.**

- a. DAR.** An appeal process is provided for through the NEB Charter for decisions made or applications reviewed by the NEB, and appeals will be sent directly to the NEB.
- b. ODAR.** ODARs may appeal the decision regarding a denied or reduced designation. If not satisfied with the decision, an applicant may, within 60 days of the date of the FAA decision letter, notify the FAA in writing and request a review by the appropriate RO. The RO must verify that the request for appeal was received within 60 days. If so, the RO then schedules the meeting, notifies all parties involved, and provides appropriate copies of all documentation. The RO will consider all available information and may interview the applicant, FAA personnel, or may invite other persons to be resources at their deliberations. The RO's decision is FINAL.
  - c.** The RO must determine if the appointment process was conducted properly by reviewing the documentation in the applicant's file, the written justification, and any other information deemed appropriate. If discrepancies are found, appropriate actions shall be taken to ensure the future integrity of the appointment process.
  - d.** The RO must complete their deliberations within 60 days from the date of the appeal.
  - e.** The manager of the RO must document and sign the decision. The RO must prepare the letter of appointment or denial for the appointing office manager who, in turn, will provide the decision to the appellant.

**1417. DESIGNEE TRAINING.** See this chapter and Chapter 8 for training requirements.

**1418. DESIGNEE OVERSIGHT.** These activities (supervision, monitoring, and tracking) are not necessarily separate oversight activities. They are generally conducted together as part of the annual oversight activity.

**a. Designee Oversight.** The advisor will provide supervision to ensure the designee is performing assigned authorized functions in accordance with the appropriate regulations, policies, and procedures. The advisor, as used in this chapter, is the FSDO/IFO principal maintenance inspector, who must—

**NOTE: For an ODAR, the ORGANIZATION is the responsible authority and not the individual authorized representatives under the ODAR. However, this organizational approach does not in any way prohibit the advisor from interfacing with individual authorized representatives within the ODAR who perform authorized functions.**

(1) Ensure that the designee has acquired and maintains all guidance material necessary to perform the authorized function(s).

(2) Determine that the designee is performing within the scope of the authorized function(s).

(3) Conduct, at least once annually, a one-on-one meeting to discuss the designee's performance. Determine and initiate appropriate corrective action (e.g., additional training, counseling, etc.) if the designee fails to demonstrate acceptable methods, techniques, and practices. Within 30 days of completed corrective action, conduct a follow-up session to determine if the designee's performance is acceptable. If the designee's performance remains unsatisfactory, discuss possible termination with the RO manager.

**NOTE: Immediate action will be taken on safety related situations.**

(4) Verify that the designee's attendance at the appropriate standardization seminar is in accordance with this order. Verify attendance at the appropriate standardization seminar by each representative performing an authorized function(s) under an organizational designation in accordance with this order.

(5) Verify the designee has ongoing activities to justify continuance of the designation.

(6) Ensure the designee coordinates with the FAA and CAAs when authorized to work outside the designee's geographic area. This coordination will be processed in accordance with this order for domestic and non-domestic activities.

(7) Ensure the designee understands to contact their managing office to obtain any special direction or instructions prior to—

(a) Issuance of airworthiness certificates.

(b) Issuance of export certificate/approval tag.

(c) Becoming involved in any type certification or supplemental type certification (manufacturing only).

(8) Emphasize that designees should seek the advisor's assistance relative to any concerns connected with their authorized functions.

**b. Oversight Considerations Unique to ODARs.**

(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 advisor will provide direct supervision by interfacing with the organization's FAA focal point and monitoring these self-assessment activities.

(2) 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.

c. The advisor will monitor the designee's activity by reviewing the work records and reports for accuracy and by observing the activity to ensure that proper procedures and satisfactory inspection techniques or methods are used.

(1) At least once annually, witness the designee's inspection of a completed part to ensure satisfactory inspection techniques are used. Depending on part availability, it may be necessary to use either an in process or a noncommercial part or product to fulfill this requirement. If the advisor determines no suitable product is available, the designee may demonstrate inspection techniques and knowledge of the pertinent guidance material by simulating this requirement.

