

11/23/99

**SUBJ: MANUFACTURING INSPECTION MANAGEMENT INFORMATION SYSTEM
(MIMIS)**

1. PURPOSE. This order establishes the organizational and procedural framework for implementing and maintaining the Manufacturing Inspection Management Information System (MIMIS). It incorporates by reference the MIMIS Guide for Aviation Safety Inspectors (Manufacturing) and Manufacturing Inspection Staff, and the MIMIS II User Manual. MIMIS is the automated data collection system used by Aviation Safety Inspectors (ASI) to record and track daily work assignments.

2. DISTRIBUTION. This order is distributed to the branch level in the Aircraft Certification Service; to the Office of Aviation System Standards; to the Aircraft Certification Divisions; to the Manufacturing Inspection Offices, Manufacturing Inspection District Offices, and Certificate Management Offices; to the Aircraft Certification Branch at the Mike Monroney Aeronautical Center; and to the Regulatory Support Division in the Flight Standards Service.

3. CANCELLATION. Federal Aviation Administration (FAA) Order 1380.48A, Manufacturing Inspection Management Information System (MIMIS), dated September 23, 1988, is canceled.

4. BACKGROUND. During the process of revising FAA Order 1380.49B, Staffing Standards for Aviation Safety Inspectors (Manufacturing), it was discovered that Order 1380.48A needed to be revised to the same requirements, particularly in the area of the MIMIS general and detailed work activity codes. The Staffing Standards Review Committee (SSRC) elected to revise the two orders concurrently. In addition, the MIMIS Guide for Aviation Safety Inspectors (Manufacturing) and Manufacturing Inspection Staff was created to provide ASI's detailed information regarding work measures and project activity reporting. The MIMIS II User Manual provides instruction on the data entry of an ASI's work and project activity.

5. DISCUSSION.

a. MIMIS can be broken down into five specific elements. These elements mirror the actual division of labor within the offices themselves. The elements are type, production, and airworthiness certification, enforcement, and administration.

b. Three major processes can be performed in MIMIS to maximize MIDO clerical, inspector, and administrative personnel efficiency. MIMIS can also minimize effort and error. The major processes which can be performed are entering and maintaining of information (i.e., database maintenance), manipulation and sorting of information (i.e., query), and the generation of reports.

c. The Aircraft Certification Service has developed Order 1380.49, establishing the use of staffing standards, and the Manager's Staffing Standards Guide for Aviation Safety Inspectors (Manufacturing) to identify standard work measures performed by manufacturing inspectors. These work measures are

captured in the MIMIS program and are used as the foundation for the annual Staffing Requirements Report.

6. EXPLANATION OF CHANGES. Appendix information referenced in previous revisions to Order 1380.48 was removed and incorporated by reference in the MIMIS Guide for Aviation Safety Inspectors (Manufacturing) and Manufacturing Inspection Staff, and the MIMIS II User Manual.

7. DEFINITIONS. All definitions required for MIMIS applications are contained in the MIMIS Guide for Aviation Safety Inspectors (Manufacturing) and Manufacturing Inspection Staff, and the MIMIS II User Manual.

8. TRAINING. Initial training for ASI's (manufacturing) and certain support personnel was conducted at the FAA Academy. Personnel receiving the training have assisted other MIDO personnel in the use of MIMIS. These persons reside in the various MIO's, MIDO's, and CMO's throughout the directorates and provide training as required.

9. IMPLEMENTATION.

a. The SSRC shall monitor the MIMIS system on a continuing basis to assure the data accurately reflects ASI field activity.

b. Change requests to the MIMIS Guide for Aviation Safety Inspectors (Manufacturing) and Manufacturing Inspection Staff, MIMIS II User Manual, MIMIS hardware, and MIMIS software shall be accompanied with a justification when forwarding those requests to the SSRC. The SSRC shall review requests which concern changes to MIMIS. These changes include enhancements such as stepsavers, form format, code additions, and customized reports. Implementation of these changes will occur if approved by the SSRC.

c. Requests for assistance regarding immediate user needs such as instructions which concern the user manual and guide shall be addressed to the SSRC.

d. MIO Managers are responsible for the implementation, maintenance, and management of MIMIS within their respective directorate.

e. Data entries into the production subsystem, production control file, administrative subsystem, and work hour reporting file shall be accomplished to produce FAA Form 8120-6, Production Certification Project Status Listing, and the Staffing Standards Report.

10. AUTHORITY TO CHANGE THIS ORDER. Changes to this order are to be submitted to be submitted to the Production and Airworthiness Certification Division, AIR-200 for approval and publication. Changes to the MIMIS Guide for Aviation Safety Inspectors (Manufacturing) and Manufacturing Inspection Staff are to be submitted to the SSRC for approval and subsequent publication by AIR-200.

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

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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 the Production and Airworthiness Certification Division, AIR-200, at (202) 267-8361, but you should also use Form 1320-19 as a follow-up to the verbal conversation.

/S/

Frank P. Paskiewicz
Manager, Production and Airworthiness
Certification Division, AIR-200



U.S. Department
of Transportation

**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 1380.48B

To: Directive Management Officer, AIR-520

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____