(2) Ensure that all documentation initiated by a designee is processed in accordance with the appropriate regulations, guidance material (e.g., orders, ACs, notices, etc.), and any direction provided by the advisor. Review a sample of the designee's documentation and discuss any discrepancies.

(3) Review completed documentation of authorized function(s) performed by the designee. Advisors should use their discretion based on the experience of the designee in establishing the level of review.

d. The advisor will track the designee's activity by documenting all data pertaining to assigned activities. All supervision and monitoring of a designee's activities are to be recorded in DIN or the PTRS and updated to indicate the most recent surveillance date.

**e. ODAR Self-Evaluation.** The ODARs are responsible to comply with all provisions of their organizational designation. The ODAR will perform self-evaluations to ensure only qualified personnel representatives perform the authorized functions in accordance with the pertinent regulations, related policies, and procedures. The ODAR will perform self-evaluation activities annually, or as agreed to by the managing offices and as prescribed in the procedures manual. The procedures manual must identify the general audit procedures as agreed to by the managing offices.

**(1) Personnel Audits.** Personnel audits must evaluate the ODAR using the processes and oversight criteria contained within this order.

**(2) Process Audits.** The process audits should include inspections of products, parts, or repaired articles to ensure conformity to type design and compliance with airworthiness standards.

**(3) Audit Records.** The organization must maintain records of the self-audit and provide copies to the managing offices upon completion.

**(4)** The ASI will provide direct supervision by interfacing with the organization's focal point and monitoring these self-evaluation activities. It is also the responsibility of the advisor to ensure the ODAR has acquired all the required guidance material (for example, ADs, orders, and notices) necessary to perform the designated functions.

**1419. DAR/ODAR GEOGRAPHICAL RESTRICTIONS.** It is the FAA's intention that designees perform their authorized function(s) within the geographical boundaries of their managing office. However, a managing office may authorize a designee 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 designee is maintained. Designees will obtain written authorization from their managing office before performing any authorized function(s) outside their geographic boundaries. AFS designees will submit Form 8130-13 for this authorization (Appendix 5, Figure 2 of this order). ODARs are tied to their parent organization and consequently can only be authorized to travel to other locations that the parent organization (air carrier or repair station) is authorized to go, either by operations specifications or appropriate company manual(s).

**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 local office or the designee is available to perform the activity.

**b.** Managing offices will provide an endorsed Form 8130-13 as written authorization for all designee 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 the designee performing any function(s). The designee will be instructed to maintain a copy of the authorization onsite while performing the 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 designee to perform any function(s) outside the United States, the cognizant CAA must be provided written notification prior to 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 courtesy copy of the written authorization (approved Form 8130-13) and CAA notification to the appropriate international FAA office.

d. When designees are to work outside of their geographic area for more than 30 days, the managing office should 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 designee records. The transferring managing office will retain all other oversight responsibilities.

**1420. DESIGNEE INFORMATION NETWORK/PROGRAM TRACKING AND REPORTING SYSTEM.** The DIN is an automated information system designed to support the designee management process. All managing offices may report in DIN any key information that may affect other FAA offices for the designees they are responsible for. All managing offices have the responsibility to ensure the adequacy of the information being maintained in DIN. AFS ASIs will report all designee activity into the DIN and the PTRS.

**1421. COMPLIANCE AND ENFORCEMENT.** The FAA's compliance and enforcement program in Order 2150.3 is designed to promote compliance with both the statutory and the regulatory requirements. The program ranges from educational and remedial efforts, including administrative action, to punitive legal enforcement remedies, including criminal sanctions in the most serious cases. In rare cases, the FAA may initiate action against a designee for suspension and/or termination. However, many enforcement actions are directed towards the "certificate holder" such as an air carrier or repair station. In those cases, a designee may be affected by the enforcement action levied on the "certificate holder."

**1422. DESIGNEE RENEWAL.** The procedure for certificate renewal of a maintenance DAR/ODAR is the same as that for a manufacturing DAR/ODAR. See Chapter 10 of this order.

**1423. TERMINATION OF DESIGNATIONS.** Termination of maintenance DARs/ODARs will be accomplished in accordance with Chapter 11 of this order.